

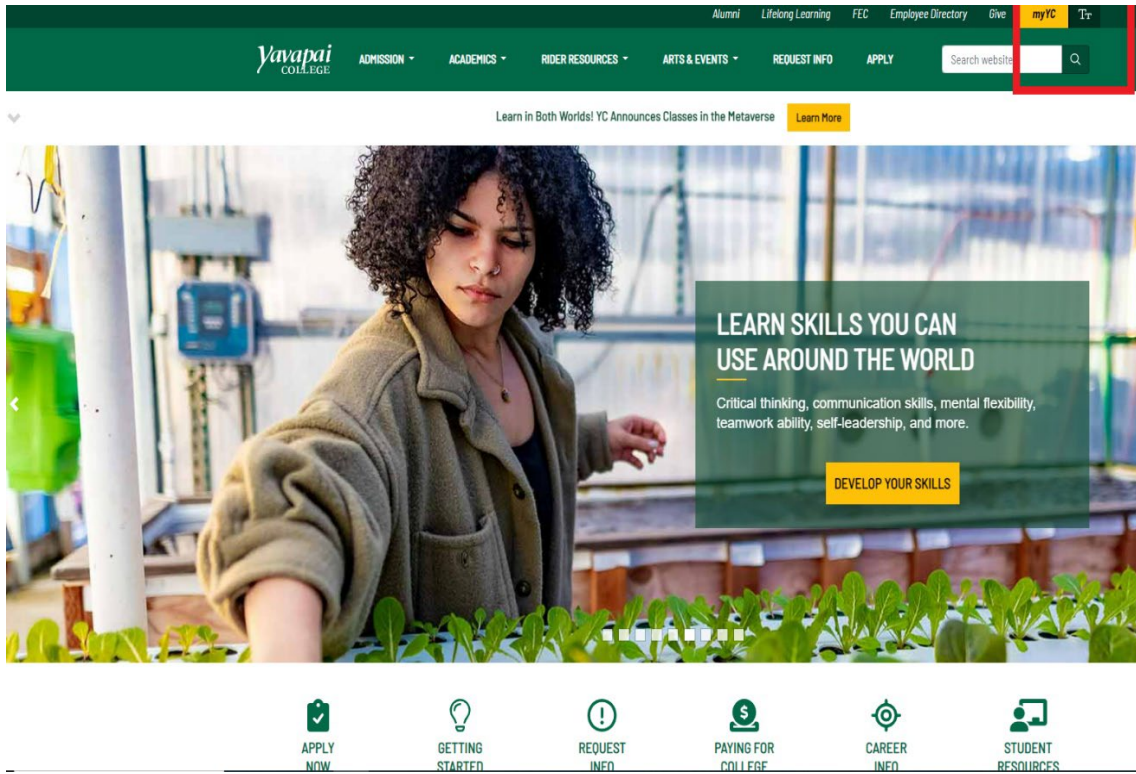
My YC Employee Portal Guide

Overview

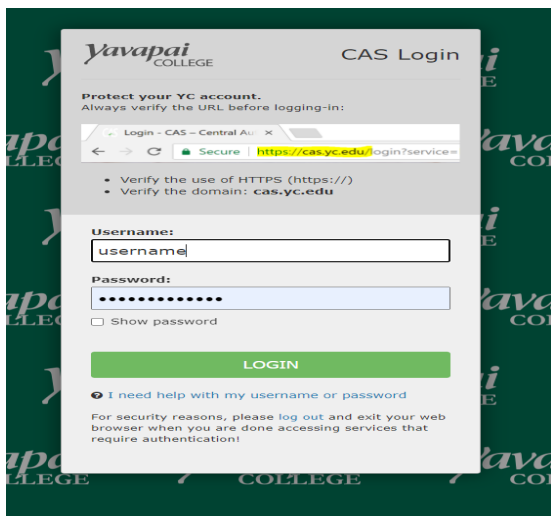
The MyYC Employee Portal is the central productivity hub for an employee at YC. Here you will find a wide variety of links and resources that help inform and support your success in your position.

How to log in into your YC Portal:

