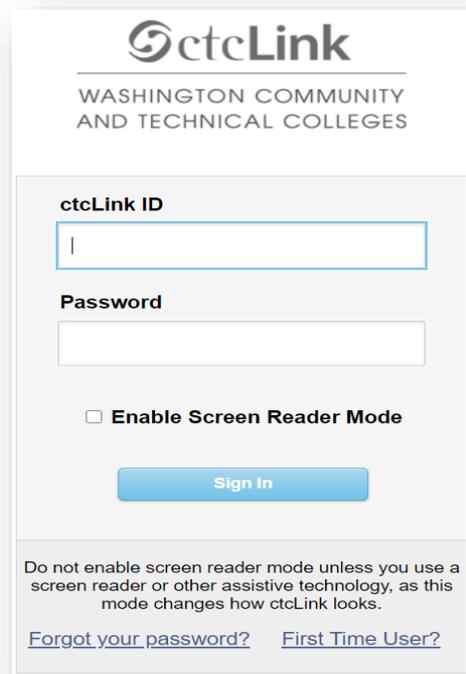


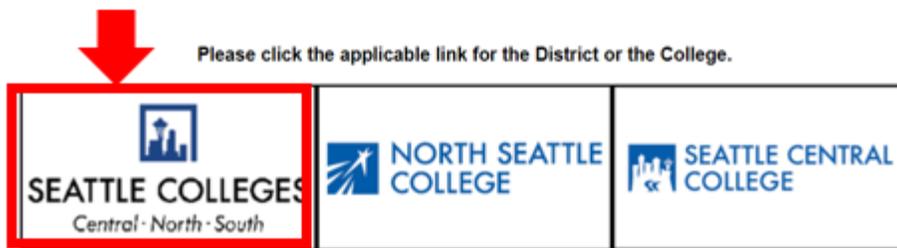
如何報告分類員工的工作時間

1. 透過 <https://gateway.ctclink.us/> 登入 ctcLink

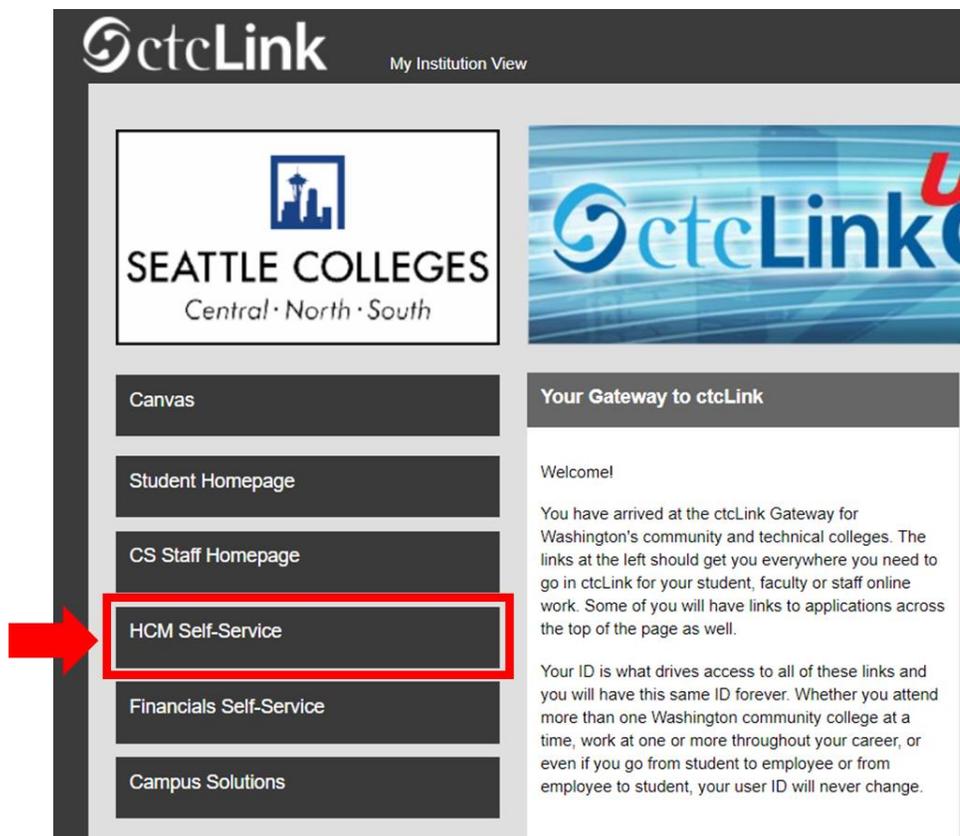


The image shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign In" button is positioned below the 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?".

