
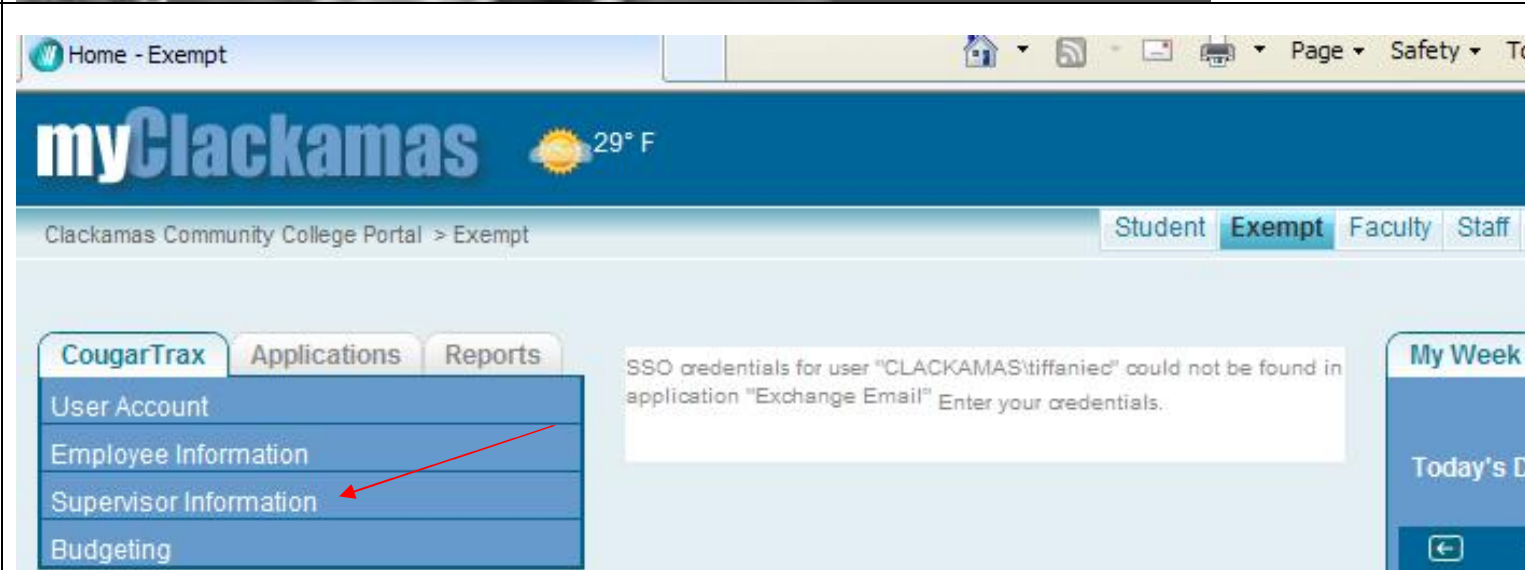
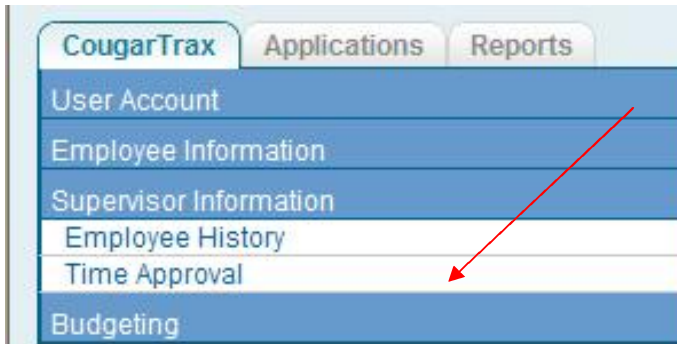


WEBTIME ENTRY: APPROVAL DIRECTIONS FOR SUPERVISORS
(PART-TIME CLASSIFIED/STUDENTS)

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.

Leave Request CCC Time approval (for supervisors) x ?

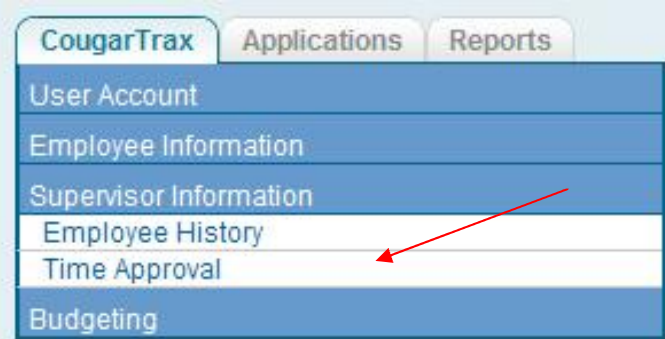
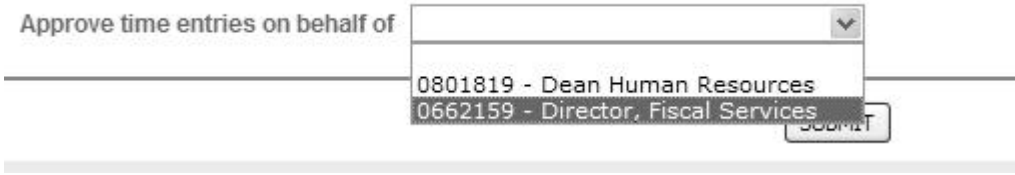
Approve	Review	Pay Period Start	Pay Period End	Approve By Date	Name	Access	Position Title	General Ledger Number	Department	Location	Total Hours
<input type="checkbox"/>	<input type="checkbox"/>	12/01/10	12/31/10	12/21/10 11:59PM	Marsha E. Edwards		Dean Human Resources	73_7001_00_10004_50340:100%	Human 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

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

Click submit

SUBMIT

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).