

HOW TO REPORT TIME (HOURLY)

1. Sign into ctcLink

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID
101023762

Password
◆◆◆◆◆◆◆◆

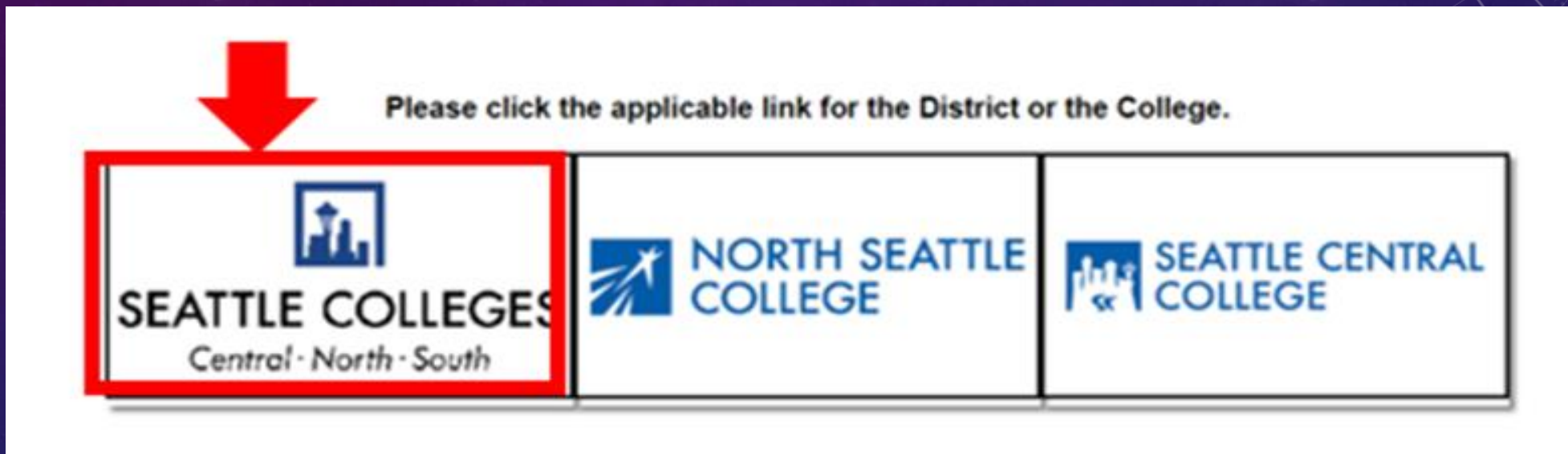
Enable Screen Reader Mode

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. 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

Navigation: HCM FSCM CS Tiles Reset Question Home Sign Out

ctcLink My Institution View Welcome Jessica Wagner!

SEATTLE COLLEGES
Central · North · South

ctcLink GATEWAY SVL

HCM Self-Service

Campus Solutions

Delete Challenge Questions

Your Gateway to ctcLink

Welcome!

