
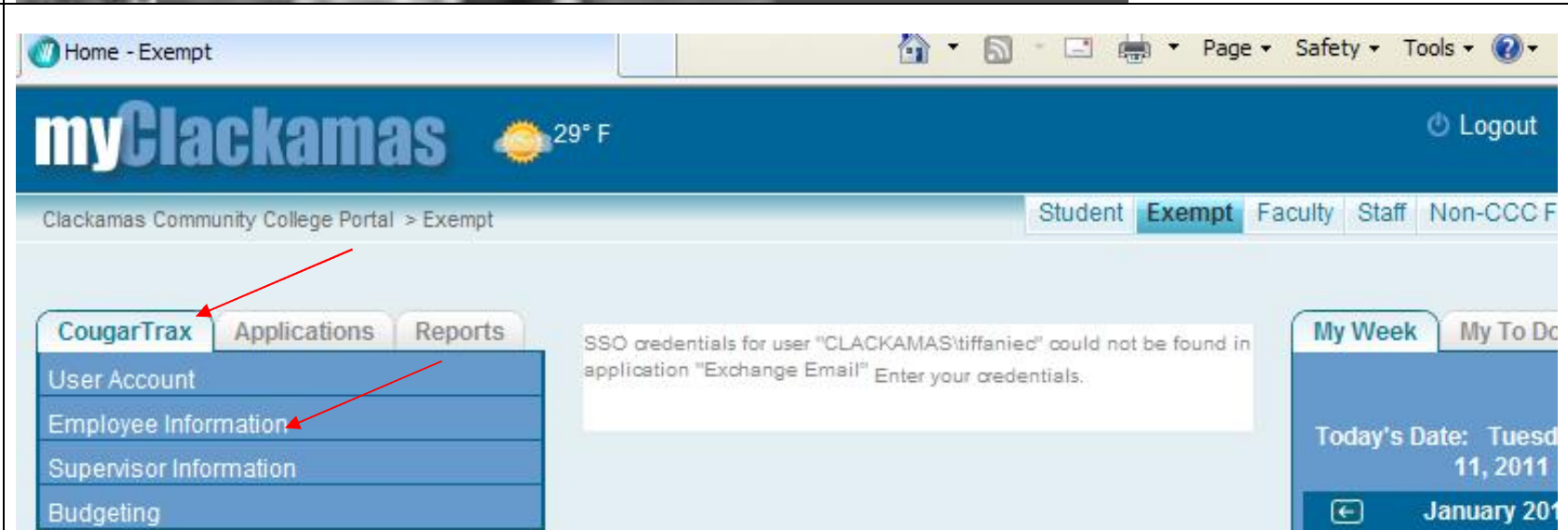
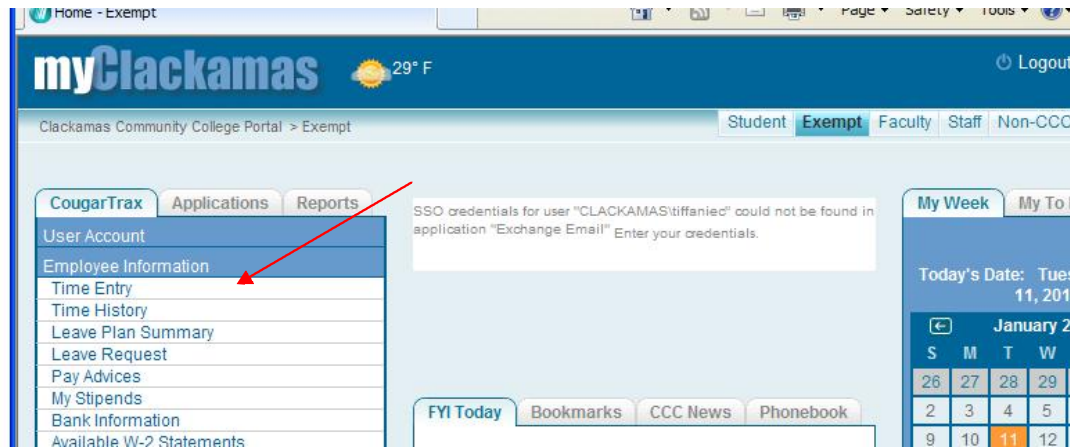


