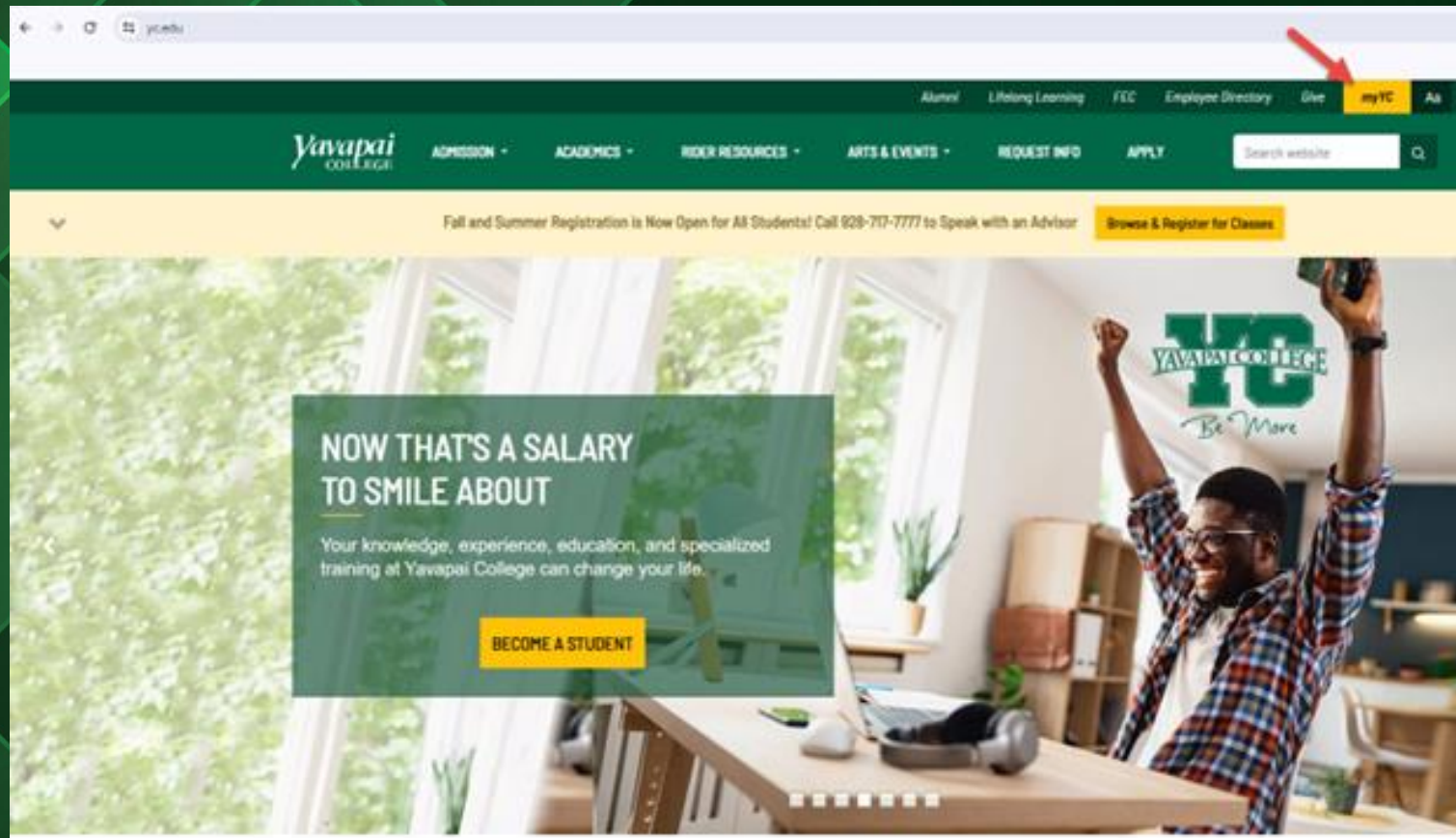


How to Enter and Submit Online Timesheets

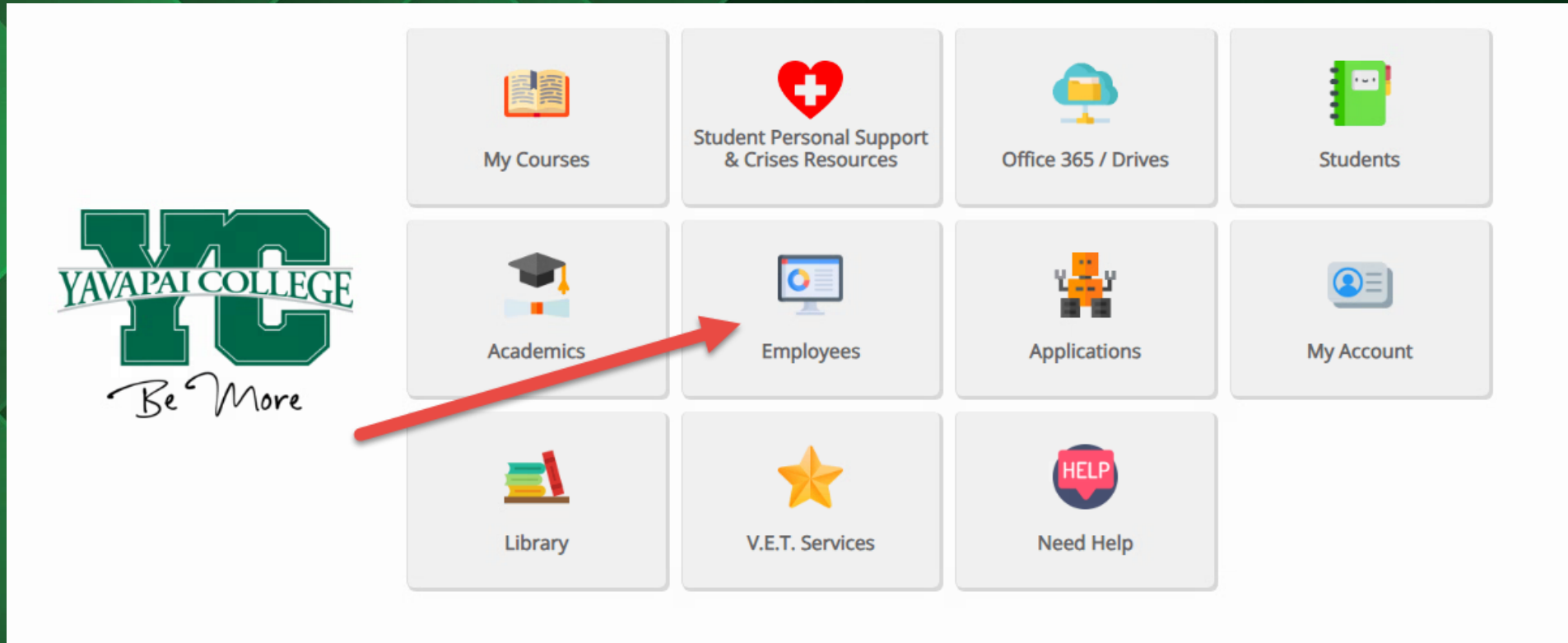
For Full-Time Non-Exempt
Employees



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.

