

# How to Enter and Submit Online Timesheets

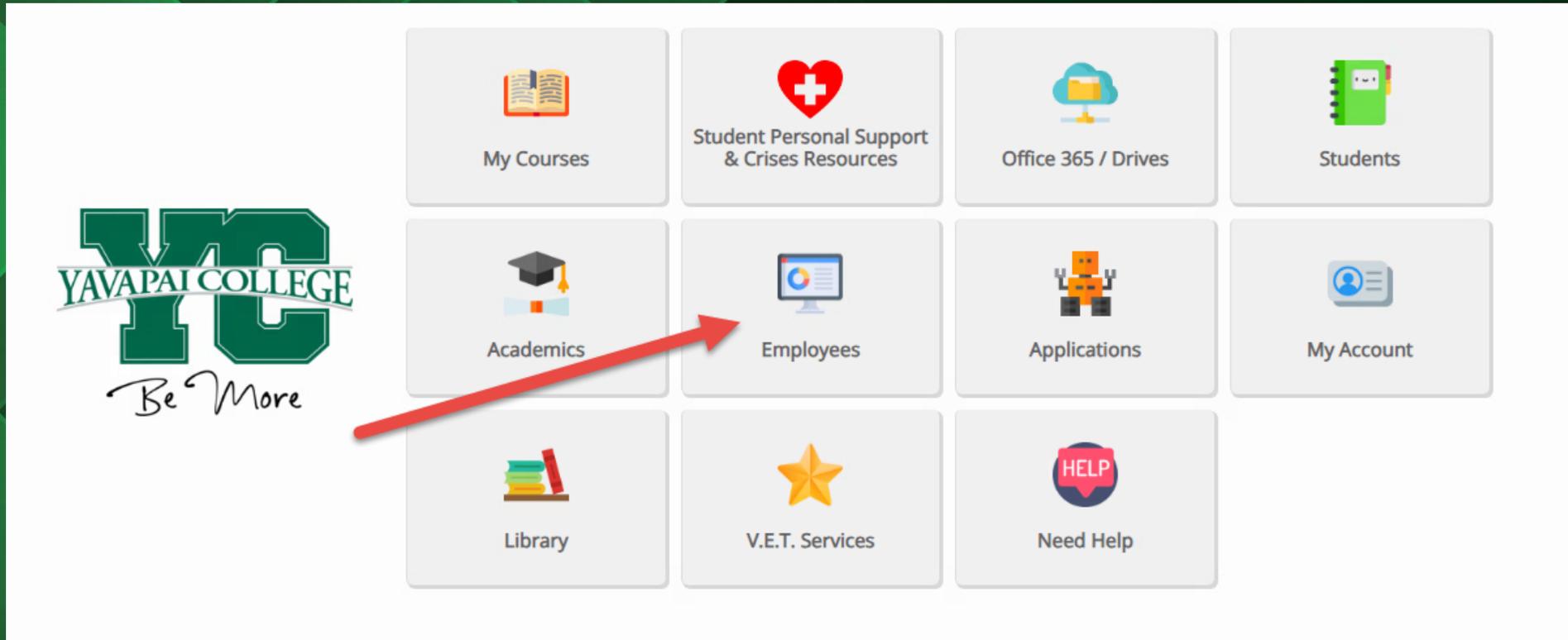
For Full-Time Exempt  
Staff and Faculty



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.

