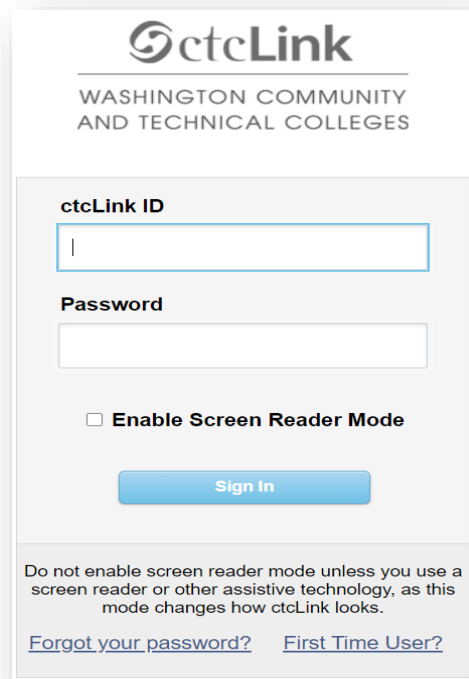


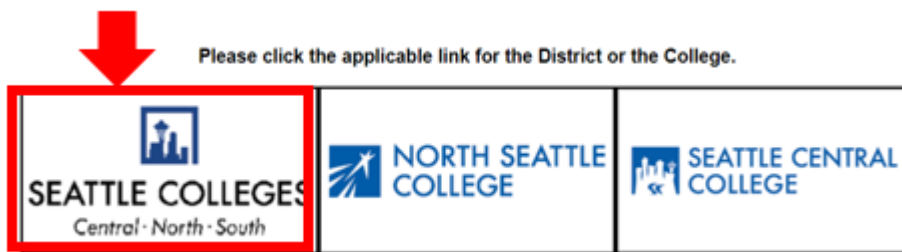
## Sida ay Usoo Gudbin karaan Waqti Shaqaalaha Saacadlaha ah Ay Shaqeeyeen.

1. Iska diiwaangeli ctcLink oo ah <https://gateway.ctclink.us/>

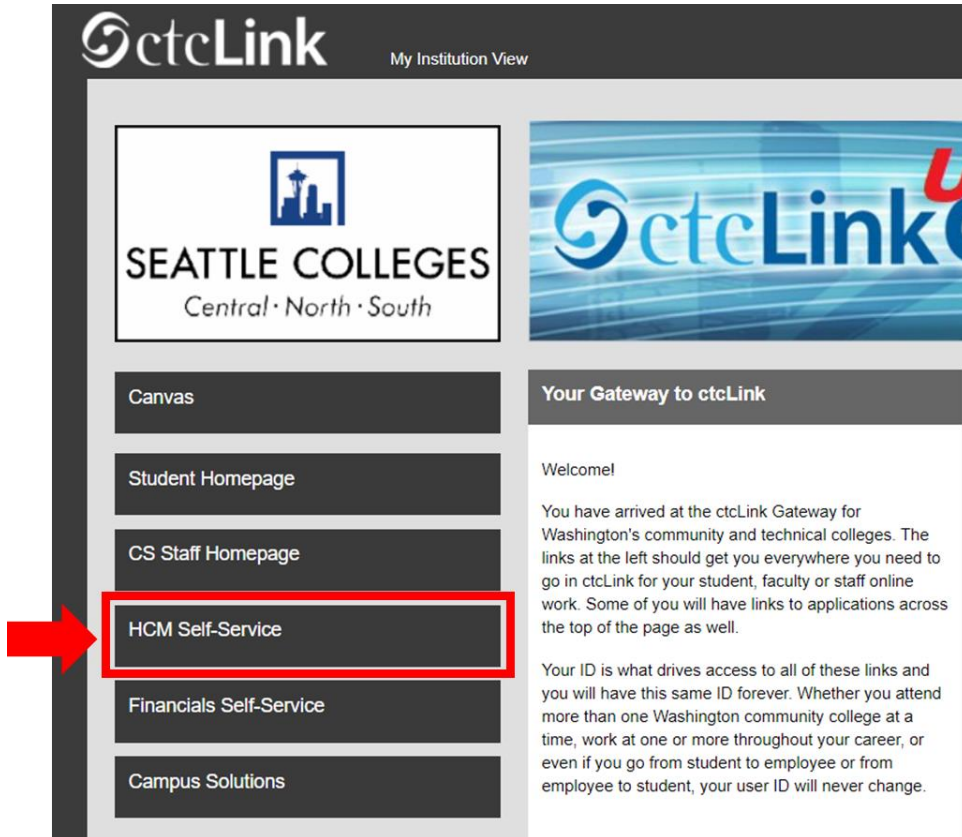


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is an unchecked checkbox labeled "Enable Screen Reader Mode" and a blue "Sign In" button. At the bottom, there is a disclaimer: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." and two links: "Forgot your password?" and "First Time User?".

