

# My YC Employee Portal Guide

## Overview

The **MyYC Employee Portal** is the central hub of productivity for an employee at YC. Here you will find a wide variety of links and resources that help inform and support you in being successful in your position.

The screenshot displays the MyYC Employee Portal interface. At the top, the Yavapai College logo is on the left, and the user's name "Good Afternoon, Sean" and the date "Thursday, May 19, 2022" are in the center. A search bar is on the right, labeled with a red "5".

Below the header, a user profile for "John Doe" is shown on the left, with a red "1" next to it. The profile includes fields for "YNumber", "Your Email Address", "Your Advisor", "Programs of Study", "Balance Due", and "Flexicash".

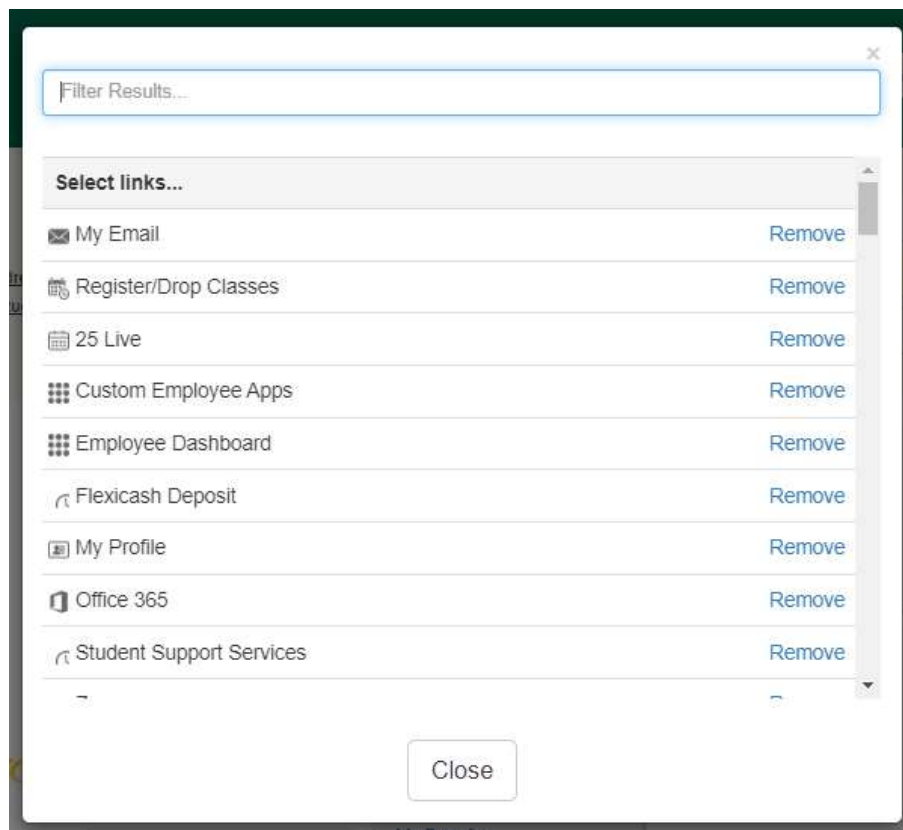
To the right of the profile is a grid of quick links, labeled with a red "2". The links include: Zoom, Office 365, Custom Employee Apps, My Email, 25 Live, My Profile, Register/Drop Classes, Flexicash Deposit, Employee Dashboard, Student Support Services, and Add/Remove Shortcut.

Below the quick links is a grid of main navigation tiles. On the left is a cartoon mascot. The tiles are: My Courses, My Account, Office 365 / Drives, Students, Academics, Employees (labeled with a red "4"), Applications, and Library (labeled with a red "3"). Below the Employees tile is a "Need Help" tile.

The Employees tile (4) contains a list of links: My Benefits, My Perform, My Learn, My Wellness, Tria, Employee Dashboard, Custom Employee Apps, Staff Association (YCSA), Marketing Request Form, Salesforce Email Request, Salesforce SMS Request, Staff Prospect Form, Employee Page, Access Management, Zoom, and Neogov/Neood.

## Components

1. **Section one** in the above image is where you can access **important information** about your YC profile. This includes your Y number, institution email address, advisor, program of study, balance due, and flexicash balance. As an employee the Y number and email address will be most useful to you; the other fields are geared towards students.
2. **Section two** is where you will find your **customizable quick links**. This is a great place to put the links that you use most often so that they are quickly accessible. For example, if you want quick access to open your pay stubs, you can add a quicklink to the Employee Dashboard. To manage your quick links, click on the Add/Remove Shortcut button in the bottom right of this section. This window will appear:



Here you can add or remove the quicklinks that you want to show in the top section of your portal. You can also search for specific links in the search bar.

