MyTime

Summary
MyTime (Kronos) is Yale’s online timekeeping system for staff members to keep track of their hours worked and paid time off balances. A staff member may use various system features depending on his/her role at the University.

Features
- Recording hours worked
- Requesting time off
- Submit a Leave of Absence Request
- Working on a Holiday/Recess Day
- Viewing Accruals
- Approving time cards
- Approving time off and other requests
- MyTime Lite - can be used if experiencing trouble with the full version

Who can use it?
MyTime is available to all SOM Faculty and Staff including contractors and casuals that need to record or approve time cards.

How much does it cost?
MyTime is available at no cost to the SOM community.

How do I get it?
MyTime can be accessed by going to https://your.yale.edu/work-yale/access-mytime and selecting the version of MyTime you would like to use.

Yale’s University will only support the full version of MyTime in Internet Explorer which only works on Windows. If you have a Mac computer you will have to find a Windows machine to work in MyTime. Kiosks are available in Evans Hall located at the Help Desk in the lower level and the rear of the building on the second and fourth floors. You can use computers in conference rooms (be aware it puts information on the large display in the room). You can find a coworker friend who has a Windows machine (remember to logout so the friend doesn’t see your MyTime information).

MyTime Lite works in Firefox and Safari but offers limited functionality.

If you are off campus access to MyTime requires VPN and DUO.

Related Policy and Procedures
- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.