# HOW TO REPORT TIME

## (HOURLY)

# 1. Sign into ctcLink

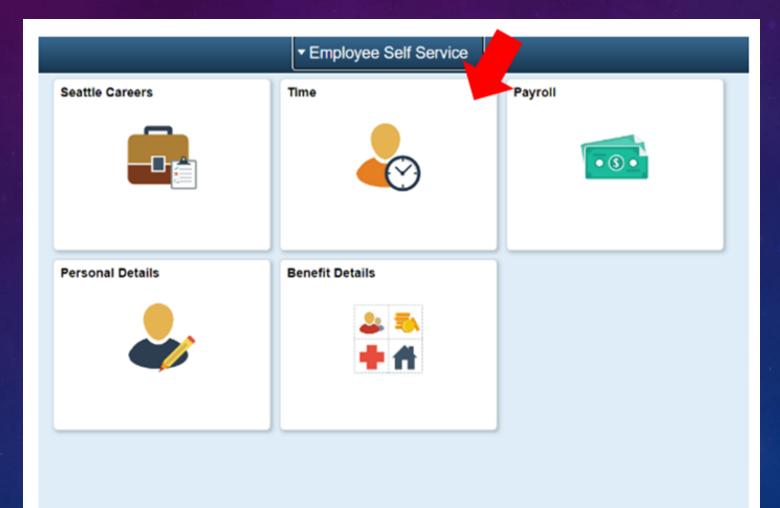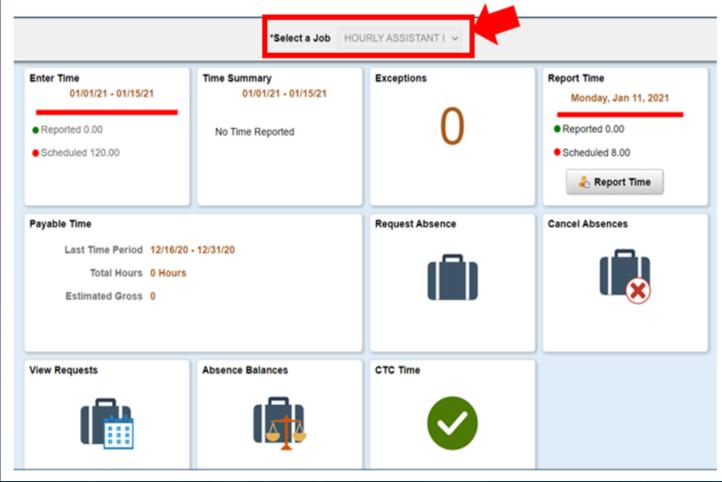# 2. You will be brought to a screen to select a tile. Select the appropriate tile

# 3. Once signed in, select the HCM Self-Service Tile on the left

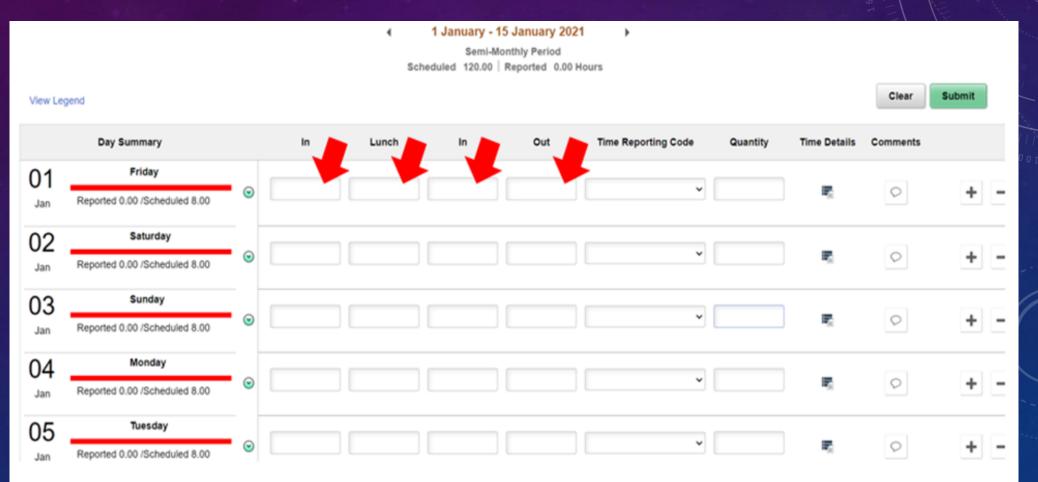# 4. Select the "Time" Tile from your Employee Self-Service page.

5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.

6. Once you have the correct job selected, Click on the "Enter Time" Tile. The Enter Time tile allows you to enter more than one day worth of entries, while the Report Time tile only allows you to enter the current day time punches.

7. You will be taken to the time entry page. Input the Start time, Lunch, In, and Out times. Make sure to indicate AM or PM!

8. Select the "Time Reporting Code" of "Hourly". The Quantity can be left blank. You should always select "Hourly" from the drop down options. Although you may see other options, never select anything other than "Hourly", unless specifically directed by HR to do so.

Please note: If you are a student hourly worker, the Time Reporting Code you will select will be "Student Hourly". Do not select anything other than Student Hourly without being directed by HR to do so.

9. Once all of your hours have been input for the day, select the "Submit" button on the upper right hand corner.

10. Once submitted, the days you completed time on will turn green. This indicates that your manager has now been sent an email letting them know that you submitted your time for the day.

11. If you are done, you can select the "Time" button on the upper left corner to go back to the main time page.

## Important Notices for Time Entry:

- Time MUST be submitted daily.
- You will ONLY be paid for time that you enter using the Time Tile found on your Employee Self Service page.
- It is the your responsibility to input your time before/ or on, the last day of the pay period.
- If you forget to input your time after the pay period has ended and the timecards are locked (Midnight on the last day of the pay period, for example the 15$^{th}$ and the 30$^{th}$ of the month), you must report it to your manager.  You will be paid for those hours on the next pay period. This will result in a delay in pay of the hours not input, for up to 2 weeks.

- ## No Emergency Checks will be issued!

If you have questions, contact your supervisor.

Additional resources are available on the ctcLink Resource page at https://www.seattlecolleges.edu/ctclink/about