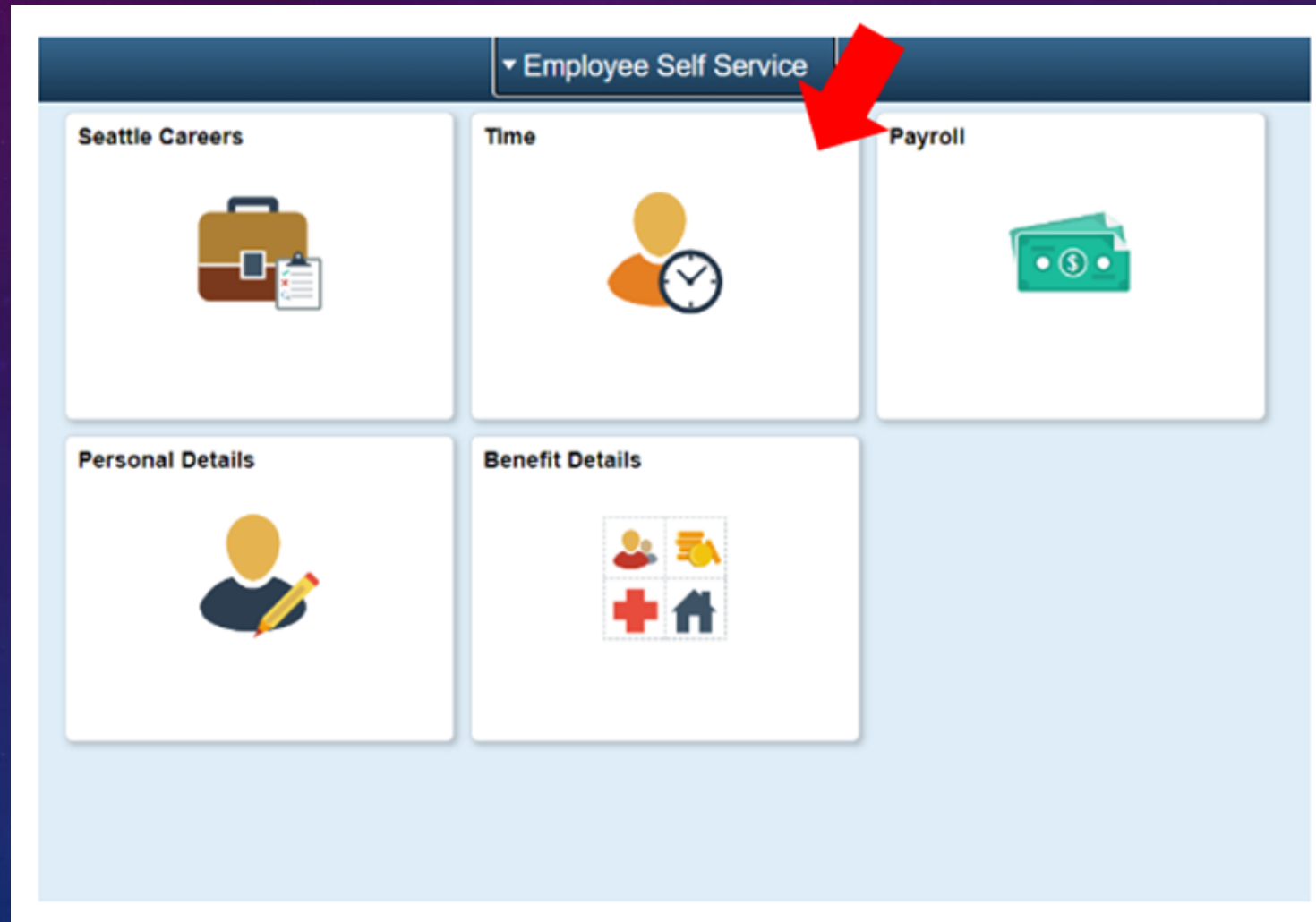
You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from

How Do I...?

If you need help with how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way.

