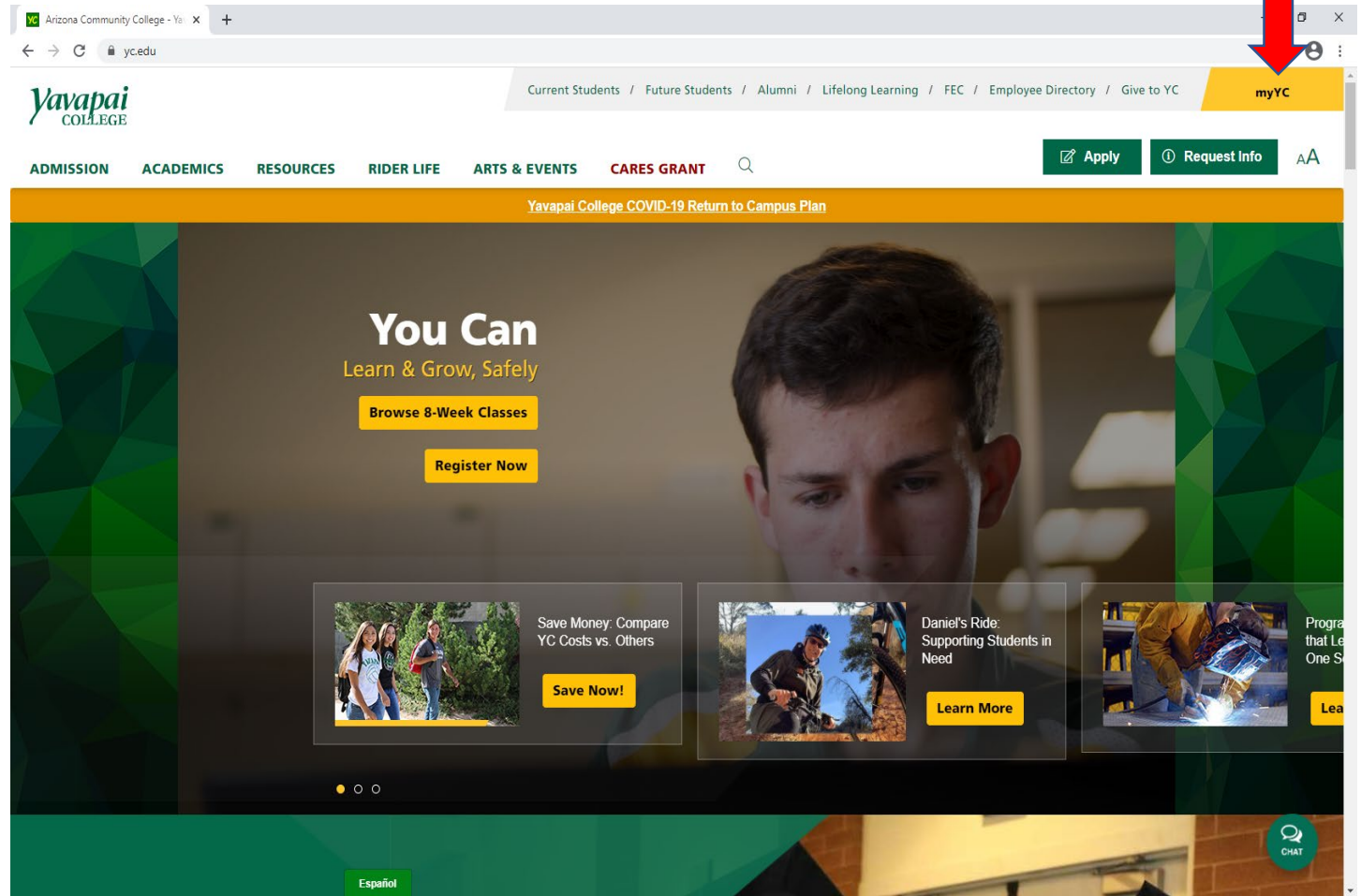


How to Enter and Submit Online Time Sheets

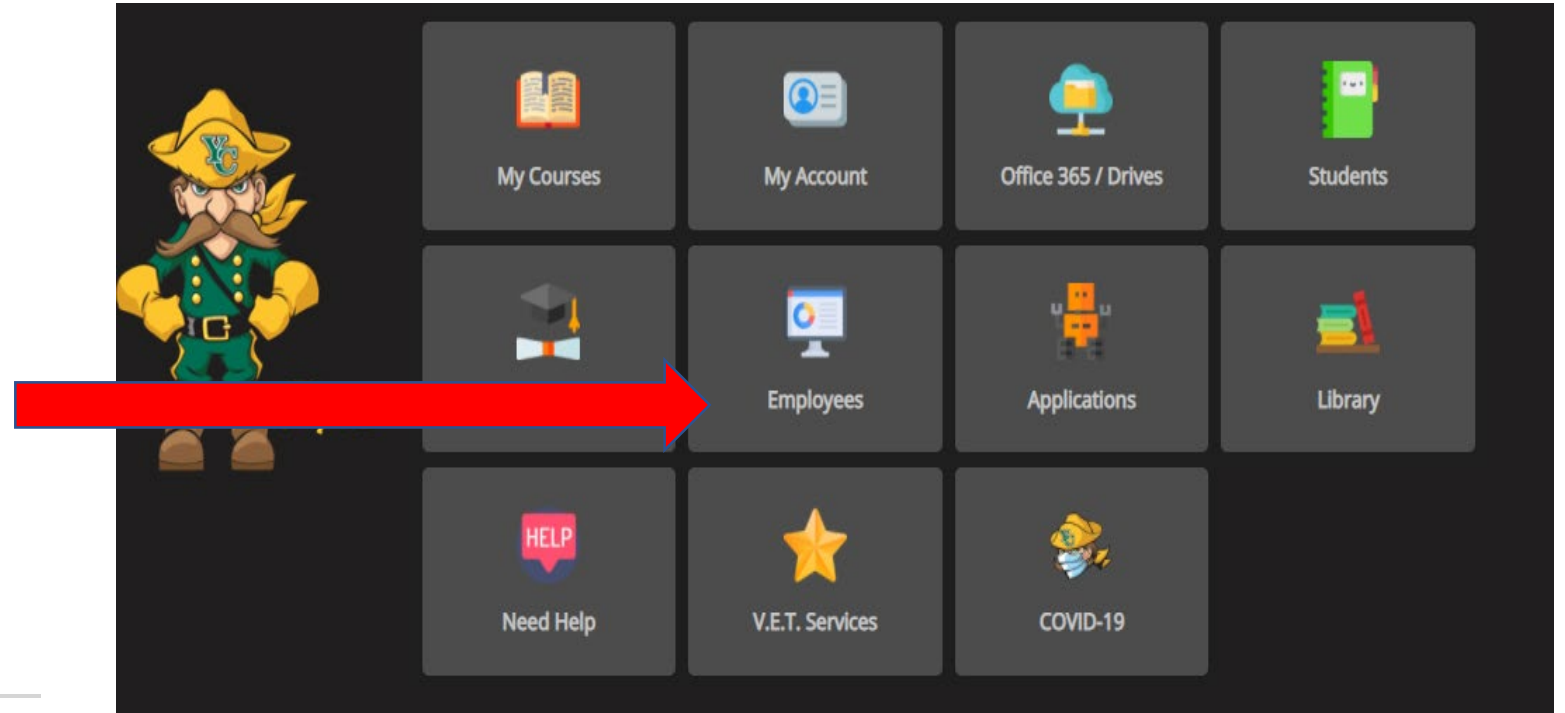
**Full-Time
Exempt
Employees**



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
“Employee
Dashboard”.





My Courses


My Account


Office 365 / Drives


Students


Academics


Employees


Applications


Library

HELP

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


COVID-19


V.E.T. Services

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



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 that displays your position number and title under “**My Choice**”.

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 to open your timesheet.

Note: You only need to open your timesheet if you have leave hours to report during the current pay period.

The screenshot shows a web interface titled "Time Sheet Selection" with a breadcrumb "Home > Time Sheet Selection". Below the title is a light blue bar with the instruction: "Make a selection from My Choice. Choose a Time Sheet period from the pull down list. Select Time Sheet." Below this is a form with three columns: "Title and Department", "My Choice", and "Pay Period and Status". The "My Choice" column contains the text "Manager, Payroll, 999990-00" and "Business Office, 013301" with a blue radio button. The "Pay Period and Status" column contains a dropdown menu showing "Apr 17, 2021 to Apr 30, 2021 Not Started" with a downward arrow. At the bottom of the form is a dark grey button labeled "Time Sheet". Three red arrows point to the "My Choice" column, the "Pay Period and Status" dropdown, and the "Time Sheet" button.

Title and Department	My Choice	Pay Period and Status
Manager, Payroll, 999990-00 Business Office, 013301	<input checked="" type="radio"/>	Apr 17, 2021 to Apr 30, 2021 Not Started ▼

[Time Sheet](#)

The Time and Leave Reporting section of the online time sheet will open. The left side of the time sheet lists your leave 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

Time Sheet

Title and Number: Manager, Payroll -- 999990-00
Department and Number: Business Office -- 013301
Time Sheet Period: Apr 17, 2021 to Apr 30, 2021
Submit By Date: May 03, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 17, 2021	Sunday Apr 18, 2021	Monday Apr 19, 2021	Tuesday Apr 20, 2021	Wednesday Apr 21, 2021	Thursday Apr 22, 2021	Friday Apr 23, 2021
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
FML-use if on HR approved FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Without Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

To enter leave taken, click on “**Enter Hours**” under the appropriate Date and Earnings Code on the time sheet. The red arrow is pointing to where the Vacation Leave hours are to be entered for Friday, April 23, 2021.

