

## كيفية الإبلاغ عن وقت العمل للموظفين الذين يعملون بالساعة

1. سجّل الدخول إلى ctcLink في [/https://gateway.ctclink.us](https://gateway.ctclink.us)

ctcLink  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

ctcLink ID  
|

Password

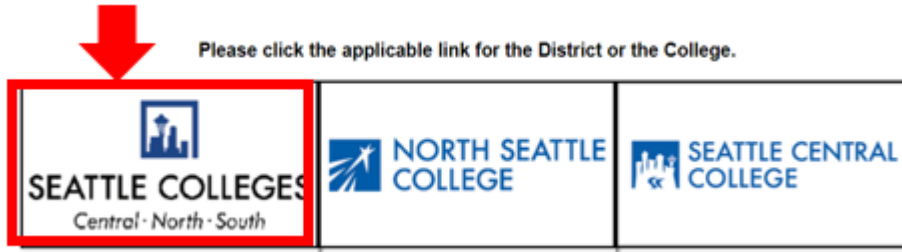
Enable Screen Reader Mode

Sign In

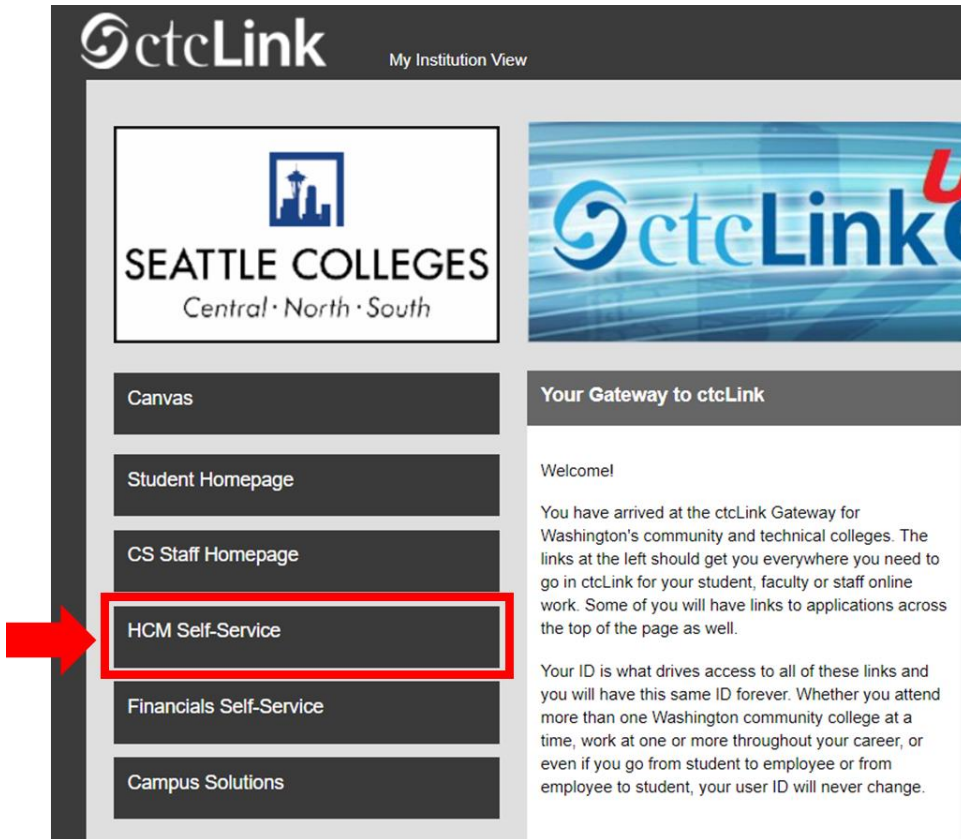
Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

