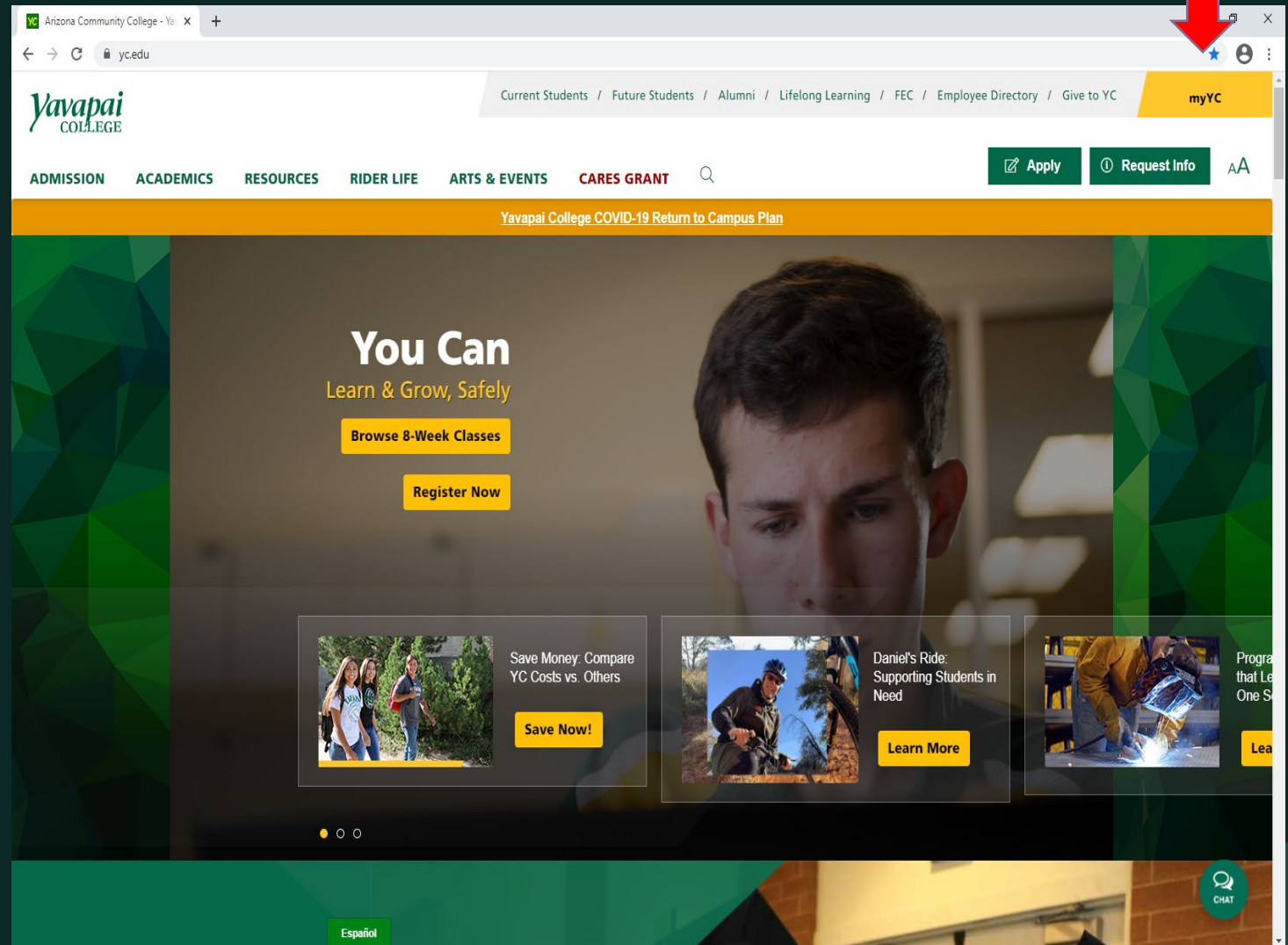


How to Enter and Submit Online Time Sheets

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.