3. **Section three** is an example of a panel. Depending on your role at Yavapai College you will see a specific set of panels that are appropriate for you. For example, **Faculty Members** will see the Faculty panel while students and Staff will not. You can click a panel to expand it and view the relevant panel links.
4. **Section four** shows an example of what an expanded panel looks like. Here you can see a list of links to various tools and resources that are specific to the expanded panel, in this case **Employee panel**.
5. **Section five** is the **search bar** which allows you to quickly navigate to a specific link. This is especially helpful if you are unsure where a link resides within the panels. As you type your search a dropdown menu will appear with all portal links that match your search criteria.

**Please Note:** There are differences in what you can find in some of the panels. For example, the links in the Applications panel differ based upon what role you have.

## Additional Important Features/Links

### Employee Dashboard in the Employee Panel

This is one of the most **important links** in the portal for **employees**. Clicking this link will open a new browser tab and automatically sign you in, using single sign on, to your employee dashboard in our ERP system, Banner. Here you can access pay stubs, time cards, earnings history, tax information and documents, job details, vacation and sick time balances, direct deposit information, and more. It's a good idea to familiarize yourself with this page. Here's what it will look like:

The screenshot shows the 'Employee Dashboard' for John Doe. At the top left is a cartoon mascot of a man with a mustache wearing a yellow hat and a green vest. To the right of the mascot is the name 'John Doe' and a blue button labeled 'My Profile'. Further right, under the heading 'Leave Balances as of 05/19/2022', there are two boxes: 'Vacation in hours' with a value of 41.2 and 'Sick in hours' with a value of 22.5. A link for 'Full Leave Balance Information' is located to the right of these boxes. Below the header is a vertical list of menu items: 'Pay Information', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary', each with an upward-pointing arrow. To the right of this list is a section titled 'My Activities' with a blue button labeled 'Enter Time' and a link for 'Electronic Personnel Action Forms (EPAF)'.

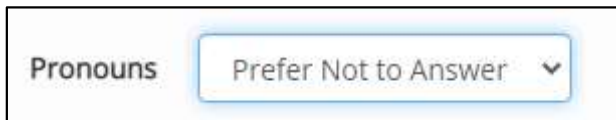
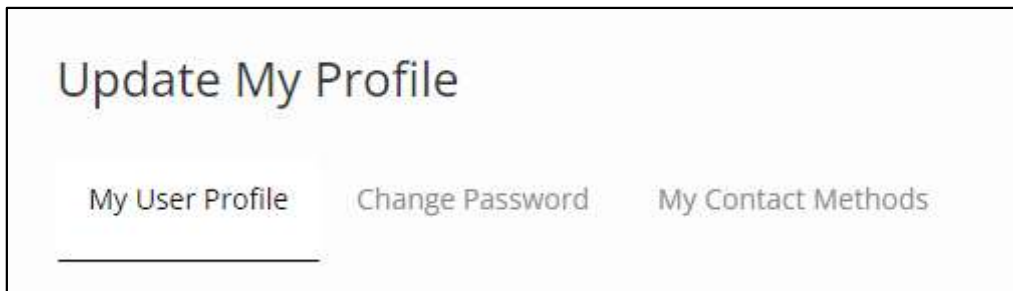
### My Contact Methods in the Personal Information tab

You can keep your **personal contact** methods, as well as your **emergency contacts**, up to date with this link. It's important to keep your phone and personal email up to date as the college occasionally sends out college-wide announcements for snow delays, campus internet outages, dangerous campus conditions, etc. It's **also** important to keep your address information updated to ensure you receive important notices about your paycheck, benefits, and overall employment.

The screenshot shows the 'Personal Information' tab in a web application. At the top, there is a breadcrumb trail: 'Home > Personal Information'. Below this are three tabs: 'Personal Information' (which is active and highlighted in blue), 'Student', and 'Employee'. In the main content area, there are three buttons: 'Name Change Information', 'Social Security Number Change Information', and 'Update Contact Information'. The 'Update Contact Information' button is highlighted with a red border and has a black arrow pointing to it from the right.

### My User Profile in the My Account tab

This is where you can set your **preferred pronouns** by. Pronouns are added to your display name in systems like Canvas and Zoom and are visible to YC employees. You can also **change your system password** here.



### My Benefits in the Employee Panel

This is where you can **view and manage your benefits**. You can view what medical, dental, and vision coverage you have (if applicable) and make changes here during open enrollment or due to a qualifying life event. You can also access information about the Employee Assistance Program, HSA and FSA, life and disability insurance, retirement, and more.

### Neogov/Neood in the Employee Panel

Neood is the recruitment/onboarding, learning management system, and performance management system that we use at YC. Here you can access your original **new-hire documents**, complete your **employee trainings**, and log information related to your **performance review**.

### ITS Helpdesk in the Need Help panel

This link will open a new page that has information on how to **contact the helpdesk**. Any time you are experiencing a software or hardware issue, contact the helpdesk for quick support.

