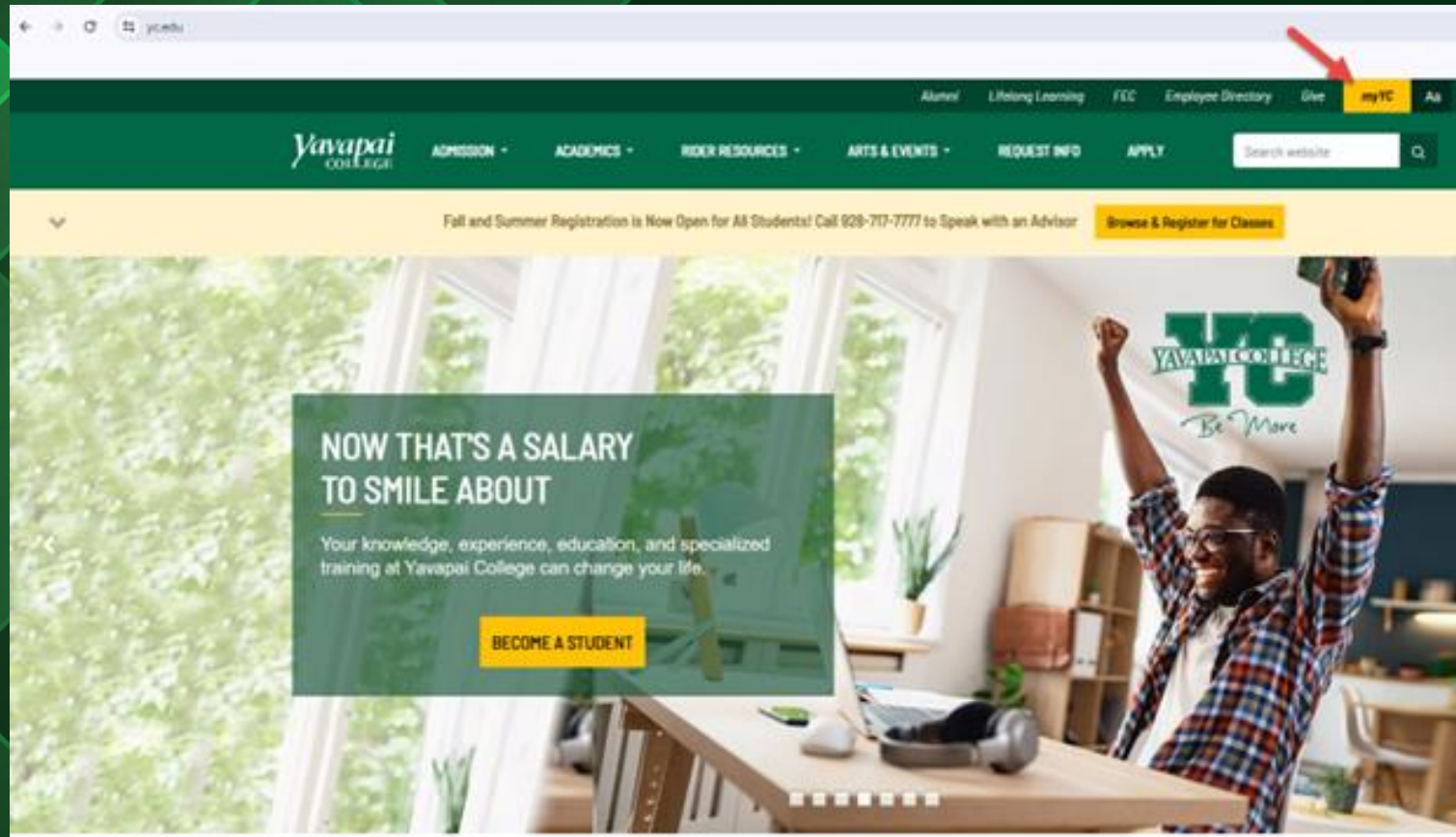


# How to Enter and Submit Online Timesheets

