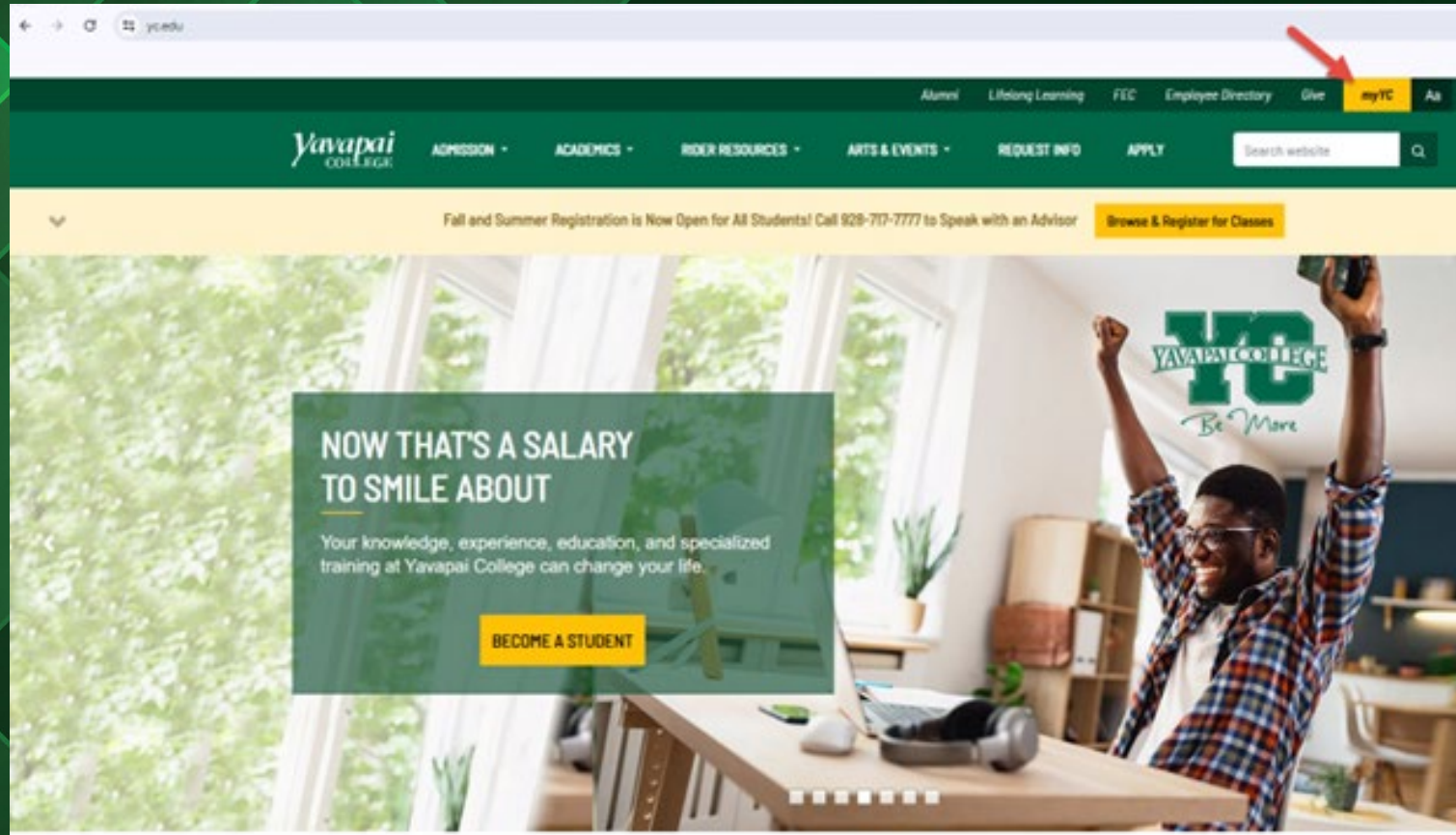


How to Enter and Submit Online Timesheets

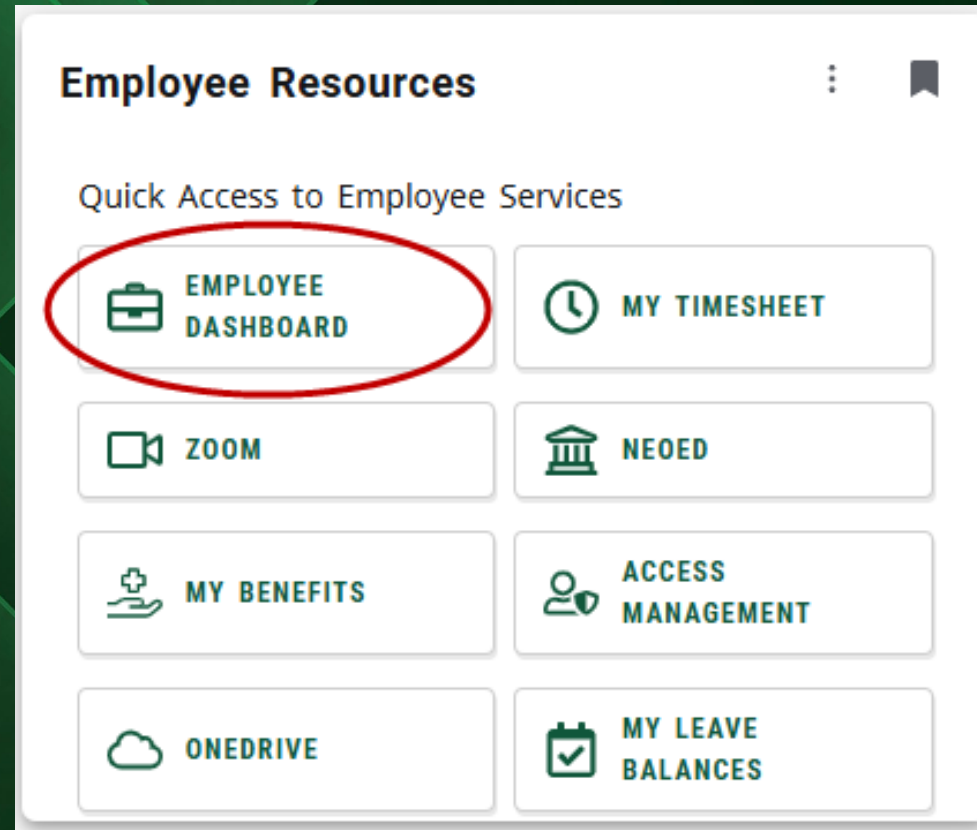
For Full-Time Non-Exempt
Employees



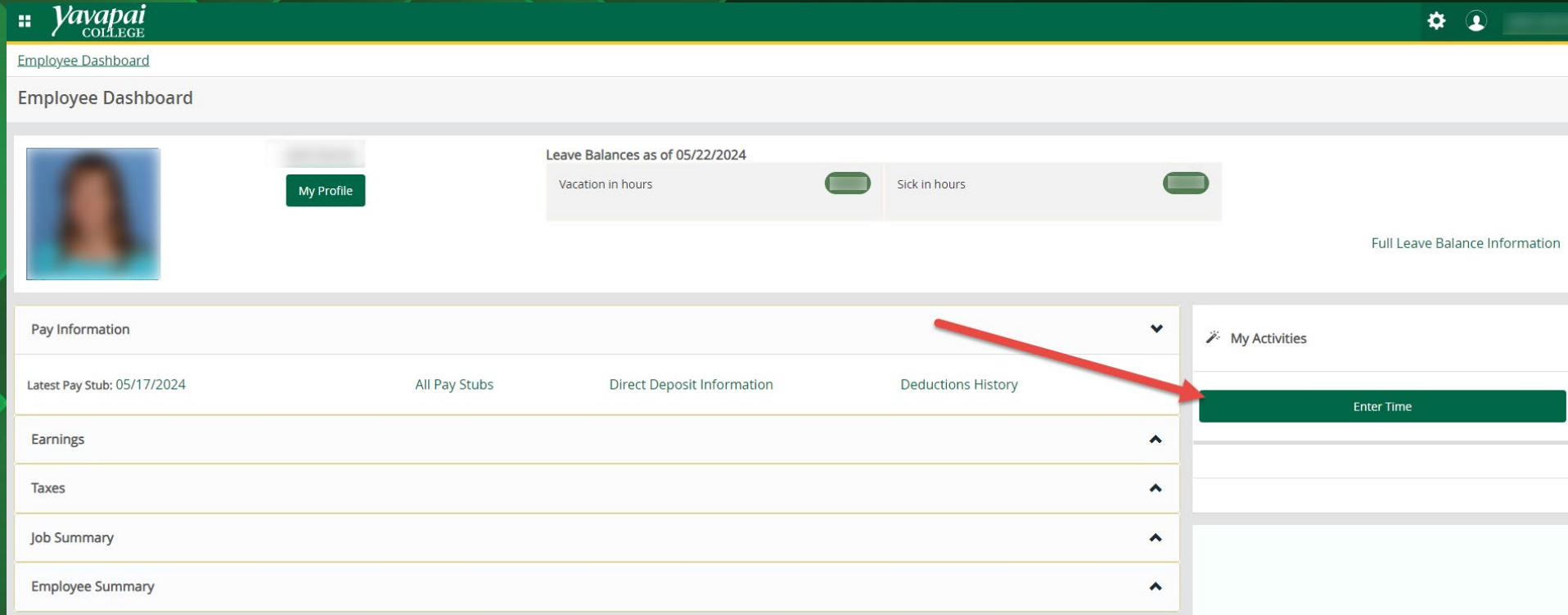
Log in to your YC Portal by clicking on “myYC” located in the upper right corner of the Yavapai College website: www.yc.edu



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



Click “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 section titled "My Activities" with a green button labeled "Enter Time". A red arrow points from the "Deductions History" link in the left column to the "Enter Time" button in the right column.

