Time Sheet Approval Guide
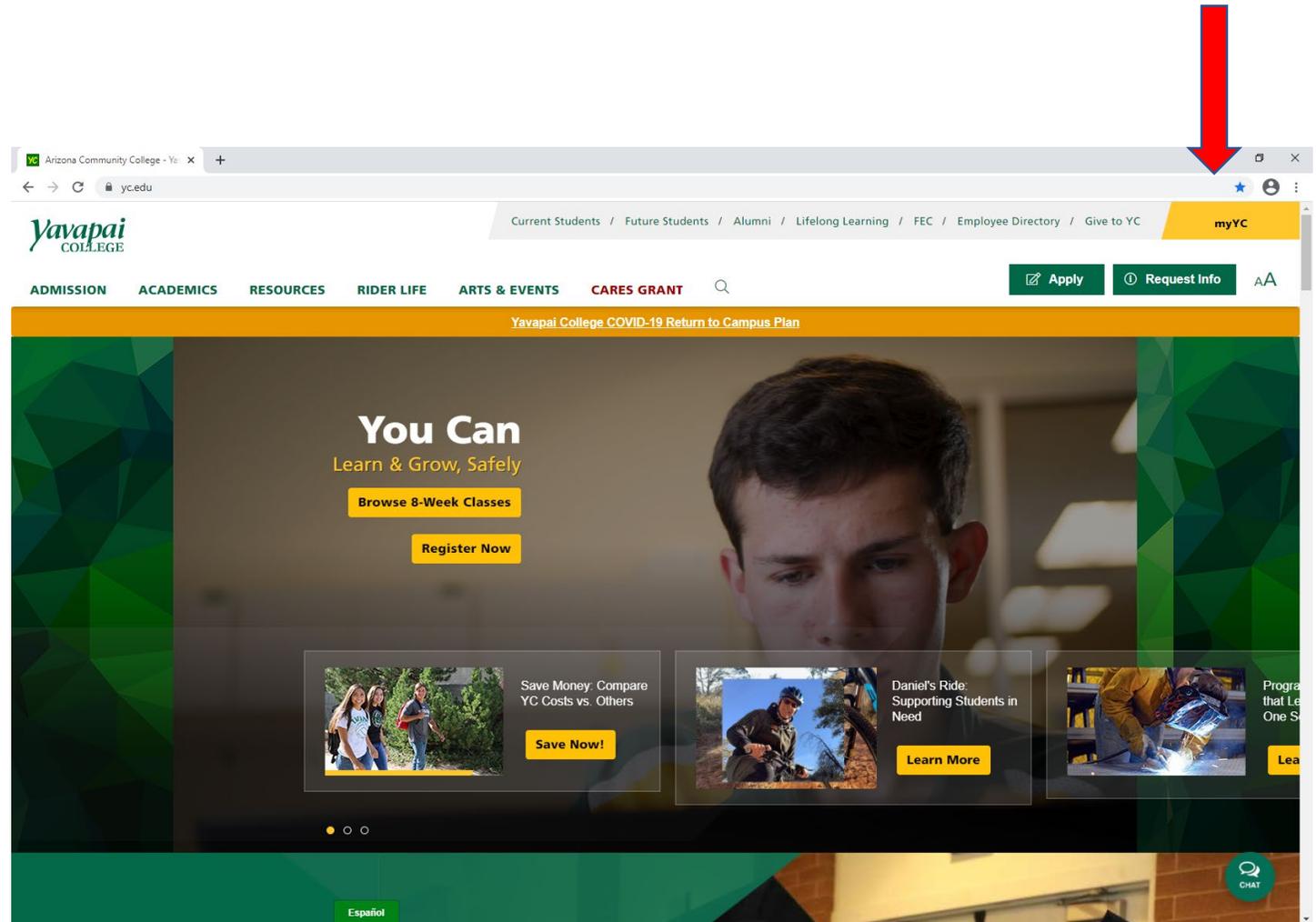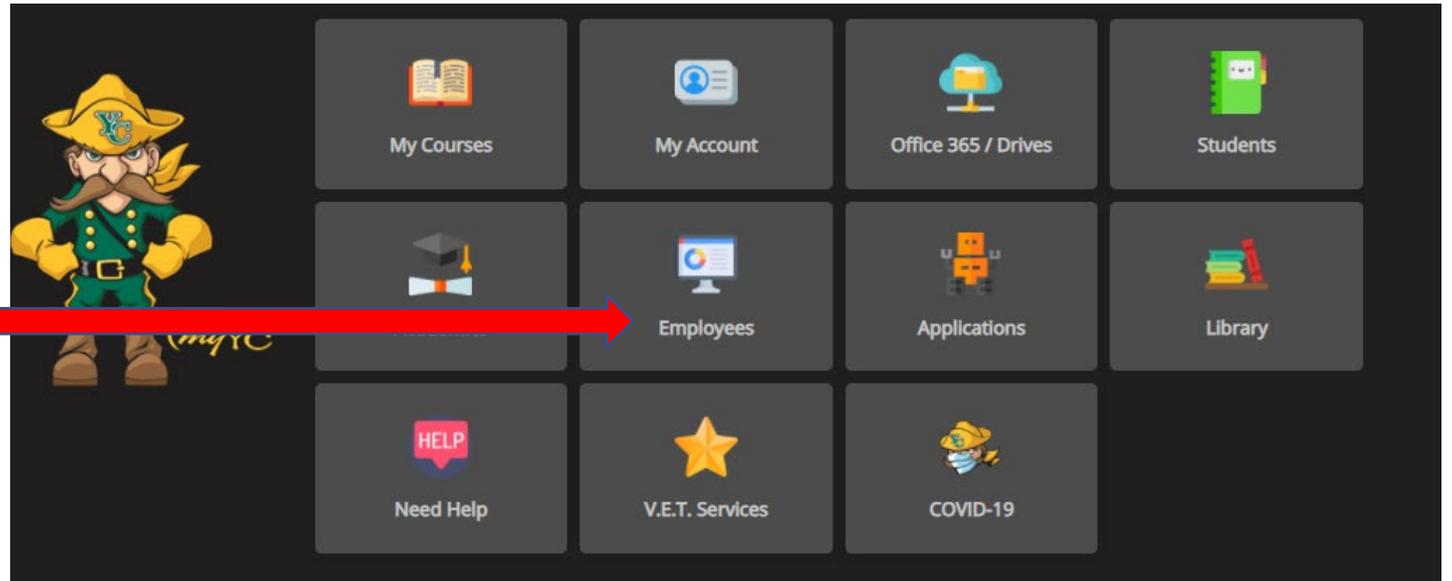