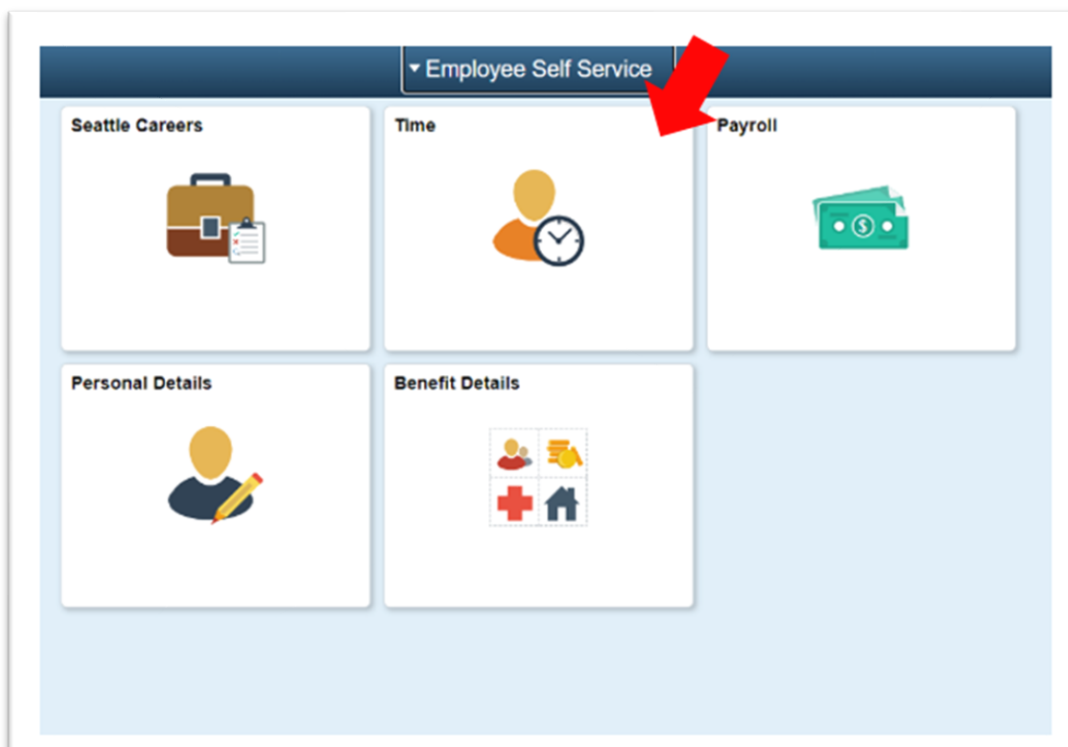
2. Waxaa kuusoo bixi doontaa shaashad leh qaybo laga dooranaayo. Dooro qaybta kugu habboon.



3. Isla marka aad gashid Qaybtaada ctcLink, dooro qaybta adeega shaqsiga ee HCM si aad u gasho bogga qaybta Adeega Shaqsiga ee Shaqaalaha.



4. Dooro Qaybta Waqtiga ee bogga Adeega Shaqsiga ee Shaqaalahaaga.



5. Qaybta kore ee bogga, hubi inaad ka doorato shaqada saxda ah. Inta badan dadka, waxay leeyihiin hal shaqo marka qaybta bokiska ee hoos u furmata masoo baxayso.

