

# ISDS Timesheet Module



<https://timesheet.ypic.com/Participant>

User Guide for Participants

1 September 2022

## Overview

The Timesheet module will allow Participants to submit their bi-weekly timesheet via a secure web portal. Participants can also view a record of the training hours and funds dispersed on the Contract.

The Participant will log-in to <https://timesheet.ypic.com/Participant/>, and will be presented with buttons representing any current contracts. There will normally be just one.

Upon Contract selection, the Participant will be presented with the Current Timesheet and a report of their historical timesheets.

After successful Submission of the TimeSheet, a confirmation message will be sent via Email / Text Message. As the Timesheet works through the approval Process, additional messages will be sent.

## Contract Participants

Participants will use their ISDS credentials to enter the Timesheet module by navigating to <https://timesheet.ypic.com/Participant>:

**Participant Timesheet System**

PartGary Gammel logged-in

**Participant Login**

Participant ID  [Recover Username](#)

Participant ID

Password  [Recover Password](#)

Password

[Log-In](#)

[User Guide for Participants](#) [User Guide for Supervisors](#) [User Guide for Providers](#) [User Guide for Accounting](#)

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Empleador/Programa con Igualdad de Oportunidades Aparatos y servicios auxiliares son disponibles a petición a los individuos con incapacidades

The Participant will log in with their Participant Name and password:

**Participant Timesheet System**

User logged-out

**You have successfully logged-in**

Participant ID: PartGary  
Your last successful login was 2022-09-01  
Your password will expire in 90 days

[View Contracts](#)

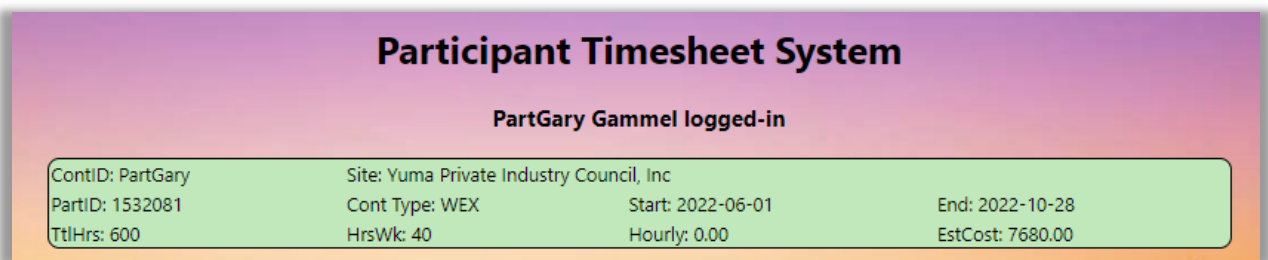
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Upon successful login, the Participant will be taken to their “inbox”, where they will be presented with a button for any active contract:



Upon selecting the Contract, a summary screen will be displayed, showing the Contract header, which displays the details of the Contract:



Below the Contract header, the Contract status will be displayed:

Payment(s) on Contract						
TSID	ContID	Start of Period	Period Hours	Stipend	Acctg TS	EstCost
25	5147	2022-05-20	80.000	1024.00	2022-08-24 17:54:36	
4	5147	2022-06-03	80.000	1024.00	2022-08-23 12:33:55	
11	5147	2022-06-17	80.000	1024.00		
21	5147	2022-07-01				
26	5147	2022-07-15	80.000	1024.00		
24	5147	2022-07-29	80.000	1024.00		
23	5147	2022-08-12	80.000	1024.00		
27	5147	2022-08-26				
<b>80% Spent</b>			480	\$6144		\$7680.00

The Current Timesheet is where the Participant enters the hours worked. Also shown are the maximum hours per week.

**Pay Period**

2022-09-09-2022-09-22 ▼

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**Approvals**

Participant:  n/a      Supervisor:  n/a      Case Manager:  n/a      Accounting:  n/a

Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Sep 09	Sep 10	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20	Sep 21	Sep 22
8	0	0	8	8	8	8	8	0	0	8	8	8	8

**NOT TO EXCEED 40 HOURS PER WEEK**

[Submit Hours](#)

At the end of the pay period, the Participant shall Submit their timesheet. The Participant is responsible for accurately reporting the time worked.

Upon successful submission, the Participant, Supervisor and Case Manager will receive a confirmation message via Email / Text Message.



The Participant can then “Return to Contracts” or Log-Out:

