# My Time – Paid Time Off Record Keeping for M&P Employees

1. Open an internet browser and go to the following address:
   
   [http://your.yale.edu](http://your.yale.edu)

2. On the homepage, click **MY TIME**.

3. Log in with your NetID and Password.

4. Click **My Timecard**.
If you need to make an adjustment, prior to approval follow the instructions below:

4. Review the timecard. If no changes are required, click Approvals then click Approve.

5. To make an adjustment click the arrow to insert a row

6. Select the appropriate pay code

7. Select full sched day or half sched day

A pay period in My Time represents a month for M&P employees

The pay period for an M&P employee begins on the first of the month and ends on the last day of the month (i.e. November 1 – 30)

The time period automatically defaults to the current pay period based on today’s date

To edit the previous month select Previous Pay Period

• Always review your balances on the Accruals tab before making an adjustment
• If you do not have enough time, consult with your supervisor
If you are a 37.5 hour employee, your half day is 3.75 hours
If you are a 40 hour employee, your half day is 4 hours

8. If you selected full sched day, remove the hours indicated as Hours Worked by pressing the backspace on your keyboard.

9. If you selected half sched day, enter half of your scheduled day hours as Hours Worked.