4. Select the “Time” Tile from your Employee Self-Service page.

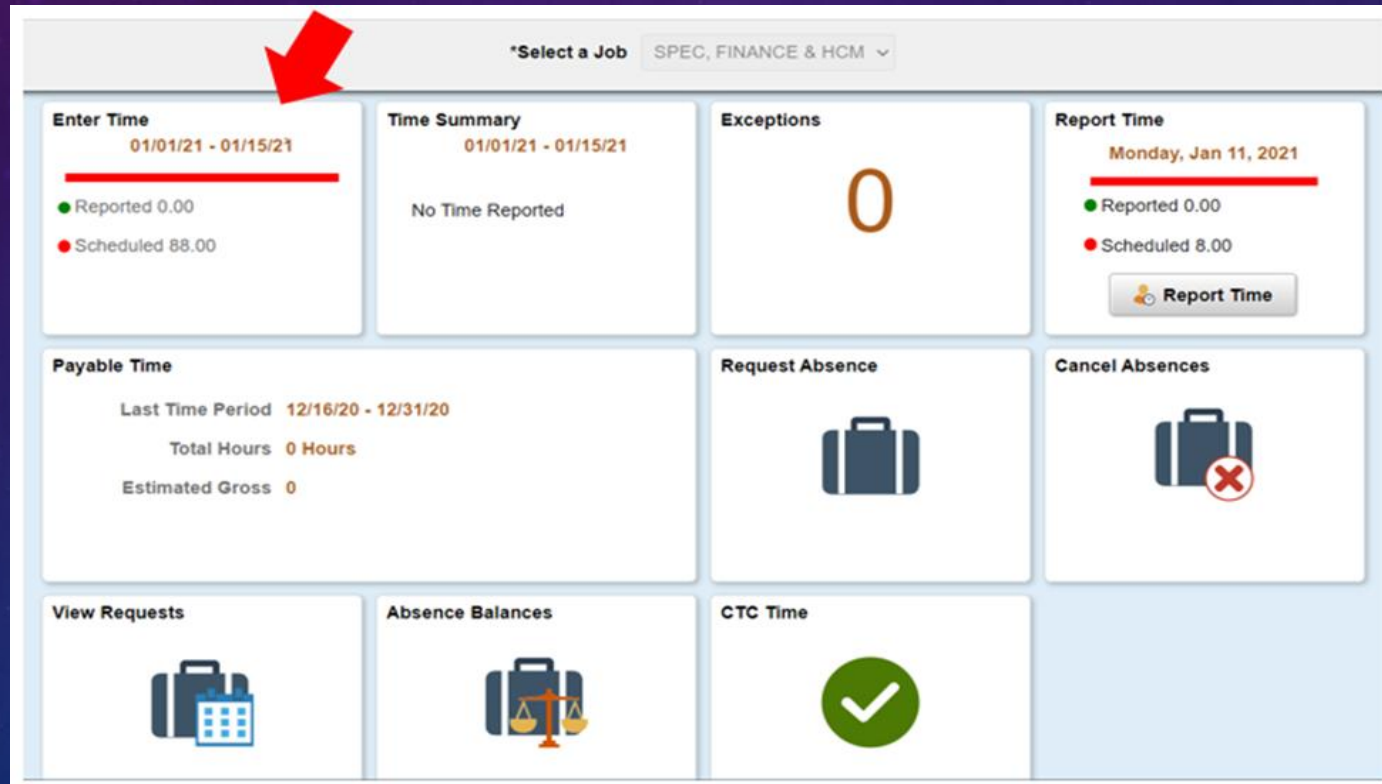


5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.

The screenshot shows a user interface for time management. 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 are several panels:

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

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.



The screenshot displays a user interface for time management. At the top, there is a dropdown menu labeled "*Select a Job" with the value "SPEC, FINANCE & HCM" selected. Below this, the dashboard is organized into a grid of tiles:

- Enter Time** (01/01/21 - 01/15/21): A red arrow points to this tile. It shows a progress bar, "Reported 0.00", and "Scheduled 88.00".
- Time Summary** (01/01/21 - 01/15/21): Displays "No Time Reported".
- Exceptions**: Shows a large "0".
- Report Time** (Monday, Jan 11, 2021): Shows "Reported 0.00" and "Scheduled 8.00", with a "Report Time" button.
- Payable Time** (Last Time Period 12/16/20 - 12/31/20): Shows "Total Hours 0 Hours" and "Estimated Gross 0".
- Request Absence**: Features a briefcase icon.
- Cancel Absences**: Features a briefcase icon with a red 'X' over it.
- View Requests**: Features a briefcase and calendar icon.
- Absence Balances**: Features a briefcase and scales icon.
- CTC Time**: Features a green checkmark icon.

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

← Time

Enter Time

1 January - 15 January 2021

Semi-Monthly Period
Scheduled 120.00 | Reported 8.00 Hours

Clear Submit

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

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 15th and the 30th 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>