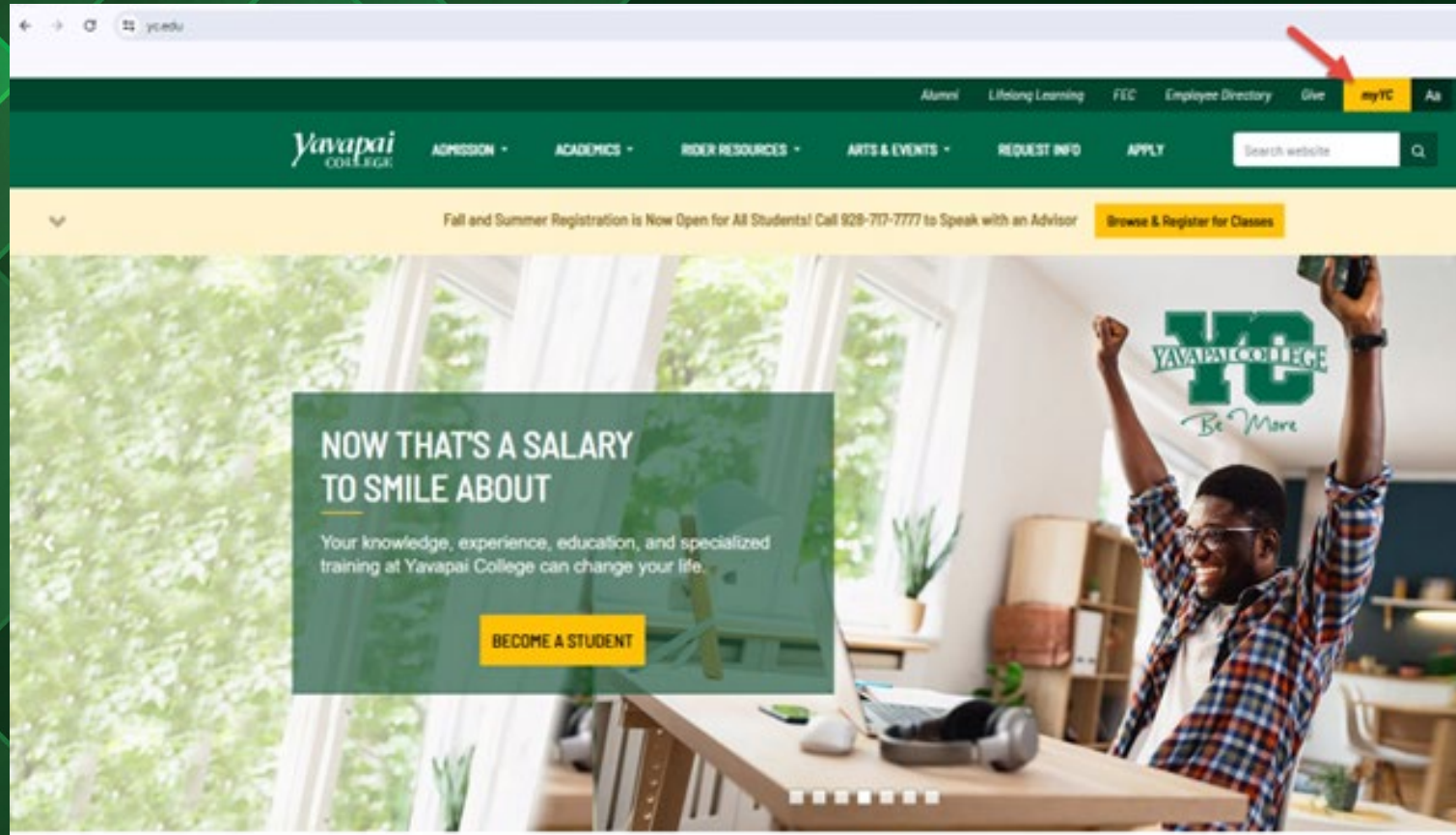


How to Enter and Submit Online Timesheets

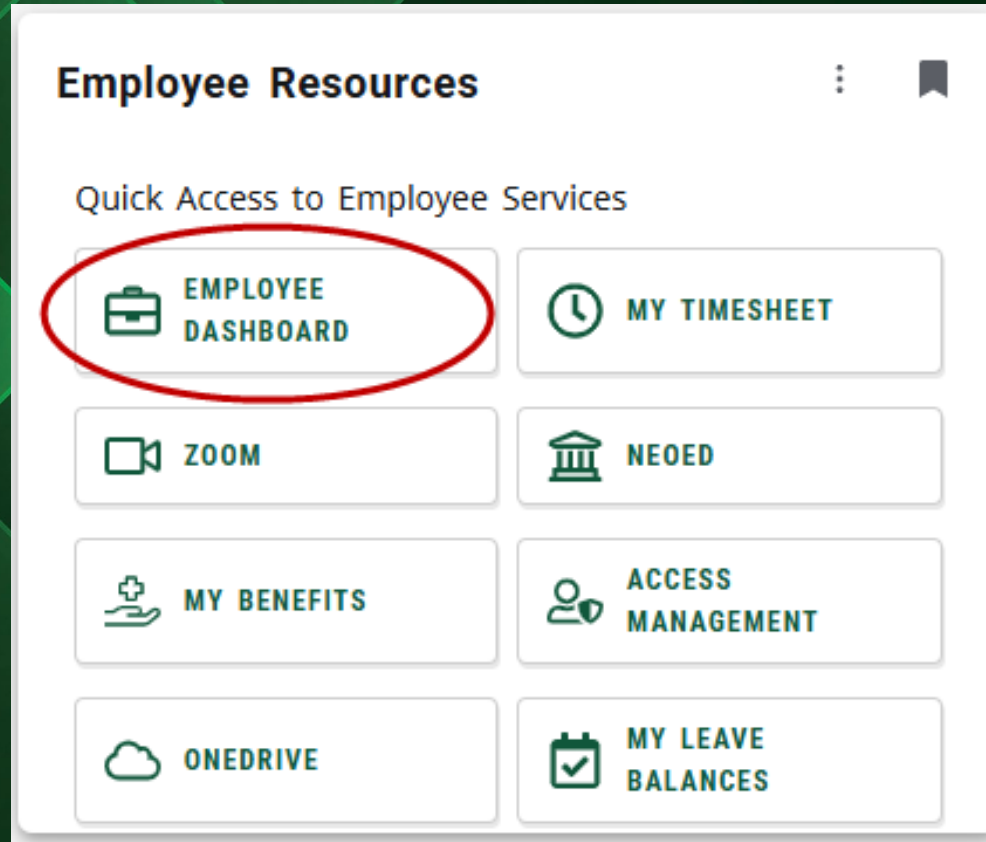
For Part-Time and
Student Employees



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 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 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.

This screen will display your current timesheets.
Click on “Start Timesheet” for the job that
you need to enter hours on.





[Employee Dashboard](#) • Timesheet

Timesheet

Approvals Timesheet

Pay Period

Hours/Units

Submitted On

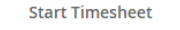
Status

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

 Prior Periods

05/12/2024 - 05/25/2024

Not Started



P CE Instructor - Full Enrollment, PE9960-00, Y, 012401, Community Education - Prescott, Rate: \$18.000000

 Prior Periods

05/12/2024 - 05/25/2024

Not Started





Highlight the day you are entering hours for.
Pick Regular Pay or Sick Leave from the “Earn Code” section.

Enter your Start Time and End Times to the nearest quarter hour. You can either enter your start times in this format: 01:00 PM, or you can click on the clock icon to select your in and out times. If you use the clock icon, you can use your mouse to scroll up and down on the Hour, Minutes and AM/PM selections, or you can use your up and down arrows to scroll up and down on the Hour, Minutes and AM/PM Selections.

Click “Set” to accept the time.
Click “Save” after each entry to save your hours.

