LEAVE REQUEST DIRECTIONS SUPERVISOR

Per Article 8 of the Classified agreement, if denying a vacation request, you must do so within two (2) working days of receipt.

1. Supervisor receives an email with directions to access 'My To Do List' (MTDL) in Datatel.	From: HRdonotreply@clackamas.edu [HRdonotreply@clackamas.edu] Sent: Friday, March 25, 2011 4:20 PM To: Marsha Edwards Subject: Leave Request for Simmons, Sara E. Simmons, Sara E. has requested Classified Vacation leave for 40.00 hours. The employee's current balance is 154.90 hours. Go to your MTDL in Datatel for action. You may approve (FINL), deny (DENY), or cancel (CNCL) this request. If denied, you must supply a reason.

2. <u>Supervisor:</u> Login to myClackamas	**Clackamas Community College** Business & Community Future Students Students Staff **my**Clackamas for stude faculty &
3. Select the tab Applications. Select Colleague UI 4.2.	**my**Clackamas ☁ 43° F myClackamas Portal > Staff CougarTrax Applications Reports Applications - FRx myFiles Reporting Services Colleague UI 4.2

4. Click 'OK' to move past the FERPA alert.

PID5 System Message

You are accessing student information that is protected by the Family Educational Rights and Privacy Act (FERPA). Access to student information is provided to college personnel with an educational need to know. Disclosure of student information within the college does not constitute institutional authorization to transmit, share, or disclose information received to a third party. Please contact the college Registrar at ext. 3370 should you have questions regarding FERPA.

OK

5. From the Navigation toolbar,

select UT,
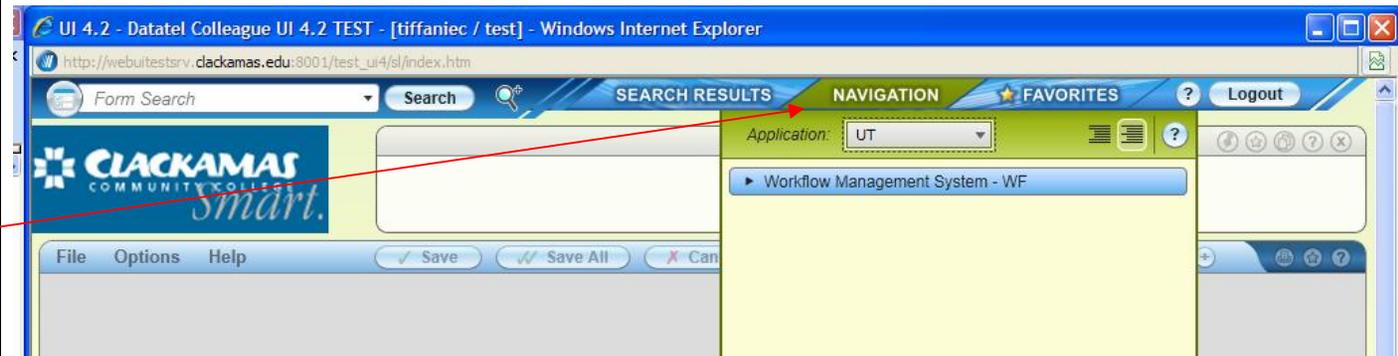
a. In the Form Search Field, type 'MTDL,' (My To Do List).

