

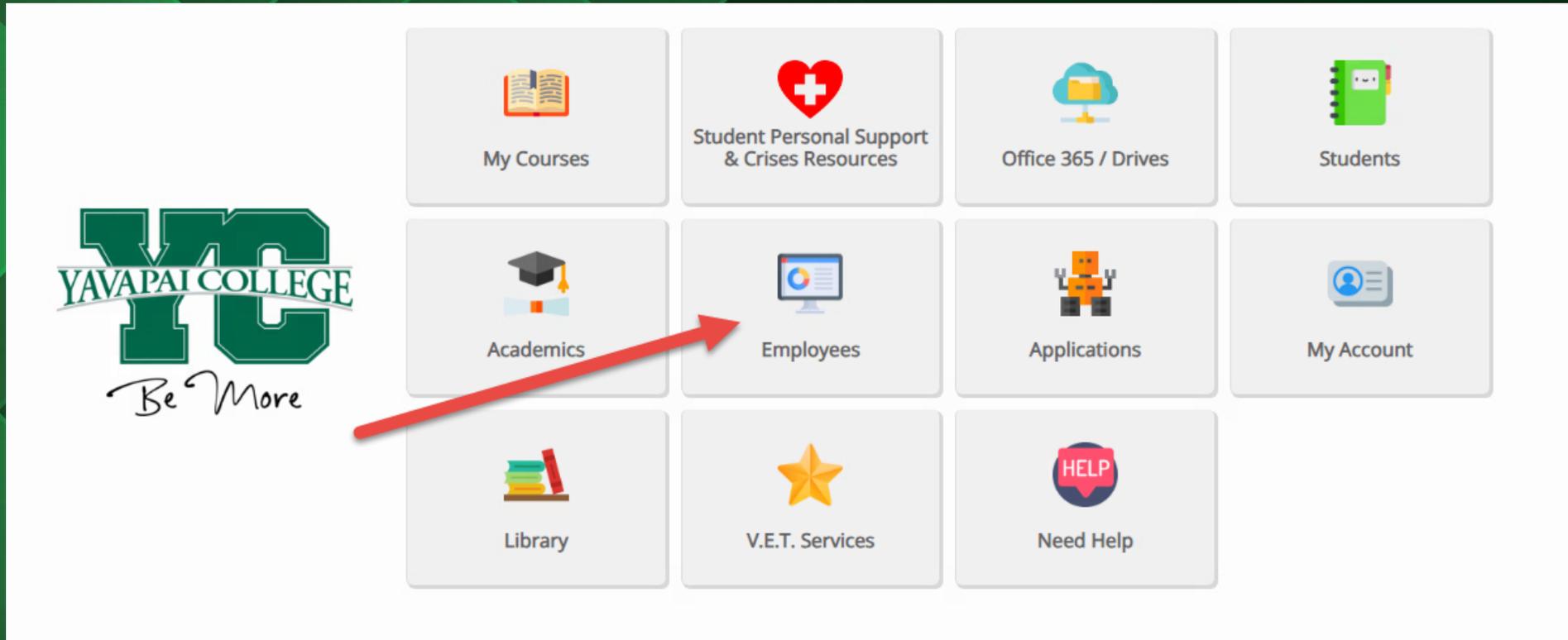
Timesheet Approval Guide for Supervisors



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



Click the “Employees” tab.

