

Leave Request Approval Instructions

Employee Resources



Quick Access to Employee Services



EMPLOYEE
DASHBOARD



MY TIMESHEET



ZOOM



NEOED



MY BENEFITS



ACCESS
MANAGEMENT



ONEDRIVE



MY LEAVE
BALANCES

<https://yc.edu>

Employee Dashboard



My Profile

Leave Balances as of 05/15/2026

Vacation in hours

Sick in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 04/03/2026

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Request Time Off

Approve Time

Approve Leave Request



Approvals - Leave Request

 Proxy Super User  Reports

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

Leave Request

May

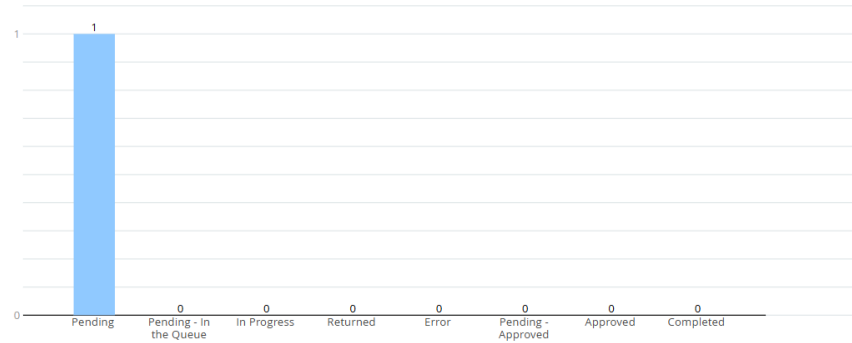
2026

X All Departments

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	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 1 Awaiting	26	27	28	29	30
31	1	2	3	4	5	6

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
24	25 Awaiting	26	27	28
				29

Distribution Status Report - Leave Request



Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Employee_Joe Specialist 999999-00	Y01234567	Y-013201, Human Resources	8.00 Hours

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0

Yavapai

COLLEGE

Julie Garver

Employee Dashboard

Time Entry Approvals

HR Specialist Leaves and Employee Relations, 999968-00_Y, 013201_Human Resources

Preview

Y, 013201, Human Resources

Pay Period: 8.00 Hours

Pending

Submitted On 05/15/2026, 04:28 PM

Time Entry Detail

Summary

Routing and Status

Comment (Optional):

Return

Details

Delete

Return for correction

Approve

