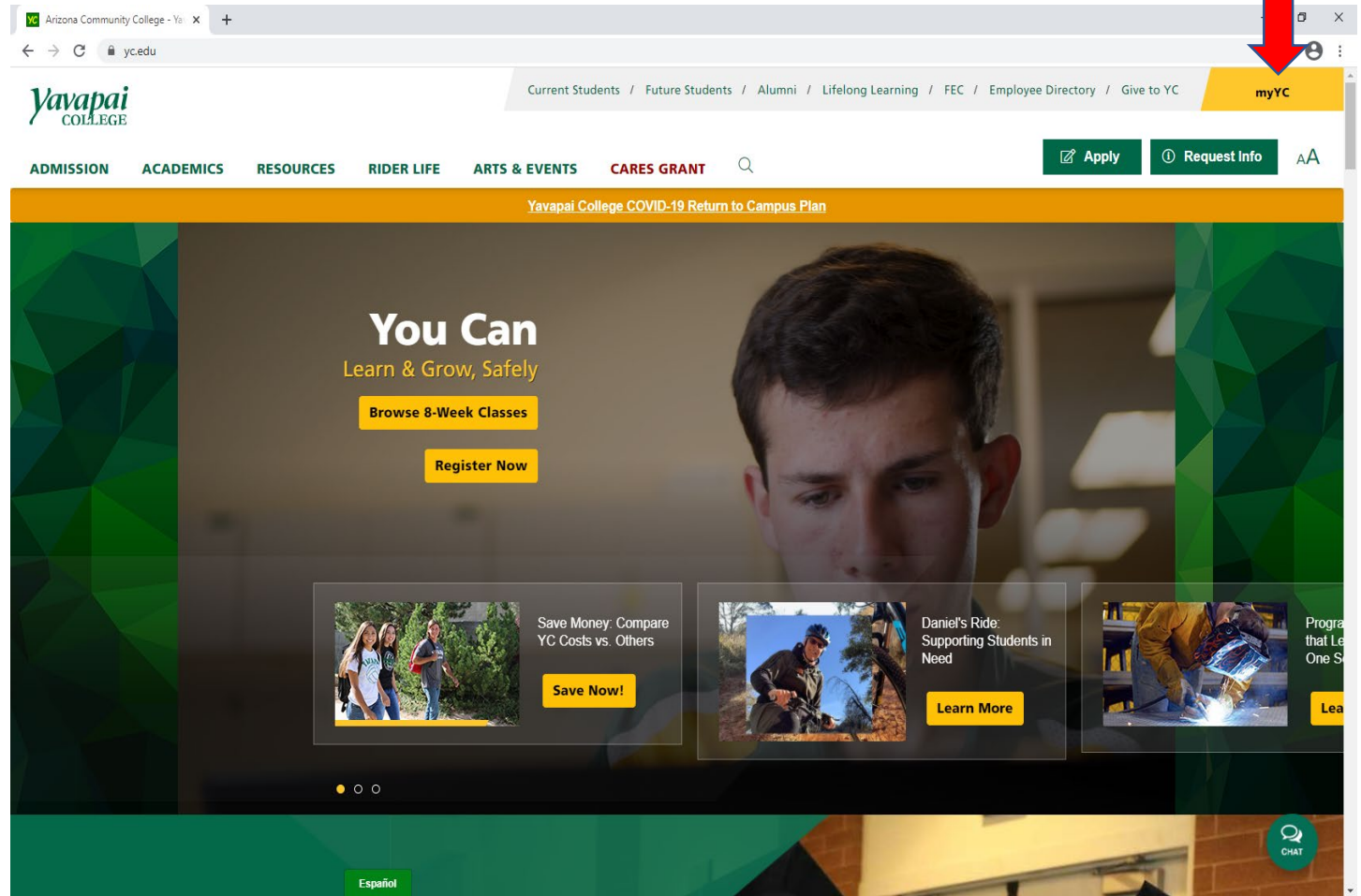


How to Enter and Submit Online Time Sheets

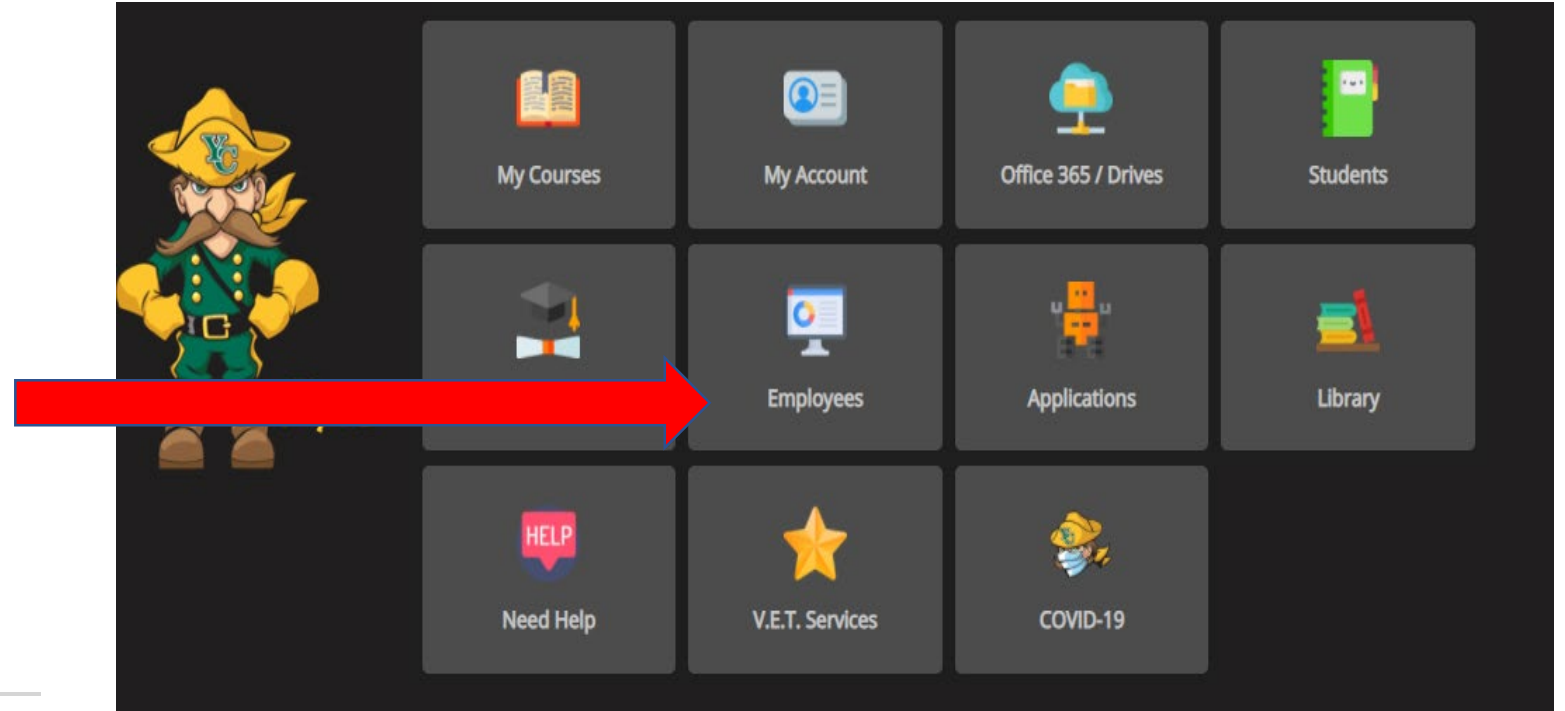
**Full -Time
Non-Exempt
Employees**



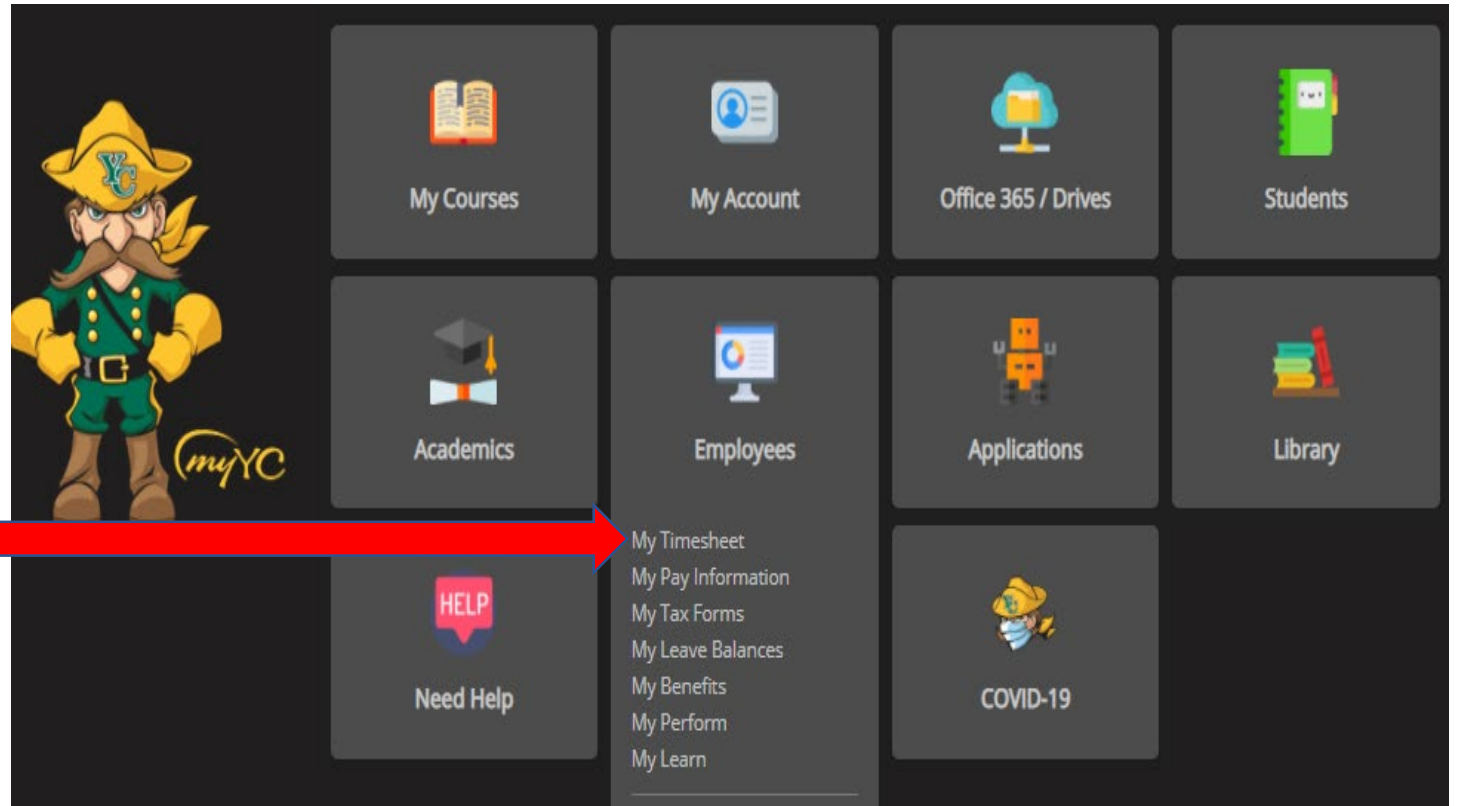
Log in to your YC Portal by clicking on “myYC” located upper right corner of the site www.yc.edu.



Click on the
“Employees” tab.



Click on
“My Timesheet”.



Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Click on the
“Access my Time Sheet”
button.

Click “Select”.

The screen will display the Time Sheet Selection, Title and Department, My Choice, Pay Period and Status. Click the button under “**My Choice**” with the appropriate job that you will be entering hours worked for the pay period.

You should check the “**Pay Period and Status**” to confirm that the appropriate pay period is being displayed. If you click on the downward arrow, you can view previous pay periods.

Click on the “**Time Sheet**” button

Time Sheet Selection

[Home](#) > [Time Sheet Selection](#)

