

**EZ TIME: APPROVAL DIRECTIONS FOR SUPERVISORS**  
**(FT CLASSIFIED & ADMINISTRATIVE/SUPERVISORY STAFF)**

\*Time sensitive: You must login on the 21<sup>st</sup> to approve schedules (or the next business work day if the 21<sup>st</sup> 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>The screenshot shows the top navigation bar of the myClackamas website. It includes the Clackamas Community College logo, navigation tabs for 'Future Students', 'Students', and 'Staff', and a search bar with a 'GO' button. A red arrow points from the 'myClackamas' text to the search bar.</p>
<p>2. Access the tab CougarTrax.</p> <p>Select "Supervisor Information."</p> <p>Select "Time Approval."</p>	 <p>The screenshot shows a dropdown menu for 'CougarTrax'. The menu items are: 'User Account', 'Employee Information', 'Supervisor Information', 'Employee History', 'Time Approval', and 'Budgeting'. Red arrows point from the text in the left column to the 'CougarTrax' tab, 'Supervisor Information' menu item, and 'Time Approval' menu item.</p>

3. You will now see all of your employees' schedules.

Select "Review Entry" by their name to review.

Select "Submit."

Leave Request CCC Time approval (for supervisors) ✕ ?

Approve	Review Entry	Pay Period Start Date	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 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

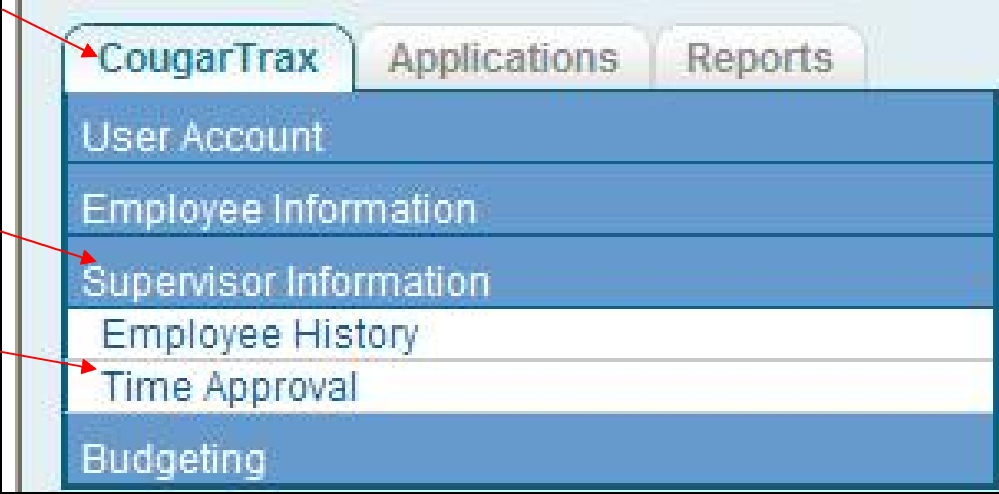
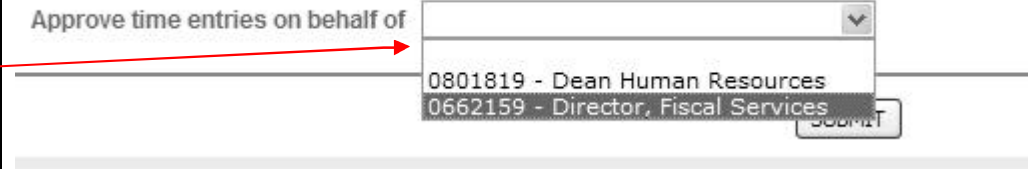
**SUBMIT**

Reminders:

- a. Review any last minute changes to vacation, sick or personal leave.
- b. If an employee is not listed, contact HR!

<p>4. "Approve" or "Reject."</p> <p>Select 'Submit.'</p>	<p>Supervisor Decision <input type="text" value="REJ - Reject"/></p> <p>Enter E-mail Subject <input type="text"/></p> <p>Supervisor Comments <input type="text"/></p> <p>Employee Email Address <input type="text" value="marshae@clackamas.edu"/></p> <hr/> <p><input type="button" value="SUBMIT"/></p> <p>Reminder: If you select reject, write a note in the Supervisor Comments box letting the employee know why and what edits to make. An automatic e-mail will be sent to the employee.</p>
<p>5. Logout</p>	

**SETTING UP AN ALTERNATE FOR A SUPERVISOR**

<p>1. Access the tab CougarTrax.</p> <p>Select "Supervisor Information."</p> <p>Select "Time Approval."</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 current payperiod.</p> <p>Select "Submit."</p>	
<p>3. Follow the same steps to approve or reject timesheets as you normally would.</p>	

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