**WEBTIME ENTRY DIRECTIONS: STUDENTS & PT CLASSIFIED**

**TIME SENSITIVE: YOU MUST SUBMIT YOUR SIGNED TIMESHEET BY THE 20<sup>TH</sup>**

<p>1. <u>Employee</u>: Login to myClackamas.</p>	
<p>2. Employee: Select the tab CougarTrax.</p> <p>Select Employee Information.</p>	

3. Select Time Entry.

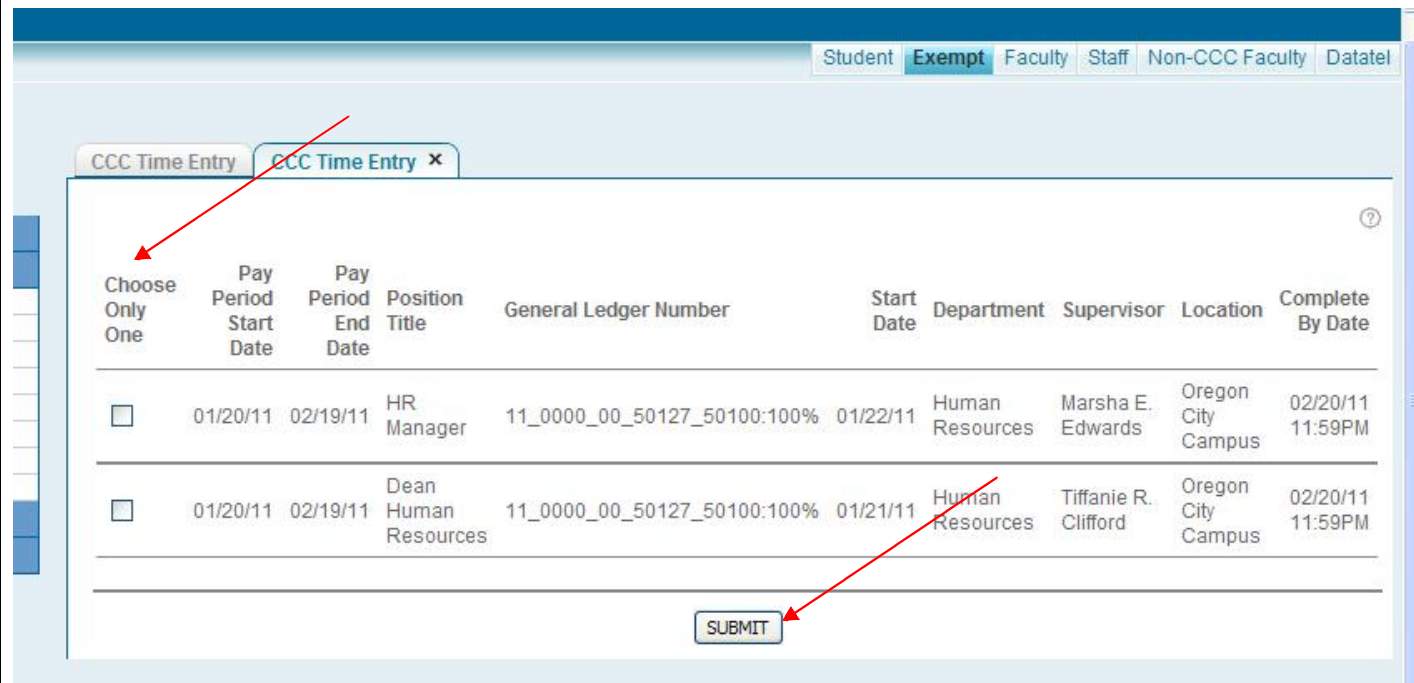


4. Select the appropriate position.

If you are a student with 6+credits, then the position will have that in the title and the GL will end in 50410.

If you are taking less than 6 credits, you must select the PT Classified position. No exceptions.

Click on "Submit."



**If you do not see the correct position(s) contact HR (503.594.3458)!**

5) Enter your time everyday.

**Only** enter time in the 'hours worked' column.

You can enter your time in 15-minute increments, (1.25, 1.50, etc.).

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
01/20/11	Thursday	1.50						
01/21/11	Friday							
01/22/11	Saturday							
01/23/11	Sunday							
01/24/11	Monday	7.5						
01/25/11	Tuesday	3.00						
01/26/11	Wednesday	2.25						
01/27/11	Thursday	4.00						
01/28/11	Friday	8.00						
01/29/11	Saturday							
01/30/11	Sunday							
01/31/11	Monday	8.00						

Don't forget to click submit! **Until you complete Step 6, your time has not been officially sent to your supervisor.**

It is best practice to enter your time daily. Remember to submit your time before leaving for break (e.g. Spring Break), the deadline is the 20<sup>th</sup> of each month-no exceptions.