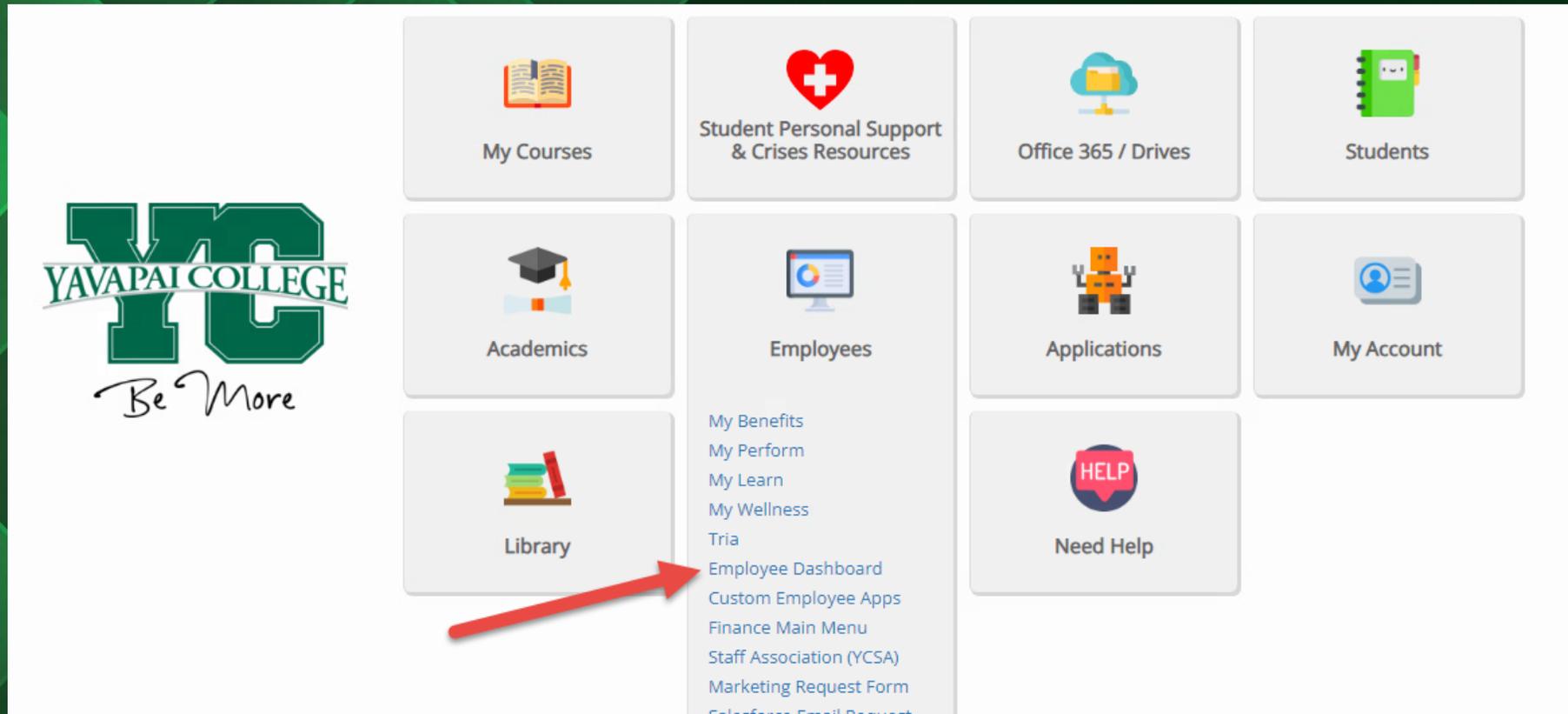


The screenshot shows a dashboard with a grid of 12 service tiles. On the left is the Yavapai College logo with the tagline "Be More". The tiles are arranged in three rows and four columns:

- Row 1: My Courses (book icon), Student Personal Support & Crises Resources (heart with cross icon), Office 365 / Drives (cloud with folder icon), Students (green notebook icon).
- Row 2: Academics (graduation cap icon), **Employees** (computer monitor icon, highlighted with a red arrow), Applications (robot icon), My Account (person card icon).
- Row 3: Library (stack of books icon), V.E.T. Services (yellow star icon), Need Help (red speech bubble with "HELP" icon).