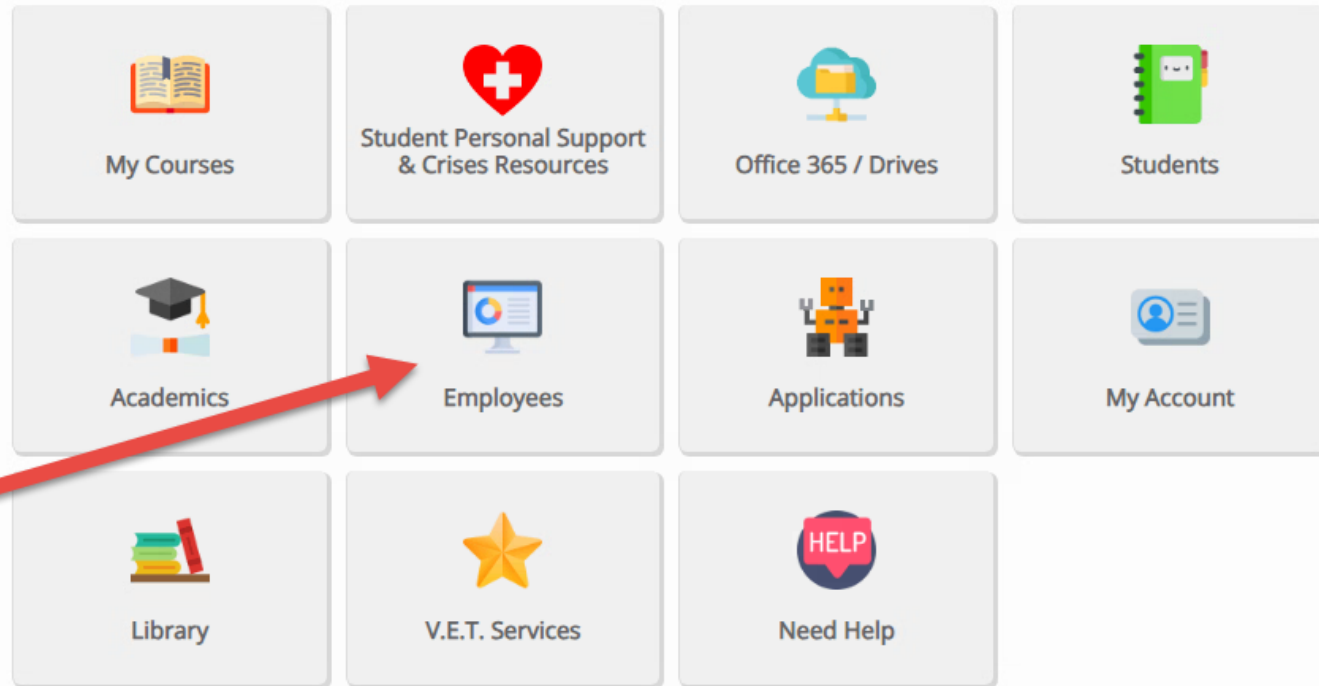
For Full-Time Exempt  
Staff and Faculty