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

- Enter Time:** 01/01/21 - 01/15/21. Reported: 0.00 (green dot), Scheduled: 120.00 (red dot).
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0 (large orange number).
- Report Time:** Monday, Jan 11, 2021. Reported: 0.00 (green dot), Scheduled: 8.00 (red dot). 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' over it.
- 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. Marka aad doorato shaqada saxda ah, Ku dhufo Qaybta "Enter Time (Geli Waqtiga)"

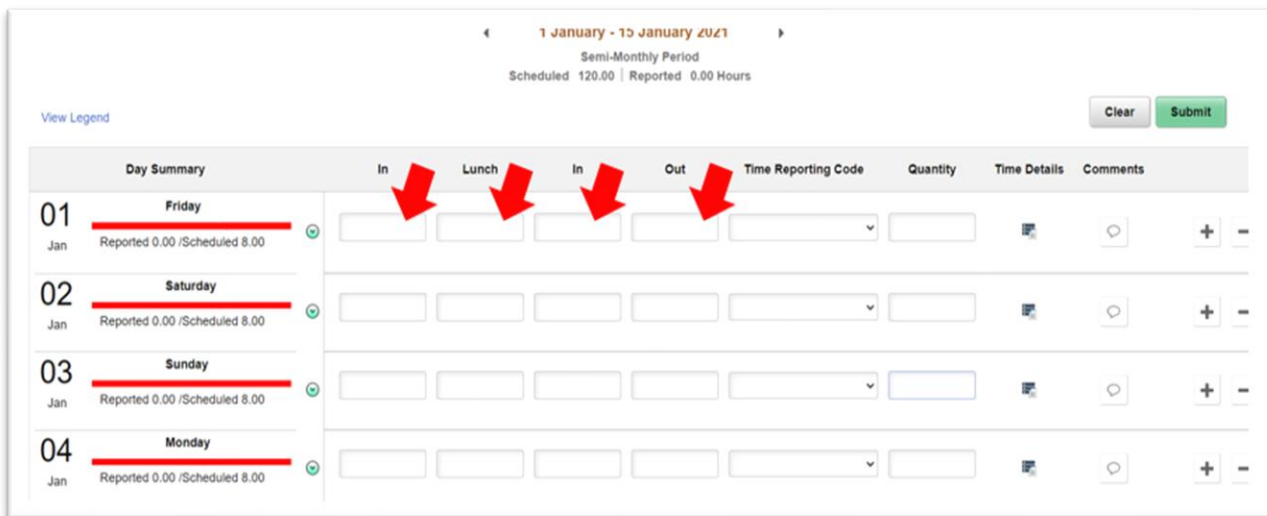
The screenshot shows a dashboard for a user with the job title 'SPEC, FINANCE & HCM'. At the top, there is a dropdown menu labeled '\*Select a Job' with 'SPEC, FINANCE & HCM' selected. Below this, the dashboard is divided into several sections:

- Enter Time:** 01/01/21 - 01/15/21. Reported: 0.00 (green dot), Scheduled: 88.00 (red dot). A red arrow points to this section.
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0 (large orange number).
- Report Time:** Monday, Jan 11, 2021. Reported: 0.00 (green dot), Scheduled: 8.00 (red dot). 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' over it.
- 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.

7. Waxaa lagu gudbin doonaa bogga la geli waqtiga. Ku qor waqtiga aad bilaabayso, waqtiga Qadada, iyo Waqtiga Aad ka baxayso.

- "Soo gelida": Kani waa waqtiga aad shaqada bilaabayso.
- "Qadada": Kani waa waqtigaaga firaqada ah ee qadadu bilaabanayso.
- "Soo gelida": Kani waa waqtiga aad kasoo laabanayso qadada.
- "Ka bixida": Kani waa waqtiga aad shaqada ka baxayso maalintii.

Haddii aadan fasax qaadan xiliga qadada, fadlan kaliga buuxi qaybaha "Xiliga aad shaqada ka baxayso" iyo Xiliga aad shaqada geleyso".

