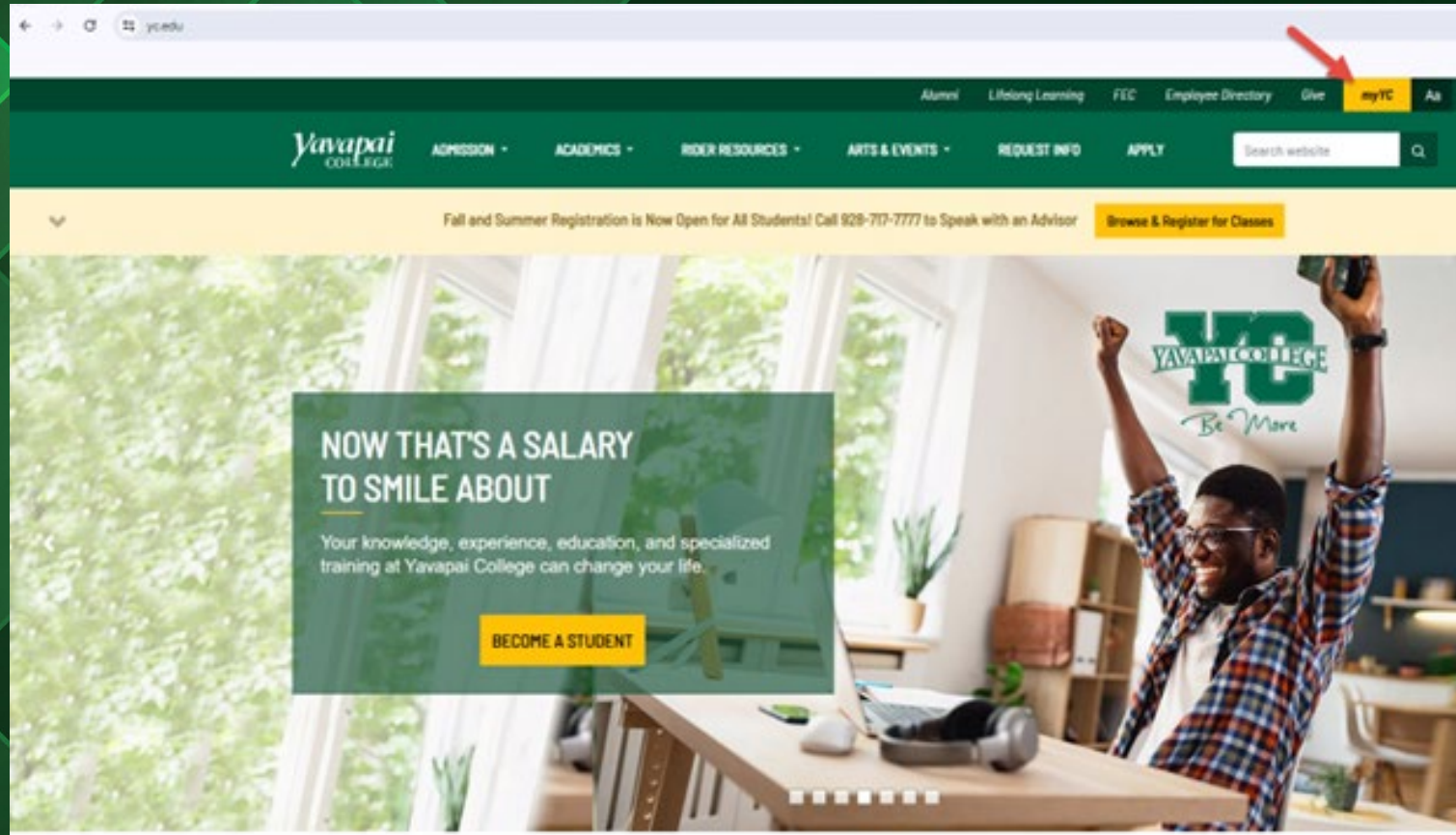


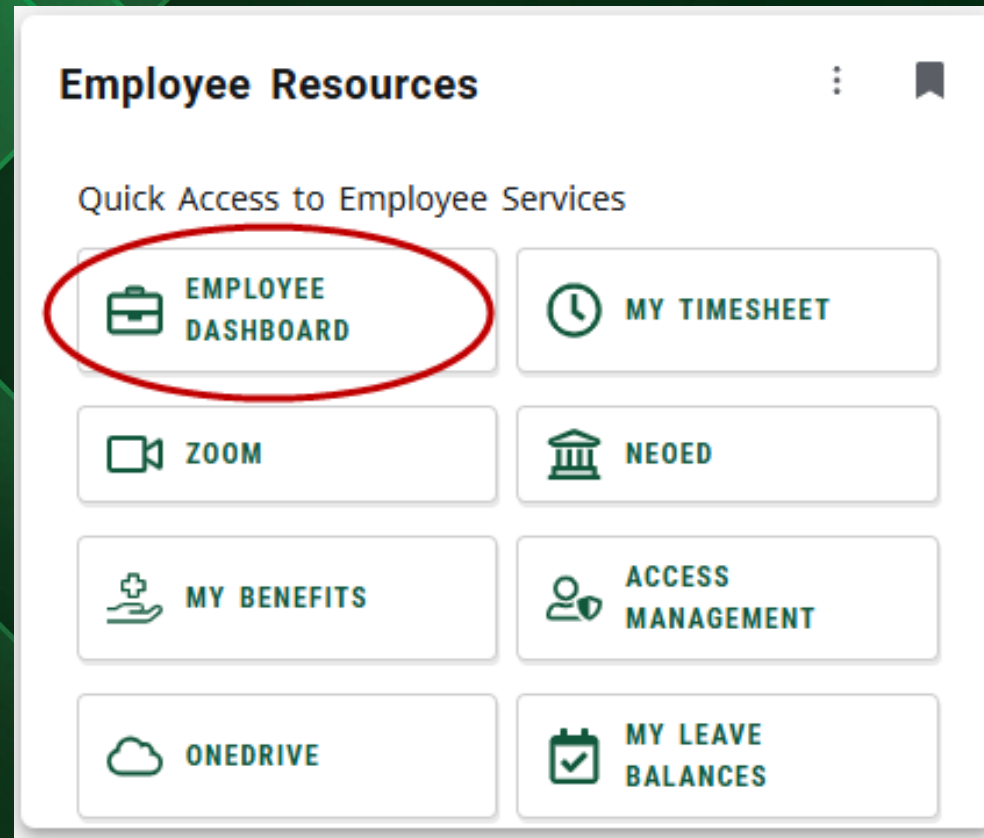
Timesheet Approval Guide for Supervisors



Log in to your YC Portal by clicking on “myYC” located in the upper right corner of the Yavapai College website: www.yc.edu



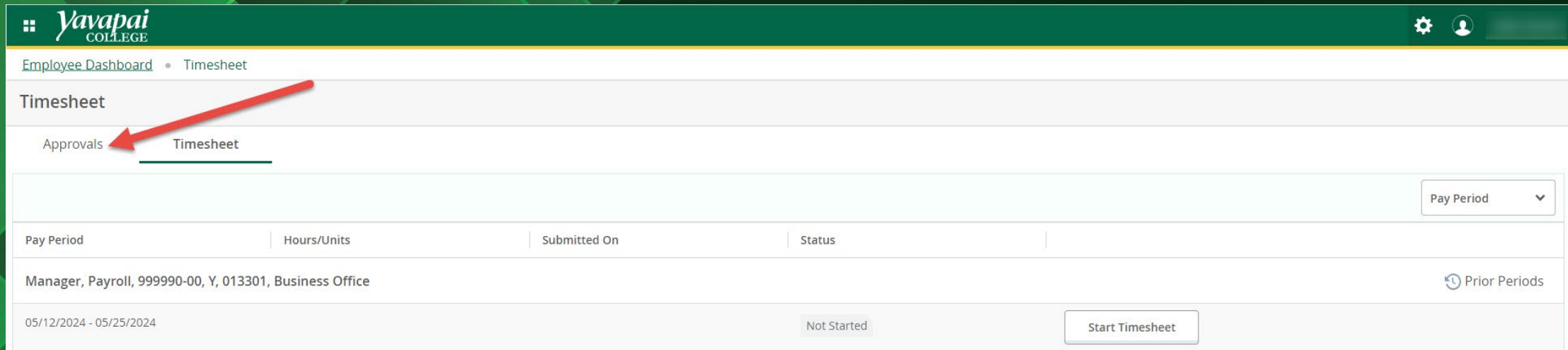
Go to the “Employee Resources” card
Click on “Employee Dashboard”



Click on “Enter Time” Under “My Activities”.

The screenshot displays the Yavapai College Employee Dashboard. At the top, the Yavapai College logo is on the left, and settings and user icons are on the right. Below the header, the page is titled "Employee Dashboard". On the left side, there is a profile picture placeholder and a "My Profile" button. To the right of the profile, it shows "Leave Balances as of 05/22/2024" with two progress bars for "Vacation in hours" and "Sick in hours". Below this, there is a section for "Full Leave Balance Information". The main content area is divided into two columns. The left column contains a list of links: "Pay Information", "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 prominent green "Enter Time" button. A red arrow points from the "Deductions History" link in the left column to the "Enter Time" button in the right column.

