EZ TIME: FREQUENTLY ASKED QUESTIONS
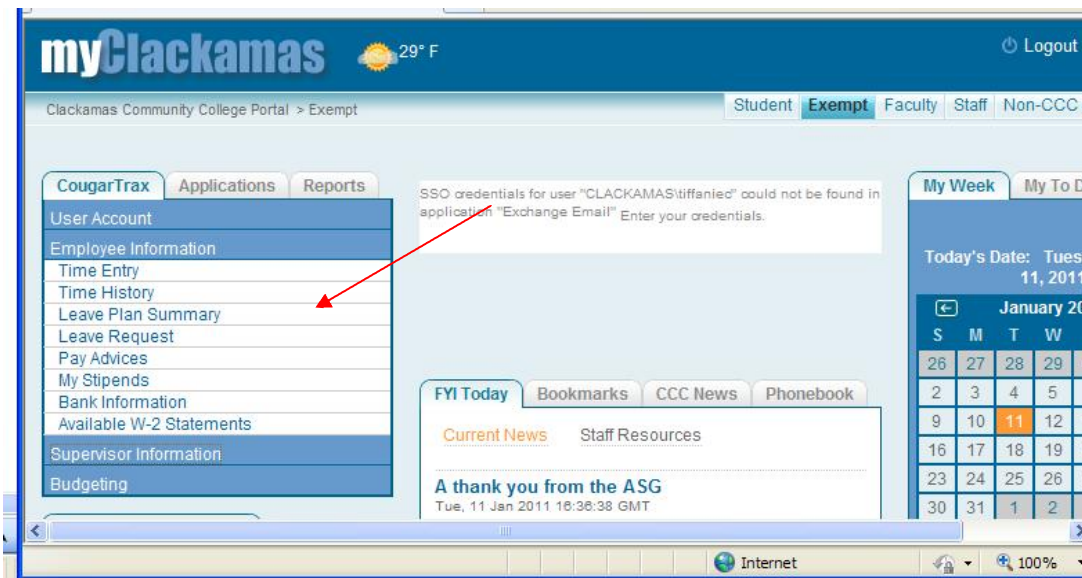
I. SUBMITTING YOUR EZ TIME (WEBTIME)

Why do I submit a timesheet?
Employees and CCC have a responsibility to maintain accurate time and payroll records.

How do I open and exit EZ Time?

From myClackamas, select the tab CougarTrax, select Employee Information, then Time Entry. Reminder: always 'logout' to close your session.

When do I submit my timesheet?

Timesheets are due by the **20th** of each month. Completing your timesheet *daily* is highly recommended for student employees, federal work study and part-time classified staff.

If the 20th is a weekend or other day you are not scheduled to work, be sure to submit your timesheet on your last working day.

Note: Timesheets must be submitted promptly to allow time for supervisor approval and to submission before the deadline. Submit timesheets a day before or, at a minimum, several hours BEFORE the 5 pm deadline on the 20th.

Can I submit my timesheet in advance of the due date?

Yes, you can submit your timesheet early, but only if the pay period has been opened. Timesheets can only be submitted during the current pay period. If the pay period has not opened you cannot submit the timesheet.