Click “Start Timesheet”
to open your current timesheet.

 **Yavapai**
COLLEGE

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status
Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000			
05/12/2024 - 05/25/2024			Not Started

[Start Timesheet](#)

[Prior Periods](#)



Click on each day to enter hours.
Click on the “Earn Code” dropdown menu to choose the appropriate earnings code for your hours.

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Employee Dashboard

Timesheet

Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000

Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000

Restart Time

Leave Balances

05/12/2024 - 05/25/2024

In Progress

Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24	25

⊕ Add Earn Code

Earn Code

Regular Pay Staff

Regular Pay Staff

Vacation Leave

Sick Leave

Bereavement Leave

Jury Duty Pay

Shift

1

Hours*

⊕ Add More Time

Cancel

Save

Preview

Click “Add Earn Code” to enter more than one earnings type for one day.
Click “Save” after you enter hours each day.

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Employee Dashboard • Timesheet • Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000

Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000 Restart Time Leave Balances

05/12/2024 - 05/25/2024 | 8.00 Hours 1 2 In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 8.00 Hours	21	22	23	24	25

← →

+ Add Earn Code

Regular Pay Staff Shift 1 5.00 Hours ✎ 📄 ⌵

+ Add More Time

Total: 5.00 Hours | Account Distribution

Vacation Leave Shift 1 3.00 Hours ✎ 📄 ⌵

+ Add More Time

Total: 3.00 Hours | Account Distribution

Exit Page Cancel Save Preview



Click the “Preview” button when you are finished entering hours for the pay period.

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Employee Dashboard • Timesheet • Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000

Specialist, Instructional Support I, 999907-00, Y, 013301, Business Office, Rate: \$28.000000 🔄 Restart Time 📄 Leave Balances

05/12/2024 - 05/25/2024 | 80.00 Hours ℹ️ 💬 In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 8.00 Hours	21 8.00 Hours	22 8.00 Hours	23 8.00 Hours	24 8.00 Hours	25

⊕ Add Earn Code

Regular Pay Staff | Shift 1 | ⌚ 8.00 Hours ✎ 📄 ⊖

⊕ Add More Time

Total: 8.00 Hours | Account Distribution

Exit Page Cancel Save Preview



You have the option to enter a Comment about your timesheet on this screen if you would like to. Comments can be viewed by your supervisor.

When you are finished making changes to your timesheet, click “Submit”.

Yavapai COLLEGE

Employee Dashboard

Timesheet

Specialist, Instructional Support J. 999907-00.Y. 013301, Business Office, Rate: \$28.000000

Preview

05/22/2024	SCK, Sick Leave	1	8.00 Hours
05/23/2024	RGS, Regular Pay Staff	1	8.00 Hours
05/24/2024	RGS, Regular Pay Staff	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
VAC, Vacation Leave	1	16.00	3.00	19.00 Hours
RGS, Regular Pay Staff	1	24.00	29.00	53.00 Hours
SCK, Sick Leave	1		8.00	8.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action
	Originated On 05/21/2024, 04:27 PM by Julie Garver
	Submit By 05/27/2024, 12:00 PM
Joe Supervisor	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

Return

Submit



TIPS

- Shift 1 should be used for all regular weekday hours. Shift 2 should be used for hours worked on Saturday and Sunday.
- Report hours worked to the quarter hour.
 - 15 minutes enter 0.25 hours.
 - 30 minutes enter 0.50 hours.
 - 45 minutes enter 0.75 hours.
- To delete all the entered time on your online timesheet, click the “Restart Time” button.
- You should not click the “Submit” button until all your hours for the pay period have been entered.
- Any corrections, additions, or changes to prior pay periods are not allowed online. A manual timesheet is required for corrections to prior pay periods. Please ask your supervisor or the payroll office for a manual timesheet if needed.
- If your timesheet was returned to you for correction, follow your supervisor’s instructions and then resubmit your timesheet. We suggest that you let your supervisor know that you updated your timesheet and resubmitted so they can go in promptly and approve your hours.



Payroll Department

Questions?

Please Feel Free to Contact Us:

Julie Garver (928) 776-2203 or Julie.Garver@yc.edu

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