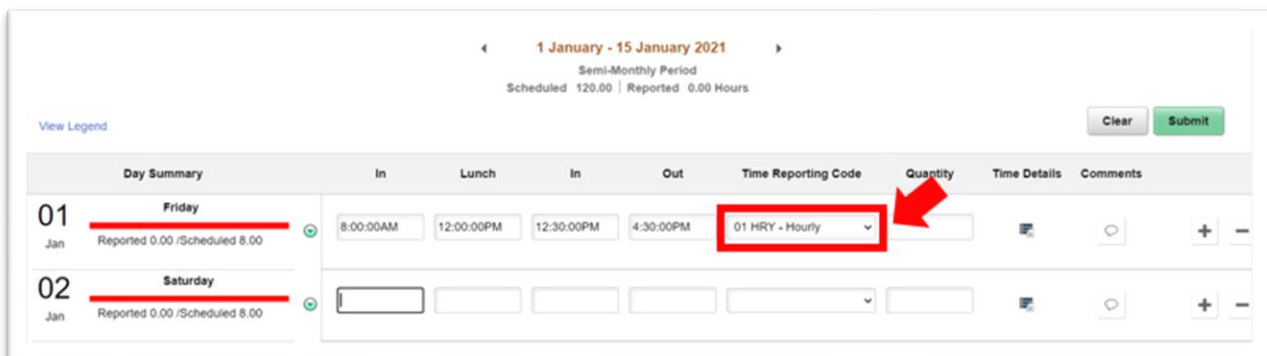


1 January - 15 January 2021  
Semi-Monthly Period  
Scheduled 120.00 | Reported 0.00 Hours

View Legend Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 0.00 /Scheduled 8.00								
02 Saturday Jan Reported 0.00 /Scheduled 8.00								
03 Sunday Jan Reported 0.00 /Scheduled 8.00								
04 Monday Jan Reported 0.00 /Scheduled 8.00								

8. Dooro "Koodhka Warbixinta Waqtiga" kana dhig "01 HRY – Saacadiiba". Fadlan qaybta "Tirada" ayadoo banaan iskaga tag.

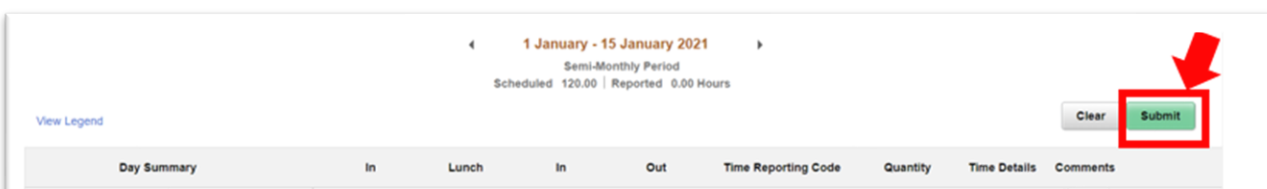


1 January - 15 January 2021  
Semi-Monthly Period  
Scheduled 120.00 | Reported 0.00 Hours

View Legend Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			
02 Saturday Jan Reported 0.00 /Scheduled 8.00								

9. Marka dhammaan saacadahaaga maalintii oo dhan ay buuxsamaan, dooro batoonka Submit "Dir" oo kuyaala qaybta midig ee kore.



1 January - 15 January 2021  
Semi-Monthly Period  
Scheduled 120.00 | Reported 0.00 Hours

View Legend Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
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10. Marka aad dirto, maalmaha aad dhameysay waqtiga waxay noqonayaan cagaar. Tani waxay ka dhigan tahay in maamulahaaga loo diray iimayl u sheegaya inaad soo gudbisay waqtigaaga maalintii.

The screenshot shows a time reporting interface for the period of 1 January to 15 January 2021. The interface includes a 'View Legend' link, 'Clear' and 'Submit' buttons, and a table with the following columns: Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. The first row of the table is highlighted with a red box and contains the following data: Day Summary: 01 Friday, Jan, Reported 8.00 / Scheduled 8.00; In: 8:00:00AM; Lunch: 12:00:00PM; In: 12:30:00PM; Out: 4:30:00PM; Time Reporting Code: 01 HRY - Hourly; Quantity: (empty); Time Details: (empty); Comments: (empty).

11. Marka aad dhameyso, waxaad dooran kartaa batoonka "Time (Waqtiga)" ee kuyaala qaybta bidix ee kore si aad dib ugu noqoto qaybta koowaad ee bogga waqtiga. Waa inaad maalin kasta gelisaa waqtiga aad shaqeysay.

The screenshot shows a time reporting interface for the period of 1 January to 15 January 2021. The interface includes a 'View Legend' link, 'Clear' and 'Submit' buttons, and a table with the following columns: Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. The first row of the table is highlighted with a red box and contains the following data: Day Summary: 01 Friday, Jan, Reported 8.00 / Scheduled 8.00; In: 8:00:00AM; Lunch: 12:00:00PM; In: 12:30:00PM; Out: 4:30:00PM; Time Reporting Code: 01 HRY - Hourly; Quantity: (empty); Time Details: (empty); Comments: (empty). A red box highlights the 'Time' button in the top left corner, and a red arrow points to it.