Select Search.
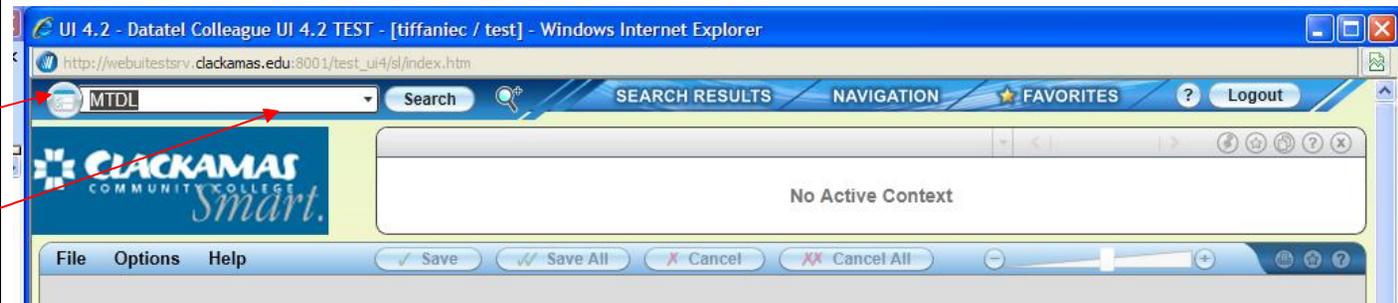
b. To create a 'Favorite,' click on the yellow star.	
c. Now when you access Datatel UI, 'MTDL' is automatically in your 'Favorites.'	
6. You will now see the leave request(s).	
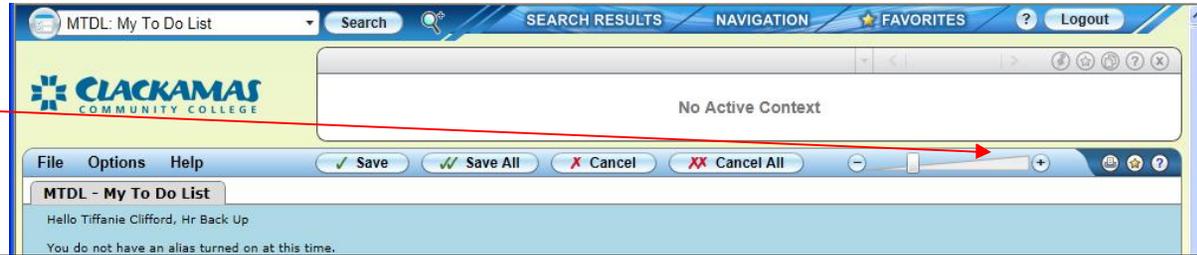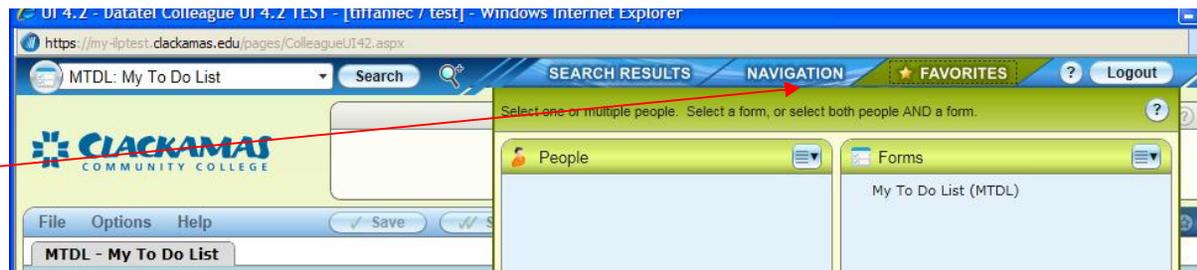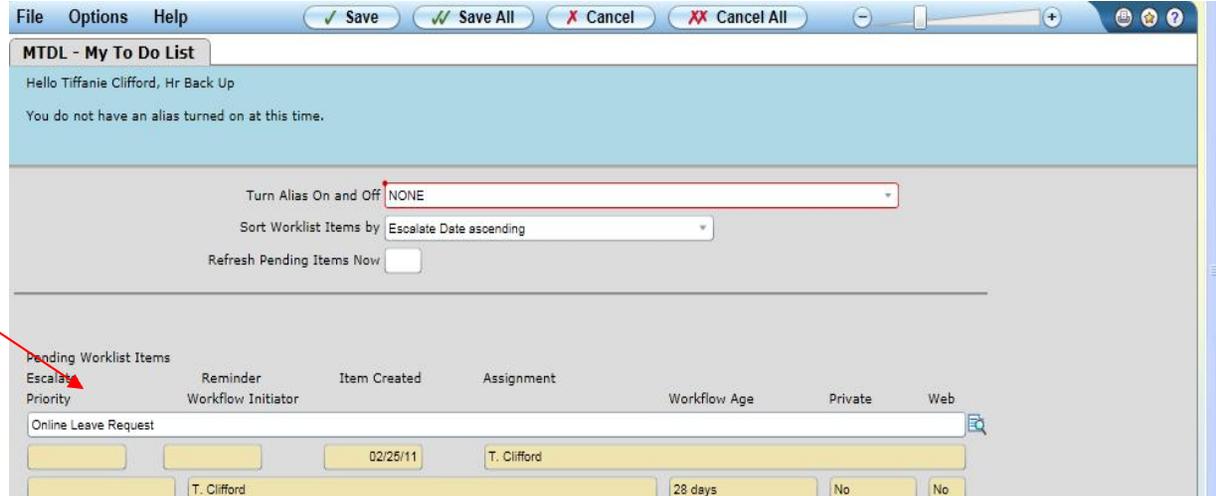
Select the blue detail button (on the right) to view the specific request.	Pending Worklist Items Escalate Reminder Item Created Assignment Priority Workflow Initiator Workflow Age Private Web Online Leave Request 02/25/11 T. Clifford T. Clifford 28 days No No
7. Review the leave request.	**PELE - Leave - Paid and Unpaid** Emp Action : 141 Type : Leave Request Status : New Employm Due : 03/28/11 Leave Plan Description Start End Allowed Hours Bal 1 Leave Without Pay 01/01/11 01/01/11 0.00 2 Bereavement 01/01/11 01/01/11 0.00 3 Admin/Supervisor Vacation 07/26/10 07/26/10 244.00 Leave Plan V1 - Admin/Supervisor Vacation Enroll Dates 07/26/10 - Request Begin Date 03/28/11 Begin Time Request End Date 03/28/11 End Time Total Hours Requested 9.00 New Balance 235.00 Reason for Request Yellow Comments Approval Action

