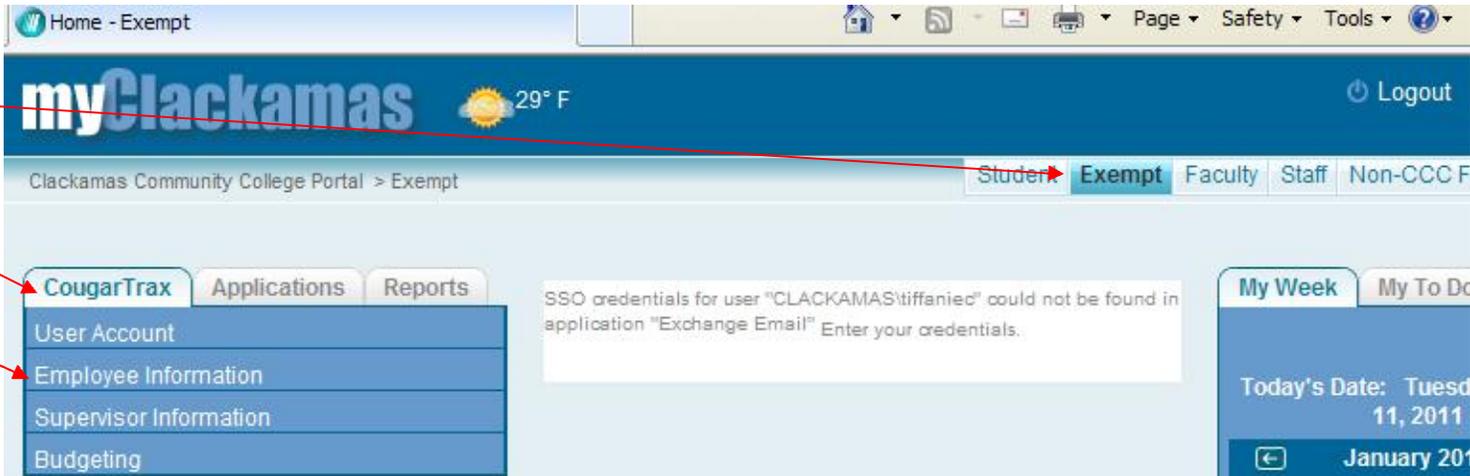


EZ TIME DIRECTIONS: FT CLASSIFIED & ADMINISTRATIVE/SUPERVISORY STAFF

***TIME SENSITIVE: YOU MUST LOGIN TO CONFIRM YOUR SCHEDULE IS ACCURATE BY THE 20TH**

<p>1. <u>Employee:</u> Login to myClackamas</p>	
<p>2. Employee selects the tab that best represents their primary position.</p> <p>Select the tab CougarTrax,</p> <p>Select Employee Information</p> <p>If you are a Supervisor, you will see an <i>additional</i> selection, Supervisor Information</p>	

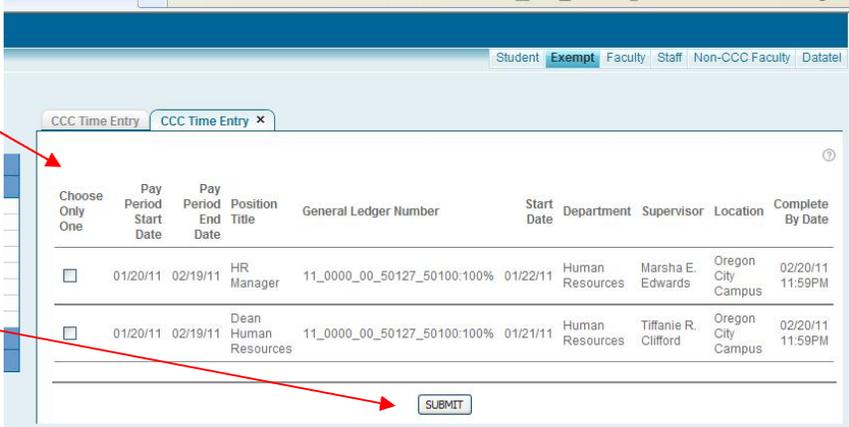
3. Select Time Entry



myClackamas 29° F
Clackamas Community College Portal > Exempt Student Exempt F
CougarTrax Applications Reports
User Account
Employee Information
Time Entry
Time History
Leave Plan Summary
Leave Request
Pay Advice

SSO credentials for user "CLACKAMAS/tiffaniec" could not be found in application "Exchange Email" Enter your credentials.

