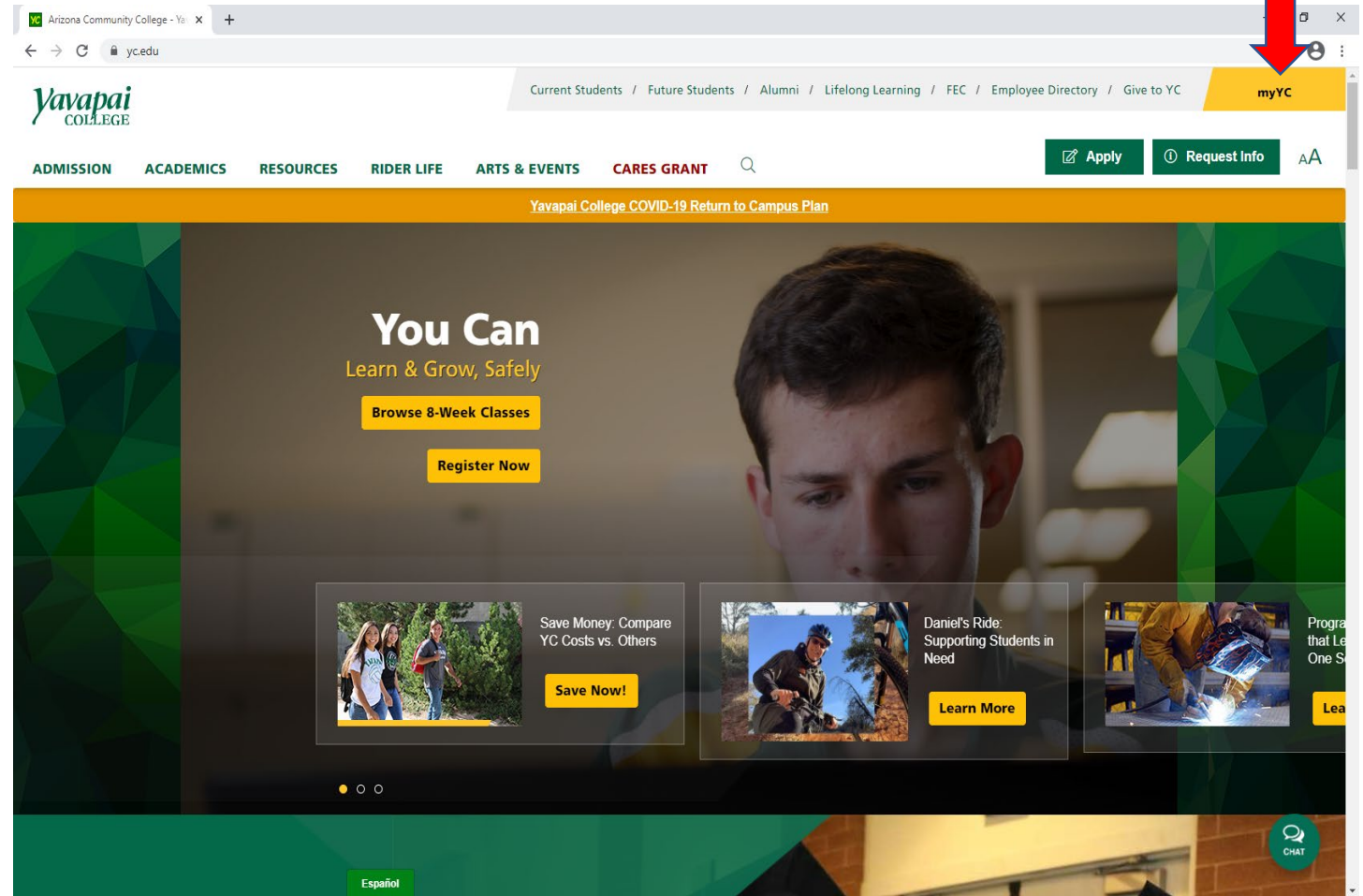


How to Enter and Submit Online Time Sheets

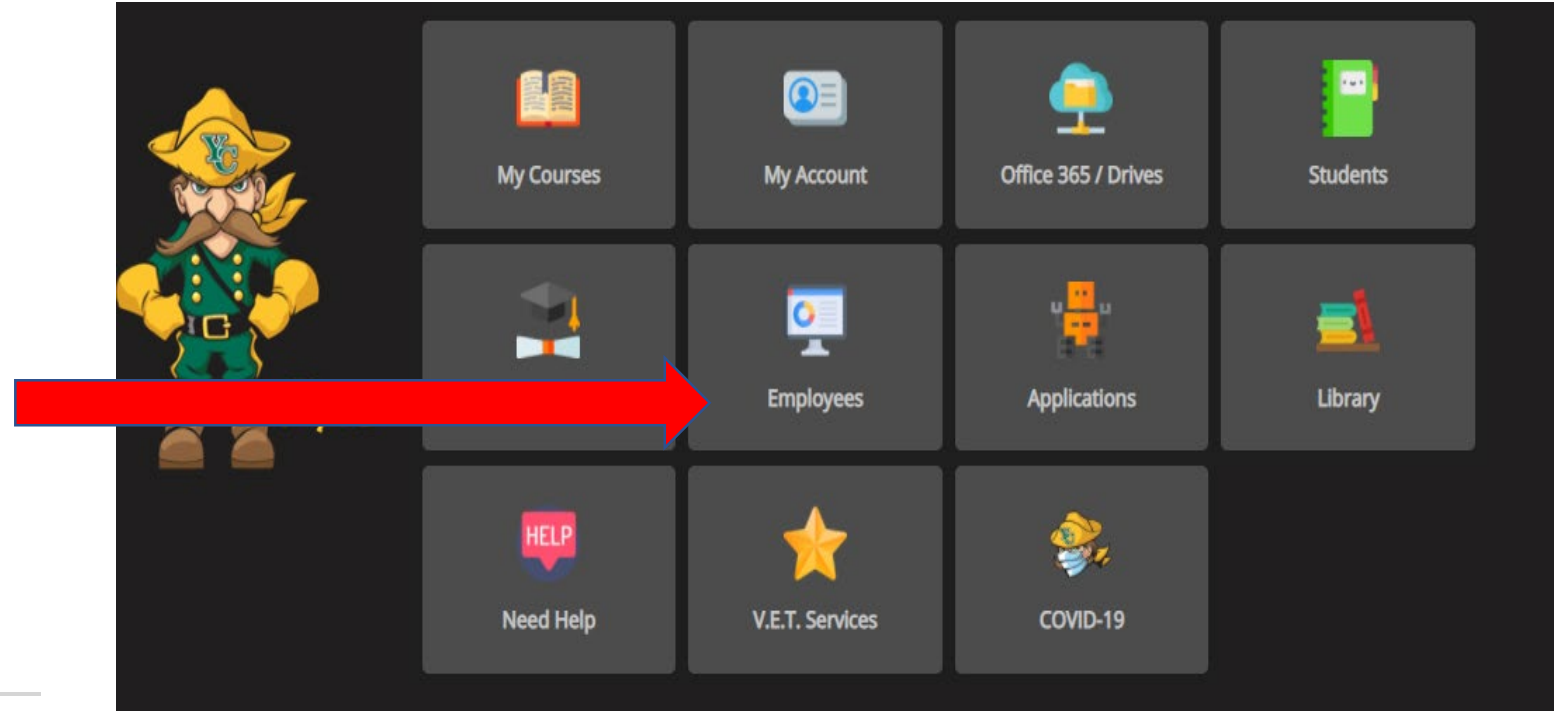
**Full-Time
Exempt
Employees**



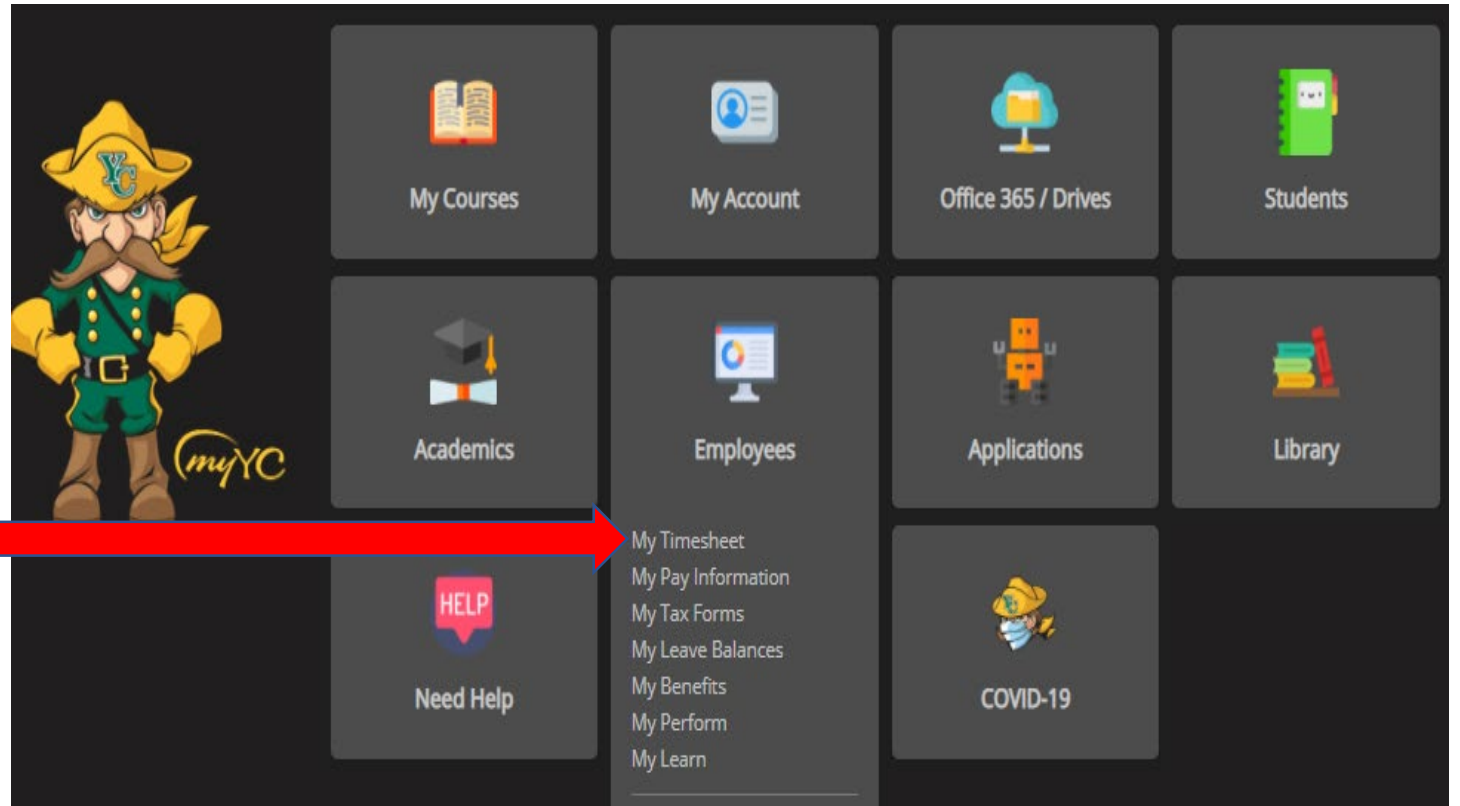
Log in to your YC Portal by clicking on “myYC” located upper right corner of the site www.yc.edu.



Click on the
“Employees” tab.



Click on
“My Timesheet”.



Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Click on the
“Access my Time Sheet”
button.

Click “Select”.

The screen will display the Time Sheet Selection, Title and Department, My Choice, Pay Period and Status.
Click the button that displays your position number and title under “**My Choice**”.

You should check the “**Pay Period and Status**” to confirm that the appropriate pay period is being displayed. If you click on the downward arrow, you can view previous pay periods.

Click on the “**Time Sheet**” button to open your timesheet.

Note: You only need to open your timesheet if you have leave hours to report during the current pay period.

