Welcome to Yavapai College - we are happy to have you on our team!

We know that there is a lot of information you are trying to absorb in your first week, and it can be overwhelming. This **New Employee Essentials** list provides links to important things you will want to review in your first days and weeks as a YC team member. We expect that you will have questions! Please get in touch with your supervisor or HR for assistance.
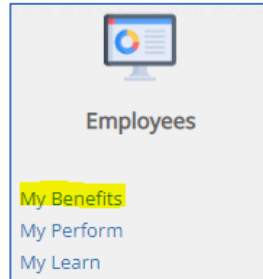
YC Mission	
	◊ Go to The College Mission for an introduction to the YC Mission, Vision and Values
	◊ Review About YC – an overview of Yavapai College, our executive leadership team, and District Governing Board
	◊ Review the YC Strategic Plan - Future Focused. Community Inspired
	◊ The YC☆WAY is key to achieving our goal of becoming a premier higher learning destination through relationship, service, and learning excellence
	◊ Learn about Participatory Governance and the College Council, a collaborative, participatory decision-making model at YC focusing on the achievement of the College's mission and student success
Get Connected	◊ Verify you can sign-in to the **MyYC** portal on the website (YC.edu) and review the MyYC Employee Portal Guide for tips on navigating the portal
	◊ ***Important*** Submit your photo for your YC OneCard employee ID and your DUO as soon as you have your Y#, YC email address and access to your YC portal (MyYC). You will have your building and office access tied to your physical OneCard which is usually ready the week you arrive. Access discounts, add flexicash for use in the cafes and bookstores, use it as your library card & more!
	◊ If appropriate, set up your Zoom phone and voicemail. Please note, you should use your Zoom phone and number for all work calls
	◊ Set-up your outlook email account, signature, and calendar
	◊ Go to the YC Information Technology Services (ITS) Webpage for tech help
	◊ Pick up any assigned keys and/or your physical OneCard ID
	◊ Find the YC Employee Directory on YC.edu

About YC	◊ Learn about our six campuses and centers at YC Campuses & Centers
	◊ If you are working onsite, take a quick tour to locate areas of interest.
	◊ Review the YC Campus Safety site and sign up for alertYC for emergency text/email messages & instructions
	◊ See the Facilities Management page for information on access to buildings, YC vehicle use procedures and room requests (25Live)
	◊ Read and familiarize yourself with the Employee Policies–specifically, the General Section Policies and Human Resources Policies 2.0
myYC **Employee Essentials**	◊ Review the Employee Dashboard for entering your work hours (non-exempt) and time off (all employees). Tutorials on how to use the timesheet system can be found at Payroll Tutorials, Forms & Calendars
	◊ Review the Employee Dashboard and click on YC College Policies and Human Resources Policies to learn more.
	◊ Access the Performance Management page for tools and training links
	○ ***Note*** If you start in April, May, or June, you will not be assigned a performance evaluation until the new fiscal year starting July 1
	○ ***Important*** You are expected to complete entering your goals in your evaluation by the end of your first sixty days
	◊ Review the Training & Development page for employees. To view training, access My Learn through your YC Portal. Select the *Employee* tile and then *My Learn* which takes you to your NeoGov dashboard and on the left-hand menu, select *Training*. You will see your mandatory training courses (courses are marked as "*Required*"). Select enroll to start a class.
	○ ***Note*** If you start in June, you will not be assigned mandatory training until the new fiscal year starting July 1
	○ ***Important*** You are expected to complete your mandatory training by the end of your first thirty days
	○ Sign up for the next Outward Mindset session (Select *Training*, find the *Quick Actions* box, select *browse training catalog* and search for *Outward Mindset*, then *Enroll* in your selected class)
	◊ **Tip**: When accessing Neogov/Neoed, use your YC email, not your personal email address.

Total Rewards and Benefits	◊ Review the YC Total Rewards & Benefits page for all the benefits and perks available to eligible employees. ◊ Select the My Benefits tile in your YC portal to access your benefit package with tools and online enrollment: Employees My Benefits My Perform My Learn OR using the link on the Total Reward page: 📅 Click for Comprehensive Benefits Information ◊ You will be invited to a New Hire Orientation in your first month (Usually the first Wednesday) to learn more about the benefits – look out for your invitation! ◊ ***Important*** You must enroll in your benefits package in your first 30 days at YC. Most benefits are effective the first of the month following 30 days of employment. Login to **My Benefits** for online enrollment for most of your benefits. Retirement benefits are a separate enrollment process – follow the instructions on the Retirement page in MyBenefits. ◊ Look through the other great benefits you can take advantage of: o Tuition assistance programs through a tuition waiver (also available to family members of full-time employees), tuition reimbursement, or discount programs offered in partnership with other universities o Employee discounts o Generous time-off o Professional growth opportunities

Additional Resources	Not necessarily during your first few days, but we suggest reviewing some of the other resources on the YC website as time permits. The YC page with Links for YC Employees is a good place to start! Here are some other suggestions...
	◊ Yavapai College Foundation - promotes student scholarships, faculty development and programs that enrich both campus and community life
	◊ Human Resources - includes a toolbox with employee forms, links, and information, YC org charts, job descriptions, onboarding and more
	◊ Marketing - templates and logos, YC360 magazine, social media links
	◊ Athletics - cheer on our Roughrider teams and student athletes!
	◊ The Mail Center provides printing resources and distributes email notices which are created using the Mass Email Message Request:
	o "Newsflash" notifications are for pertinent, timely information
	o "DuckSoup" is for less timely issues, YC partners, etc.
	◊ If you are not receiving general email notices, email mailcenter@yc.edu
	◊ Our Libraries on the Prescott and Verde Valley campuses offer many services for students and employees.
	◊ Find YC gear at the Bookstore
	◊ Check out the Yavapai College Staff Association (YCSA) page for information on this volunteer staff association which supports staff professional development and scholarships, and employee recognition programs.