NEW EMPLOYEE ESSENTIALS

A quick-start guide to the resources you will use during your first days and weeks at YC.

Welcome to Yavapai College! We are glad you are here.

Have questions? Your supervisor and HR are here to help. **askhr@yc.edu** | (928) 776-2217

1 YC Mission

- Go to The College Mission for an introduction to the YC Mission, Vision and Values
- Review About YC – an overview of Yavapai College, our executive leadership team, and District Governing Board
- Review the YC Strategic Plan - Future Focused. Community Inspired
- The YC☆WAY is key to achieving our goal of becoming a premier higher learning destination through relationship, service, and learning excellence
- Learn about Participatory Governance and the College Council, a collaborative, participatory decision-making model at YC focusing on the
- achievement of the College's mission and student success

2 Get Connected

- Verify you can sign in to the MyYC portal on the website (YC.edu) and review the MyYC Employee Portal Guide for tips on navigating the portal
- ***Important* Submit your photo for your YC OneCard employee ID as soon as you have your Y#, YC email address, and access to your YC portal. You will have your building and office access tied to your physical OneCard, which is usually ready the week you arrive. Access discounts, add FlexiCash for use in the cafes, use it as your library card and more!**
- If appropriate, set up your Zoom phone and voicemail. Please note, you should use your Zoom phone and number for all work calls
- Set up your Outlook email account, signature, and calendar
- Go to the YC Information Technology Services (ITS) Webpage for tech help
- Pick up any assigned keys and/or your physical OneCard ID
- Find the YC Employee Directory on YC.edu

3 About YC

- Learn about our six campuses and centers at YC Campuses & Centers
- If you are working onsite, take a quick tour to locate areas of interest.
- Review the YC Campus Safety site and sign up for alertYC for emergency text/email messages & instructions
- See the Facilities Management page for information on access to buildings, YC vehicle use procedures, and room requests.
- Read and familiarize yourself with the Employee Policies–specifically, the
- General Section Policies 10.15.

4 Employee Essentials

- Review the Employee Dashboard for entering your work hours (non-exempt) and time off (all employees). Tutorials on how to use the timesheet system can be found at Payroll Tutorials, Forms & Calendars
- Access the Performance Management page for tools and training links
- **Note* If you start in April, May, or June, you will not be assigned a performance evaluation until the new fiscal year starting July 1*
- ***Important* You are expected to complete entering your goals in your evaluation by the end of your first sixty days**
- Review the Training & Development page for employees.
- To view training, access My Learn through your YC Portal. Select Training. You will see your mandatory training courses (marked as "Required"). Select enroll to start a class.
- **Note* If you start in June, you will not be assigned mandatory training until the new fiscal year starting July 1*
- ***Important* You are expected to complete your mandatory training by the end of your first thirty days**
- Sign up for the next Outward Mindset session (Select Training, find the Quick Actions box, select Browse Training Catalog and search for Outward Mindset, then Enroll in your selected class)

5 Total Rewards and Benefits

- Review the YC Total Rewards & Benefits page for all the benefits and perks available to eligible employees.
- Select the My Benefits tile in your YC portal to access your benefits package with tools and online enrollment, or use the link on the Total Rewards page:
- ***Important* You must enroll in your benefits package in your first 30 days at YC. Most benefits take effect on the first of the month following 30 days of employment. Log in to My Benefits for online enrollment for most of your benefits. Retirement benefits are a separate enrollment process – follow the instructions on the Retirement page in MyBenefits.**
- Look through the other great benefits you can take advantage of:
- Free tuition for full-time faculty and staff (also available to family members of full-time employees), tuition reimbursement, or discount programs offered in partnership with other universities
- Employee discounts
- Generous time-off
- Professional growth opportunities

6 Additional Resources

- Not necessarily during your first few days, but we suggest reviewing some of the other resources on the YC website as time permits. The YC page with Links for YC Employees is a good place to start! Here are some other suggestions…
- Yavapai College Foundation - promotes student scholarships, faculty development, and programs that enrich both campus and community life
- Marketing - templates and logos, YC360 magazine, social media links
- Athletics - cheer on our Roughrider teams and student athletes!
- The Mail Center provides printing resources and copier servicing.
- Our Libraries on the Prescott and Verde Valley campuses offer many services for students and employees
- Find YC gear at the Bookstore
- Check out the Yavapai College Staff Association (YCSA) page for information on this volunteer staff association which supports staff professional development and scholarships and employee recognition programs.