



### **How do I contact Human Resources?**

You can reach the Human Resources team by phone at (928) 776-2217.

### **What is the Human Resources email address?**

You can email Human Resources at [askhr@yc.edu](mailto:askhr@yc.edu)

This will create a ticket in our system to help us better assist you.

### **Where is the Human Resources office located?**

The Human Resources department is located in Building 30 on the Prescott campus.

You can find the Prescott campus map [here](#).

### **How do I apply for a job at Yavapai College, and is the college currently hiring?**

You can view all our job postings and submit applications by visiting this [site](#). Clicking on the "Apply Here" button will take you to our Jobs site. We recommend watching the quick two-minute video once you land on the page, to hear an uplifting message on YC culture from our president, Dr. Rhine.

### **How do I apply for a teaching or adjunct faculty position?**

Teaching and adjunct faculty positions that Yavapai College is hiring for are also found on our job postings site, found [here](#).

### **How do I verify employment for a current or former employee?**

The best way to verify employment for a current or former employee would be to reach out to Human Resources via email at [askhr@yc.edu](mailto:askhr@yc.edu)

### **How do I access or submit my timesheet?**

All employees can access and submit their timesheets through their Employee Dashboard found on their YC portal. You can find our guide [here](#). You can also find more in-depth information on this under the tutorials tab on the Business Office's site [here](#).

**Where can I find my W-2 form?**

All employees' W-2 forms can also be found through their Employee Dashboard on their YC portal, found [here](#).

**What is the college's sexual harassment policy?**

You can find Yavapai College's sexual harassment policy here: [Title IX Sexual Harassment, 10.14](#)

**Where can I report harassment or misconduct?**

If you are a student, Yavapai College has a reporting form that can be completed and sent to our CARE team, which can be found [here](#).

If you are a Yavapai College employee, please report any misconduct to [askhr@yc.edu](mailto:askhr@yc.edu) or complete our request form [here](#). Select the Employee Relations team from the "Group" dropdown to route the report directly.

**Is there a staff directory available, and if so, how can I locate employee contact information?**

There is a Yavapai College staff directory, and that can be found [here](#).

**Who should I contact if I'm unsure which HR question applies to me?**

You can always reach out to the Human Resources department with any questions, either by email at [askhr@yc.edu](mailto:askhr@yc.edu) or by phone at (928) 776-2217