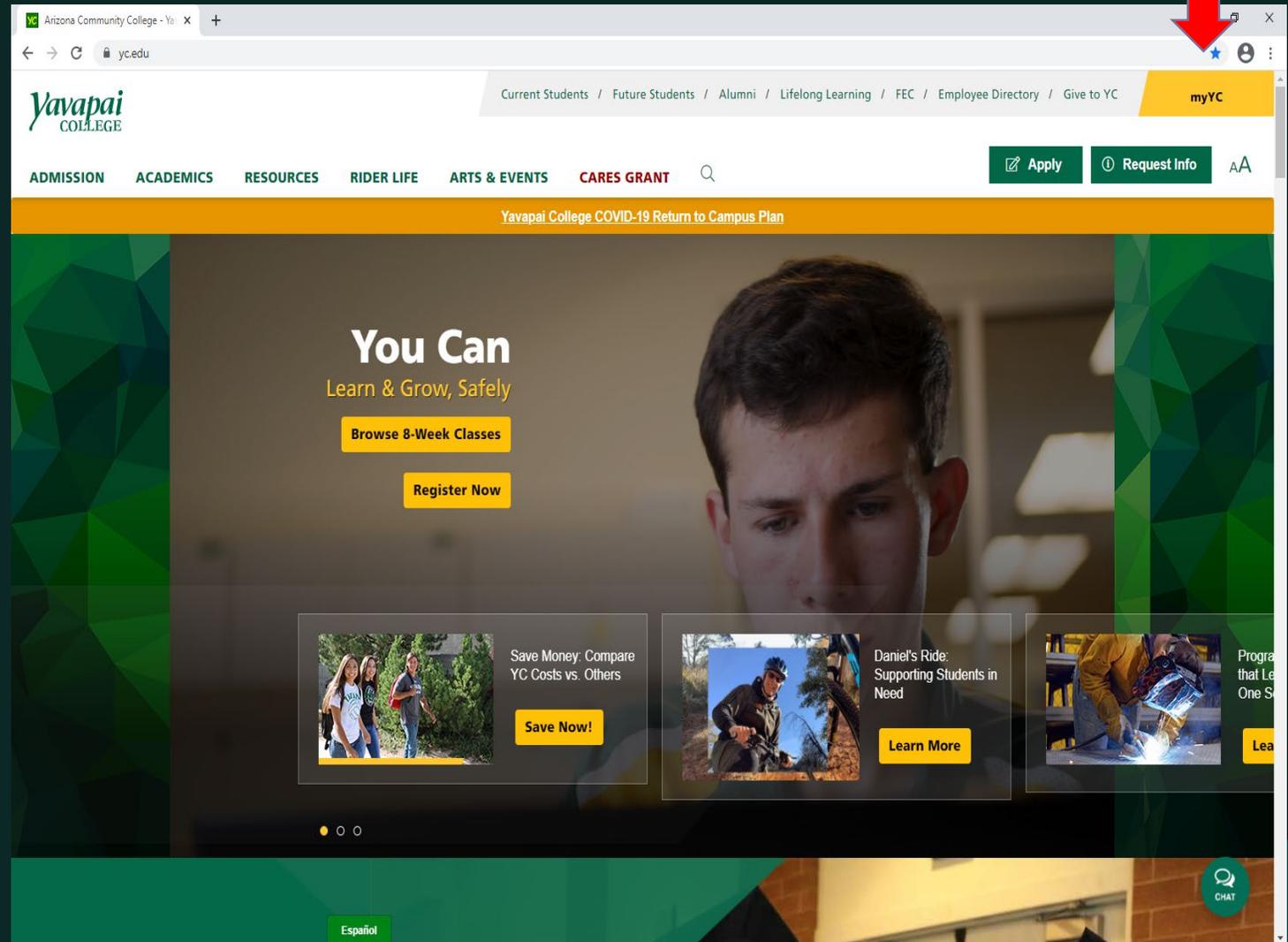# How to Enter and Submit Online Time Sheets

