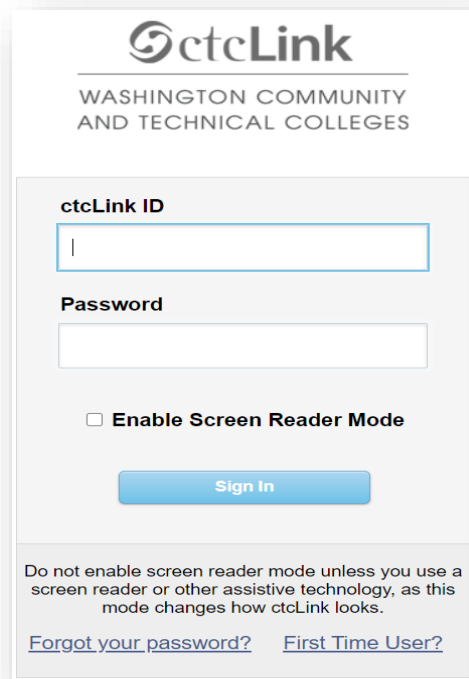


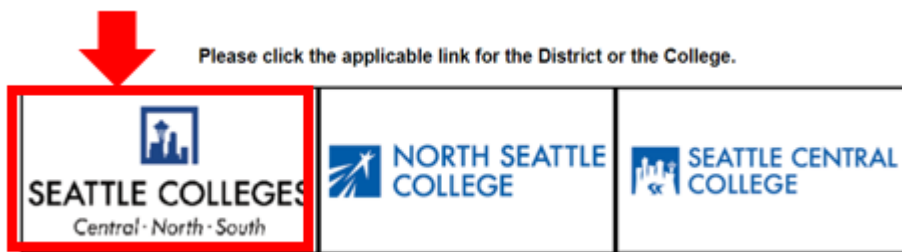
Jinsi ya Kuripoti Saa Ulizofanya Kazi kwa Waajiriwa wa Kulipwa kwa Saa

1. Ingia katika **ctcLink** kwenye <https://gateway.ctclink.us/>

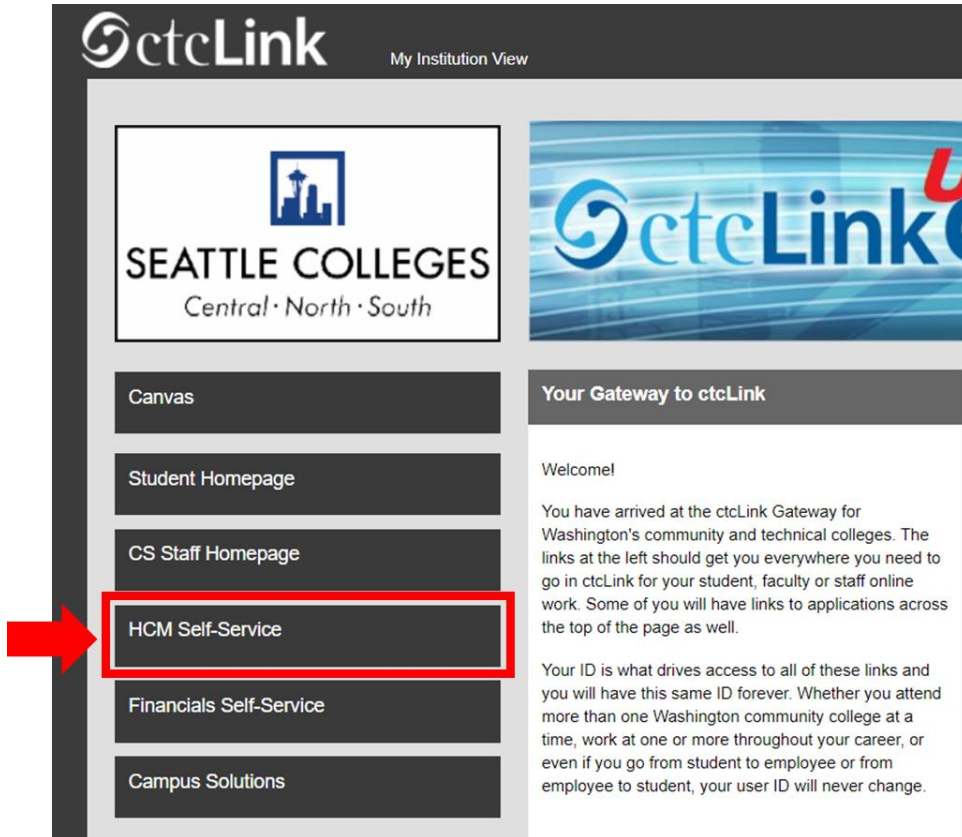


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign In" button is positioned below the input fields. At the bottom of the form, 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." Below the disclaimer are two links: "Forgot your password?" and "First Time User?".