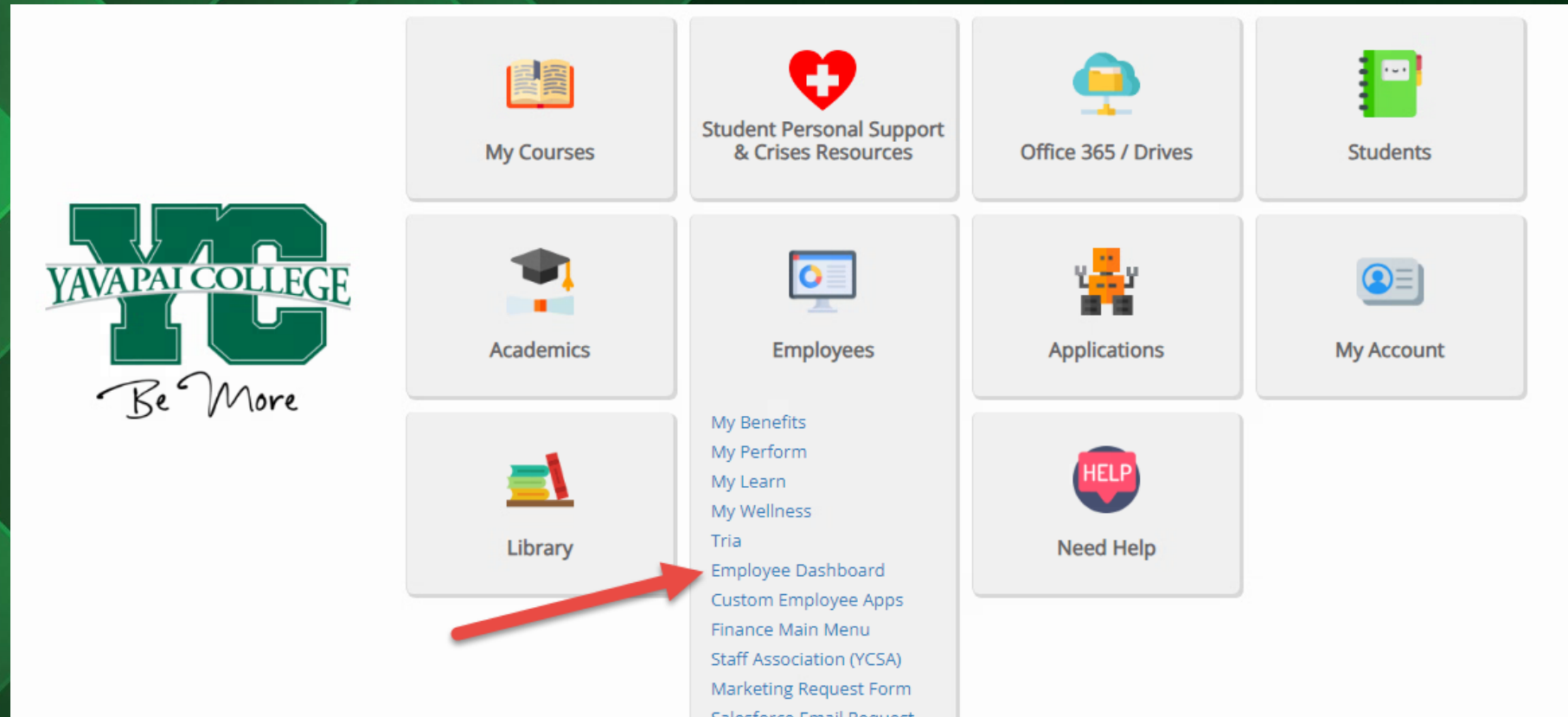
Log in to your YC Portal by clicking on “myYC” located in the upper right corner of the Yavapai College website: [www.yc.edu](http://www.yc.edu)