The screenshot shows a web interface titled "Time Sheet Selection" with a breadcrumb "Home > Time Sheet Selection". Below the title is a light blue bar with the instruction: "Make a selection from My Choice. Choose a Time Sheet period from the pull down list. Select Time Sheet." Below this is a form with three main sections: "Title and Department", "My Choice", and "Pay Period and Status". The "Title and Department" section contains the text "Manager, Payroll, 999990-00" and "Business Office, 013301". The "My Choice" section has a radio button selected next to it. The "Pay Period and Status" section shows a dropdown menu with the text "Apr 17, 2021 to Apr 30, 2021 Not Started" and a downward arrow. At the bottom of the form is a dark grey button labeled "Time Sheet". Three red arrows are overlaid on the image: one points to the "My Choice" section, another points to the dropdown arrow in the "Pay Period and Status" section, and a third points to the "Time Sheet" button.

The Time and Leave Reporting section of the online time sheet will open. The left side of the time sheet lists your leave codes. The first week of the two week pay period is shown on the time sheet. To access the second week, click the “**Next**” button. Each week begins on Saturday and ends on Friday.

Time and Leave Reporting

[Home](#) > Time and Leave Reporting

Time Sheet

Title and Number: Manager, Payroll -- 999990-00
Department and Number: Business Office -- 013301
Time Sheet Period: Apr 17, 2021 to Apr 30, 2021
Submit By Date: May 03, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 17, 2021	Sunday Apr 18, 2021	Monday Apr 19, 2021	Tuesday Apr 20, 2021	Wednesday Apr 21, 2021	Thursday Apr 22, 2021	Friday Apr 23, 2021
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FML-use if on HR approved FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Without Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

To enter leave taken, click on “**Enter Hours**” under the appropriate Date and Earnings Code on the time sheet. The red arrow is pointing to where the Vacation Leave hours are to be entered for Friday, April 23, 2021.