6. Receive the confirmation page.

This is a brief summary of the time you have submitted so far.

Select ok.

### Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 03/31/07

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	3.50
Annual Leave Hours	0.00
Sick Hours	0.00
Shift Hours	0.00
Other Hours Grand Total	0.00

Previous Pay Period	Hours
Not Applicable	0.00

OK

7. Logout for the day.

LOG OUT

8. When submitting to your supervisor, sign the timesheet by clicking on the signature box.

**If you mistakenly perform this step, contact your supervisor.**

### View 7a (signature line with box)

Additional Time(Prior Period)

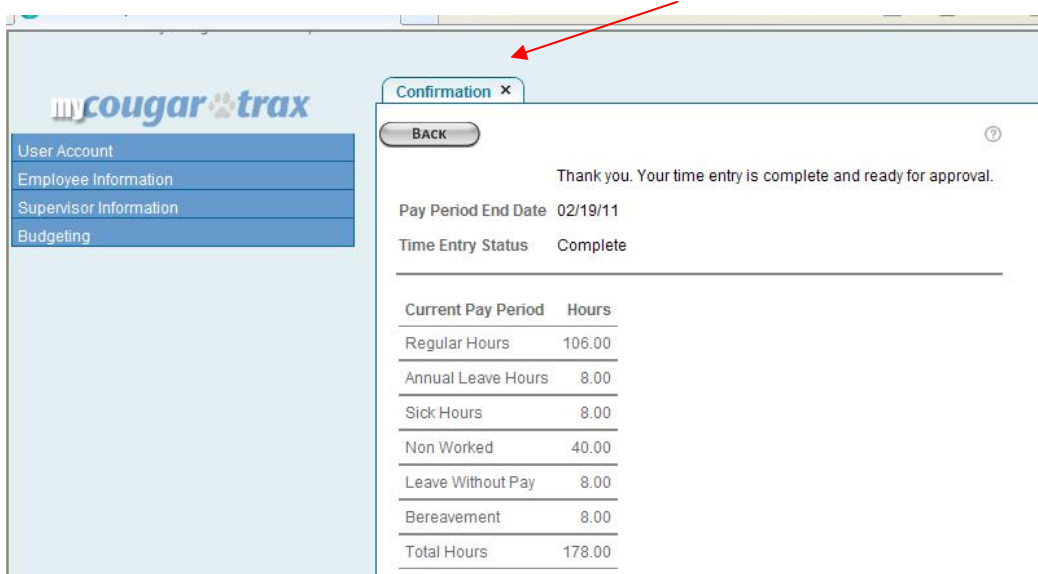
---

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

---

Supervisor Decision      Pending Approval  
 Supervisor Comments  
 Supervisor's E-mail Address    marshae@clackamas.edu

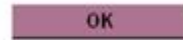
9. Receive the Confirmation.



The screenshot shows the 'mycougartrax' interface. On the left is a navigation menu with 'User Account', 'Employee Information', 'Supervisor Information', and 'Budgeting'. The main content area is titled 'Confirmation' and includes a 'Back' button and a confirmation message: 'Thank you. Your time entry is complete and ready for approval.' Below this, it shows 'Pay Period End Date 02/19/11' and 'Time Entry Status Complete'. A table summarizes the current pay period hours:

