

HOW TO REPORT TIME (HOURLY)

UPDATED NOV. 8, 2021

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

The screenshot displays the ctcLink HCM Self-Service Gateway interface. At the top, there is a navigation bar with links for HCM, FSCM, CS, Tiles, Reset Question, Home, and Sign Out. The ctcLink logo is on the left, and the user's name, Jessica Wagner, is on the right. The main content area is divided into three sections: a left sidebar with navigation tiles, a central 'Your Gateway to ctcLink' section, and a right 'How Do I...?' section. The 'HCM Self-Service' tile in the sidebar is highlighted with a red box and a red arrow. The central section contains a welcome message and information about the user's ID. The right section provides help information for using the ctcLink tools.

Navigation Bar: HCM FSCM CS Tiles Reset Question Home Sign Out

ctcLink My Institution View Welcome Jessica Wagner!

SEATTLE COLLEGES
Central · North · South

HCM Self-Service

Campus Solutions

Delete Challenge Questions

Your Gateway to ctcLink

Welcome!

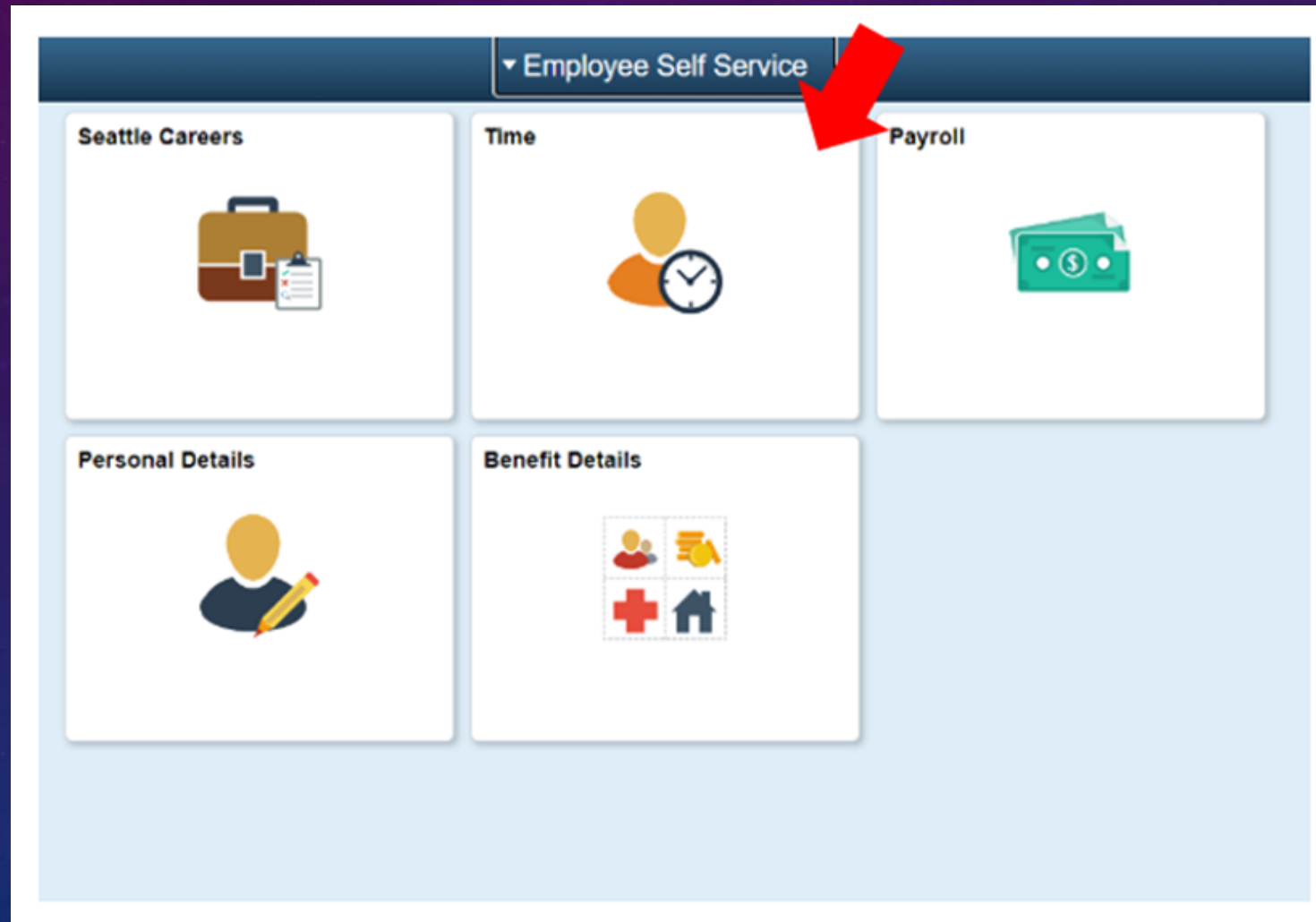
You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

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 the current selection "HOURLY ASSISTANT I". 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): Shows a progress bar and "Reported 0.00" (green dot) and "Scheduled 120.00" (red dot).
- 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" (green dot) and "Scheduled 8.00" (red dot), with 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 shows a dashboard 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 divided into several tiles:

- Enter Time** (01/01/21 - 01/15/21): This tile is highlighted with a red arrow. It shows a progress bar, "Reported 0.00", and "Scheduled 88.00".
- 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" 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**: 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.