Time and Leave Reporting

[Home](#) > Time and Leave Reporting

Time Sheet

Title and Number: Manager, Payroll -- 999990-00
Department and Number: Business Office -- 013301
Time Sheet Period: Apr 17, 2021 to Apr 30, 2021
Submit By Date: May 03, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 17, 2021	Sunday Apr 18, 2021	Monday Apr 19, 2021	Tuesday Apr 20, 2021	Wednesday Apr 21, 2021	Thursday Apr 22, 2021	Friday Apr 23, 2021
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FML-use if on HR approved FMLA	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Without Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

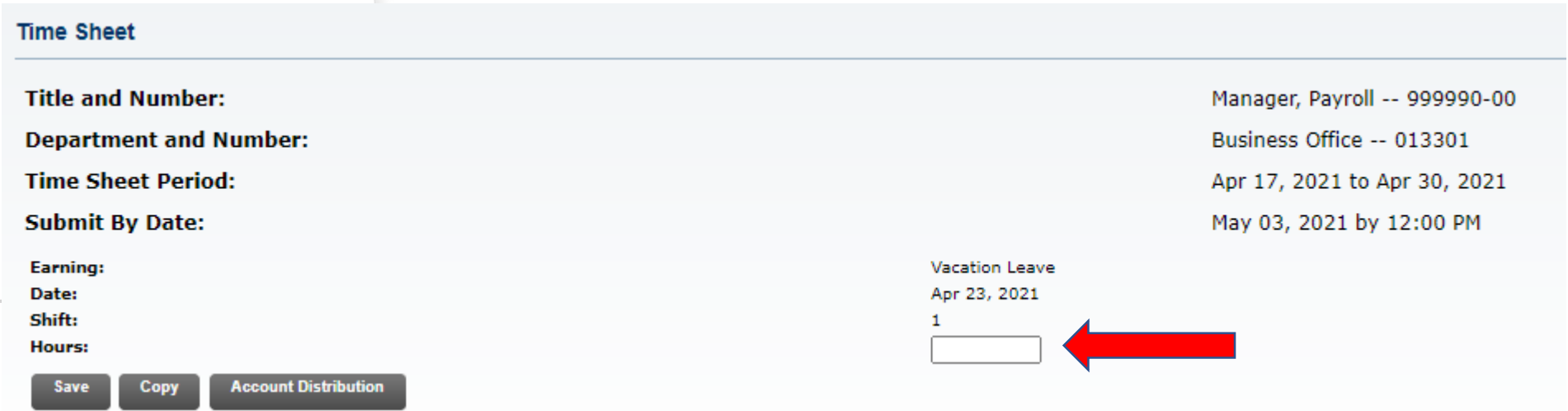


After you click on **“Enter Hours”** under the earning code/date that you want, enter your hours in the box that opens. See the red arrow to the far right pointing to the box. Enter your hours in the box and click on the **“Save”** button.

Time Sheet

Title and Number: Manager, Payroll -- 999990-00
Department and Number: Business Office -- 013301
Time Sheet Period: Apr 17, 2021 to Apr 30, 2021
Submit By Date: May 03, 2021 by 12:00 PM

Earning: Vacation Leave
Date: Apr 23, 2021
Shift: 1
Hours:



TIPS

- You do not need to open your time sheet if you do not have leave hours to report for the current pay period.
- Time Entry will accept only Standard Time, reporting in quarter hour.
 - 15 minutes enter 0.25 hours.
 - 30 minutes enter 0.50 hours.
 - 45 minutes enter 0.75 hours.
- To clear all entered time for the pay period, click on the “**Restart**” button.
- You should not click the “**Submit**” Button until you have entered all your hours for the pay period.
- Any corrections, additions, or changes to prior pay periods are not allowed online. A manual time sheet will be required for corrections to prior pay periods. Please ask your Supervisor or Payroll for a manual time sheet.



You can enter a “**Comment**” about your pay period for the Time Sheet Approver to review and for records. After entering a comment click on the “**Save**” button.

Please be aware that comments saved here are public.

Click on “**Previous Menu**” button to take you back to the main page.

Comments

[Home](#) > [Comments](#)

 Enter or edit comments until you submit the record for approval.

Made By: You

Comment Date: Sep 11, 2020

Enter or Edit Comment:



Save

Previous Menu

Click on the “**Next**” button to enter time worked in the second week of the pay period.


Click on “**Preview**” to review your time entry for the pay period.

Click on “**Submit for Approval**” after you complete your time sheet.

Time Sheet Approvals are automatically routed to your Time Sheet Approver after you click on “Submit for Approval.”

CURRENT WEEK			
Total Hours:		80	
Total Units:			0

Position Selection Comments **Preview** **Submit for Approval** Restart Next

Submitted for Approval By:   

Approved By:

Waiting for Approval From:

If your time sheet was returned to you for correction, follow your Time Sheet Approver instructions and then resubmit. We suggest that you let your Time Sheet Approver know that you resubmitted your time sheet for approval 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
Leanne Burcham (928)776-2136 or Leanne.Burcham@yc.edu