For example, on February 20 you will see February 20 through March 19 paycycle, but won't be able to view March 20 through April 19, until March 20.
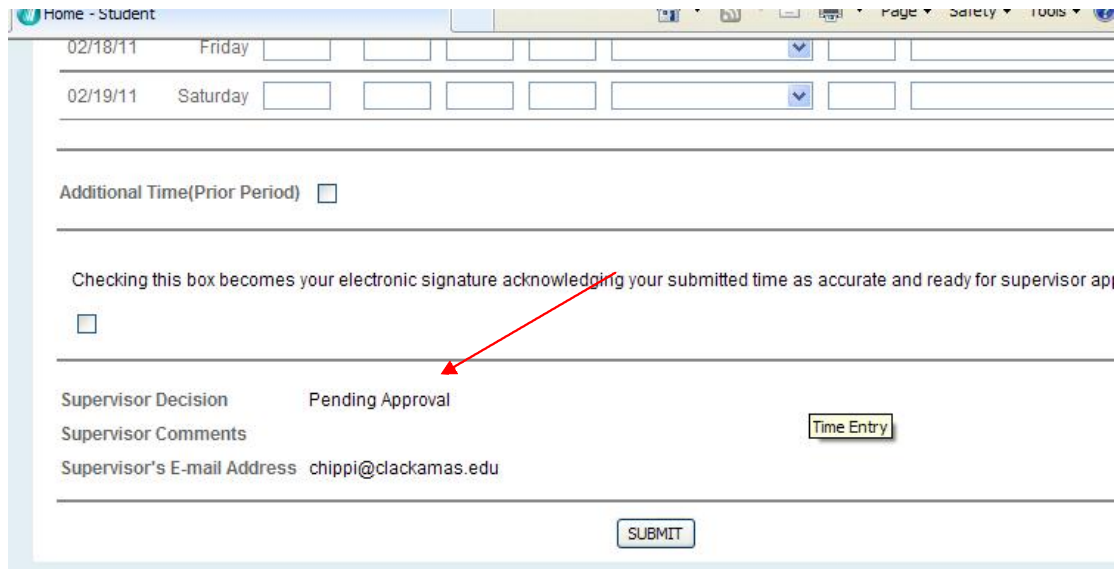
What do I do if I miss the submission deadline?

Notify your supervisor immediately. They will submit the time on your behalf. Be sure to provide your supervisor with any corrections. Timesheets can only be submitted during the current pay period. If the pay period has closed, you cannot submit the timesheet.

How do I correct my hours if I've already submitted my timesheet?

First, check the status of your timesheet by logging into myClackamas, Employee Information, and then Time Entry.

- **Pending:** If your timesheet is "Pending," you can still make any necessary corrections.

- **Once you electronically sign the timesheet,** then your supervisor can make the correction or return your timesheet to you (e.g. reject) so you can correct it. You must resubmit your timesheet to your supervisor after making changes.

How do I submit time for more than one position?

Position Selection is the first screen of your timesheet. If you work several positions, use this screen to select the correct position and timesheet for submission.

Can errors be corrected online after the submission deadline?

Yes, if your supervisor has not approved your timesheet. Otherwise, contact Payroll and your supervisor.

Can my supervisor submit my timesheet if I am not at work?

Yes, your supervisor can submit your time; however, please notify him/her to request that the hours worked be submitted on your behalf. Be sure to provide any corrections.

What if my supervisor doesn't approve my timesheet by the deadline?

Check your e-mail. Please contact your supervisor if you are concerned about the approval of your timesheet. If your supervisor is out, then it is their responsibility to notify their back-up approver (e.g. alternate).

Are employees notified if their supervisor changes their timesheet?

Supervisors will note the reasons for making adjustments to the timesheet in the comments section. This generates an automatic e-mail to the employee.

What is the purpose of the "Comments Box?"

The Comments box is for making notes about timesheets. Supervisors can use it to explain why a timesheet was returned. Employees can use it to give details about their time.

Do I have to put holiday hours on my timesheet?

No. Remember that part-time classified, student employees and federal work study do not receive *paid* holidays. However, if your regularly scheduled workday is a holiday, you would enter that time as regular.

Do social security numbers appear on the timesheet?

No.

Who provides new employee training on timesheets?

Supervisors and other department staff will assist new employees, HR and Payroll staff are also available to help.

Will employees get paid for overtime if supervisors fail to approve their timesheets?

Yes, employees are paid overtime (or accrue comp time) only if they work over 40 hours in a workweek.

How does my supervisor know when my timesheet has been submitted?