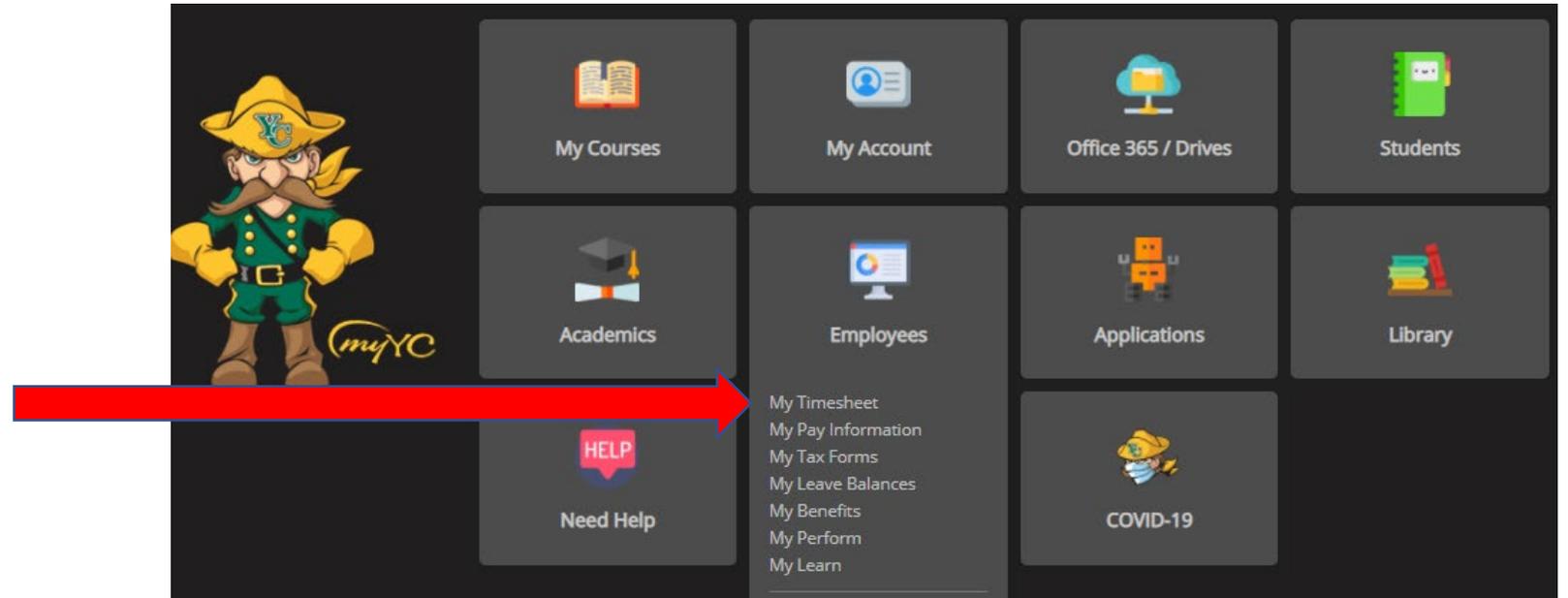Log into your YC Portal by clicking on "**myYC**" located upper right corner of the site www.yc.edu.

