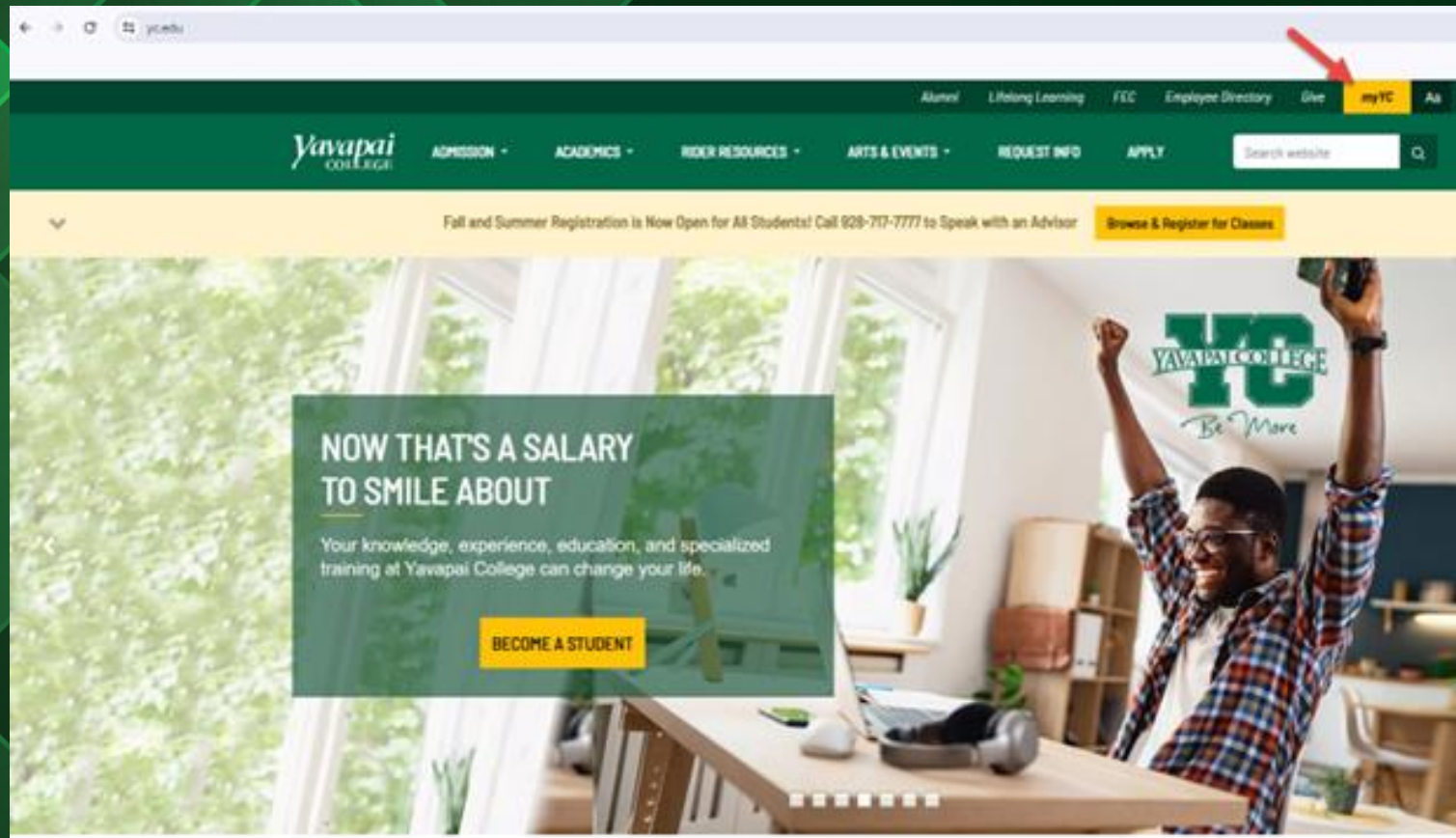


How to Enter and Submit Online Timesheets

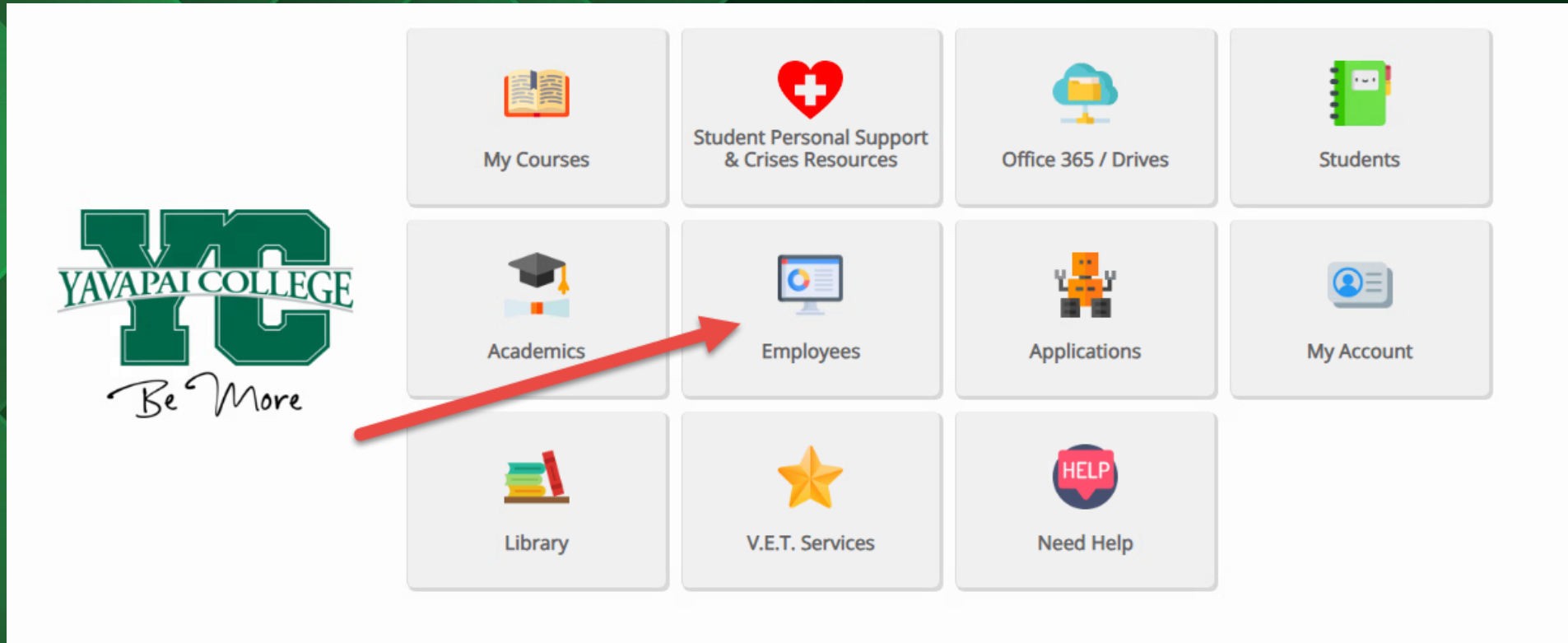
For Part-Time and
Student Employees



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.