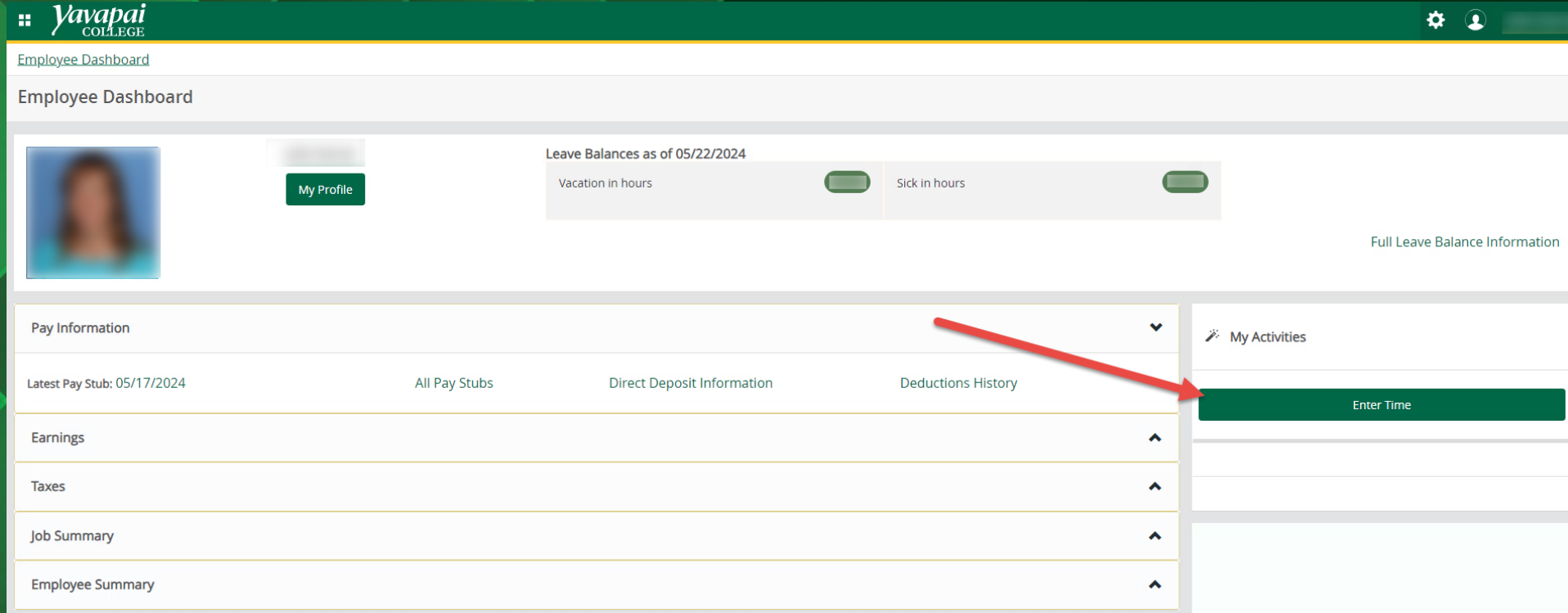
# Click the “Employees” tab.



# Click “Employee Dashboard”



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



The screenshot displays the Yavapai College Employee Dashboard. At the top, the Yavapai College logo is on the left, and settings and user icons are on the right. Below the header, the page is titled "Employee Dashboard". On the left side, there is a profile picture placeholder and a "My Profile" button. To the right of the profile, it shows "Leave Balances as of 05/22/2024" with two progress bars for "Vacation in hours" and "Sick in hours". Below this, there is a section for "Full Leave Balance Information". The main content area is divided into two columns. The left column contains a list of links: "Pay Information", "Latest Pay Stub: 05/17/2024", "All Pay Stubs", "Direct Deposit Information", "Deductions History", "Earnings", "Taxes", "Job Summary", and "Employee Summary". The right column contains a section titled "My Activities" with a red arrow pointing to a green "Enter Time" button.

Yavapai COLLEGE

Employee Dashboard

My Profile

Leave Balances as of 05/22/2024

Vacation in hours

Sick in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 05/17/2024

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Taxes


Job Summary

Employee Summary

My Activities

Enter Time

Click “Start Timesheet”  
to open your current timesheet.