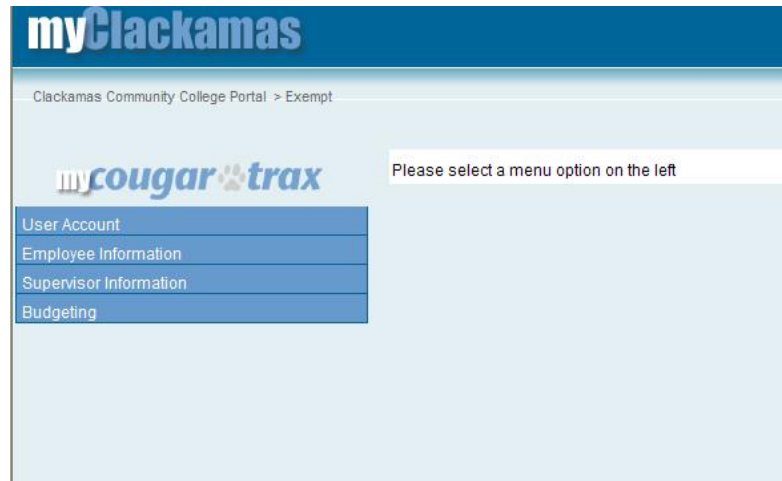
Current Pay Period	Hours
Regular Hours	106.00
Annual Leave Hours	8.00
Sick Hours	8.00
Non Worked	40.00
Leave Without Pay	8.00
Bereavement	8.00
<b>Total Hours</b>	<b>178.00</b>

10. Select ok. Your timesheet will no longer be accessible to make changes.



OK

You will now see the following message.



myClackamas

Clackamas Community College Portal > Exempt

mycougar<sup>trax</sup>

Please select a menu option on the left

- User Account
- Employee Information
- Supervisor Information
- Budgeting

11. Logout.

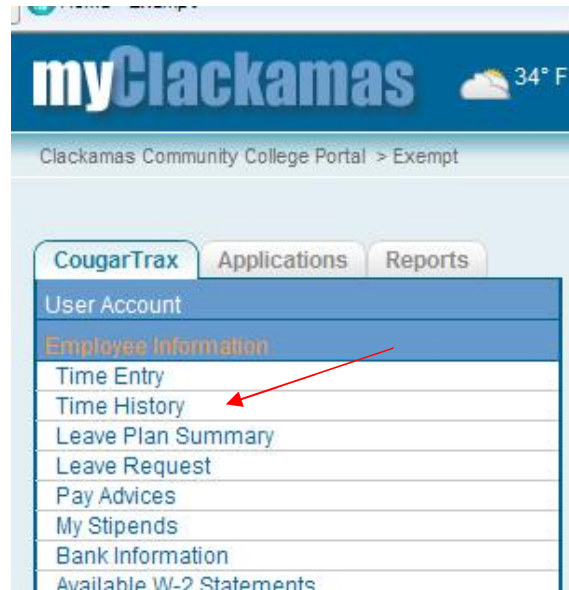


LOG OUT

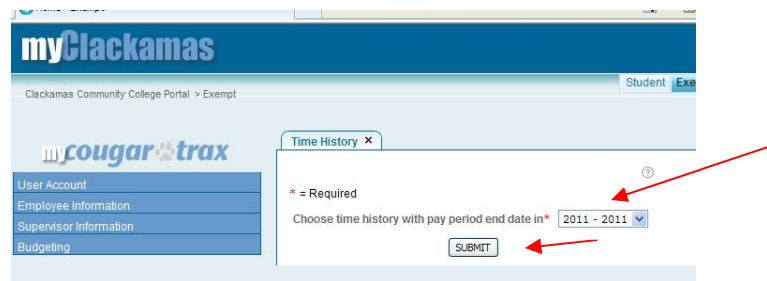
12. Receive an e-mail from your supervisor indicating that your time has been approved. The process is complete!

Optional:

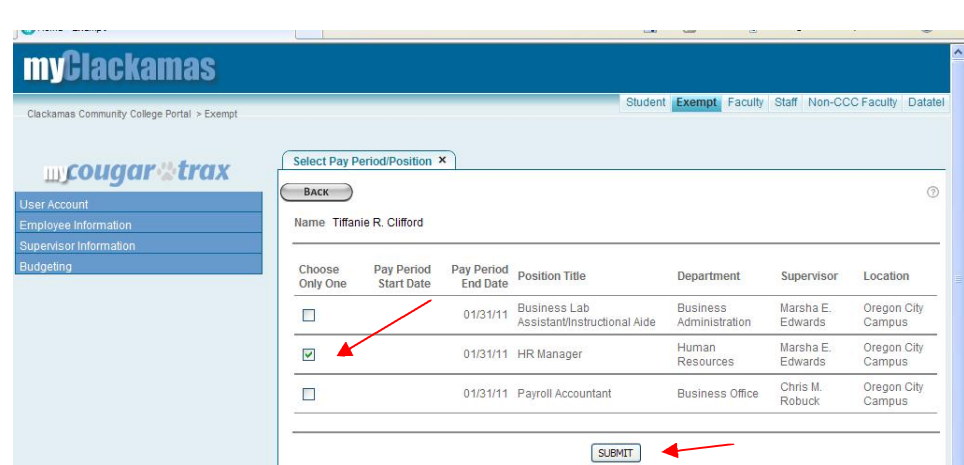
If you would like to review your past timesheets, login, and select Time History.



