
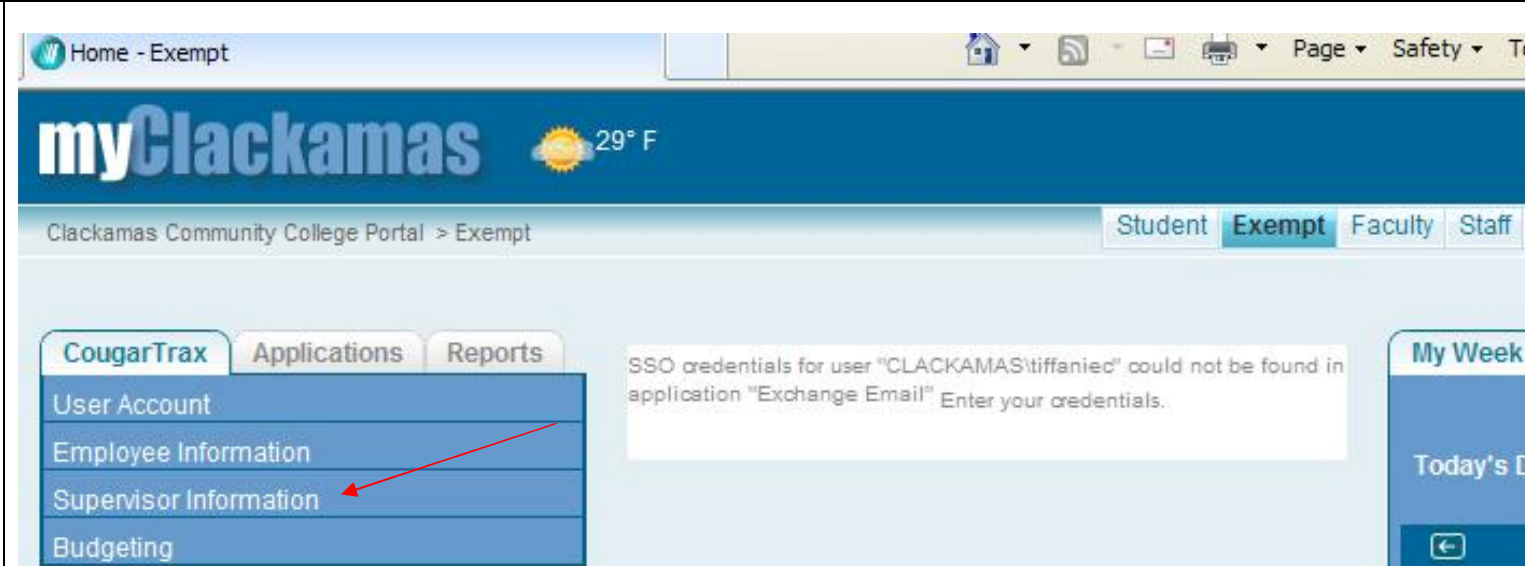
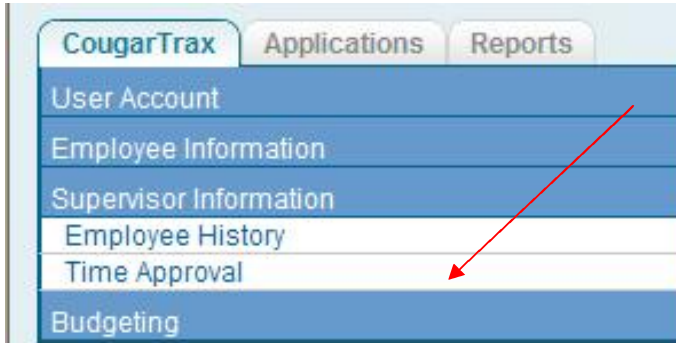


WEBTIME ENTRY: APPROVAL DIRECTIONS FOR SUPERVISORS
(PART-TIME CLASSIFIED/STUDENTS)

Time sensitive: You must login on the 21st to approve time (or the next business work day if the 21st is a weekend or holiday). Payday is still the last banking day of the month.

<p>1. <u>Supervisor</u>: Login to myClackamas</p>	
<p>2. Access the tab CougarTrax, then select Supervisor Information</p>	