Click on "Employee Dashboard"



The screenshot shows the Yavapai College dashboard interface. On the left is the Yavapai College logo with the tagline "Be More". The main area contains a grid of service tiles: "My Courses", "Student Personal Support & Crises Resources", "Office 365 / Drives", "Students", "Academics", "Employees", "Applications", "My Account", "Library", and "Need Help". The "Employees" tile is expanded to show a list of links: "My Benefits", "My Perform", "My Learn", "My Wellness", "Tria", "Employee Dashboard", "Custom Employee Apps", "Finance Main Menu", "Staff Association (YCSA)", "Marketing Request Form", and "Salesforce Email Request". A red arrow points to the "Employee Dashboard" link in this list.

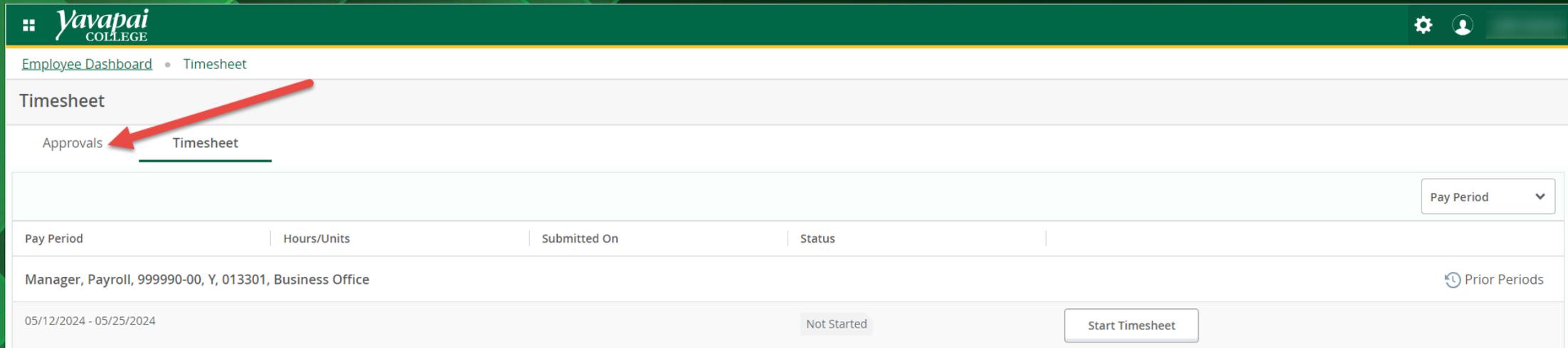


Click on “Enter Time” Under “My Activities”.

The screenshot displays the Yavapai College Employee Dashboard. At the top left is the Yavapai College logo. Below it, the text 'Employee Dashboard' is visible. On the left side, there is a profile picture placeholder and a 'My Profile' button. To the right, 'Leave Balances as of 05/22/2024' are shown for 'Vacation in hours' and 'Sick in hours', each with a progress indicator. Below this, a 'Full Leave Balance Information' link is present. The main content area is divided into two columns. The left column contains a list of menu items: 'Pay Information' (with a dropdown arrow), '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 'My Activities' section with a red arrow pointing to a prominent green 'Enter Time' button.



Switch your Timesheet view from “Timesheet” to “Approvals” to enter your approval queue.



The screenshot shows the Yavapai College Employee Dashboard. The top navigation bar includes the college logo, a settings gear, and a user profile icon. Below the navigation bar, the breadcrumb trail reads "Employee Dashboard" > "Timesheet". The main content area is titled "Timesheet" and features two tabs: "Approvals" and "Timesheet". A red arrow points from the "Timesheet" tab to the "Approvals" tab. Below the tabs, there is a "Pay Period" dropdown menu. The main table has columns for "Pay Period", "Hours/Units", "Submitted On", and "Status". The current view shows the pay period "05/12/2024 - 05/25/2024" and a status of "Not Started". A "Start Timesheet" button is located at the bottom right of the table area. The manager information is listed as "Manager, Payroll, 999990-00, Y, 013301, Business Office". A "Prior Periods" link is also visible.



Use the dropdown arrows to choose the pay period. You can see all your employees below the graph, or you can use the dropdown arrow to choose one department at a time. Your employees are grouped into statuses.

Employees in the “Pending” group are ready for your approval.

Employees in the “In Progress” group have not submitted their timesheets yet.

Employees in the “Returned” group need to make corrections and re-submit their timesheets to you.

Employees in the “Error” group may need to contact Payroll for help.

Employees in the “Approved” group have been approved by you.

Each employee name is a hyper-link to their timesheet. Click each employee to open their timesheet to approve hours entered.

Yavapai COLLEGE

Employee Dashboard • Time Entry Approvals

Approvals Timesheet

Timesheet: [Dropdown] All Departments: [Dropdown] 06/09/2024 - 06/22/2024 (2024 BW 13): [Dropdown] All Status except Not Started: [Dropdown] Enter ID/Name: [Text]

Distribution Status Report - Timesheet

Status	Count
Pending	3
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Pending 3

Employee Name	ID	Organization	Hours/Units
Employee, Joseph Technician, Payroll, 999848-00	Y00644212	Y-013301, Business Office	80.00 Hours
Sample, Jill Systems Programmer, Student Development II, 999936-00	Y00644212	Y-604320, Student Development Technical Team	40.00 Hours
Example, Frank P Asst I, Wine Tasting Ctr, PA9754-00	Y00644212	Y-202501, Viticulture	20.00 Hours

When you open an employee's timesheet, you can see the detail for all hours entered. Your choices are listed at the bottom of the screen:

Approve – Approve the time entered.

Return for Correction – Send the timesheet back to the employee with a comment on what needs to be corrected.

Details – This will open the timesheet in a calendar view.

Return – This will return you to the previous screen without taking any other action.

Yavapai COLLEGE

Employee Dashboard • Time Entry Approvals • Technician, Payroll, 999848-00, Y, 013301, Business Office, Rate: \$25.956001 • Preview

Timesheet Detail Summary

Y00644212, Employee, Joseph

Technician, Payroll, 999848-00, Y, 013301, Business Office, Rate: \$25.956001

Pay Period: 06/09/2024 - 06/22/2024 | 80.00 Hours | Pending | Submitted On 06/11/2024, 11:49 AM

Time Entry Detail

Date	Earn Code	Shift	Total
06/10/2024	SCK, Sick Leave	1	8.00 Hours
06/11/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/12/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/13/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/14/2024	VAC, Vacation Leave	1	8.00 Hours
06/17/2024	SCK, Sick Leave	1	8.00 Hours
06/18/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/19/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/20/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/21/2024	VAC, Vacation Leave	1	8.00 Hours

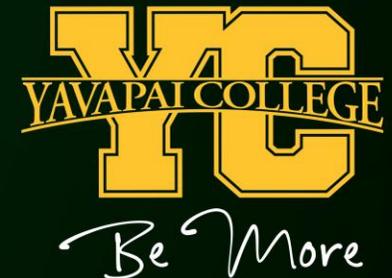
Summary

Earn Code	Shift	Week 1	Week 2	Total
SCK, Sick Leave	1	8.00	8.00	16.00 Hours
RGS, Regular Pay Staff	1	24.00	24.00	48.00 Hours
VAC, Vacation Leave	1	8.00	8.00	16.00 Hours
Total Hours		40.00	40.00	