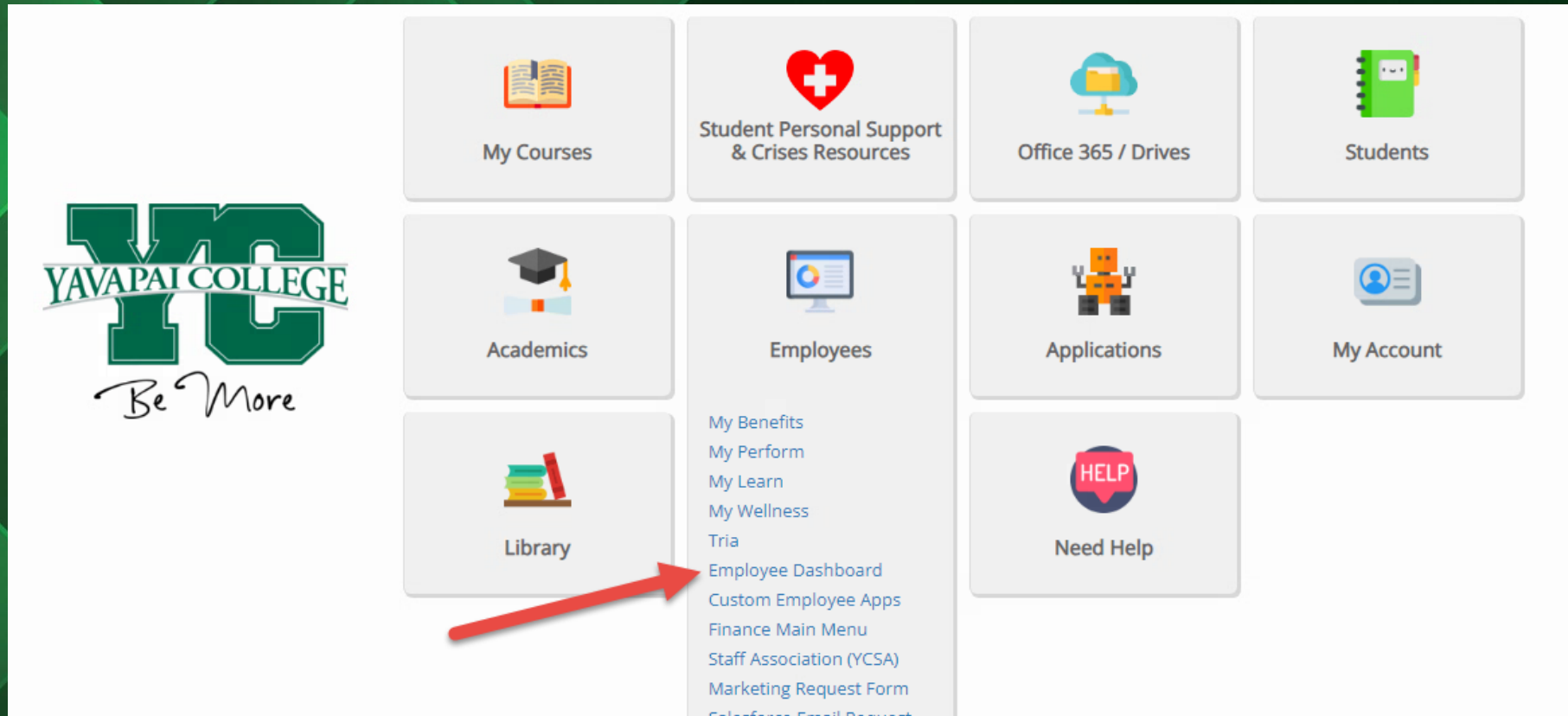


The screenshot shows a dashboard with a grid of 12 service tiles. On the left is the Yavapai College logo with the tagline "Be More". The tiles are arranged in three rows and four columns:

- 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 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 page title 'Employee Dashboard' is shown. 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 visible. 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.

This screen will display your current timesheets.
Click on “Start Timesheet” for the job that
you need to enter hours on.

Yavapai COLLEGE

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status	
P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000				Prior Periods
05/12/2024 - 05/25/2024			Not Started	Start Timesheet
P CE Instructor - Full Enrollment, PE9960-00, Y, 012401, Community Education - Prescott, Rate: \$18.000000				Prior Periods
05/12/2024 - 05/25/2024			Not Started	Start Timesheet

