



Training Document

Frequently Asked Questions

How do I Login to the Staff Login Page?

The Staff Login page can be accessed through the WYC website (wisconsinyouthcompany.org), under the Staff in the navigation. You will be provided a username in orientation. The password for all staff is WYCstaff - case sensitive. If you lose your login information, please contact the creative director.

What's on the staff Login Page?

There are many resources located on the Staff Login page, including links to the employee handbook, staff manuals, program handbook, training resources, and many printable forms for use in program, and administrative offices.

How do I submit a missing punch-in?

You can submit a punch-in through the payroll app or WYC Payroll website by navigating to **My Current Timesheet** from the home page. From your current time sheet view, select **Change Requests** in the top right of your screen. Select **Add Punch In** under **Change Type** and enter the date, time, and reason for the change. You will be notified once your change request has been approved.

How do I request time off?

It is recommended that you discuss your time off plans with your supervisor prior to submitting a request. In the WYC Payroll app or website, select **Request** under **My Time Off**. Choose the type of time off you wish to use and enter the date and time you wish to take off. You can view your current accrual and time taken including pending hours under You will be notified once your request has been approved or rejected. You can see historic requests at the bottom of the screen.

How will I get my paycheck?

Paychecks can be direct deposited, mailed to your home, or picked up from the WYC main offices. Please share your preferred method with the HR generalist.

When do I get keys?

External building keys will be provided to individuals who require them after 30 days of employment and a brief building security training.



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How do I give feedback?

At WYC, we believe in continuous improvement. Feedback is an important part of that process. We strongly encourage all staff to give direct feedback to each other in the moment when possible and appropriate. Feedback should always be given respectfully and in a supportive manner. If you are uncomfortable giving direct feedback, please speak with your supervisor who can assist you in finding the best way. For all other questions, please see the grievance policy in the employee handbook.

What do I do if I have an issue or dispute with my supervisor?

An unresolved conflict with your supervisor may be brought to the next-level supervisor for mediation. If the issue is not resolved here, you may bring your concern to the executive director. If resolution cannot be reached, you may appeal your case to the Board of Directors. Please see the grievance policy in the employee handbook for more information.

When is my performance review?

Formal performance reviews are conducted annually. For program staff they may occur following their term (either end of school year or summer.) For year-round staff they occur at the anniversary of your start date, but may be arranged for another time depending on the discretion of the employee and supervisor.

Informal performance reviews may occur throughout the year. Please ask your supervisor about what kind of feedback you can expect throughout the year.

How do I share my calendar and see other people's calendars?

Share your calendar with other team members in your Office 365 Calendar by navigating to the **share** icon at the top of your page. Enter the names or emails of those you would like to see your calendar. From this screen you can also manage the permissions of those you share your calendar with. Recipients will receive an email invitation.