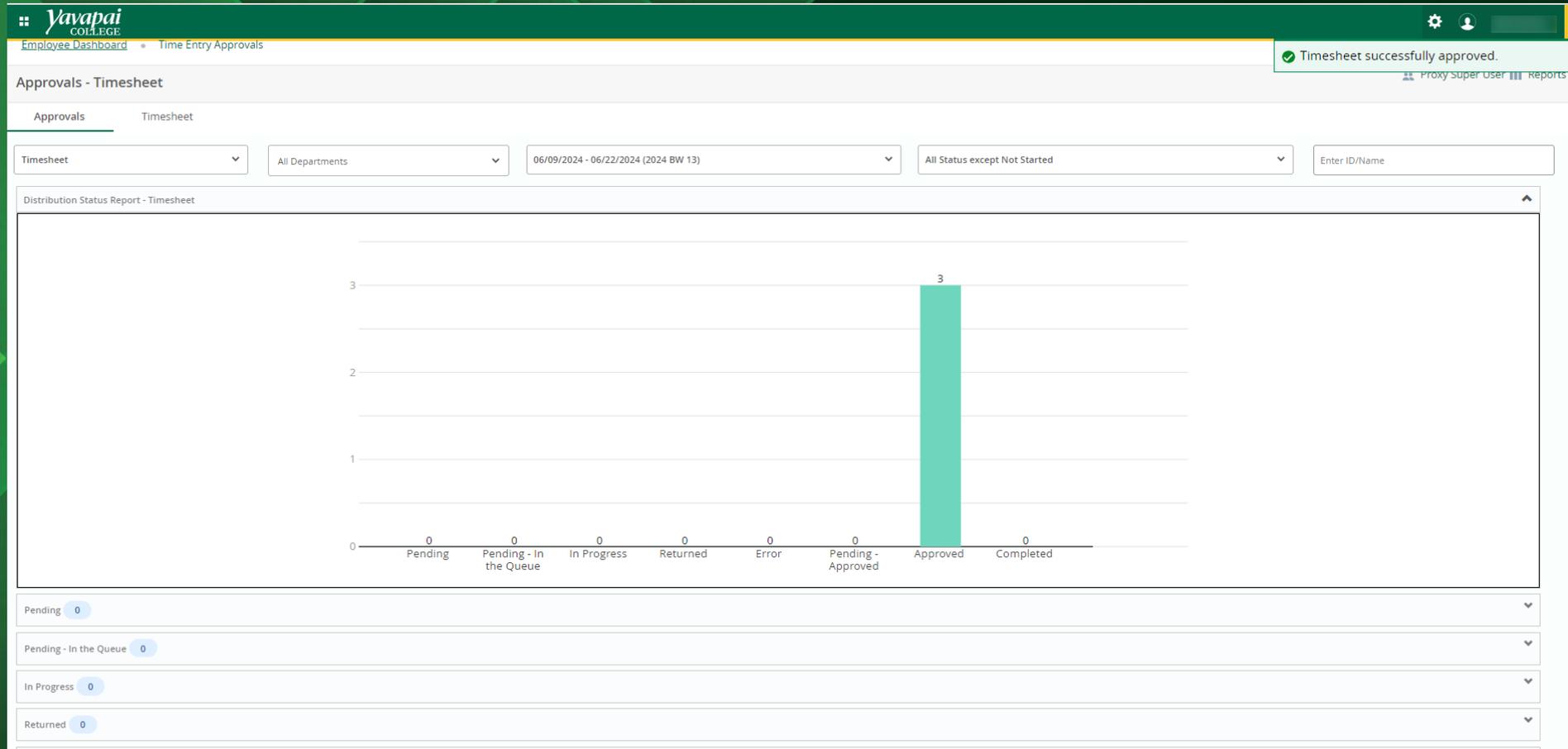
Routing and Status

Name	Action
	Originated On 06/11/2024, 11:29 AM
	Submitted On 06/11/2024, 11:49 AM

Return Details Return for correction Approve



Your graph will show when all your employee timesheets have been approved.



TIPS

- Timesheets are due on Monday of the Payroll week, no later than 12:00pm. You can find due dates on the Payroll Web Time Entry Calendar on the Payroll website.
- After the 12:00pm timesheet deadline, you will no longer have access to approve timesheets. You will need to contact the Payroll office to make any changes or approve timesheets after the timesheet deadline.
- If you need to return a timesheet to your employee so they can make corrections, you should let the employee know. They will not otherwise be notified that you have returned their timesheet.
- If an employee does not submit a timesheet on time, or if they need to make corrections after payroll is processed, they will need to complete a manual timesheet that can be obtained from the Payroll office.



Payroll Department

Questions?

Please Feel Free to Contact Us:

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