

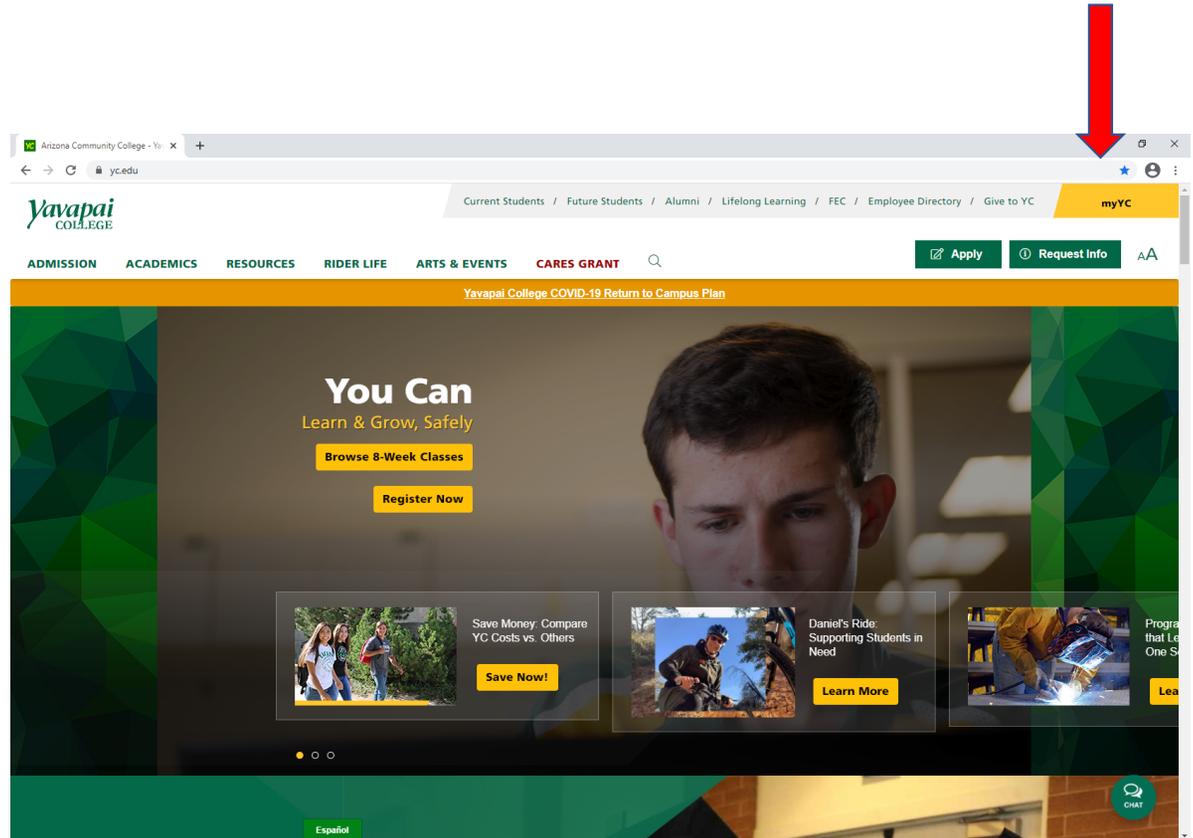
## Setting Up a Time Sheet Proxy

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Time sheet approvers should set up a proxy to approve their time sheets when they are not able to.



Log into your YC Portal by clicking on “myYC” located upper right corner of the site [www.yc.edu](http://www.yc.edu).



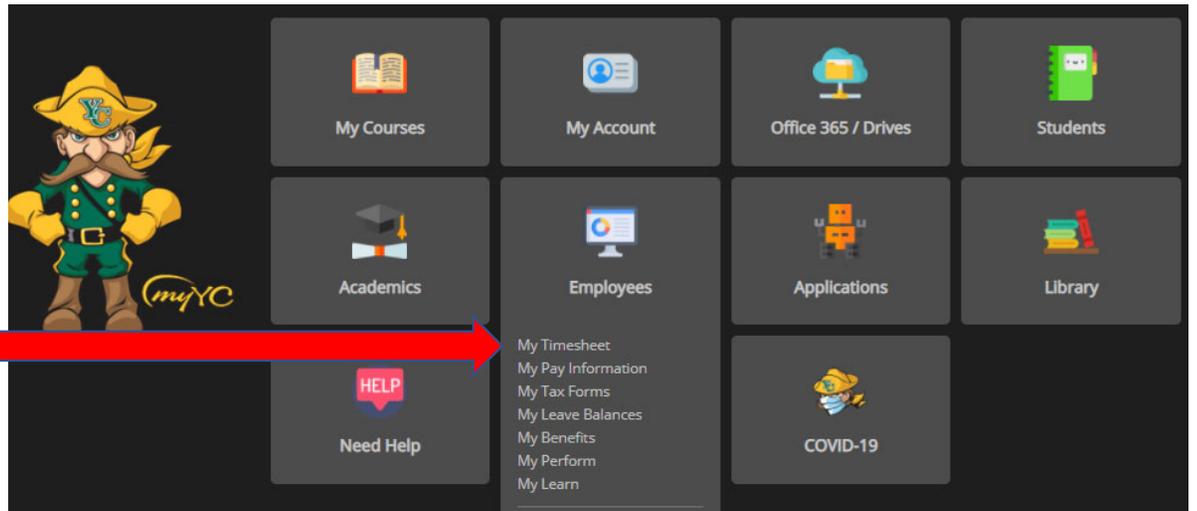


Click on the  
**“Employees”** tab.

A screenshot of a dashboard interface. On the left is a cartoon mascot character wearing a yellow hat with a 'Y' logo, a green jacket, and brown boots. To the right is a grid of service tiles. A red arrow points from the text 'Click on the “Employees” tab.' to the 'Employees' tile in the middle row, second column.

My Courses	My Account	Office 365 / Drives	Students
Library	Employees	Applications	Library
Need Help	V.E.T. Services	COVID-19	

Click on  
**“My Timesheet”**.



Click the blue link  
that reads  
**“Proxy Set Up”**.

## Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

[Proxy Set Up](#)

Click the drop-down arrow for a list of employees. Click on the name of the employee you want to choose for your proxy.

Choose a proxy who is not one of the employees that you approve time sheets for.

Click on the box to **“Add”** permission for the Proxy to access time sheets for approval.

Click on **“Save”**.

## Proxy Set Up



Home > Proxy Set Up

Name	Add	Remove
Kirsten J Adaniya, KADANIYA	<input type="checkbox"/>	<input type="checkbox"/>

[Time Reporting Selection](#)



You can only have one proxy set up at a time.

To Remove an assigned Proxy, Click on **“Remove”**.

Click **“Save”**.

## Proxy Set Up

Home > Proxy Set Up

Name	Add	Remove
Kirsten J Adaniya, KADANIYA	<input type="checkbox"/>	<input type="checkbox"/>

Save

Time Reporting Selection



## To Act as a Proxy:

Click the drop-down arrow by “**Act as Proxy**” and you should see the name of the person you will be approving time sheets for.

Select the radio button for “**Approve or Acknowledge Time**”

Click on “**Select**”

### Time Reporting Selection

[Home](#) > [Employee](#) > [Time Sheet](#)

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

#### Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Julie Lynn Garver JGARVER ▾

Act as Superuser:

Select



## **Payroll Department**

Questions? Please Feel Free to Contact Us:

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