Switch your Timesheet view from “Timesheet” to “Approvals” to enter your approval queue.



The screenshot shows the Yavapai College Employee Dashboard. The top navigation bar is green with the college logo and a settings icon. Below the header, the breadcrumb trail reads "Employee Dashboard" > "Timesheet". The main section is titled "Timesheet" and contains two tabs: "Approvals" and "Timesheet". A red arrow points from the "Timesheet" tab to the "Approvals" tab. Below the tabs is a table with columns: "Pay Period", "Hours/Units", "Submitted On", and "Status". The table is currently empty. To the right of the table is a "Pay Period" dropdown menu. Below the table, there is a section for "Manager, Payroll, 999990-00, Y, 013301, Business Office" and a "Prior Periods" link. At the bottom, there is a date range "05/12/2024 - 05/25/2024", a "Not Started" status, and a "Start Timesheet" button.

Yavapai COLLEGE

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status
------------	-------------	--------------	--------

Manager, Payroll, 999990-00, Y, 013301, Business Office

Prior Periods

05/12/2024 - 05/25/2024

Not Started

Start Timesheet



Use the dropdown arrows to choose the pay period. You can see all your employees below the graph, or you can use the dropdown arrow to choose one department at a time. Your employees are grouped into statuses.

- Employees in the “Pending” group are ready for your approval.
- Employees in the “In Progress” group have not submitted their timesheets yet.
- Employees in the “Returned” group need to make corrections and re-submit their timesheets to you.
- Employees in the “Error” group may need to contact Payroll for help.
- Employees in the “Approved” group have been approved by you.

Yavapai COLLEGE

Employee Dashboard

Time Entry Approvals

Approvals

Timesheet

Timesheet

All Departments

06/09/2024 - 06/22/2024 (2024 BW 13)

All Status except Not Started

Enter ID/Name

Distribution Status Report - Timesheet

3

Pending

0

Pending - In the Queue

0

In Progress

0

Returned

0

Error

0

Pending - Approved

0

Approved

0

Completed

Pending 3

Employee Name	ID	Organization	Hours/Units		
Employee, Joseph Technician, Payroll, 999848-00	Y00644212	Y-013301, Business Office	80.00 Hours		
Sample, Jill Systems Programmer, Student Development II, 999936-00	Y00644212	Y-604320, Student Development Technical Team	40.00 Hours		
Example, Frank P Asst I, Wine Tasting Ctr, PA9754-00	Y00644212	Y-202501, Viticulture	20.00 Hours		

Each employee name is a hyper-link to their time-sheet. Click each employee to open their timesheet to approve hours entered.

When you open an employee’s timesheet, you can see the detail for all hours entered. Your choices are listed at the bottom of the screen:

- Approve – Approve the time entered.
- Return for Correction – Send the timesheet back to the employee with a comment on what needs to be corrected.
- Details – This will open the timesheet in a calendar view.
- Return – This will return you to the previous screen without taking any other action.

Yavapai

COLLEGE

Employee Dashboard

Time Entry Approvals

Technician, Payroll, 999848-00, Y, 013301, Business Office, Rate: \$25.956001

Preview

Timesheet Detail Summary

Y00644212, Employee, Joseph

Technician, Payroll, 999848-00, Y, 013301, Business Office, Rate: \$25.956001

Pay Period: 06/09/2024 - 06/22/2024

80.00 Hours

Pending

Submitted On 06/11/2024, 11:49 AM

Time Entry Detail

Date	Earn Code	Shift	Total
06/10/2024	SCK, Sick Leave	1	8.00 Hours
06/11/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/12/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/13/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/14/2024	VAC, Vacation Leave	1	8.00 Hours
06/17/2024	SCK, Sick Leave	1	8.00 Hours
06/18/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/19/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/20/2024	RGS, Regular Pay Staff	1	8.00 Hours
06/21/2024	VAC, Vacation Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
SCK, Sick Leave	1	8.00	8.00	16.00 Hours
RGS, Regular Pay Staff	1	24.00	24.00	48.00 Hours
VAC, Vacation Leave	1	8.00	8.00	16.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action
	Originated On 06/11/2024, 11:29 AM
	Submitted On 06/11/2024, 11:49 AM