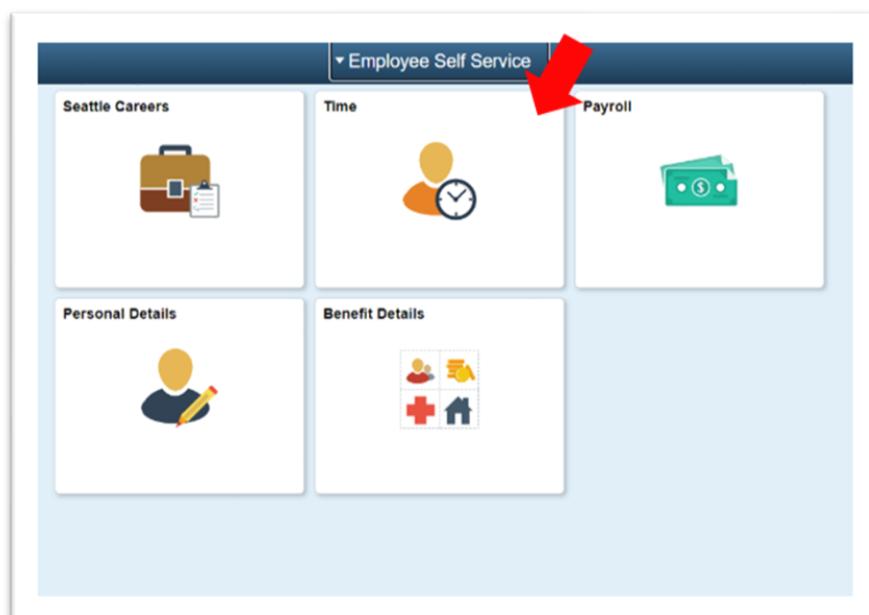
2. 螢幕將顯示可選區塊。 選取「西雅圖學院 (Seattle Colleges)」區塊



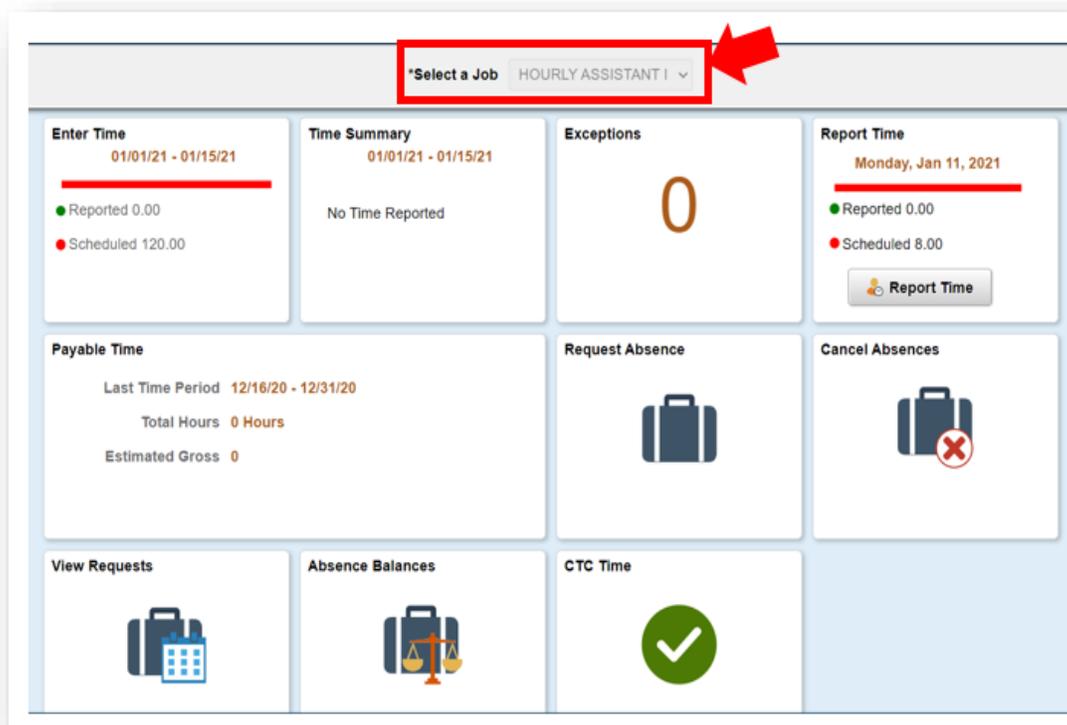
3. 登入 ctcLink 欄道後，請選取 **HCM 自助** 選取「西雅圖學院」區塊。