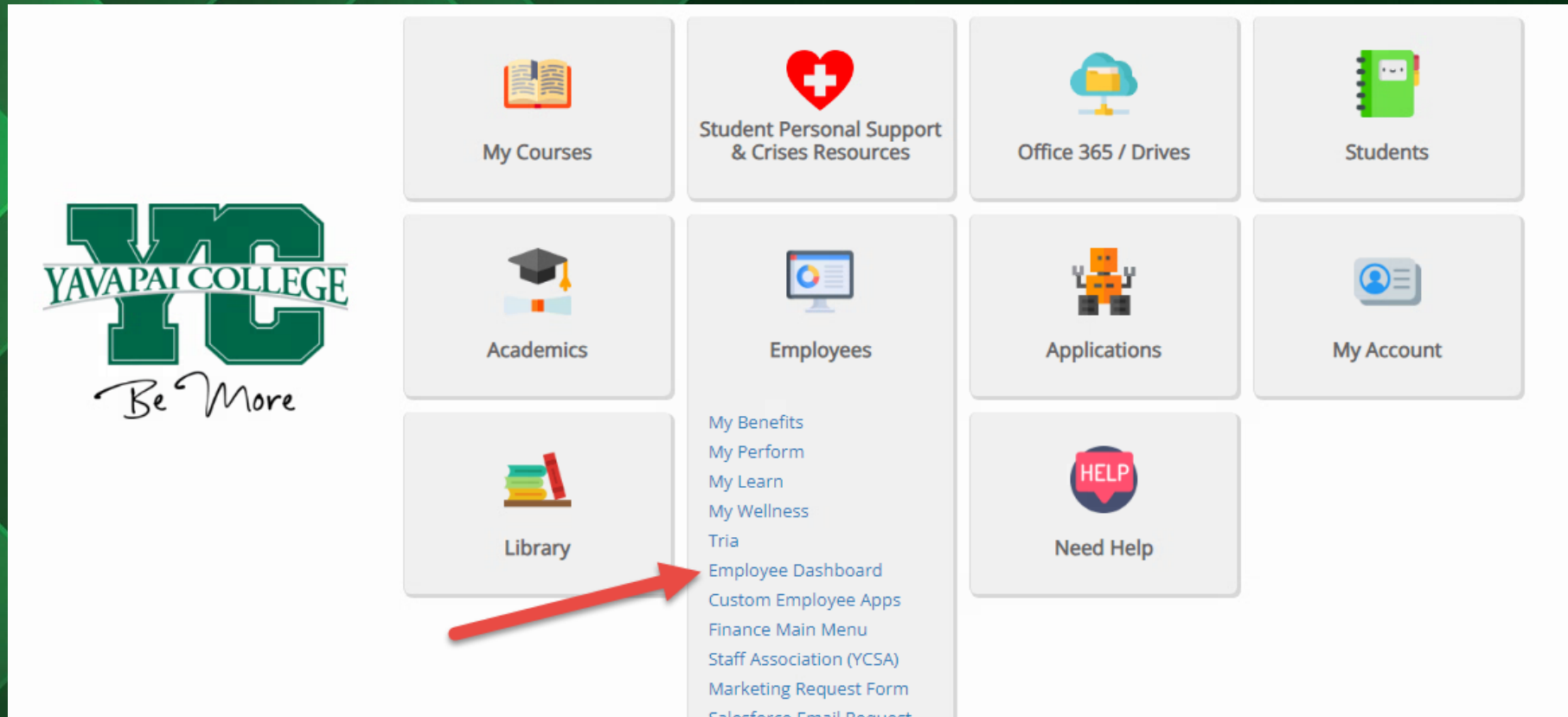


The screenshot shows a dashboard with a grid of 12 service tiles. On the left is the Yavapai College logo with the tagline "Be More". The tiles are arranged in three rows and four columns:

- 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 with chart 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 “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 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 page title is "Timesheet". There are two tabs: "Approvals" and "Timesheet", with "Timesheet" being the active tab. A "Pay Period" dropdown menu is visible in the top right corner. Below the tabs, there is a table with the following columns: "Pay Period", "Hours/Units", "Submitted On", and "Status". The table contains one row with the following data: "05/12/2024 - 05/25/2024", "Not Started", and "Start Timesheet". A red arrow points to the "Start Timesheet" button. In the bottom right corner of the table, there is a "Prior Periods" link.

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



Click on each day to enter hours.
Click on the “Earn Code” dropdown menu to choose the appropriate earnings code for your hours.

Yavapai COLLEGE

Employee Dashboard • Timesheet • Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000

Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000 Restart Time Leave Balances

05/12/2024 - 05/25/2024 In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24	25

⊕ Add Earn Code

Earn Code Shift Hours*

- Regular Pay Staff
- Regular Pay Staff
- Vacation Leave
- Sick Leave
- Bereavement Leave
- Jury Duty Pay

⊕ Add More Time

Cancel Save Preview



Click “Add Earn Code” to enter more than one earnings type for one day.
Click “Save” after you enter hours each day.

The screenshot displays the Yavapai College Timesheet interface. At the top, the Yavapai College logo is visible on the left, and a settings icon and user profile icon are on the right. The breadcrumb navigation shows: Employee Dashboard > Timesheet > Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000. Below this, the employee information is repeated: Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000. There are links for "Restart Time" and "Leave Balances". The main