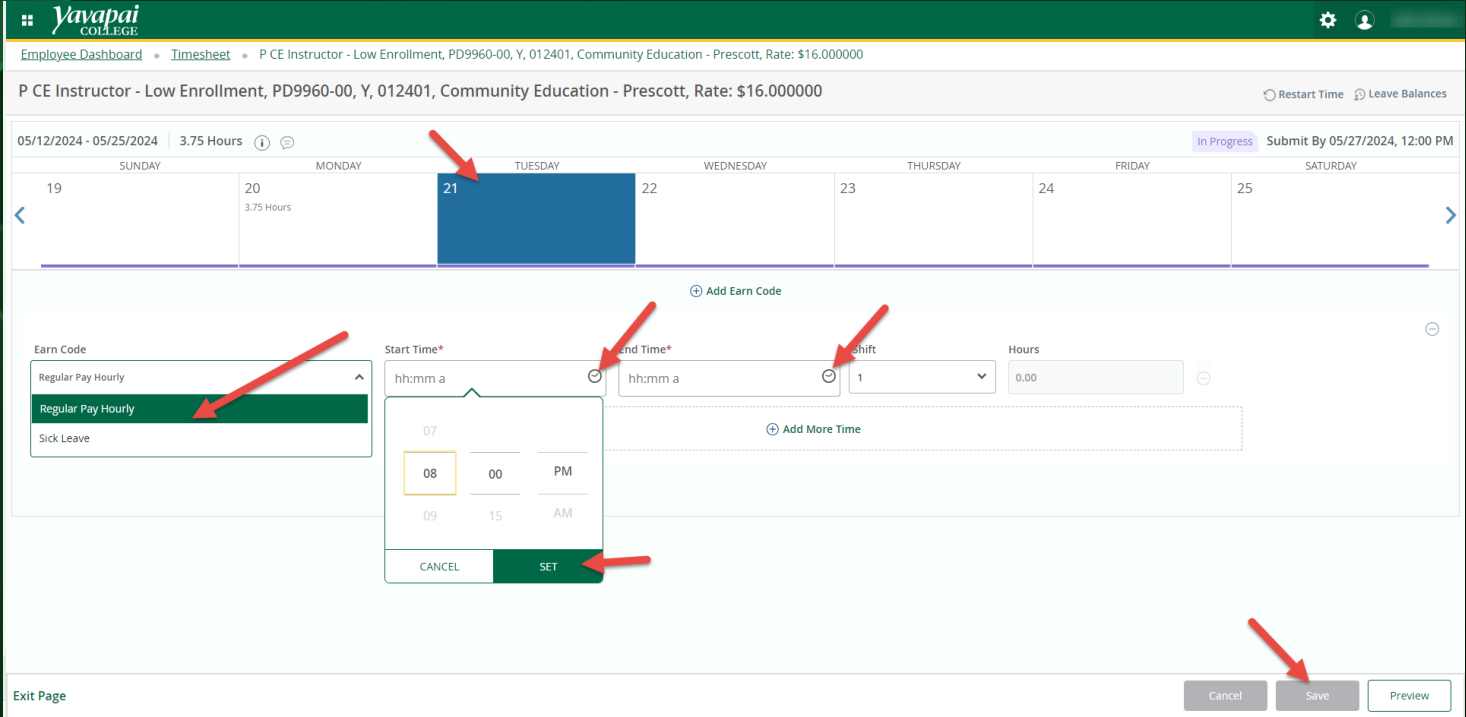


Highlight the day you are entering hours for.
Pick Regular Pay or Sick Leave from the “Earn Code” section.

Enter your Start Time and End Times to the nearest quarter hour. You can either enter your start times in this format: 01:00 PM, or you can click on the clock icon to select your in and out times. If you use the clock icon, you can use your mouse to scroll up and down on the Hour, Minutes and AM/PM selections, or you can use your up and down arrows to scroll up and down on the Hour, Minutes and AM/PM Selections.

Click “Set” to accept the time.

Click “Save” after each entry to save your hours.



If you need to enter more than one Start and End time, click “Add More Time”.

Yavapai COLLEGE

Employee Dashboard • Timesheet • P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000 Restart Time Leave Balances

05/12/2024 - 05/25/2024 | 3.75 Hours In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 3.75 Hours	21	22	23	24	25

[+ Add Earn Code](#)

Earn Code	Start Time*	End Time*	Shift	Hours
Regular Pay Hourly	08:00 AM	12:00 PM	1	4.00
	01:00 PM	03:45 PM	1	2.75

[+ Add More Time](#)



If you need to enter Sick Leave in addition to Regular Hours, click “Add Earn Code”.

Yavapai COLLEGE Employee Dashboard • Timesheet • P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000 Restart Time Leave Balances

05/12/2024 - 05/25/2024 | 10.50 Hours In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 3.75 Hours	21 6.75 Hours	22	23	24	25

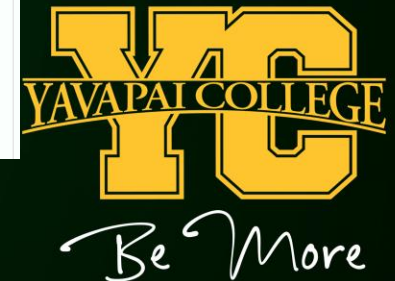
+ Add Earn Code

Earn Code: Regular Pay Hourly | Start Time*: 08:00 AM | End Time*: 11:00 AM | Shift: 1 | Hours: 3.00

