

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 if a weekend or holiday). Payday is still the last banking day of the month.

1. <u>Supervisor:</u> Login to myClackamas	as Community Co	llege »		
	Future Students Students Staf	myClackama	S for students, GO faculty & staff GO	
2. Access the tab CougarTrax,	Home - Exempt		🟠 • 🔝 - 🖃 👼 • Pa	ge • Safety • To
then select Supervisor Information	myClackamas 🧅	29° F		
	Clackamas Community College Portal > Exempt		Student Exempt	Faculty Staff
	CougarTrax Applications Reports User Account SSO credentials for user "CLACKAMAS\tiffaniec" could not be found in application "Exchange Email" Enter your credentials.		in My Week	
	Employee Information Supervisor Information Budgeting			Today's D



3. Select Time Approval	CougarTrax Applications Reports User Account	
4. You will now see all of your employees' webtime.	Leave Request CCC Time approval (for supervisors) ×	
Select Review Entry by their name to review that employee's	Pay Pay Approve Review Period Period Approve Name Access Position General Ledger Number Department Location Total CCC Time approval (for supervisors) Date	
webtime.	Image: Description of the second se	
Click submit	Image: Part Time Oregon 12/01/10 12/31/10 Eric D. Classified 73_7001_00_10004_50340:100% Oregon Oregon Art Art Campus Campus	
	SUBMIT	



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 REJ - Reject APP - Approve		
	Supervisor Comments		
	Employee Email Address marshae@clackamas.edu		
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

 Supervisor: Login to myClackamas, Access the tab CougarTrax, Select Supervisor Information Select Time Approval 	CougarTrax Applications Reports User Account Employee Information Supervisor Information Employee History Time Approval Budgeting
2. At the bottom of the page, you can select an alternate supervisor.This will be in effect only for the payperiod that you are approving.Select submit	Approve time entries on behalf of 0801819 - Dean Human Resources 0662159 - Director, Fiscal Services
Follow the same steps to approve or reject timesheets as you normally would.	

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