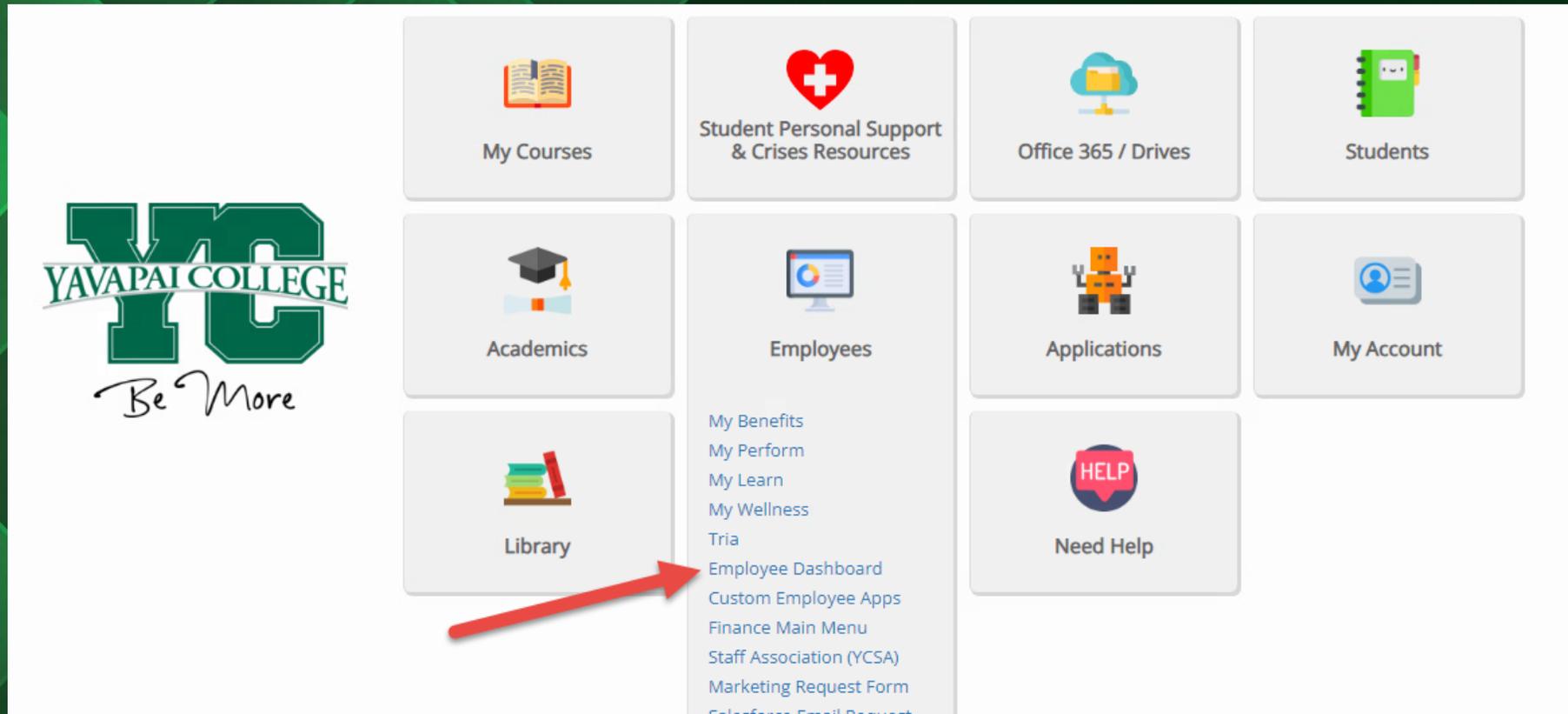


The screenshot shows a dashboard with a grid of service tiles. On the left is the Yavapai College logo with the tagline "Be More". The grid contains the following tiles:

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



# Click “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 “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, there are 'Leave Balances as of 05/22/2024' for 'Vacation in hours' and 'Sick in hours', each with a progress indicator. Below this, there is a 'Full Leave Balance Information' link. The main content area is a list of menu items: 'Pay Information', 'Latest Pay Stub: 05/17/2024', 'All Pay Stubs', 'Direct Deposit Information', 'Deductions History', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right side, there is a 'My Activities' section with a red arrow pointing to an 'Enter Time' button.



Click “Start Timesheet”  
to open your current timesheet.

The screenshot shows the Yavapai College Employee Dashboard. The top navigation bar includes the college logo, a settings gear, and a user profile icon. The breadcrumb trail reads "Employee Dashboard > Timesheet". The main heading is "Timesheet". Below this, there are two tabs: "Approvals" and "Timesheet", with "Timesheet" being the active tab. A "Pay Period" dropdown menu is located in the top right corner of the main content area. The main content area contains a table with the following columns: "Pay Period", "Hours/Units", "Submitted On", and "Status". The first row of the table shows the pay period "05/12/2024 - 05/25/2024" and a status of "Not Started". A "Start Timesheet" button is positioned to the right of the "Not Started" status, and a red arrow points to it. In the bottom right corner of the table area, there is a "Prior Periods" link with a circular arrow icon.

| Pay Period              | Hours/Units | Submitted On | Status      |
|-------------------------|-------------|--------------|-------------|
| 05/12/2024 - 05/25/2024 |             |              | Not Started |



Click on the day you need to enter leave time.  
Click the dropdown arrow under “Earn Code” to choose the appropriate leave type. Then you can enter the hours of leave taken for that day.

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

The screenshot displays the Yavapai College Employee Dashboard Timesheet interface. The header includes the Yavapai College logo and navigation links for Employee Dashboard, Timesheet, and Manager, Payroll, 999990-00, Y, 013301, Business Office. The main content area shows a calendar for the period 05/12/2024 to 05/25/2024. The date 05/20/2024 (Monday) is highlighted in blue. Below the calendar, there is a section for 'Add Earn Code' with a dropdown menu and an 'Hours\*' input field. The dropdown menu is open, showing options: Vacation Leave, Sick Leave, Bereavement Leave, Jury Duty Pay, and Personal Leave. The 'Hours\*' field is empty. At the bottom of the page, there are buttons for 'Exit Page', 'Cancel', 'Save', and '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 Hours\*  
Vacation Leave 5

Earn Code Hours\*  
Personal Leave 3

Cancel Save Preview

Exit Page



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

The screenshot displays the Yavapai College Timesheet interface. At the top, the Yavapai College logo is visible on the left, and a user profile icon is on the right. Below the header, there are navigation tabs: "Employee Dashboard", "Timesheet", and "Manager, Payroll, 999990-00, Y, 013301, Business Office". The main content area shows the current pay period as "05/12/2024 - 05/25/2024" with a total of "16.00 Hours". A calendar grid is displayed with days from Sunday to Saturday. The date 21 (Tuesday) is highlighted in blue and shows "8.00 Hours". Below the calendar, there is a section for "Sick Leave" with "8.00 Hours" entered. At the bottom right, there are three buttons: "Cancel", "Save", and "Preview". A red arrow points to the "Preview" button.



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".

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Employee Dashboard • Timesheet • Manager Payroll\_999990-00\_Y\_013301\_Business Office • Preview

Pay Period: 05/12/2024 - 05/25/2024 | 16.00 Hours | In Progress | Submit 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 |
| <b>Total Hours</b>  |       |        | 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:

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