+ Add More Time

Earn Code: Sick Leave | Start Time*: 11:00 AM | End Time*: 12:00 PM | Shift: 1 | Hours: 1.00

+ Add More Time



When you are finished entering time, click the "Preview" button.

Yavapai COLLEGE

Employee Dashboard • Timesheet • P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000 [Restart Time](#) [Leave Balances](#)

05/12/2024 - 05/25/2024 | 14.50 Hours [?](#) [?](#) In Progress **Submit By 05/27/2024, 12:00 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 3.75 Hours	21 6.75 Hours	22 4.00 Hours	23	24	25

[+](#) Add Earn Code

Regular Pay Hourly

- [08:00 AM - 12:00 PM](#) | 4.00 Hours
- [01:00 PM - 03:45 PM](#) | 2.75 Hours

Shift 1: 6.75 Hours

[+](#) Add More Time

Total: 6.75 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 • P.CE Instructor - Low Enrollment, PD9960-00, Y_012401, Community Education - Prescott, Rate: \$16.000000 • Preview

Date	Shift	Hours	Start Time	End Time
05/21/2024	RGH, Regular Pay Hourly	1	08:00 AM	12:00 PM
05/21/2024	RGH, Regular Pay Hourly	1	01:00 PM	03:45 PM
05/22/2024	RGH, Regular Pay Hourly	1	08:00 AM	11:00 AM
05/22/2024	SCK, Sick Leave	1	11:00 AM	12:00 PM


Summary

Earn Code	Shift	Week 1	Week 2	Total
RGH, Regular Pay Hourly	1	13.50	13.50 Hours	
SCK, Sick Leave	1	1.00	1.00 Hours	
Total Hours		14.50		

Routing and Status

Name	Action
	Originated On 05/21/2024, 02:53 PM
	Submit By 05/27/2024, 12:00 PM
Joe Supervisor	In the Queue

Comment (Optional):

Add Comment 

2000 characters remaining



TIPS

- All hours should be entered under Shift 1, even if you clock in and out multiple times during the day.
- 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