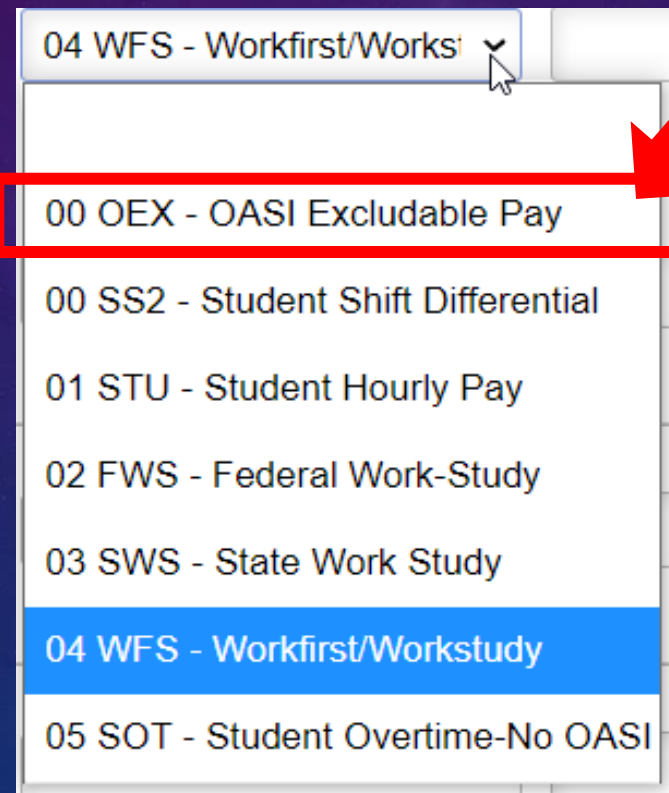
7. You will be taken to the time entry page. Input the Start time, Lunch, In, and Out times. Make sure to indicate AM or PM!

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

[View Legend](#) Clear

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments		
01 Jan Friday Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
02 Jan Saturday Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
03 Jan Sunday Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
04 Jan Monday Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
05 Jan Tuesday Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Please note: If you are an International Student Employee, the Time Reporting Code you will select will be “00 OEX-OASI-Excludable Pay”.



A screenshot of a dropdown menu for selecting a Time Reporting Code. The menu is open, showing several options. The option "00 OEX - OASI Excludable Pay" is highlighted with a red rectangular box, and a red arrow points to it from the right. The other options are: "04 WFS - Workfirst/Works", "00 SS2 - Student Shift Differential", "01 STU - Student Hourly Pay", "02 FWS - Federal Work-Study", "03 SWS - State Work Study", "04 WFS - Workfirst/Workstudy", and "05 SOT - Student Overtime-No OASI".

04 WFS - Workfirst/Works
00 OEX - OASI Excludable Pay
00 SS2 - Student Shift Differential
01 STU - Student Hourly Pay
02 FWS - Federal Work-Study
03 SWS - State Work Study
04 WFS - Workfirst/Workstudy
05 SOT - Student Overtime-No OASI

Please note: If you are a Work Study Employee, the Time Reporting Code you will select will be one of the three below. If you are unsure of what type of Work Study employee you are, please contact your Program manager or your Payroll Representative.

19	Monday	Apr	Reported 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Tuesday	Apr	Reported 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Wednesday	Apr	Reported 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Thursday	Apr	Reported 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8:00:00AM 12:00:00PM 12:30:00PM 4:30:00PM

- 00 OEX - OASI Excludable Pay
- 00 SS2 - Student Shift Differential
- 01 STU - Student Hourly Pay
- 02 FWS - Federal Work-Study
- 03 SWS - State Work Study
- 04 WFS - Workfirst/Workstudy
- 05 SOT - Student Overtime-No OASI

Please note: Employees with more than one position in ctcLink (especially those where the position titles are the same), will want to use the below instructions when submitting their timesheets to ensure they submit them to the correct position:

- Go to “Employee self-service”
- Click on the “Time” tile
- Click on the “CTC Time” Tile
 - You will now be able to see which job is attached to which department
- Click on the job title associated with the department you want to report time in
 - It will open a page that looks very similar to your "Report Time" tile. You will be able to record your hours in this section.
 - When finished inputting hours, please click the Submit button to save your entries.

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

Job Title: HOURLY ASSISTANT I

Enter Time

1 January - 15 January 2021
Semi-Monthly Period
Scheduled 120.00 | Reported 8.00 Hours

View Legend 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 provide a spreadsheet to your manager with the details of what dates and hours were missed. Your manager will turn this into payroll, approving the hours to be paid. 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>