4. Employee selects the appropriate position.



CCC Time Entry CCC Time Entry x

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	General Ledger Number	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	01/20/11	02/19/11	HR Manager	11_0000_00_50127_50100:100%	01/22/11	Human Resources	Marsha E. Edwards	Oregon City Campus	02/20/11 11:59PM
<input type="checkbox"/>	01/20/11	02/19/11	Dean Human Resources	11_0000_00_50127_50100:100%	01/21/11	Human Resources	Tiffanie R. Clifford	Oregon City Campus	02/20/11 11:59PM

SUBMIT

Click on "Submit" to access the schedule.

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

5) Full time Classified and Administrative/Supervisory staff should review to ensure their schedule has been pre-populated.

Note: If there is a change to your regular schedule, please contact HR immediately.

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
03/20/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/21/11	Monday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/22/11	Tuesday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/23/11	Wednesday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/24/11	Thursday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/25/11	Friday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This screen shot displays a typical schedule of 8-5, Monday through Friday.

Reminder: If you are Full Time Classified and work 8 hours + 15 minutes, it is recorded as 8.25.

Any previous leave requests should automatically populate your schedule. However, if you have any last minute changes you may enter them here.

Hours for bereavement, jury duty, non-worked and leave without pay can be selected from the drop down menu 'Other Time Types.'

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
03/20/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/21/11	Monday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/22/11	Tuesday	<input type="text"/>	8.0	<input type="text"/>				
03/23/11	Wednesday	<input type="text"/>	<input type="text"/>	8.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/24/11	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.0	PL - Personal Leave	<input type="text"/>	<input type="text"/>
03/25/11	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.0	BERV - Bereavement	<input type="text"/>	<input type="text"/>

If you are Classified, you may need to enter in comp time earned.

Enter regular hours and then select Insert Line.

Hit 'enter' and you will now see a blank row.

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
03/20/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/21/11	Monday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Type in the comp hours earned in 'Other Time Hours' and select Comp Time Earned from the drop down of 'Other Time Types.'

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
03/20/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/21/11	Monday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/22/11	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.0	CE - Comp Time Earned	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/22/11	Tuesday	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/23/11	Wednesday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/24/11	Thursday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/25/11	Friday	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

As Classified, you may also need to enter in comp time used in lieu of overtime.

Enter in any regular time.

Select Comp Time Used from the drop down of 'Other Time Types.'

03/24/11	Thursday	8.00	<input type="text"/>	<input type="checkbox"/>					
03/25/11	Friday	8.00	<input type="text"/>	<input type="checkbox"/>					
03/26/11	Saturday	<input type="text"/>	<input type="checkbox"/>						
03/27/11	Sunday	<input type="text"/>	<input type="checkbox"/>						
03/28/11	Monday	8.00	<input type="text"/>	<input type="checkbox"/>					
03/29/11	Tuesday	5.0	<input type="text"/>	<input type="text"/>	3.0	CTU - Comp Time Used	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
03/30/11	Wednesday	8.00	<input type="text"/>	<input type="checkbox"/>					
03/31/11	Thursday	8.00	<input type="text"/>	<input type="checkbox"/>					
04/01/11	Friday	8.00	<input type="text"/>	<input type="checkbox"/>					

Summer schedule:

If you regularly work M-F 8 hour days or 4 (10)'s, during the summer you transition to M-Thur 9 hour days.

Fridays, you will enter 4 hours of non-worked to equal your 40 hour workweek.

