

Submitting timesheets and leave requests from home

Two options are available to access MyHRFile from home to submit timesheets or [leave requests](#).

Option 1

Connect remotely to YNET through VPN or VDI, and go to [Yukonnect](#) as usual. This option is best suited for employees who already have approved VDI access. Click 'My HR File' in the right-hand menu. Sign in as you usually would.

Option 2

Login to ICT's remote access portal through your web browser. Ensure that you prefix your username with ynet\.

- For example, an employee named John Smith has a login name of jsmith. He would enter:
 - Domain\username = ynet\jsmith
 - Password = xxxxxxxx

Remote access portal: <https://portal.remoteaccess.gov.yk.ca/Login/Login>

Click the link to My HR File and login to submit your timesheets or leave as usual.

Paper Timesheet Process

Please continue to submit your approved paper timesheets to HR Shared Services by email at: HRSharedServices@gov.yk.ca. Your supervisor can also complete and submit the timesheet on your behalf once you confirm hours worked.

This Global Note was sent on behalf of the Public Service Commission