 Employee Dashboard • Timesheet

### Timesheet

Approvals Timesheet

Pay Period

Hours/Units

Submitted On

Status

Manager, Payroll, 999990-00, Y, 013301, Business Office ⌚ Prior Periods

05/12/2024 - 05/25/2024 Not Started Start Timesheet

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

**Yavapai**  
COLLEGE

⚙️ 👤

[Employee Dashboard](#) • [Timesheet](#) • Manager, Payroll, 999990-00, Y, 013301, Business Office

Manager, Payroll, 999990-00, Y, 013301, Business Office

🔄 Restart Time ⌛ Leave Balances

05/12/2024 - 05/25/2024 ⓘ 💬

In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24	25

+ Add Earn Code

Earn Code

- Vacation Leave
- Vacation Leave**
- Sick Leave
- Bereavement Leave
- Jury Duty Pay
- Personal Leave

Hours\*

Exit Page

Cancel Save Preview

If you need to enter more than one type of leave on the same day, click “Add Earn Code”.  
Click “Save” after you enter hours on the appropriate day.

Yavapai

COLLEGE

Employee Dashboard

Timesheet

Manager, Payroll, 999990-00, Y, 013301, Business Office

Manager, Payroll, 999990-00, Y, 013301, Business Office

Restart Time

Leave Balances

06/09/2024 - 06/22/2024

In Progress

Submit By 06/24/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

⊕ Add Earn Code

Earn Code

Vacation Leave

Hours\*

5

Earn Code

Personal Leave

Hours\*

3

Exit Page

Cancel

Save

Preview



Click the “Preview” button when you are finished entering hours for the pay period.

**Yavapai COLLEGE**

Employee Dashboard • Timesheet • Manager, Payroll, 999990-00, Y, 013301, Business Office

Manager, Payroll, 999990-00, Y, 013301, Business Office Restart Time Leave Balances

05/12/2024 - 05/25/2024 | 16.00 Hours ⓘ 🗨️ In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 8.00 Hours	21 8.00 Hours	22	23	24	25

⏪ ⏩

⊕ Add Earn Code

Sick Leave ⌚ 8.00 Hours ✎ 📄 ⌂

Total: 8.00 Hours | Account Distribution

Exit Page Cancel Save Preview



You have the option to enter a Comment about your timesheet on this screen if you would like to. Comments can be viewed by your supervisor.

When you are finished making changes to your timesheet, click “Submit”.

Yavapai

COLLEGE

Employee Dashboard

Timesheet

Manager Payroll 999990-00\_Y 013301 Business Office

Preview

Pay Period: 05/12/2024 - 05/25/202416.00 HoursIn ProgressSubmit By 05/27/2024, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
05/20/2024	VAC, Vacation Leave	1	8.00 Hours
05/21/2024	SCK, Sick Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
VAC, Vacation Leave	1		8.00	8.00 Hours
SCK, Sick Leave	1		8.00	8.00 Hours
Total Hours			16.00	

Routing and Status

Name	Action
	Originated On 05/21/2024, 05:37 PM by Julie Garver
	Submit By 05/27/2024, 12:00 PM
Joe Supervisor	In the Queue

Comment (Optional):

Add Comment

Return

Submit



# TIPS

- You do not need to open your timesheet if you do not have leave hours to report for the current pay period.
- Report leave hours to the nearest quarter hour.
  - 15 minutes enter 0.25 hours.
  - 30 minutes enter 0.50 hours.
  - 45 minutes enter 0.75 hours.
- To delete all the entered time on your online timesheet, click on the “Restart Time” button.
- You should not click the “Submit” button until all your hours for the pay period have been entered.
- Any corrections, additions, or changes to prior pay periods are not allowed online. A manual timesheet is required for corrections to prior pay periods. Please ask your supervisor or the payroll office for a manual timesheet if needed.
- If your timesheet was returned to you for correction, follow your supervisor’s instructions and then resubmit your timesheet. We suggest that you let your supervisor know that you updated your timesheet and resubmitted 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](mailto:Julie.Garver@yc.edu)

Kathy Anderson (928) 776-2136 or [Kathy.Anderson@yc.edu](mailto:Kathy.Anderson@yc.edu)

