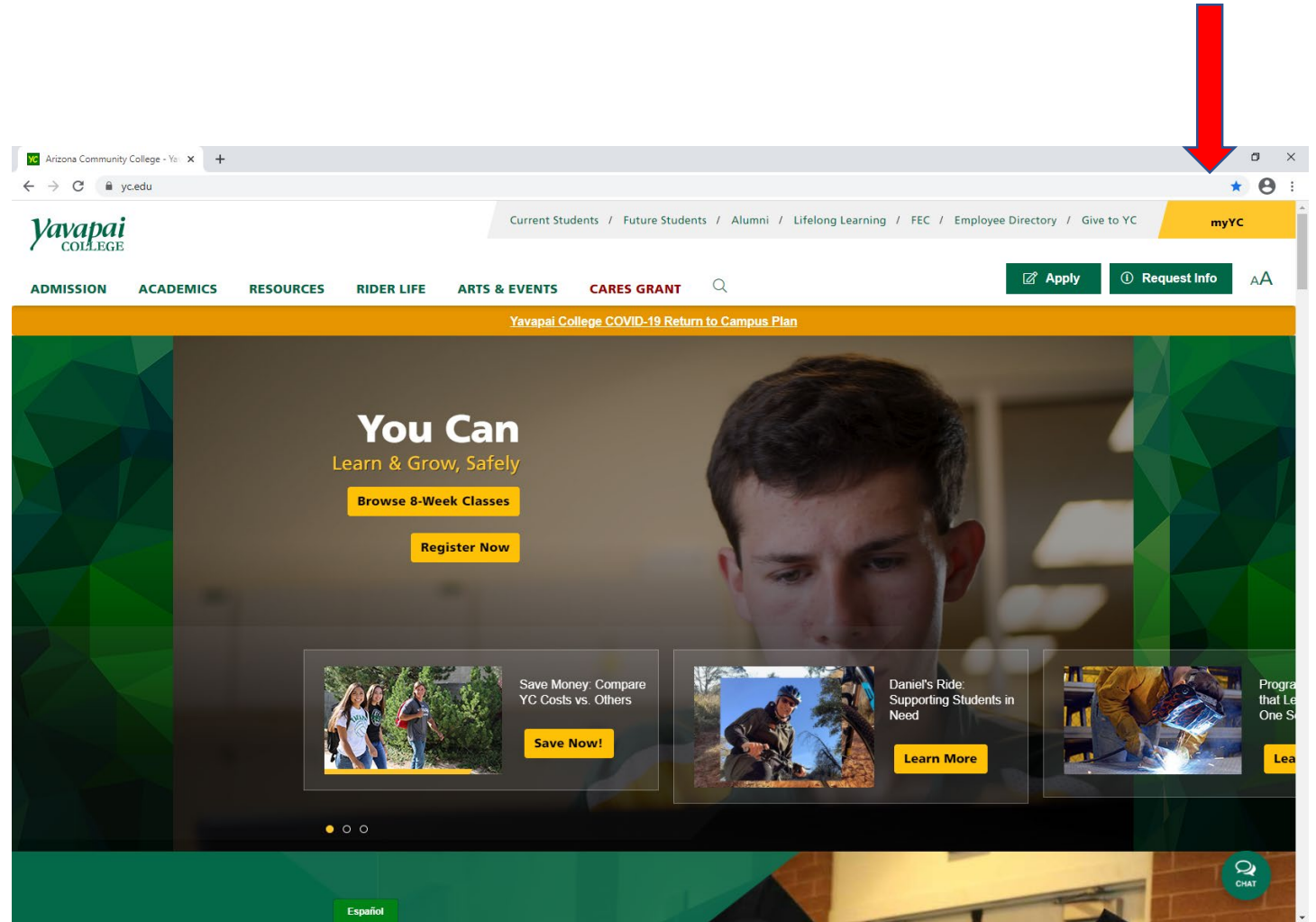


Setting Up a Time Sheet Proxy

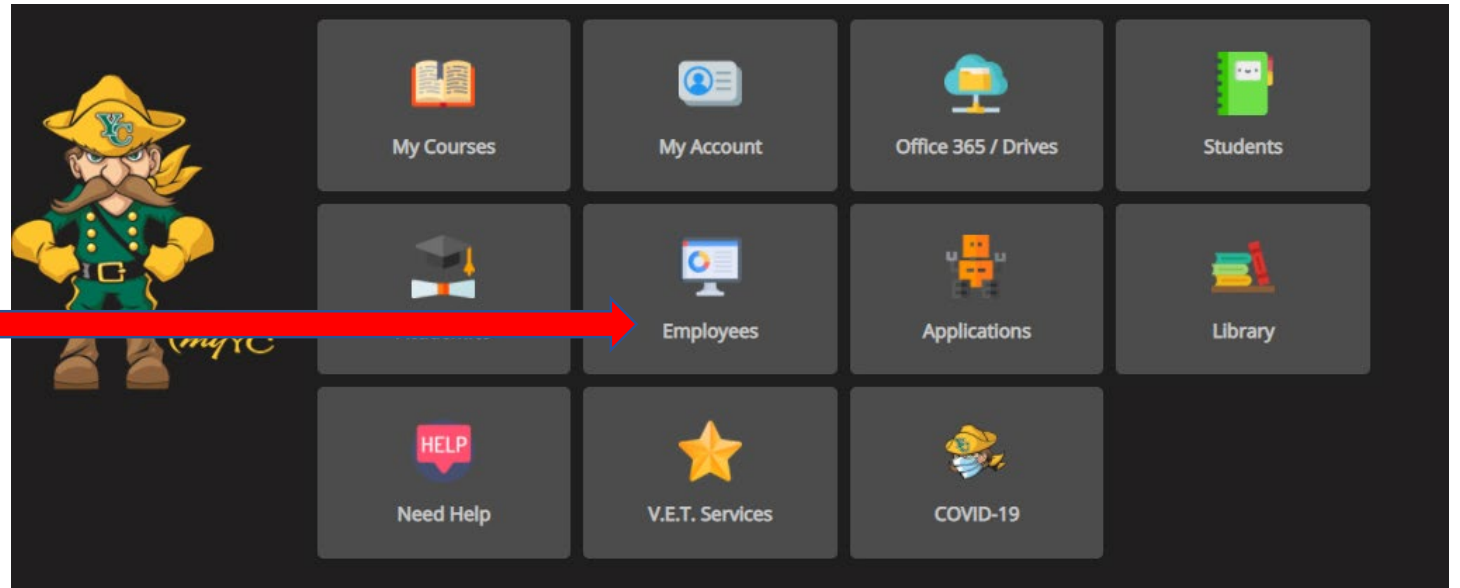
Time sheet approvers should set up a proxy to approve their time sheets when they are not able to.



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



Click on the
“Employees” tab.





Click on
**“Employee
Dashboard”**.

The screenshot shows a dark-themed dashboard with a mascot character on the left wearing a yellow hat with 'YC' and a green uniform. The mascot is labeled 'myYC'. The dashboard contains several service tiles:

- My Courses (book icon)
- My Account (ID card icon)
- Office 365 / Drives (cloud with laptop icon)
- Students (green notebook icon)
- Academics (graduation cap icon)
- Employees (computer monitor icon)
- Applications (robot icon)
- Library (stack of books icon)
- HELP (red speech bubble icon) - A red arrow points from this tile to the 'Employee Dashboard' link in the expanded menu.
- COVID-19 (mascot wearing a mask icon)
- V.E.T. Services (yellow star icon)

The expanded menu for the HELP tile includes the following items:

- My Benefits
- My Perform
- My Learn
- Employee Dashboard
- Staff Association (YCSA)
- Marketing Request Form
- Salesforce Email Request
- Salesforce SMS Request
- Need to Know Request
- Access Management
- Zoom
- Neogov

Click on “Enter Time” Under “My Activities”.

