

Top 15 Things You need to know as a New Employee

February 2014

GETTING STARTED

1. How can we relay the College culture and values? What are they?

The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.

To see our goals, values and vision please click on this link:

<https://www.yc.edu/v5content/office-of-the-president/vision.htm>

2. Is there an organizational chart?

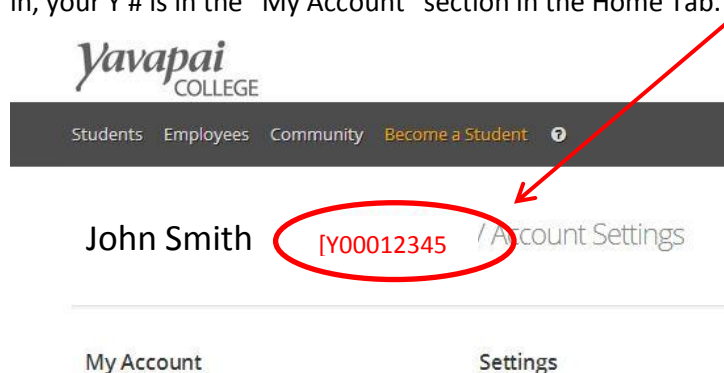
Yes, Human Resources has the most current org chart but does not post it on the web. If you are interested in learning more about how your position fits into the college please look for a related First Friday training called "Find yourself at YC" occurring a couple times per year.

3. What is Banner? What is a Y #? Where do I get that number?

Banner is an administrative software application developed specifically for higher education institutions. Banner maintains employee, student, alumni, financial and personnel data. This common database is shared by everyone at Yavapai College.

A Y # is your personal identification number at Yavapai College and is yours alone. It can be assigned to you in various ways. If you create your own record as a prospective student online, a Y # is generated and gives you access to register for a class. If you visit a YC campus and register for a class, a Y # will be assigned to you. If you have not taken a class at Yavapai College but have been hired as an employee, Human Resources will generate a Y # when your data is entered into the system.

The easiest way to find your Y # is to login to the Portal at www.my.yc.edu. Once you are logged in, your Y # is in the "My Account" section in the Home Tab.




You can also sign up for YC Alerts regarding college closures due to weather or emergent situations.

My Account

My Y#: Y00012345

- My Balance Due \$0.00
- My FlexiCash
- My Password ✓
- My AlertYC ✓
- My Answers ✓
- My Disk Space ✓

4. How do I login?

To log on go to www.yc.edu and click on the orange button  :

Yavapai
COLLEGE

Central Authentication Service

Username:

Password:

LOGIN

I need help with my [username](#) or [password](#)

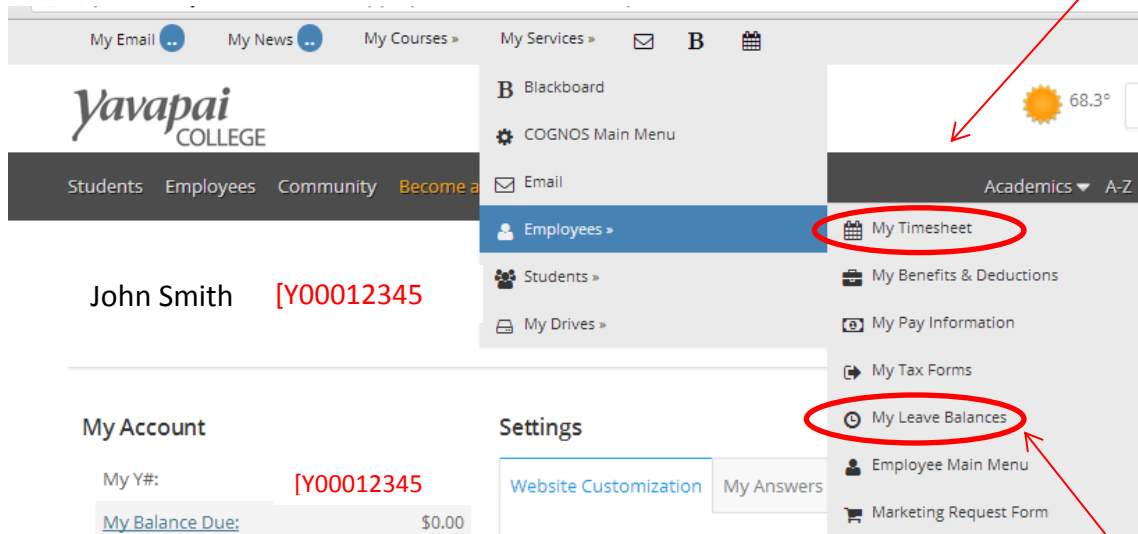
Please close your web browser after you complete your business on this site.

If you have never received a username or password, click here and follow the prompts.