Now select the appropriate year and submit.



Select the appropriate position and submit.



myClackamas  
Clackamas Community College Portal > Exempt

mycougartrax

Select Pay Period/Position

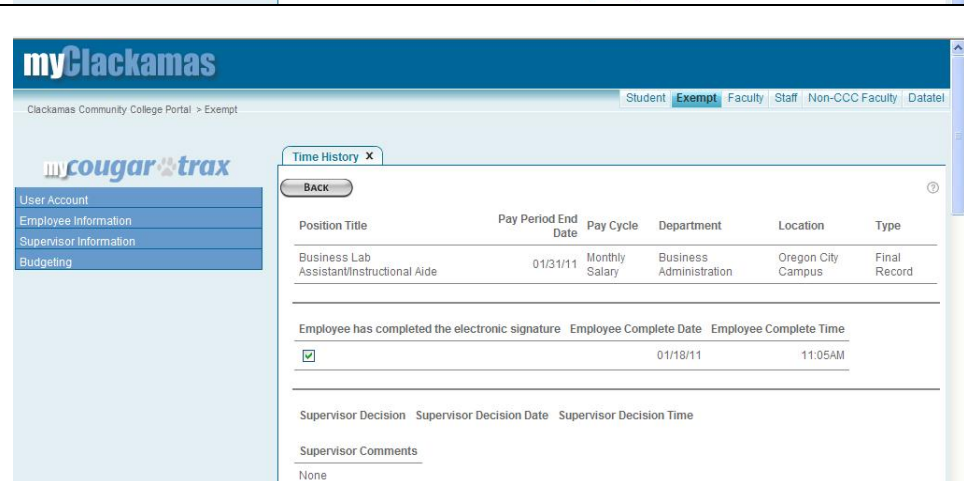
BACK

Name: Tiffanie R. Clifford

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Department	Supervisor	Location
<input type="checkbox"/>		01/31/11	Business Lab Assistant/Instructional Aide	Business Administration	Marsha E. Edwards	Oregon City Campus
<input checked="" type="checkbox"/>		01/31/11	HR Manager	Human Resources	Marsha E. Edwards	Oregon City Campus
<input type="checkbox"/>		01/31/11	Payroll Accountant	Business Office	Chris M. Robuck	Oregon City Campus

SUBMIT

Review your time by scrolling down.



myClackamas  
Clackamas Community College Portal > Exempt

mycougartrax

Time History

BACK

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Type
Business Lab Assistant/Instructional Aide	01/31/11	Monthly Salary	Business Administration	Oregon City Campus	Final Record

Employee has completed the electronic signature

Employee Complete Date	Employee Complete Time
01/18/11	11:05AM

Supervisor Decision   Supervisor Decision Date   Supervisor Decision Time

Supervisor Comments

None



Date	Day	Regular Hours	Overtime Hours	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
01/03/2011	Monday				6.00				
01/04/2011	Tuesday				6.00				
01/05/2011	Wednesday		6.00						
01/06/2011	Thursday		6.00						
01/07/2011	Friday		6.00						
01/10/2011	Monday		6.00						
01/11/2011	Tuesday		6.00						
01/12/2011	Wednesday		6.00						
01/13/2011	Thursday		6.00						
01/14/2011	Friday		6.00						
01/17/2011	Monday			6.00					
01/18/2011	Tuesday			6.00					
01/19/2011	Wednesday			6.00					
01/20/2011	Thursday			6.00					
01/21/2011	Friday			6.00					

WebTime Entry: Key

<u>Term</u>	<u>Definition</u>
Hours Worked	The hours you have worked at the College
Position	Unique identifier for a job.

HR Contact Information:

Renee Boeckman, 503.594.3301  
 Tiffanie Clifford, 503.594.3457  
 Marsha Edwards, 503.594.3300  
 Sara Simmons, 503.594.3303

Payroll Contact Information:

Vicki Hedges, 503.594.3087  
 Sandi Sargent, 503.594.3092  
 Chris Robuck, 503.594.3090