Supervisors must check their e-mail frequently, especially before the end of each pay period for submitted timesheets.

II. APPROVING TIME

How do I know there are timesheets that require an approval?

As a supervisor, you will receive an email notification that a timesheet is ready for approval. When you log into myClackamas, select the tab CougarTrax, then Supervisor Information, then Time Entry Approval.

What if I am not available to log on and approve my employee's timesheets?

In the event that you cannot log on and approve timesheets submitted to you, notify your back-up approver (e.g. alternate) and request they log on and approve your assigned timesheets.

What if I am unable to log on to approve my employees' timesheets?

If a technical problem occurs and you are unable to access the timesheets, call the HelpDesk (503.594.3500).

Do I need to look at each employee's timesheet individually?

You should review individual timesheets, and then approve them as a group. It is always a good audit function for the supervisor to double check the hours listed against the employee's schedule to ensure that no mistakes have been made and to confirm that employees are getting advance permission for working hours beyond their regular schedule.

On paper there was a way to scan through each person's hours. Is there an equivalent way to do this electronically?

You can see each timesheet. Simply click on the person's name to see the timesheet summary. Click on the "next" button to go from one page of the timesheet to the next.

What happens if I encounter an error on a timesheet?

The best approach if you encounter an error, or a suspected error, is to contact the employee and verify information. After confirming the error, you should reject the timesheet. The timesheet will be sent back to the employee to make the necessary changes.

Can a supervisor review the timesheet before approval?

Yes, supervisors can review timesheets throughout the pay period.

Can a supervisor go back and look at timesheets from previous periods?

Yes, login to myClackamas, select the tab CougarTrax, then Employee Information, then Time History.

As a supervisor, what happens if I'm on vacation when payroll runs?

You need to alert your back-up approver (e.g. alternate) who will approve the timesheets in your absence.

Do Alternates see the same information as Supervisors?

Yes, after the alternate has been designated by the supervisor in 'Time Approval for Supervisors,' but just for that payperiod.

What happens if supervisors don't approve timesheets?

Supervisors are responsible for verifying time and approving each timesheet. When supervisors do not approve their employees' timesheets, Payroll will process the hours as indicated on the timesheets. After the payroll process is complete, a report is generated which lists the supervisors who did not approve timesheets during that pay period.

How do I know if an employee is eligible for overtime?

Non-exempt employees are eligible to earn overtime; part-time classified, student employees and federal work study fall in this category. They will record the exact number of hours they worked on the actual day they worked them. Keep in mind that they should not be working over 19.5 hours per week in accordance with federal work study guidelines and collective bargaining agreements.

On approval days, is there a best time to review the timesheets?

We recommend that you review the timesheets early in the day so you can follow up with anyone who has not submitted and clear up any discrepancies. Timesheets can be approved anytime after they are submitted to you.

What is the purpose of the "Comments" box?

The comments box is available to assist you in recording information about timesheet submissions or to note changes you might have made to a submitted timesheet.

How can I tell if an employee is recording his or her hours throughout the pay period?

When an employee logs on to the timesheet, the timesheet's status is changed to "IN PROGRESS." Once an employee takes this action, the approver can inspect the timesheet throughout the period.

I have employees that only work sporadically when they are needed for projects, so they may not work any hours at all during a certain pay period. How do I handle such a situation?

If no timesheet is submitted for a period, you will see 0 hours listed. Go ahead and approve the timesheet, the employee will not be paid any wages. Once the employee returns, remind him/her to complete a timesheet for the periods they do work.

As a supervisor or backup supervisor, what responsibilities do I have for timesheets?

1. Authorize time worked for all employees supervised.

2. Authorize overtime (for non-exempts) or compensatory time.

3. Edit timesheet as needed to ensure accurate reporting of time.

4. Complete an employee's timesheet by the due date if that employee is incapacitated.

Who do we notify to set up new Supervisors?

Contact HR at 503.594.3458.