Time and Leave Reporting

[Home](#) > Time and Leave Reporting

Time Sheet

Title and Number: Manager, Payroll -- 999990-00
Department and Number: Business Office -- 013301
Time Sheet Period: Apr 17, 2021 to Apr 30, 2021
Submit By Date: May 03, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 17, 2021	Sunday Apr 18, 2021	Monday Apr 19, 2021	Tuesday Apr 20, 2021	Wednesday Apr 21, 2021	Thursday Apr 22, 2021	Friday Apr 23, 2021
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
FML-use if on HR approved FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Without Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

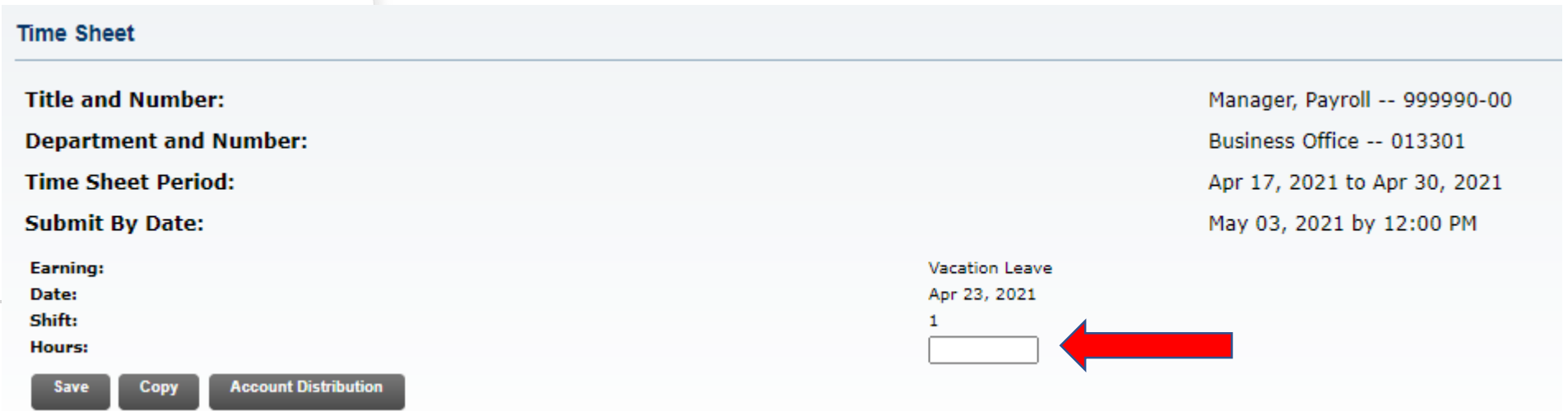


After you click on **“Enter Hours”** under the earning code/date that you want, enter your hours in the box that opens. See the red arrow to the far right pointing to the box. Enter your hours in the box and click on the **“Save”** button.

Time Sheet

Title and Number: Manager, Payroll -- 999990-00
Department and Number: Business Office -- 013301
Time Sheet Period: Apr 17, 2021 to Apr 30, 2021
Submit By Date: May 03, 2021 by 12:00 PM

Earning: Vacation Leave
Date: Apr 23, 2021
Shift: 1
Hours:

The image shows a screenshot of a 'Time Sheet' form. At the top left, there is a blue header with the text 'Time Sheet'. Below this, there are several fields for identifying the user and the period: 'Title and Number' (Manager, Payroll -- 999990-00), 'Department and Number' (Business Office -- 013301), 'Time Sheet Period' (Apr 17, 2021 to Apr 30, 2021), and 'Submit By Date' (May 03, 2021 by 12:00 PM). The main section of the form is for entering hours. It includes 'Earning' (Vacation Leave), 'Date' (Apr 23, 2021), and 'Shift' (1). Below these is an 'Hours' field, which is a small white rectangular box with a black border. A red arrow points from the right towards this box. At the bottom of the form, there are three buttons: 'Save', 'Copy', and 'Account Distribution'. A red arrow points from the left towards the 'Save' button.

TIPS

- You do not need to open your time sheet if you do not have leave hours to report for the current pay period.
- 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:

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.”

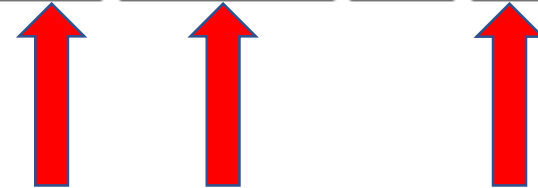
CREDITS WORKED			
Total Hours:		80	
Total Units:			0

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:

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