Return

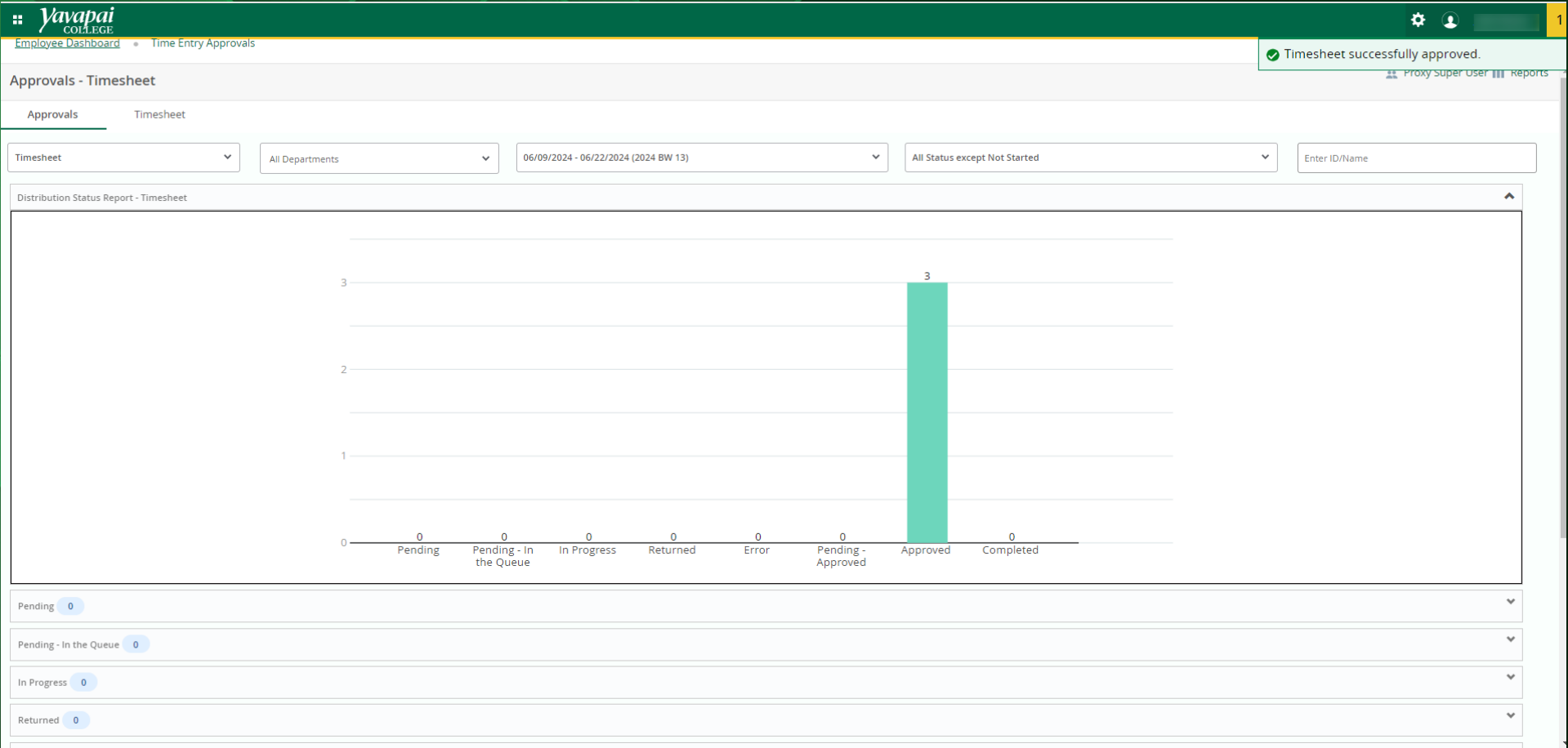
Details

Return for correction

Approve



Your graph will show when all your employee timesheets have been approved.



TIPS

- Timesheets are due on Monday of the Payroll week, no later than 12:00pm. You can find due dates on the Payroll Web Time Entry Calendar on the Payroll website.
- After the 12:00pm timesheet deadline, you will no longer have access to approve timesheets. You will need to contact the Payroll office to make any changes or approve timesheets after the timesheet deadline.
- If you need to return a timesheet to your employee so they can make corrections, you should let the employee know. They will not otherwise be notified that you have returned their timesheet.
- If an employee does not submit a timesheet on time, or if they need to make corrections after payroll is processed, they will need to complete a manual timesheet that can be obtained from the Payroll office.



Payroll Department

Questions?

Please Feel Free to Contact Us:

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Kathy Anderson (928) 776-2136 or Kathy.Anderson@yc.edu

