

# Employee Leave Request Instructions

<https://yc.edu>

## Employee Resources



Quick Access to Employee Services



EMPLOYEE  
DASHBOARD



MY TIMESHEET



ZOOM



NEOED



MY BENEFITS



ACCESS  
MANAGEMENT



ONEDRIVE



MY LEAVE  
BALANCES

## Employee Dashboard

[My Profile](#)

## Leave Balances as of 11/06/2025

Vacation in hours

157.58

Sick in hours

852.43

[Full Leave Balance Information](#)

## Pay Information



Latest Pay Stub: 07/11/2025

[All Pay Stubs](#)[Direct Deposit Information](#)[Deductions History](#)[Earnings](#)[Taxes](#)[Job Summary](#) My Activities[Enter Time](#)[Request Time Off](#)[Approve Time](#)[Approve Leave Request](#)

Click on "Request Time Off"  
to request time off in a future  
pay period.

## Leave Request

[Approvals](#)
[Timesheet](#)
[Leave Request](#)

Leave Request Period 

Request Period

Hours/Days/Units

Submitted On

Status

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

 Prior Periods

10/26/2025 - 11/08/2025

Not Started

Start Leave Request

11/09/2025 - 11/22/2025

Not Started

Start Leave Request

11/23/2025 - 12/06/2025

Not Started

Start Leave Request

12/07/2025 - 12/20/2025

Not Started

Start Leave Request

12/22/2025 - 01/04/2026

Not Started

Start Leave Request

01/05/2026 - 01/18/2026

Not Started

Start Leave Request

01/19/2026 - 02/01/2026

Not Started

Start Leave Request

02/02/2026 - 02/15/2026

Not Started

Start Leave Request

02/16/2026 - 03/01/2026

Not Started

Start Leave Request

03/02/2026 - 03/15/2026

Not Started

Start Leave Request

Select the Pay Period you want to request time off.

02/01/2026 - 02/14/2026 ⓘ ⓘ

In Progress Si

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--------|---------|-----------|----------|--------|
| 1      | 2      | 3       | 4         | 5        | 6      |
| 7      | 8      | 9       | 10        | 11       | 12     |
| 13     | 14     | 15      | 16        | 17       | 18     |
| 19     | 20     | 21      | 22        | 23       | 24     |
| 25     | 26     | 27      | 28        | 29       | 30     |
| 31     |        |         |           |          |        |

 Add Earn Code

### Earn Code

Select Earn Code

### Vacation Leave

Sick Leave

### Bereavement Leave

**Jury Duty Pay**

Personal Leave

Click on the day to request time off. Then select the leave time from the drop down box.

Yavapai

COLLEGE

Julie Carver

Employee Dashboard

Leave Request

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

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

Cancel Request

Restart Leave Request

Leave Balances

02/01/2026 - 02/14/2026 48.00 Hours 

1

Submit By 02/16/2026, 12:00 PM

In Progress

| SUNDAY | MONDAY          | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|---------|-----------|----------|--------|----------|
| 8      | 9<br>8.00 Hours | 10      | 11        | 12       | 13     | 14       |

Add Earn Code

Earn Code

Vacation Leave

Hours\*

4.5

Exit Page

Cancel

Save

Preview

A red arrow pointing from the bottom right towards the 'Save' button in the bottom right corner of the interface.

### Leave Request Detail Summary

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

Pay Period: 40.00 Hours | [In Progress](#) | Submit By 02/16/2026, 12:00 PM

#### Time Entry Detail

| Date       | Earn Code           | Shift | Total      |
|------------|---------------------|-------|------------|
| 02/02/2026 | VAC, Vacation Leave | 1     | 8.00 Hours |
| 02/03/2026 | VAC, Vacation Leave | 1     | 8.00 Hours |
| 02/04/2026 | VAC, Vacation Leave | 1     | 8.00 Hours |
| 02/05/2026 | VAC, Vacation Leave | 1     | 8.00 Hours |
| 02/06/2026 | VAC, Vacation Leave | 1     | 8.00 Hours |

#### Summary

| Earn Code           | Shift | Week  | Week | Total       |
|---------------------|-------|-------|------|-------------|
| VAC, Vacation Leave | 1     | 40.00 |      | 40.00 Hours |
| Total Hours         |       | 40.00 |      |             |

#### Routing and Status

| Name         | Action                                             |
|--------------|----------------------------------------------------|
|              | Originated On 11/14/2025, 01:18 PM by Julie Garver |
|              | Submit By 02/16/2026, 12:00 PM                     |
| Wendy Swartz | In the Queue                                       |

#### Comment (Optional):

Going to Hawaii!

You may leave a comment for your supervisor here if you want to.

1084 characters remaining

Click "Submit" when you are finished entering your request for leave. It's a good idea to let your supervisor know that you have submitted a request.

[Return](#)

[Submit](#)

# Notes

- To Copy: Click on the day you are copying from.
  - Click the “pages” icon  (found on the right side of the screen) to copy.
  - A new window will open displaying the full pay period.
  - Click the boxes for each of the days you want to copy to, and then click “Save”.
- To Edit: If you need to edit your submission after you have clicked Save, Click the “pencil” icon  to edit your submission, and then click “Save”.
- To Delete: If you need to delete any entries after you have clicked Save, click the “remove” icon  to delete any entries, and then click “Save”.
  - Click Yes or No to confirm when the prompt comes up “Are you sure you want to delete the earning record?” Then click “Save”.
- Leave Requests can be started over by clicking on “Restart Leave Request”.
  - Note that all current Leave Request entries for that pay period will be deleted. The Leave Request will still be In Progress, but it will not have any entries.