For Part Time and Student Employees
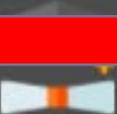
Log in to your YC Portal by clicking on **"myYC"** located upper right corner of the site **www.yc.edu**.
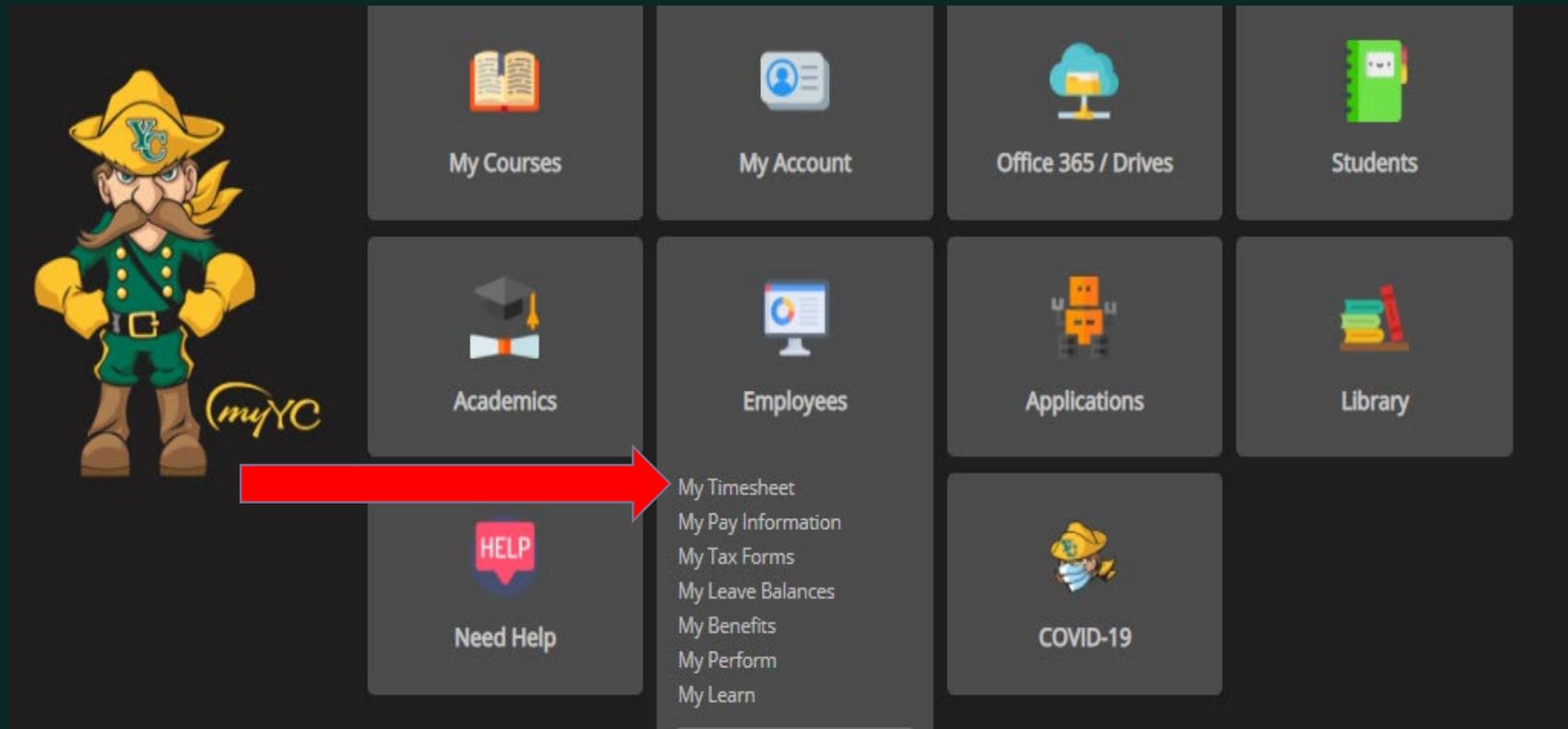
Click the **"Employees"** tab.

Select and 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:	●
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	○
Approve All Departments:	☐
Act as Proxy:	Self ▼
Act as Superuser:	☐

Select

Click on **"Access my Time Sheet"**.

Click **"Select"**.

The screen will display the Time Sheet Selection, Title and Department, My Choice, Pay Period and Status.

Click the button under "**My Choice"** with the appropriate job that you will be entering hours worked for the pay period.

You should check the "**Pay Period and Status"** and 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

Time Sheet Selection

Home > Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
P Tech II/III-CPR/NR Eval/ALS, PC9856-00 PS EMS, 402474	●	Apr 03, 2021 to Apr 16, 2021 Not Started ▾
P Tech IV-ALS/YRMC CPR, PD9856-00 PS EMS, 402474	○	Apr 03, 2021 to Apr 16, 2021 Not Started ▾
P Tech V- Prog Dir/ YRMC ALS, PE9856-00 PS EMS, 402474	○	Apr 03, 2021 to Apr 16, 2021 Not Started ▾

Time Sheet

The Time and Leave Reporting section of the online time sheet will open. The left side of the time sheet lists your eligible earning 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.

To enter hours worked, click on **"Enter Hours"** under the appropriate Date and Earnings code on the time sheet. The red arrow is pointing to where the Regular Hours are to be entered for Friday, April 9, 2021.

Time and Leave Reporting

Home > Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:

Title and Number: Student Employee -- ST9760-00

Department and Number: AA - Service Learning -- 012011

Time Sheet Period: Apr 03, 2021 to Apr 16, 2021

Submit By Date: Apr 19, 2021 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Apr 03, 2021	Sunday Apr 04, 2021	Monday Apr 05, 2021	Tuesday Apr 06, 2021	Wednesday Apr 07, 2021	Thursday Apr 08, 2021	Friday Apr 09, 2021
Regular Pay Hourly	1		0	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours
Sick Leave	1		0	2	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours	Enter Hours	Enter Hours
Total Hours:			4		0	0	0	2	0	2	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu   Preview   Comments   Approve   Next

Entering Hours Worked

Enter **"Time In"**.

___

Select **AM or PM** from the drop-down arrow.

___

Enter "Time Out"

___

Select **AM or PM** from the drop-down arrow.

___

Click **"Save"**.

___

"**Total Hours**" is displayed on the right side of the screen.

Time In and Out

Home > Time In and Out

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10...

Date: Saturday , Apr 03, 2021
Earnings Code: Regular Pay Hourly

Shift	Time In		Time Out		Total Hours
1	09:00	AM	11:30	AM	2.5
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					2.5

Previous Menu   Next Day
Add New Line   Save   Copy   Delete

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay Hourly	1	2.5	Account Distribution

You can clock in and out as needed during the day, but the "Shift" should always be "Shift 1".

Time in and out must be entered in 15-minute intervals; Valid Values are :00, :15, :30, and :45.

You can click "Next Day" to enter hours for the following day, or you can click on "Previous Menu" to pick the day/earnings code to enter.

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.

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:

Please be aware that comments saved here are public.

Save   Previous Menu

TIPS

- To Clear all entered time on your online time sheet for the pay period, click on the **"Restart"** 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 time sheet 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.

- 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 updated your time sheet 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
Leanne Burcham (928)776-2136 or Leanne.Burcham@yc.edu