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
03/20/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/21/11	Monday	9.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/22/11	Tuesday	9.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/23/11	Wednesday	9.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/24/11	Thursday	9.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/25/11	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.0	NON - Non Worked	<input type="text"/>	<input type="text"/>

Enter this schedule if you regularly work M-F, 8-5 pm or if you regularly work 4 (10)'s for summer. Don't forget to transition back in September!

Summer schedule:

If you work 75% FTE, M-F 6 hour days, then your summer schedule would be pro-rated accordingly.

Fridays, you will enter 3 hours of non-worked to equal your 30 hour workweek.

Date	Day	Hours Worked	Annual Leave Hours (Vacation)	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type
03/20/11	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/21/11	Monday	6.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/22/11	Tuesday	6.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/23/11	Wednesday	7.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/24/11	Thursday	7.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/25/11	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	NON - Non Worked	<input type="text"/>	<input type="text"/>

If you regularly work 30 hours a week, during the summer you would enter the above. Don't forget to transition back in September!

6. Click on the signature box to electronically sign by the 20th.

04/17/11	Sunday	<input type="text"/>					
04/18/11	Monday	8.00	<input type="text"/>				
04/19/11	Tuesday	8.00	<input type="text"/>				

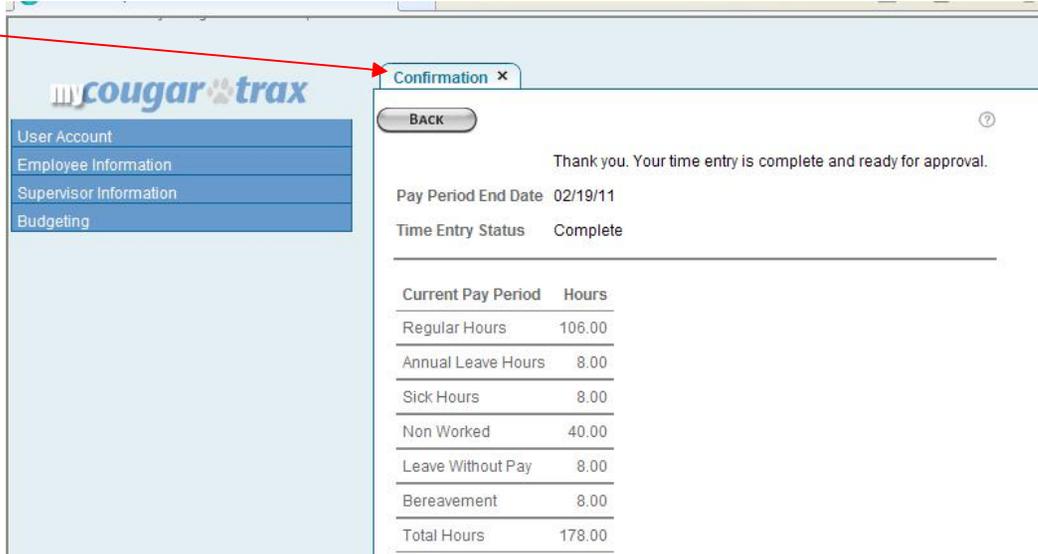
Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

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

Submit.

If you mistakenly perform this step, contact your supervisor.

7. Receive the Confirmation.



my cougar trax Confirmation

?

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 02/19/11

Time Entry Status Complete

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
Total Hours	178.00

8. Select ok. Your schedule will no longer be accessible to make a change.	
9. Logout.	
10. Receive an e-mail from your supervisor indicating that your schedule has been approved. The process is complete!	

EZ Time Entry: Key

<u>Name</u>	<u>Meaning</u>
Hours Worked	The hours you have worked at the College.
Annual Leave (Vacation)	Vacation.
Sick leave	Sick leave.
Other Time Types: Personal leave	Personal leave.
Other Time Types: Bereavement leave	Bereavement leave.
Other Time Types: Jury Duty	Jury Duty.
Other Time Types: Non-worked	Non-worked hours are used as a placeholder for time during the summer schedule.
Other Time Types: LWOP	Leave without pay is a category used when a full time employee lacks time off to cover an absence. If you use Leave without pay, your gross pay will be reduced.