5. How do I submit timesheets?

Here is the link to the online tutorial: <http://www.yc.edu/media/HR/time-entry/time-entry.html>

At Yavapai College we are on a bi-weekly pay schedule. This means you should submit your timesheet every two weeks and paydays are every other Friday. Please call Payroll with any other questions, 928-776-2136 or 928-776-2203.



6. How do I see my leave accruals?

Your leave accruals are in your portal, on the right hand side under “My Leave Balances” (see picture above). Once you have clicked on “My Leave Balances” two numbers will show up, your accrued sick leave and your accrued vacation leave.

7. How do I reach the IT Help Desk?

The helpdesk phone number is 928-776-2168. If you would like to submit an electronic helpdesk request (Computer and ITV problems) please use this link:

<http://www.yc.edu/v5content/information-technology-services>

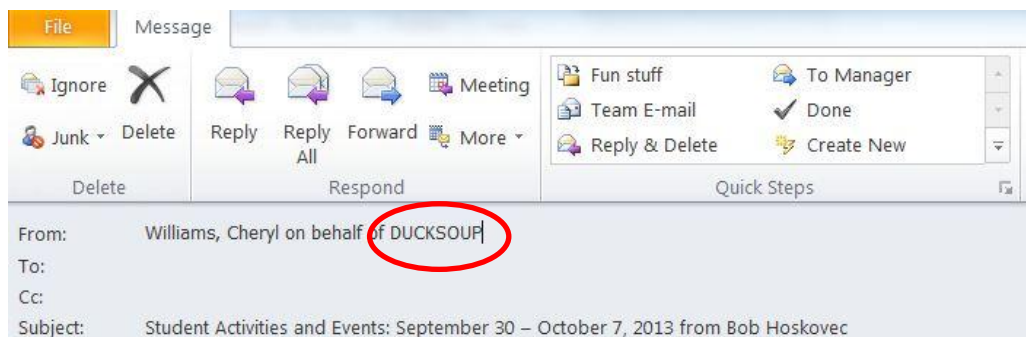
8. Can someone take me on a tour of the campuses?

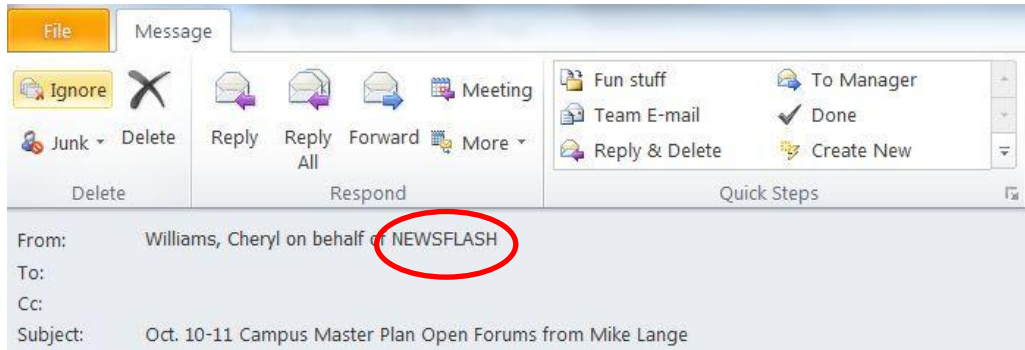
On the New Employee Website there are a few tour maps that you can use to take a self-guided tour of the campuses or contact Human Resources (x2217) and we will arrange a tour for you.

<https://www.yc.edu/v5content/human-resources/new-employee.htm>

9. What are Duck Soups and NEWFLASHES?

Duck Soups and Newsflashes are modes of communication within the college. The difference between the two are that DUCK SOUPS normally contain “nice to know” information such as extracurricular events whereas NEWSFLASHES contain “need to know” information.





OTHER HELPFUL INFORMATION

10. Is there a phone list?

Click on this link to view the phone list: <http://www.yc.edu/webtools/apps/contactus/>

11. What about lunch and other breaks?

Policy 2.2.2 states that you work an 8 hour day you generally get an hour lunch break. An expected minimum break would be 30 minutes.

Click on this link to see the policy 2.2.2:

https://www.yc.edu/v5content/policies/docs/2-hr/2.2.2_8-15-11.pdf

Depending on location and department there may or may not be a lunchroom facility. Ask your supervisor.

12. Is there a dress code at the College?

Check with your department to see if there is a dress code. Some departments require college attire such as polo shirts or button down shirts (ex. IT, Facilities and Student Services).

13. Will my phone and email be working?

Your phone and email should be working. If they are not, please contact Theresa Gloyd for email issues (x2176) and the helpdesk for phone issues (x2168).

14. How do I put funds on my ID card?

Your ID card is also known as One Card. You can put funds (flexi-cash) onto your card two different ways, online through your portal homepage or through the cashier in the Building 1 lobby (Prescott Campus).

15. Can personal mail go in the outgoing collection of mail?

Yes! Be sure to put your own postage on your mail item.