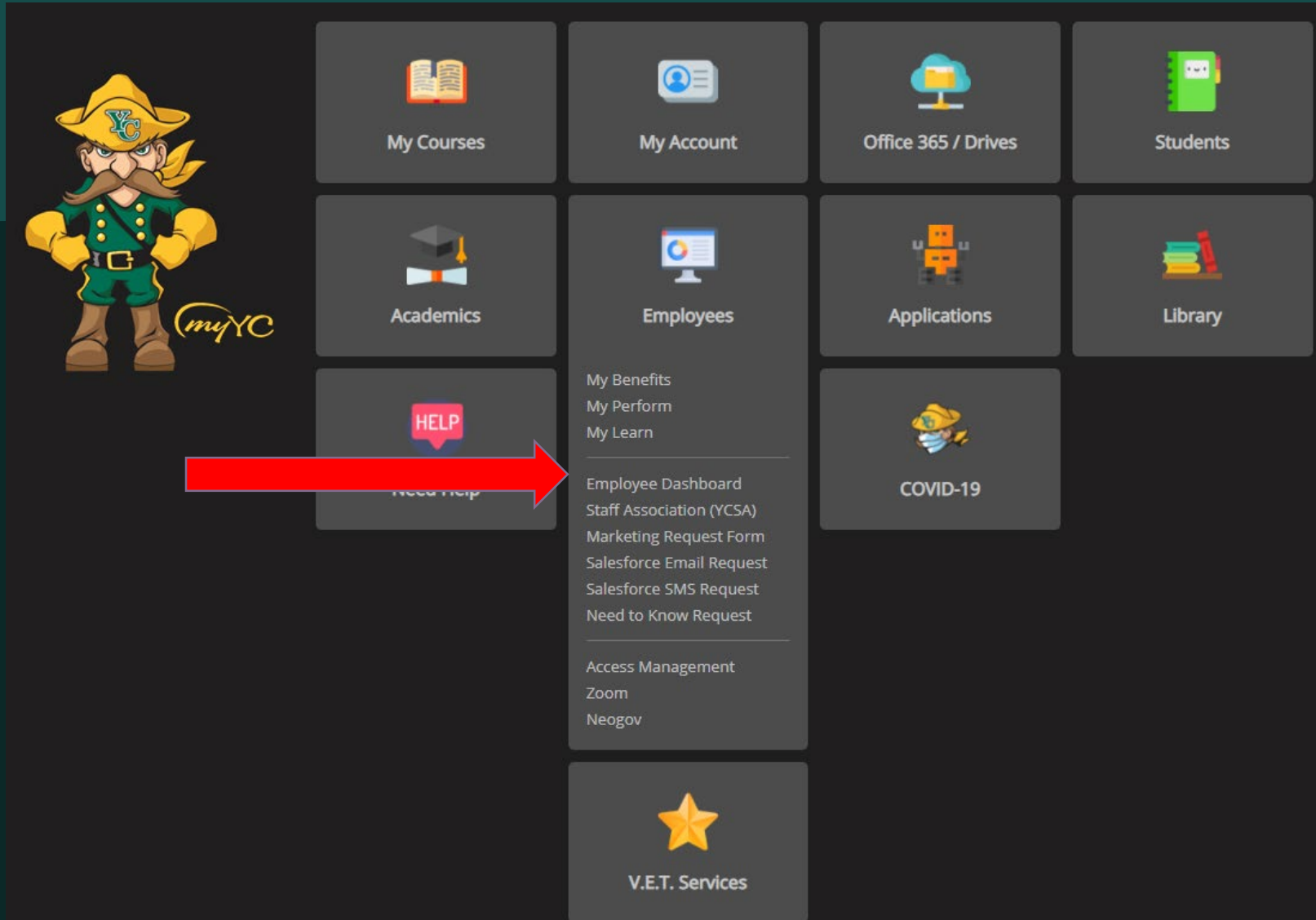


Click the “Employees” tab.



