How To View Timecard Entries for Individual Employees in MyTime Lite

Yale transitioned from MyTime to MyTime Lite in summer 2020. Here are the instructions that approvers can use to view employee complete timecards in MyTime Lite.

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Step-by-step guide

Prerequisites - You must be logged into Cisco AnyConnect VPN if you are off campus.

1. To access MyTime, navigate to this web address: http://your.yale.edu/access-my-time
2. Select MyTime (Lite)
3. Log in with your NetID and password
4. Timecard approvers: click Pay Period Close
5. Click the Show field drop down menu and choose All Home.
6. Make sure that the chosen Time Period is correct.
7. Identify the employee whose timecard you want to view & approve
8. Highlight the row and click on "Timecard" in the upper left hand corner to see the employee's complete timecard

For additional information, review the FAQ and guides provided on the It's Your Yale Timekeeping Resources and Tips page.
• MyTime Issue: Unable to change time type