# S&M Timecard Approval for Supervisors

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open an internet browser and go to the following address: <a href="http://your.yale.edu">http://your.yale.edu</a></td>
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<tr>
<td>2</td>
<td>On the homepage, click MY TIME.</td>
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<tr>
<td>3</td>
<td>Log in with your NetID and Password.</td>
</tr>
</tbody>
</table>

### Step 1: Open an internet browser and go to the following address:
http://your.yale.edu

### Step 2: On the homepage, click MY TIME.

### Step 3: Log in with your NetID and Password.
2. Locate Employee (use L35 Reconcile Timecard)

Select Employee Name
3. Review employee’s time punches
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To make a paycode edit:
1. Add a line.
2. Select the paycode from the drop down list.
3. Enter the correct hours in the Amount column.
4. Click **Save**.
4. Approve Time

Click the **Approvals** Menu, then Click **Approve**.