The screenshot shows the Yavapai College Timesheet interface. At the top, the header includes the Yavapai College logo and navigation links. The main section displays the employee's name, title, and rate. Below this is a calendar view for the week of 05/12/2024 to 05/25/2024, showing 3.75 hours entered for Tuesday, May 21st. The 'Earn Code' section is open, showing 'Regular Pay Hourly' selected. The 'Start Time' and 'End Time' fields are populated with '08:00 PM' and '09:15 AM' respectively, with a clock icon next to each. The 'Shift' dropdown is set to '1'. The 'Hours' field is set to '0.00'. The 'Add More Time' button is visible. At the bottom, there are 'Cancel', 'Save', and 'Preview' buttons. Red arrows point to the date 21, the 'Regular Pay Hourly' earn code, the start time clock picker, the end time clock picker, the shift dropdown, the 'Set' button, and the 'Save' button.



If you need to enter more than one Start and End time, click “Add More Time”.

yavapai COLLEGE

[Employee Dashboard](#) • [Timesheet](#) • P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000 [Restart Time](#) [Leave Balances](#)

05/12/2024 - 05/25/2024 | 3.75 Hours [i](#) [c](#) In Progress **Submit By 05/27/2024, 12:00 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 3.75 Hours	21	22	23	24	25

[+ Add Earn Code](#)

Earn Code	Start Time*	End Time*	Shift	Hours
Regular Pay Hourly	08:00 AM	12:00 PM	1	4.00
	01:00 PM	03:45 PM	1	2.75

[+ Add More Time](#)



If you need to enter Sick Leave in addition to Regular Hours, click “Add Earn Code”.

Yavapai COLLEGE ⚙️ 👤

[Employee Dashboard](#) • [Timesheet](#) • P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000 🔄 Restart Time 📄 Leave Balances

05/12/2024 - 05/25/2024 | 10.50 Hours ⓘ ⓘ In Progress Submit By 05/27/2024, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 3.75 Hours	21 6.75 Hours	22	23	24	25

 [+ Add Earn Code](#)

Earn Code Start Time* End Time* Shift Hours

[+ Add More Time](#)

Earn Code Start Time* End Time* Shift Hours

[+ Add More Time](#)



When you are finished entering time, click the “Preview” button.

Yavapai

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Employee Dashboard

•

Timesheet

•

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

Restart Time

Leave Balances

05/12/2024 - 05/25/2024

14.50 Hours

In Progress

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20 3.75 Hours	21 6.75 Hours	22 4.00 Hours	23	24	25

⊕ Add Earn Code

Regular Pay Hourly

⌚ 08:00 AM - 12:00 PM

4.00 Hours

⌚ 01:00 PM - 03:45 PM

2.75 Hours

Shift 1: 6.75 Hours

✎

📄

⊖

⊕ Add More Time

Total: 6.75 Hours

Account Distribution

Exit Page

Cancel

Save

Preview

The logo for Yavapai College, featuring a stylized 'YC' in yellow and black, with the words 'YAVAPAI COLLEGE' in a serif font above it. Below the logo is the tagline 'Be More' in a cursive script.

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

•

P CE Instructor - Low Enrollment, PD9960-00, Y, 012401, Community Education - Prescott, Rate: \$16.000000

•

Preview

05/21/2024	RGH, Regular Pay Hourly	1	4.00	08:00 AM	12:00 PM
05/21/2024	RGH, Regular Pay Hourly	1	2.75	01:00 PM	03:45 PM
05/22/2024	RGH, Regular Pay Hourly	1	3.00	08:00 AM	11:00 AM
05/22/2024	SCK, Sick Leave	1	1.00	11:00 AM	12:00 PM

Summary

Earn Code	Shift	Week 1	Week 2	Total
RGH, Regular Pay Hourly	1		13.50	13.50 Hours
SCK, Sick Leave	1		1.00	1.00 Hours
Total Hours			14.50	

Routing and Status

Name	Action
	Originated On 05/21/2024, 02:53 PM
	Submit By 05/27/2024, 12:00 PM
Joe Supervisor	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

Return

Submit



TIPS

- All hours should be entered under Shift 1, even if you clock in and out multiple times during the day.
- 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