1. Go to the main website www.yc.edu and click on “my YC” on the top right corner of the screen.

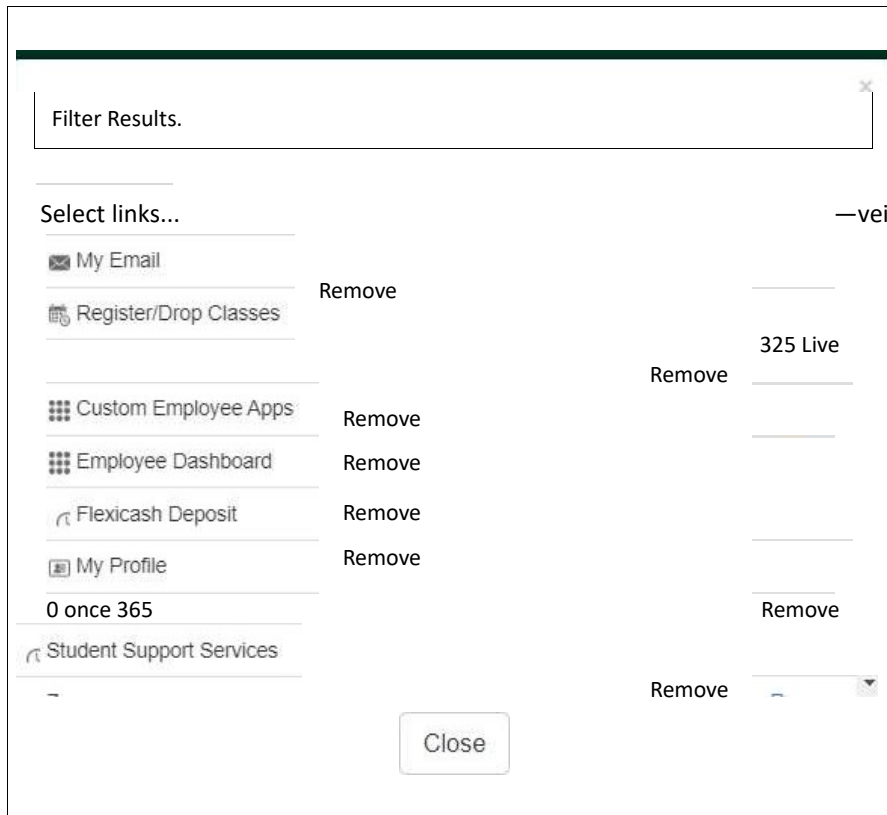


2. Enter your YC username and Password



Components

1. Section one in the above image is where you can access important information about your YC profile. This includes your Y number, institution email address, advisor, program of study, balance due, and flexicash balance. As an employee the Y number and email address will be most useful to you; the other fields are geared towards students.
2. Section two is where you will find your customizable quick links. This is a great place to put the links that you use most often so that they are quickly accessible. For example, if you want quick access to open your pay stubs, you can add a quicklink to the Employee Dashboard. To manage your quick links, click on the Add/Remove Shortcut button in the bottom right of this section. This window will appear:



Here you can add or remove the quick links that you want to show in the top section of your portal. You can also search for specific links in the search bar.

3. Section three is an example of a panel. Depending on your role at Yavapai College you will see a specific set of panels that are appropriate for you. For example, Faculty Members will see the Faculty panel while students and Staff will not. You can click a panel to expand it and view the relevant panel links.
4. Section four shows an example of what an expanded panel looks like. Here you can see a list of links to various tools and resources that are specific to the expanded panel, in this case Employee panel.
5. Section five is the search bar which allows you to quickly navigate to a specific link. This is especially helpful if you are unsure where a link resides within the panels. As you type your search, a dropdown menu will appear with all portal links that match your search criteria.

Please Note: There are differences in what you can find in some of the panels. For example, the links in the Applications panel differ based on what role you have.

Additional Important Features/Links

Employee Dashboard in the Employee Panel

This is one of the most important links in the portal for employees. Clicking this link will open a new browser tab and automatically sign you in, using single sign on, to your employee dashboard in our ERP system, Banner. Here you can access pay stubs, timecards, earnings history, tax information and documents, job details, vacation and sick time balances, direct deposit information, and more. It's a good idea to familiarize yourself with this page. Here's what it will look like:

Employee Dashboard



John Doe

Leave Balances as of 05/19/2022

My Profile

Vacation in hours o Sick in hours

Full Leave Balance Information

Pay Information

My Activities

Earnings

Enter Time

Taxes

Electronic Personnel Action Forms (EPAF)

Job Summary

Employee Summary

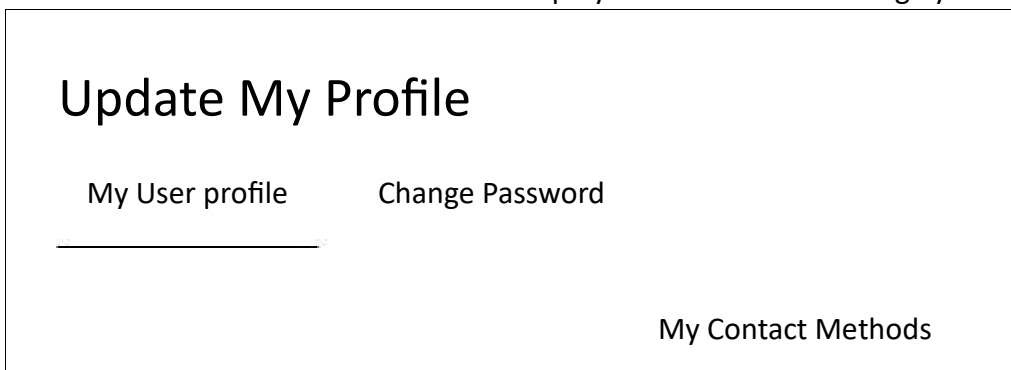
My Contact Methods in the Personal Information tab

You can keep your personal contact methods, as well as your emergency contacts, up to date with this link. It's important to keep your phone and personal email up to date as the college occasionally sends out college-wide announcements for snow delays, campus internet outages, dangerous campus conditions, etc. It's also important to keep your address information updated to ensure you receive important notices about your paycheck, benefits, and overall employment.



My User profile in the My Account tab

This is where you can set your preferred pronouns by. Pronouns are added to your display name in systems like Canvas and Zoom and are Visible to YC employees. You can also change your system password here.



| | |
|----------|----------------------|
| Pronouns | Prefer Not to Answer |
|----------|----------------------|

My Benefits in the Employee Panel

This is where you can View and manage your benefits. You can View What medical, dental, and Vision coverage you have (if applicable) and make changes here during open enrollment or due to a qualifying life event. You can also access information about the Employee Assistance Program, HSA and FSA, life and disability insurance, retirement, and more.

Neogov/Neoed in the Employee Panel

Neoed is the recruitment/onboarding, learning management system, and performance management system that we use at YC. Here you can access your original new-hire documents, complete your employee trainings, and log information related to your performance review.

ITS Helpdesk in the Need Help panel

This link will open a new page that has information on how to contact the helpdesk. Any time you are experiencing a software or hardware issue, contact the helpdesk for quick support.