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department

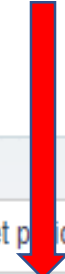
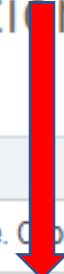
Technician, Payroll, 999848-00
Business Office, 013301

My Choice

Pay Period and Status

Mar 06, 2021 to Mar 19, 2021 In Progress ▼

Time Sheet



The Time and Leave Reporting section of the online time sheet will open. The left side of the time sheet lists your eligible earning codes. The first week of the two week pay period is shown on the time sheet. To access the second week, click the “**Next**” button. Each week begins on Saturday and ends on Friday.

Time and Leave Reporting

Home > Time and Leave Reporting

REPORT YOUR COVID SICK LEAVE HERE

Time Sheet

Job Title and Number: Technician, Payroll -- 999848-00

Department and Number: Business Office -- 013301

Time Sheet Period: Mar 06, 2021 to Mar 19, 2021

Submit By Date: Mar 22, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 06, 2021	Sunday Mar 07, 2021	Monday Mar 08, 2021	Tuesday Mar 09, 2021	Wednesday Mar 10, 2021	Thursday Mar 11, 2021	Friday Mar 12, 2021
Regular Pay Staff	1		0	32	Enter Hours	Enter Hours	8	8	8	8	Enter Hours
Vacation Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Double Time (Call In Pay)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA-use if on HR approved FMLA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	40	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Closure Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Closure Worked	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				72	0	0	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection
Comments
Preview
Submit for Approval
Restart
Next

Submitted for Approval By:


Approved By:

Waiting for Approval From:

To enter hours worked, click on **“Enter Hours”** under the appropriate Date and Earnings code on the time sheet. The red arrow is pointing to where the Regular Hours are to be entered for Friday, March 12, 2021.

