Y-Time Instructions

Y-Time is the timekeeping system for all hourly employees. Please use this system each time you go to work or leave work.

Clocking in via myBYU
Adding the portlet:
1. Navigate to my.byu.edu
2. Select the Add Content option in myBYU
3. Enter "Y-Time" into the search bar that appears
4. Select "Add Content to my Page."

Using the Portlet:
1. The porlet will list all active jobs for which you are employed. To clock in or out, click on the green "in" or red "out" button next to the job description. After you are finished, press the EXIT button or the screen will freeze.

Using the IP Phones (Phones on Campus)
1. Select "Services"
2. Select option for Y-Time
3. Enter your ID number, and press next
4. Select "in" or "Out"
5. Exit