4. 從員工自助頁面選取「時間」區塊



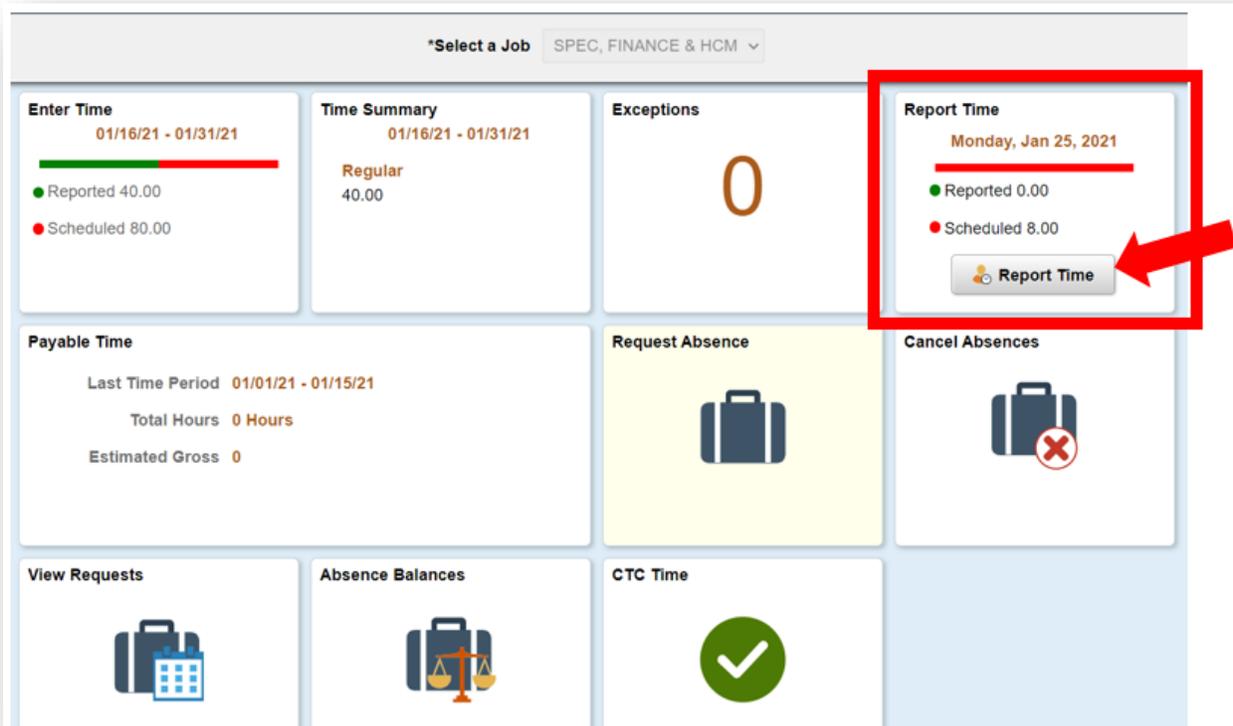
5. 在頁面頂部，確保選取正確的職位。對於大多數人來說，只有一項職位可選，因此下拉式方塊為灰顯。



The screenshot shows a web interface for time reporting. At the top, there is a dropdown menu labeled '*Select a Job' with the selected option 'HOURLY ASSISTANT I'. A red box highlights this dropdown, and a red arrow points to it. 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'.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