3. Select Time Approval

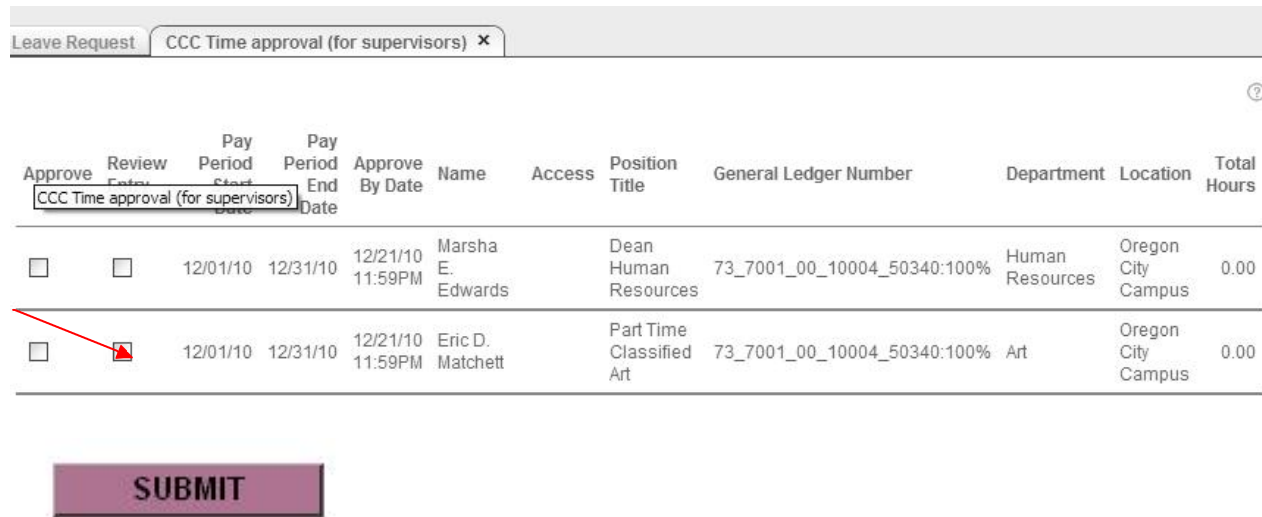


The screenshot shows the CougarTrax navigation menu with tabs for 'CougarTrax', 'Applications', and 'Reports'. A list of menu items is displayed: 'User Account', 'Employee Information', 'Supervisor Information', 'Employee History', 'Time Approval', and 'Budgeting'. A red arrow points to the 'Time Approval' item.

4. You will now see all of your employees' webtime.

Select Review Entry by their name to review that employee's webtime.

Click submit



The screenshot shows the 'Leave Request' section for 'CCC Time approval (for supervisors)'. It features a table with columns for 'Approve', 'Review', 'Pay Period', 'Pay Period End Date', 'Approve By Date', 'Name', 'Access', 'Position Title', 'General Ledger Number', 'Department', 'Location', and 'Total Hours'. Two entries are listed: one for Marsha E. Edwards (Dean Human Resources) and one for Eric D. Matchett (Part Time Classified Art). A red arrow points to the 'Review' checkbox for Eric D. Matchett. Below the table is a purple 'SUBMIT' button, also indicated by a red arrow.

Approve	Review	Pay Period	Pay Period End Date	Approve By Date	Name	Access	Position Title	General Ledger Number	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	12/01/10	12/31/10	12/21/10 11:59PM	Marsha E. Edwards		Dean Human Resources	73_7001_00_10004_50340:100%	Human Resources	Oregon City Campus	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/01/10	12/31/10	12/21/10 11:59PM	Eric D. Matchett		Part Time Classified Art	73_7001_00_10004_50340:100%	Art	Oregon City Campus	0.00

Reminders:

- a. If the employee is part-time classified or a student, you should not see any vacation or sick leave, nor should they have hours worked on a holiday.
- b. If a part-time employee has multiple roles, you may see overtime come through because the workweek hours include both positions. This should be extremely rare, since part-timers should only be working 19.5 hours per week total.



Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

- c. If an employee's timesheet is not listed, contact HR!

5. Approve or Reject


Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

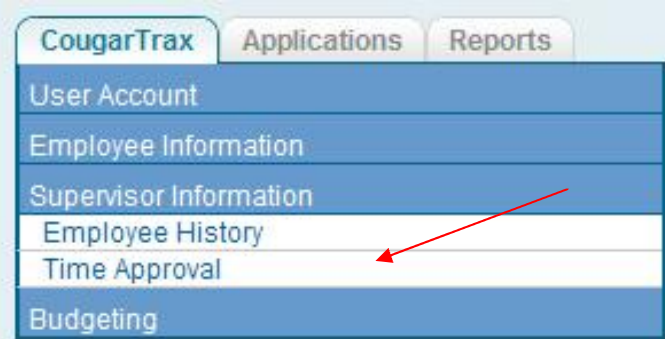
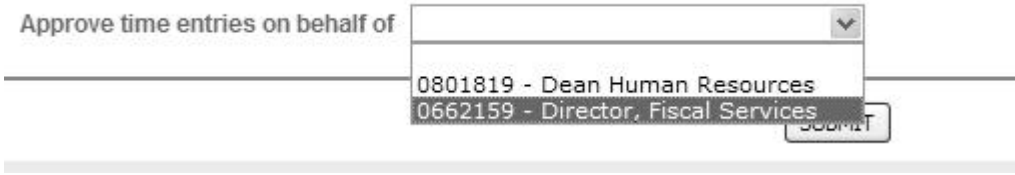
Click submit

SUBMIT 

Reminder: If you select reject, write a note in the supervisor comments box letting the employee know why and what edits to make.

6. Logout

SETTING UP AN ALTERNATE FOR A SUPERVISOR

<p>1. Supervisor: Login to myClackamas,</p> <p>a. Access the tab CougarTrax,</p> <p>b. Select Supervisor Information</p> <p>c. Select Time Approval</p>	 <p>The screenshot shows the CougarTrax interface with tabs for 'CougarTrax', 'Applications', and 'Reports'. A vertical menu is open, listing options: 'User Account', 'Employee Information', 'Supervisor Information', 'Employee History', 'Time Approval', and 'Budgeting'. A red arrow points to the 'Time Approval' option.</p>
<p>2. At the bottom of the page, you can select an alternate supervisor.</p> <p>This will be in effect only for the payperiod that you are approving.</p> <p>Select submit</p>	 <p>The screenshot shows a form field labeled 'Approve time entries on behalf of' with a dropdown arrow. The dropdown menu is open, showing two options: '0801819 - Dean Human Resources' and '0662159 - Director, Fiscal Services'. A 'SUBMIT' button is visible to the right of the dropdown.</p>
<p>3. Follow the same steps to approve or reject timesheets as you normally would.</p>	

Any questions or concerns, please contact the HR (503.594.3458).