 My Courses	 My Account	 Office 365 / Drives	 Students
 Academics	 Employees	 Applications	 Library
 HELP	 HELP	 HELP	

Click on “Employee Dashboard”.



The image shows a dashboard interface with a dark background. On the left is a cartoon mascot of a man with a mustache, wearing a yellow hat with 'YC' on it, a green jacket, and brown boots. Below the mascot is the text 'myYC'. The dashboard contains several menu items in a grid:

- My Courses (with an open book icon)
- My Account (with a person icon)
- Office 365 / Drives (with a cloud and folder icon)
- Students (with a green notebook icon)
- Academics (with a graduation cap icon)
- Employees (with a computer monitor icon)
- Applications (with a robot icon)
- Library (with a stack of books icon)
- Need Help (with a red speech bubble containing the word 'HELP') - A red arrow points to this button.
- COVID-19 (with a person wearing a mask icon)
- V.E.T. Services (with a yellow star icon)

The 'Employees' menu is expanded, showing a list of links:

- My Benefits
- My Perform
- My Learn
- Employee Dashboard
- Staff Association (YCSA)
- Marketing Request Form
- Salesforce Email Request
- Salesforce SMS Request
- Need to Know Request
- Access Management
- Zoom
- Neogov

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

[Employee Dashboard](#)

Employee Dashboard



[My Profile](#)

Leave Balances as of 07/14/2021

Vacation in hours



Sick in hours



[Full Leave Balance Information](#)

Pay Information



Latest Pay Stub: 05/21/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

[My Activities](#)

[Enter Time](#)

Earnings



Taxes



Job Summary



Employee Summary



Time Reporting Selection

Home > Employee > Time Sheet

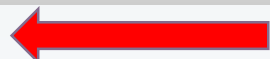
Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

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"/>

Click on “Access my Time Sheet”.

Click “Select”.



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

The screenshot shows a web application interface titled "Time Sheet Selection". Below the title is a breadcrumb "Home > Time Sheet Selection". A message box says "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." Below this is a table with three columns: "Title and Department", "My Choice", and "Pay Period and Status". The first row is selected, with a radio button in the "My Choice" column. Below the table is a "Time Sheet" button. Two red arrows point to the "My Choice" column and the "Pay Period and Status" column. Another red arrow points to the "Time Sheet" button.

Title and Department	My Choice	Pay Period and Status
P Tech II/III-CPR/NR Eval/ALS, PC9856-00 PS EMS, 402474	<input checked="" type="radio"/>	Apr 03, 2021 to Apr 16, 2021 Not Started ▼
P Tech IV-ALS/YRMC CPR, PD9856-00 PS EMS, 402474	<input type="radio"/>	Apr 03, 2021 to Apr 16, 2021 Not Started ▼
P Tech V- Prog Dir/ YRMC ALS, PE9856-00 PS EMS, 402474	<input type="radio"/>	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.

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: [Redacted]

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	Enter Hours	2	Enter Hours
Sick Leave	1		0	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours	Enter Hours	Enter Hours
Total Hours:			4		0	0	0	0	2	0	2	0
Total Units:				0	0	0	0	0	0	0	0	0

[Previous Menu](#) [Preview](#) [Comments](#) [Approve](#) [Next](#)

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	Enter Hours	Enter Hours
Sick Leave	1		0	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours	Enter Hours
Total Hours:				4	0	0	0	0	2	0	2
Total Units:					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 HH:MM format. For example, 10:00, 10:15

Date: Saturday, April 03, 2015
Earnings Code: Regular Pay Hourly

Shift	Time In	AM PM	Time Out	AM PM	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

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			0
1			0
1			0
1			0
1			2.5

Account Distribution

Earnings Code	Shift	Hours
Regular Pay Hourly	1	2.5

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.

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