8. Take action!
 	
Select "Approval Action."
 	
    FINL: approves
    CNCL: cancels
    DENY: denies
 	
If you deny a request, you will be required to write a comment. Cancel and deny stop the leave request.
	Leave Plan V1 - Admin/Supervisor Vacation
	Enroll Dates 07/26/10 -
	
	Request Begin Date 03/28/11
	FINL Final Approval
	Request End Date CNCL Cancelled
	DENY Denied
	Total Hours Requested NEW Request initiated
	APPR Approved
	Reason for Request FINT Final Approval Terminate
	Comments SUB Submit for Approval
	
	Approval Action

9. Save!	MTDL: My To Do List Search SEARCH RESULTS NAVIGATION ★ FAVORITES ? Logout CLACKAMAS COMMUNITY COLLEGE smart. No Active Context File Options Help ✓ Save ✓✓ Save All ✗ Cancel ✗✗ Cancel All MTDL - My To Do List Hello Tiffanie Clifford, Hr Back Up You do not have an alias turned on at this time.
10. E-mail	An e-mail response is now *automatically* sent to the employee. Within the next few days, full time Classified and Administrative/Supervisory will see this request populated in EZ Time. Faculty will receive an e-mail confirming action was taken. The supervisor's responsibility is now complete!

If you are unavailable to approve leave requests, you need to alert your back up (e.g. alias).

1. Login to myClackamas. Select the Applications tab. Select Colleague UI 4.2.	**myClackamas** ☁ 43° F myClackamas Portal > Staff CougarTrax | Applications | Reports Applications - FRx myFiles Reporting Services Colleague UI 4.2

