



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

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

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 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 or by phone at (928) 776-2217