area shows a calendar for the period 05/12/2024 - 05/25/2024 with a total of 8.00 Hours. The calendar highlights Monday, May 20th, with 8.00 Hours entered. Below the calendar, there are two earnings entries: "Regular Pay Staff" for 5.00 Hours and "Vacation Leave" for 3.00 Hours. Each entry has an "Add More Time" button. A red arrow points to the "Add Earn Code" button between the calendar and the first entry. At the bottom right, there are "Cancel", "Save", and "Preview" buttons. A red arrow points to the "Save" button. The "Exit Page" link is at the bottom left.



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

Yavapai COLLEGE

Employee Dashboard • Timesheet • Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000

Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000 Restart Time Leave Balances

05/12/2024 - 05/25/2024 | 80.00 Hours 80.00 Hours In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 8.00 Hours	21 8.00 Hours	22 8.00 Hours	23 8.00 Hours	24 8.00 Hours	25

+ Add Earn Code

Regular Pay Staff | Shift 1 | 8.00 Hours

+ Add More Time

Total: 8.00 Hours | Account Distribution

Exit Page Cancel Save Preview



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".

Yavapai COLLEGE

Employee Dashboard • Timesheet • Specialist, Instructional Support I, 999907-00_Y, 013301, Business Office, Rate: \$28.000000 • Preview

05/22/2024	SCK, Sick Leave	1	8.00 Hours
05/23/2024	RGS, Regular Pay Staff	1	8.00 Hours
05/24/2024	RGS, Regular Pay Staff	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
VAC, Vacation Leave	1	16.00	3.00	19.00 Hours
RGS, Regular Pay Staff	1	24.00	29.00	53.00 Hours
SCK, Sick Leave	1		8.00	8.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action
	Originated On 05/21/2024, 04:27 PM by Julie Garver
	Submit By 05/27/2024, 12:00 PM
Joe Supervisor	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

Return Submit



TIPS

- Shift 1 should be used for all regular weekday hours. Shift 2 should be used for hours worked on Saturday and Sunday.
- Report hours worked to the 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 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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Kathy Anderson (928) 776-2136 or Kathy.Anderson@yc.edu