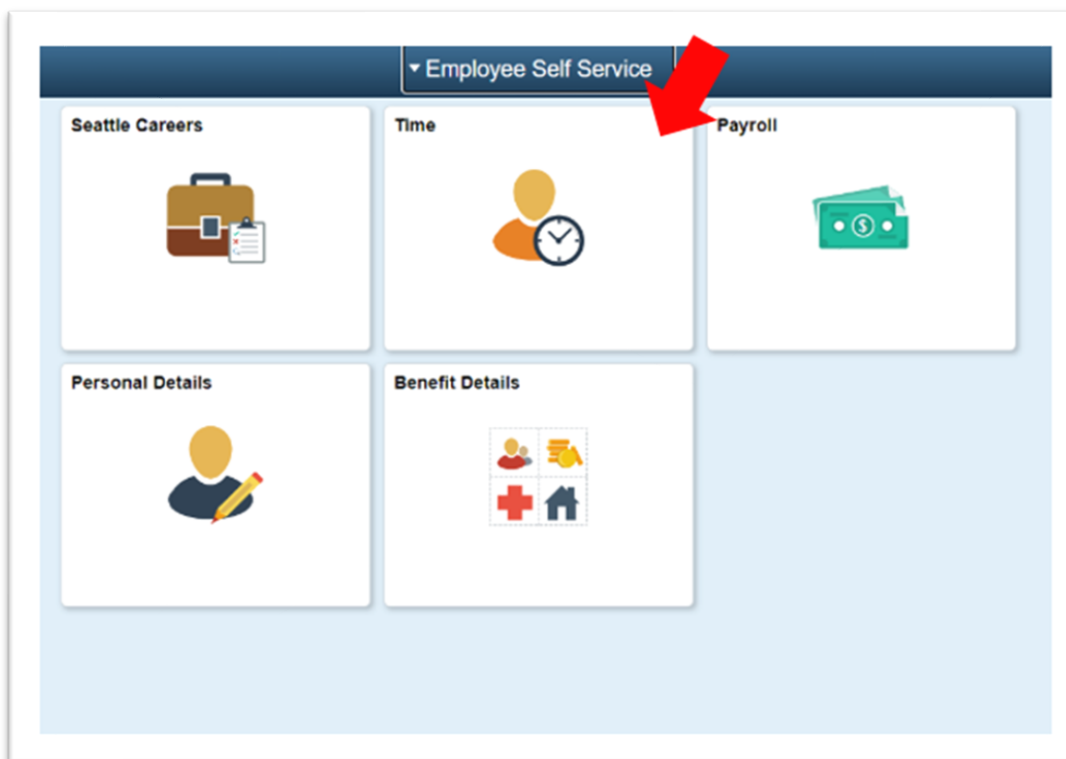
2. ستنتقل إلى شاشة لاختيار لوحة. حدد اللوحة المناسبة.



3. بمجرد تسجيل الدخول إلى ctclink Gateway الخاصة بك، حدد خدمة HCM الذاتية للوصول إلى صفحة الخدمة الذاتية للموظفين (Employee Self-Service) الخاصة بك.



4. حدد لوحة الوقت "Time" من صفحة الخدمة الذاتية للموظفين (Employee Self Service)



5. تأكد من تحديد الوظيفة الصحيحة في الجزء العلوي من الصفحة. بالنسبة لأغلب الناس، لا توجد سوى وظيفة واحدة لذلك ستظهر هذه القائمة المنسدلة باللون الرمادي.

The screenshot shows a user interface for time reporting. At the top, there is a dropdown menu labeled '\*Select a Job' with 'HOURLY ASSISTANT I' selected. Below this, the interface is divided into several sections:

- Enter Time:** 01/01/21 - 01/15/21. Reported 0.00, Scheduled 120.00.
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0.
- Report Time:** Monday, Jan 11, 2021. Reported 0.00, Scheduled 8.00. A 'Report Time' button is visible.
- Payable Time:** Last Time Period 12/16/20 - 12/31/20. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Represented by a briefcase icon.
- Cancel Absences:** Represented by a briefcase icon with a red 'X'.
- View Requests:** Represented by a briefcase and calendar icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- CTC Time:** Represented by a green checkmark icon.

6. بمجرد أن تحدد الوظيفة الصحيحة، اضغط على لوحة "إدخال الوقت"

The screenshot shows the same time reporting interface as above, but with the job selected as 'SPEC, FINANCE & HCM'. A red arrow points to the 'Enter Time' section. The data is as follows:

- Enter Time:** 01/01/21 - 01/15/21. Reported 0.00, Scheduled 88.00.
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0.
- Report Time:** Monday, Jan 11, 2021. Reported 0.00, Scheduled 8.00. A 'Report Time' button is visible.
- Payable Time:** Last Time Period 12/16/20 - 12/31/20. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Represented by a briefcase icon.
- Cancel Absences:** Represented by a briefcase icon with a red 'X'.
- View Requests:** Represented by a briefcase and calendar icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- CTC Time:** Represented by a green checkmark icon.





