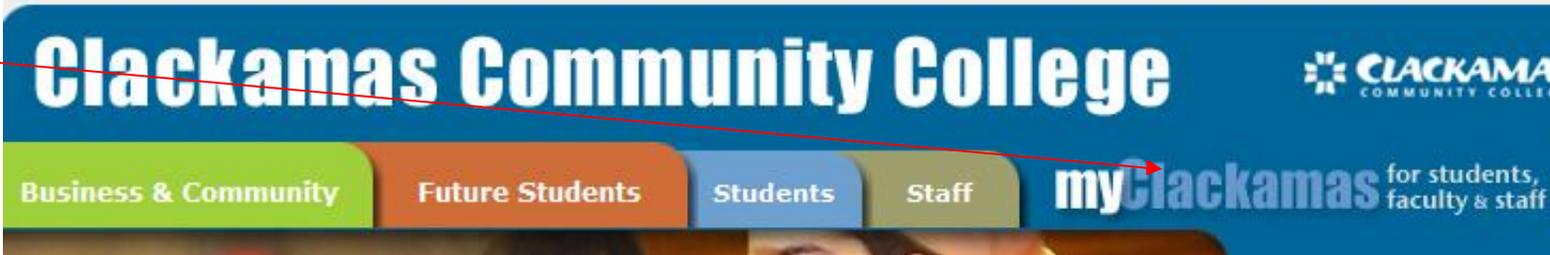


LEAVE REQUEST DIRECTIONS

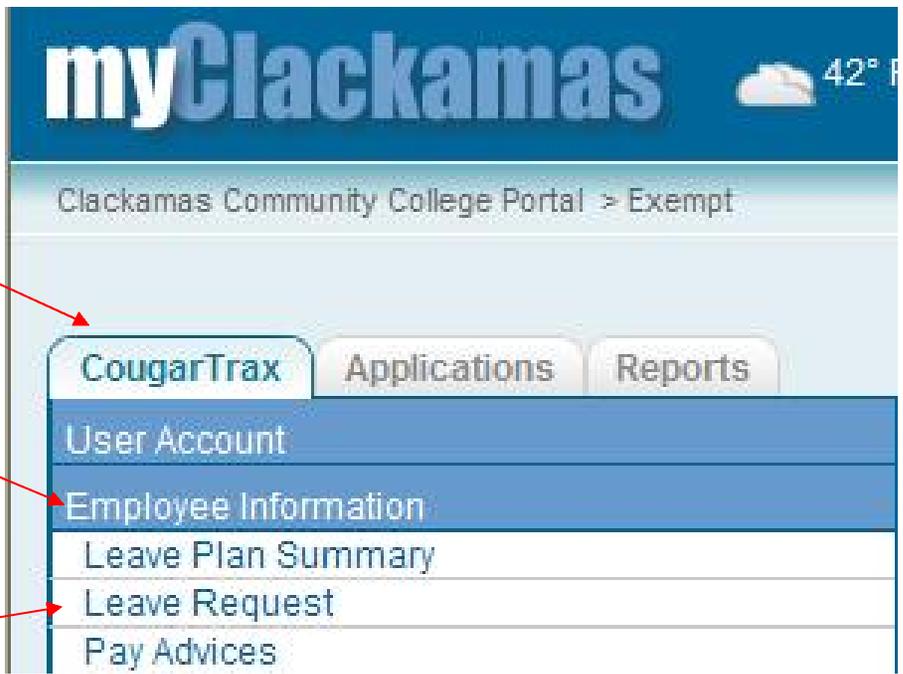
**IF YOU ARE FACULTY, FULL TIME CLASSIFIED OR ADMINISTRATIVE/SUPERVISORY,
LEAVE REQUESTS ARE ONLINE EFFECTIVE 4/20/2011**

<p>1. <u>Employee:</u> Login to myClackamas</p>	
<p>2. Select the tab that represents your primary position.</p>	

3. Select the tab CougarTrax.

Select Employee Information.

Select Leave Request.



The screenshot shows the 'myClackamas' portal interface. At the top, there is a blue header with the 'myClackamas' logo and a weather icon showing '42°'. Below the header, the breadcrumb path reads 'Clackamas Community College Portal > Exempt'. A horizontal navigation bar contains three tabs: 'CougarTrax', 'Applications', and 'Reports'. The 'CougarTrax' tab is selected and highlighted in blue. A dropdown menu is open under the 'CougarTrax' tab, listing several options: 'User Account', 'Employee Information', 'Leave Plan Summary', 'Leave Request', and 'Pay Advices'. Red arrows point from the text instructions on the left to the corresponding elements in the screenshot: one to the 'CougarTrax' tab, one to the 'Employee Information' menu item, and one to the 'Leave Request' menu item.

4. Review your leave balances.

S1	Exempt Sick Leave	02/15/10	8.0000	5
P1	Exempt Personal Leave	02/15/10	24.0000	1

a. Under Leave Plan, select the leave type from the drop down menu.

Employee Name Tiffanie R. Clifford Employment Action Type Employment Action ID

Leave Plan*

b. Enter the begin date and end date.

Request Begin Date*

Request End Date*

c. Enter Total Hours Requested.

Request Begin Time (optional)

Request End Time (optional)

Total Hours Requested*

d. Enter Reason for Request. (e.g. vacation, sick time)

Reason for Request*

Click **Submit**.

Note: If your leave request hours are greater than the days submitted, you will receive an **error message**.

Ex.) You request 24 hours of vacation, but have selected only 1 date to use the hours.

Additionally, once you click 'submit,' the request is no longer accessible, as an e-mail has been sent to your supervisor. However, if you need to make a change contact your supervisor and ask them to 'deny' the request. You can then submit a new request.

Note: If you are FT Classified, you may request partial days by indicating the begin and end times.

S3	Classified Sick Leave	11/30/96	8.0000	132.50
P3	Classified Personal Leave	11/30/96	32.0000	6.00

Employee Name Sara E. Simmons Employment Action Type Employment Action ID

Leave Plan*

Request Begin Date*

Request End Date*

Request Begin Time (optional)

Request End Time (optional)

Total Hours Requested*

Reason for Request*

Reminder:

FT Faculty: If you are absent a full day, record 8 hours. If you are absent a partial day, record the hours missed.

PT Faculty: If you are absent a full day, record 8 hours. For partial absences, it is pro-rated based on the number of classes you are scheduled to teach. For example, if you are scheduled to teach 2 classes and are absent from 1 class, record 4 hours.