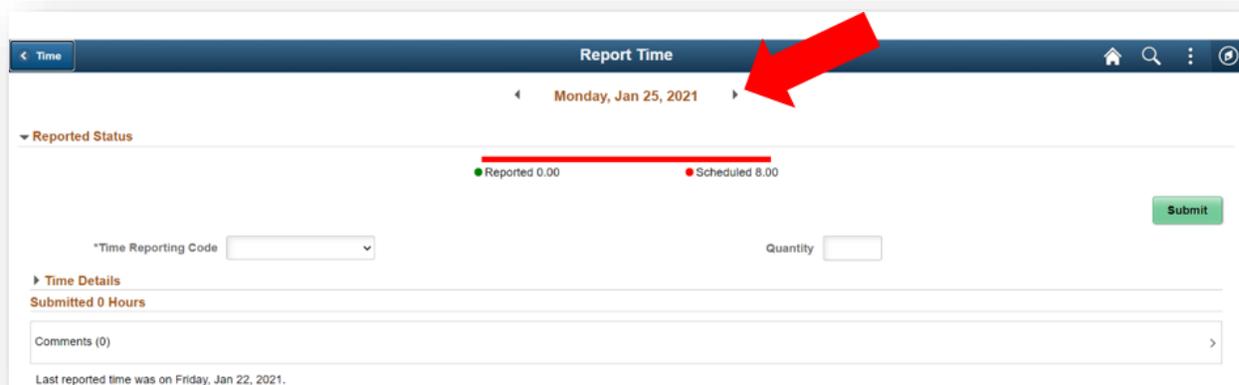
6. 選取正確的職位後，按一下「報告時間」灰色按鈕



The screenshot shows the same time reporting interface, but with a different job selected: 'SPEC, FINANCE & HCM'. The 'Report Time' button is now highlighted with a red box and a red arrow. The data in the sections is updated:

- Enter Time:** 01/16/21 - 01/31/21. Reported 40.00, Scheduled 80.00.
- Time Summary:** 01/16/21 - 01/31/21. Regular 40.00.
- Exceptions:** 0.
- Report Time:** Monday, Jan 25, 2021. Reported 0.00, Scheduled 8.00. The 'Report Time' button is highlighted.
- Payable Time:** Last Time Period 01/01/21 - 01/15/21. Total Hours 0 Hours, Estimated Gross 0.
- Request Absence:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

7.您將會移至時間項目頁。 確保您選取正確的日期。 如果選取的日期不正確，請使用箭頭瀏覽選取日期。



The screenshot shows the 'Report Time' interface. At the top, there is a navigation bar with a back arrow, the text 'Time', and the page title 'Report Time'. Below this, the date 'Monday, Jan 25, 2021' is displayed with left and right arrow icons. A red arrow points to these arrows. Underneath, there is a 'Reported Status' section with a progress bar showing 'Reported 0.00' (green) and 'Scheduled 8.00' (red). Below the progress bar, there is a dropdown menu for '*Time Reporting Code' and a 'Quantity' input field. A green 'Submit' button is located on the right side. Further down, there is a 'Time Details' section with 'Submitted 0 Hours', a 'Comments (0)' field, and a note 'Last reported time was on Friday, Jan 22, 2021.'

8.選取「正常」作為您的「時間報告代碼」”。

如果您在學院暫停運作期間報告工作時間，則選取「暫停運作」。



This screenshot is similar to the previous one, but the '*Time Reporting Code' dropdown menu is open, showing two options: 'Regular' and 'Suspended Operations'. A red arrow points to the 'Regular' option. The rest of the interface, including the date, progress bar, and 'Submit' button, remains the same.

9.輸入您當日的工作小時總數，然後按一下右上角的綠色「提交」按鈕。



This screenshot shows the 'Report Time' page with the '*Time Reporting Code' set to 'Regular' and the 'Quantity' field filled with the number '8'. A red arrow points to the 'Quantity' field. Another red arrow points to the green 'Submit' button, which is also highlighted with a red box. The rest of the interface is consistent with the previous screenshots.

10.如果您完成操作，則選取左上角的「時間」按鈕以返回主時間頁面。

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 8.00 Scheduled 8.00

Submit

*Time Reporting Code Quantity

Time Details

Submitted 8.00 Hours

Summary	Detail
Regular	8.00 Hours

Comments (0)