Time and Leave Reporting

[Home](#) > Time and Leave Reporting

 [REPORT YOUR COVID SICK LEAVE HERE](#)

Time Sheet

Title and Number: Technician, Payroll -- 999848-00
Department and Number: Business Office -- 013301
Time Sheet Period: Mar 06, 2021 to Mar 19, 2021
Submit By Date: Mar 22, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 06, 2021	Sunday Mar 07, 2021	Monday Mar 08, 2021	Tuesday Mar 09, 2021	Wednesday Mar 10, 2021	Thursday Mar 11, 2021	Friday Mar 12, 2021
Regular Pay Staff	1	0	32		Enter Hours	Enter Hours	8	8	8	8	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Double Time (Call In Pay)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FML-use if on HR approved FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	40		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Closure Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Closure Worked	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			72		0	0	0	8	8	8	8
Total Units:				0	0	0	0	0	0	0	0



Submitted for Approval By:

Approved By:

Waiting for Approval From:



After you click on **“Enter Hours”** under the earning code/date that you want, then you enter your hours in the box that opens. See the red arrow to the far right pointing to the box. Enter your hours in the box and click on the **“Save”** button.

Time and Leave Reporting

Home > Time and Leave Reporting

[REPORT YOUR COVID SICK LEAVE HERE](#)

Time Sheet

Title and Number: Technician, Payroll -- 999848-00
Department and Number: Business Office -- 013301
Time Sheet Period: Mar 06, 2021 to Mar 19, 2021
Submit By Date: Mar 22, 2021 by 12:00 PM

Earning: Regular Pay Staff
Date: Mar 12, 2021
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 06, 2021	Sunday Mar 07, 2021	Monday Mar 08, 2021	Tuesday Mar 09, 2021	Wednesday Mar 10, 2021	Thursday Mar 11, 2021	Friday Mar 12, 2021
Regular Pay Staff	1	0	32		Enter Hours	Enter Hours	8	8	8	8	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours



TIPS

- Do not change the Shift number unless directed to by your Supervisor. Please refer to Yavapai College Policy 2.02, Hours of Work for information on Shift Differential.
- Time Entry will accept only Standard Time, reporting in quarter hour.
 - 15 minutes enter 0.25 hours.
 - 30 minutes enter 0.50 hours.
 - 45 minutes enter 0.75 hours.
- To clear all entered time for the pay period, click on the “**Restart**” button.
- You should not click the “**Submit**” Button until you have entered all your hours for the pay period.
- Any corrections, additions, or changes to prior pay periods are not allowed online. A manual time sheet will be required for corrections to prior pay periods. Please ask your Supervisor or Payroll for a manual time sheet.




You can enter a **“Comment”** about your pay period for the Time Sheet Approver to review and for records. After entering a comment click on the **“Save”** button.

Please be aware that comments saved here are public.

Click on **“Previous Menu”** button to take you back to the main page.

Comments

[Home](#) > [Comments](#)

 Enter or edit comments until you submit the record for approval.

Made By: You

Comment Date: Sep 11, 2020

Enter or Edit Comment:



Save

Previous Menu

Click on the “**Next**” button to enter time worked in the second week of the pay period.

Click on “**Preview**” to review your time entry for the pay period.

Click on “**Submit for Approval**” after you complete your time sheet.

Time Sheet Approvals are automatically routed to your Time Sheet Approver after you click on “Submit for Approval.”

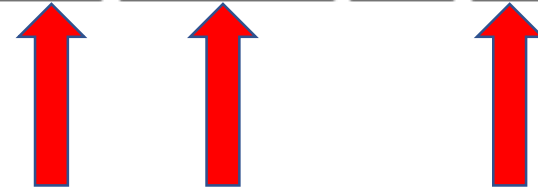
CREDITS WORKED			
Total Hours:		80	
Total Units:			0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:



If your time sheet was returned to you for correction, follow your Time Sheet Approver instructions and then resubmit. We suggest that you let your Time Sheet Approver know that you resubmitted your time sheet for approval so they can go in promptly and approve your hours.



Payroll Department

Questions? Please Feel Free to Contact Us:

Julie Garver (928)776-2203 or Julie.Garver@yc.edu
Leanne Burcham (928)776-2136 or Leanne.Burcham@yc.edu