2. Select the Navigation tab.

Select UT.
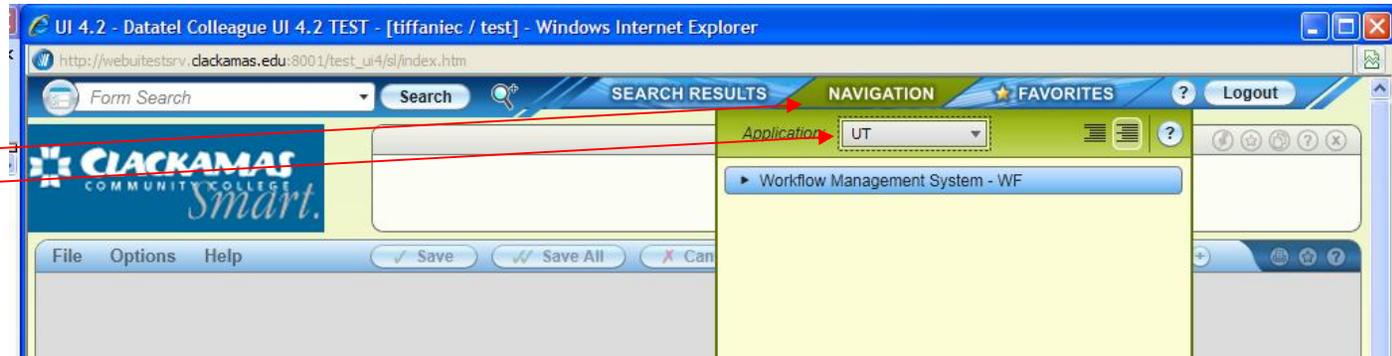
Type in "SMAL" in the search field (Set Up My Alias).

Select Search.

Enter in a begin date, end date and the name of your back up.

Save!
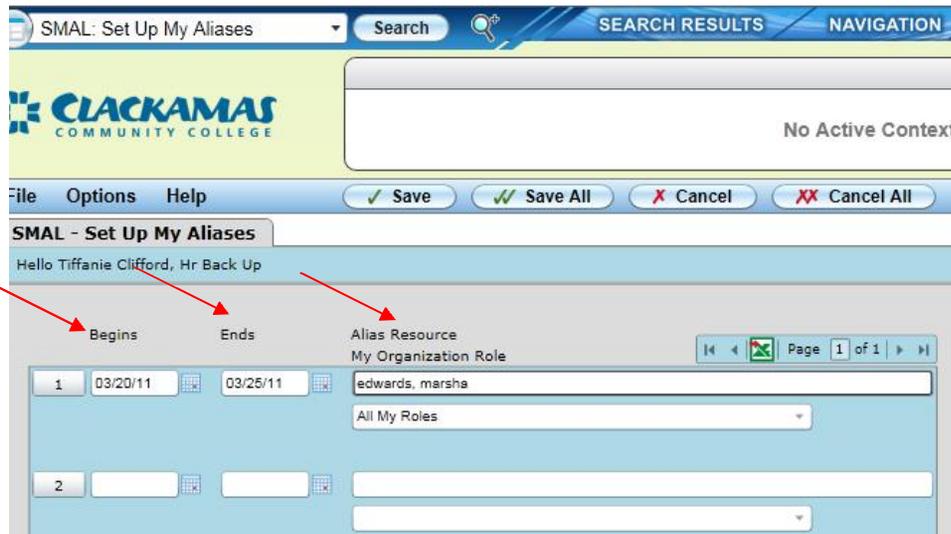
3. Select MTDL from the drop down and select Search.
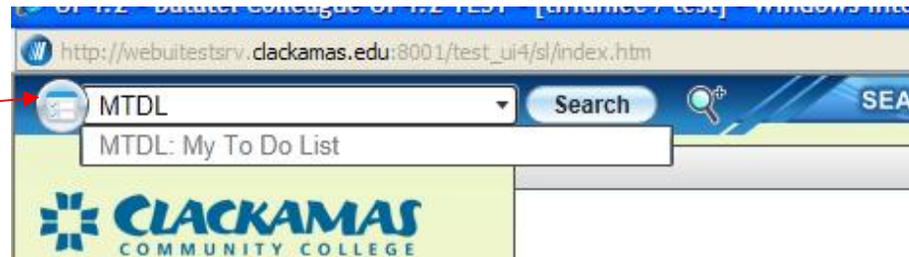
Turn your Alias on and Off.

Save!