Click on the
"**Employees**" tab.

Click on
"My Timesheet".

Click the radio button **"Approve or Acknowledge Time:"** under **"My Choice"**.
Click **"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:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

Proxy Set Up

Your Time Sheet Departments are listed here. The Pay Period listed for each department shows the last pay period employees in that Department have submitted a time sheet.

Use the radio button under **"My Choice"** to open the time sheets in each department. Click **"Select".**

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
Y, 011001, President's Office	⦿	BW, Mar 20, 2021 to Apr 02, 2021 ˅
Y, 013301, Business Office	○	BW, Apr 17, 2021 to Apr 30, 2021 ˅

Sort Order

	My Choice
Sort employees' records by Status then by Name:	⦿
Sort employees' records by Name:	○

Select

Time Sheets in the **"Pending"** section are waiting your approval. Click employee name in blue to open the time sheet.

Time Sheets in the **"In Progress"** section have not been submitted for approval by the employee.

Department Summary

Home > Department Summary

> Select the employee's name to access additional details.

COA:	Y, Yavapai College
Department:	013301, Business Office
Pay Period:	Apr 17, 2021 to Apr 30, 2021
Act as Proxy:	
Pay Period Time Entry Status:	Open until May 03, 2021, 12:00 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
Y00279370	Julie Lynn Garver 999990 - 00 Manager, Payroll	Approve	16.00	.00		☐	☐		Change Time Record Leave Balance

In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
Y00407818	999970 - 00 Assistant Director, Bus Off	16.00	.00		Leave Balances

Review the time sheet for accuracy. Click the **"Approve"** button to approve the time sheet. Then click **"Previous Menu"** to go back to the department listing to view other time sheets.

If the time sheet needs to be corrected by the employee, click the **"Return for Correction"** button and contact the employee to let them know that they need to make corrections and re-submit the time sheet.

Employee Details

Home > Employee Details

💬 Select Next or Previous to access another employee.

Employee ID and Name:	Y00279370 Julie Lynn Garver	Department and Description:	Y 013301 Business Office
Title:	999990-00 Manager, Payroll	Transaction Status:	Pending

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment] [Next]

Routing Queue ▪ Account Distribution

Time Sheet

Earnings	Shift	Special Rate	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	Saturday , Apr 24, 2021	Sunday , Apr 25, 2021	Monday , Apr 26, 2021	Tuesday , Apr 27, 2021	Wednesday, Apr 28, 2021	Thursday , Apr 29, 2021	Friday , Apr 30, 2021
Vacation Leave	1		16							8	8							
Total Hours:			16							8	8							
Total Units:				0														

Routing Queue

Name	Action and Date
Julie Lynn Garver	Originated Apr 19, 2021 08:29 am
Julie Lynn Garver	Submitted Apr 19, 2021 08:29 am
Frank D'Angelo	Pending

Account Distribution Default Data

Pay Period Effective Date			Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Apr 17, 2021			100.00		0000	013301	6002	30				

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment] [Next]

TIPS

- Time sheets are due on Monday of the payroll week, no later than 12:00pm. You can find due dates on the Payroll Web Time Entry Calendar on the Payroll website.

- After the 12:00pm time sheet deadline, you will no longer have access to approve time sheets. You will need to contact the Payroll office to make any changes after the time sheet deadline.

- If you need to return a time sheet for your employee to make corrections, you should let the employee know. They will not otherwise be notified that you have returned their time sheet.

- If an employee does not submit a time sheet on time, or if they need to make corrections after payroll is processed, they will need to complete a manual time sheet that can be obtained from the Payroll office.

Payroll Department

Questions? Please Feel Free to Contact Us:

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