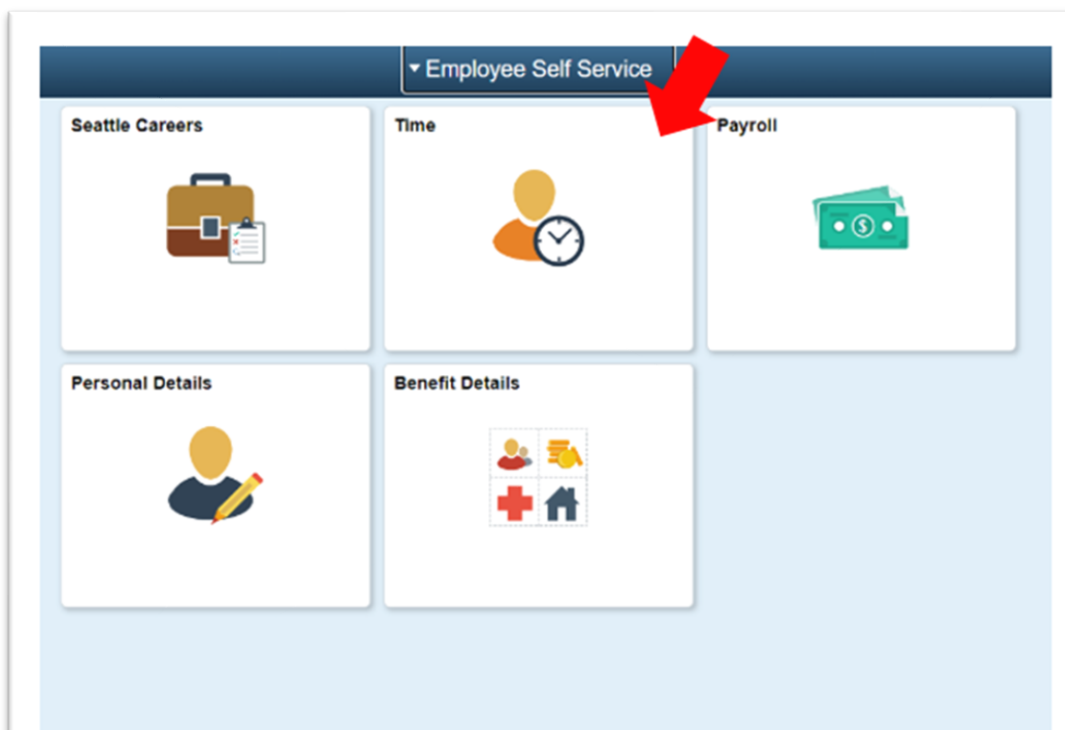
2. Utaletwa kwenye skrini ili kuchagua mada. Chagua mada inayofaa.



3. Mara ukishaingia katika ctcLink Gateway yako, chagua Huduma ya Kujihudumia ya HCM ili kufikia ukurasa wako wa Huduma ya Kujihudumia ya Mwajiriwa.



4. Chagua Mada ya “Saa” kutoka kwenye ukurasa wako wa Huduma ya Kujihudumia ya Mwajiriwa (Employee Self Service)



5. Juu ya ukurasa, hakikisha kwamba kazi sahihi ilikuwa imechaguliwa. Kwa watu wengi, kuna kazi moja pekee kwa hivyo kijisanduku hiki cha kudondosha kwenda chini kitakuwa cha kijivu.

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. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, 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:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red 'X' over it.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

6. Mara ukishapata kazi sahihi kuchaguliwa, Bofya kwenye Mada ya "Ingiza Saa"

The screenshot shows a user interface for time reporting. At the top, there is a dropdown menu labeled '*Select a Job' with 'SPEC, FINANCE & HCM' selected. A red arrow points to this dropdown from the left. Below the dropdown, the interface is divided into several sections:

- 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:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red 'X' over it.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

7. Utapelekwa kwenye ukurasa wa kuingiza saa. Ingiza Saa ya kuanza, Kishuka, Saa za Kuingia na Kutoka.

- “Kuingia”: Hii ni saa ambayo ulianza kufanya kazi.
- “Kishuka”: Hii ni saa ambayo mapumziko ya mchana yalianza.
- “Kuingia”: Hii ni saa ambayo ulirudi kutoka kwenye mapumziko ya mchana.
- “Kutoka”: Hii ni saa ambayo ulitoka kazini kwa siku hii.

Ikiwa hukwenda katika mapumziko ya mchana, tafadhali jaza tu nafasi za "Kuingia" ya kwanza na "Kutoka".

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. Chagua “Msimbo wa Kuripoti Saa” na uupangilie kuwa “01 HRY – Kwa Saa”. Tafadhali acha nafasi ya “Kiwango” bila kujazwa.

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. Mara saa zako zote za siku zikishaingizwa, chagua kitufe cha Wasilisha kwenye kona ya juu ya mkono wa kulia.

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			

10. Mara ukishawasilisha, siku ulizokamilisha saa zitabadilika na kuwa kijani kibichi. Hii inaonyesha kwamba msimamizi wako sasa ametumiwa baruapepe ya kuwafahamisha kwamba uliwasilisha saa zako za siku.

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, representing Friday, 01 Jan, is highlighted with a red box. It shows 'Reported 8.00 / Scheduled 8.00' and a green progress bar. The second row, representing Saturday, 02 Jan, shows 'Reported 0.00 / Scheduled 8.00' and a red progress bar.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / 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								

11. Ikiwa umemaliza, unaweza kuchagua kitufe cha "Saa" kwenye kona ya juu kushoto ili kurudi kwenye ukurasa kuu wa saa. Utahitaji kuingiza saa zako ulizofanya kazi kila siku.

The screenshot shows the same time reporting interface as in the previous image, but with a navigation bar at the top. The navigation bar has a 'Time' button highlighted with a red box and a red arrow pointing to it. The rest of the interface is identical to the previous screenshot.