[Employee Dashboard](#)

Employee Dashboard



[My Profile](#)

Leave Balances as of 07/14/2021

Vacation in hours



Sick in hours



[Full Leave Balance Information](#)

Pay Information



Latest Pay Stub: 05/21/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

 [My Activities](#)

[Enter Time](#)

Earnings



Taxes



Job Summary



Employee Summary



Click the blue link
that reads
“Proxy Set Up”.

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

Select

[Proxy Set Up](#)

Click the drop-down arrow for a list of employees. Click on the name of the employee you want to choose for your proxy.

Choose a proxy who is not one of the employees that you approve time sheets for.

Click on the box to “**Add**” permission for the Proxy to access time sheets for approval.

Click on “**Save**”.

Proxy Set Up

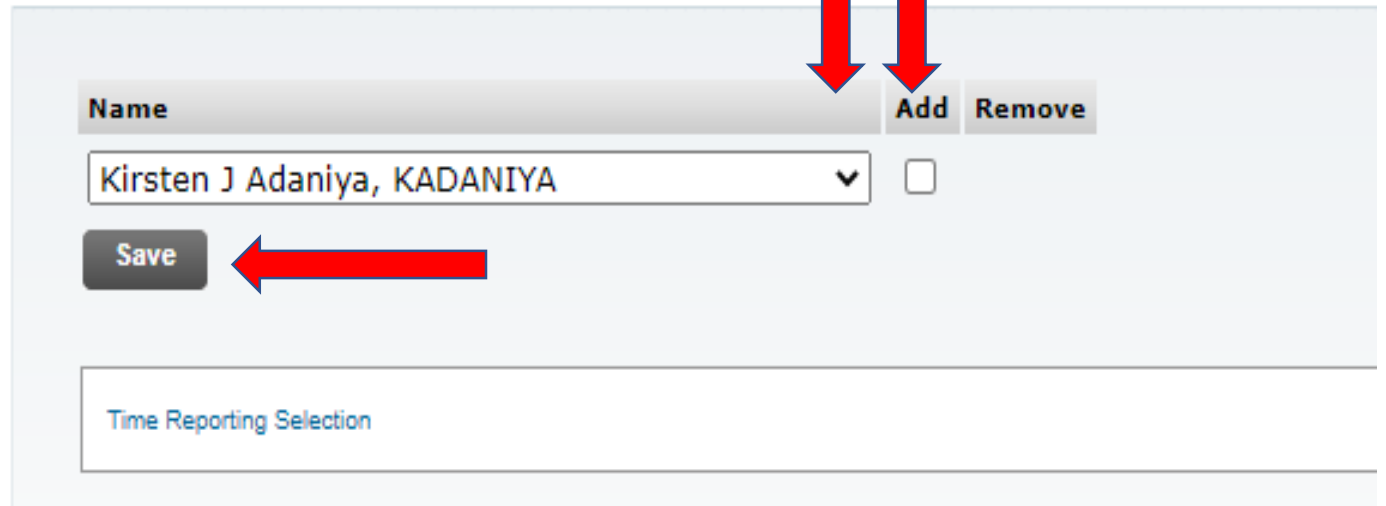


Home > Proxy Set Up

Name	Add	Remove
Kirsten J Adaniya, KADANIYA	<input type="checkbox"/>	

Save

[Time Reporting Selection](#)



You can only have one proxy set up at a time.

To Remove an assigned Proxy, Click on **“Remove”**.

Click **“Save”**.

Proxy Set Up

← | [Home](#) > Proxy Set Up

Name	Add	Remove
Kirsten J Adaniya, KADANIYA	<input type="checkbox"/>	

Save

[Time Reporting Selection](#)



To Act as a Proxy:

Click the drop-down arrow by “**Act as Proxy**” and you should see the name of the person you will be approving time sheets for.

Select the radio button for “**Approve or Acknowledge Time**”

Click on “**Select**”

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 type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Julie Lynn Garver JGARVER ▾
Act as Superuser:	<input type="checkbox"/>

Select

Payroll Department

Questions? Please Feel Free to Contact Us:

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