

Как указать отработанное время категорийным сотрудникам

1. Войдите в систему ctcLink, перейдя по ссылке <https://gateway.ctclink.us/>.

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID

Password

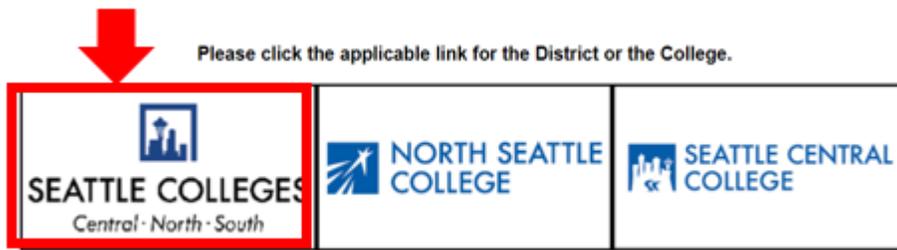
Enable Screen Reader Mode

Sign In

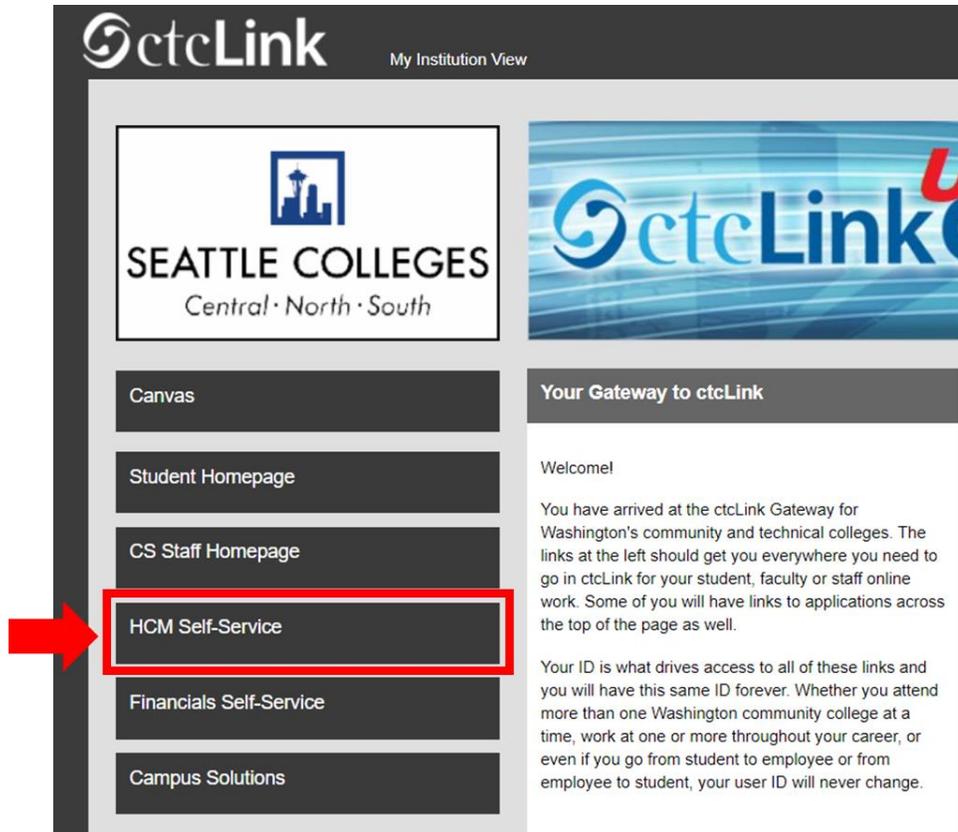
Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

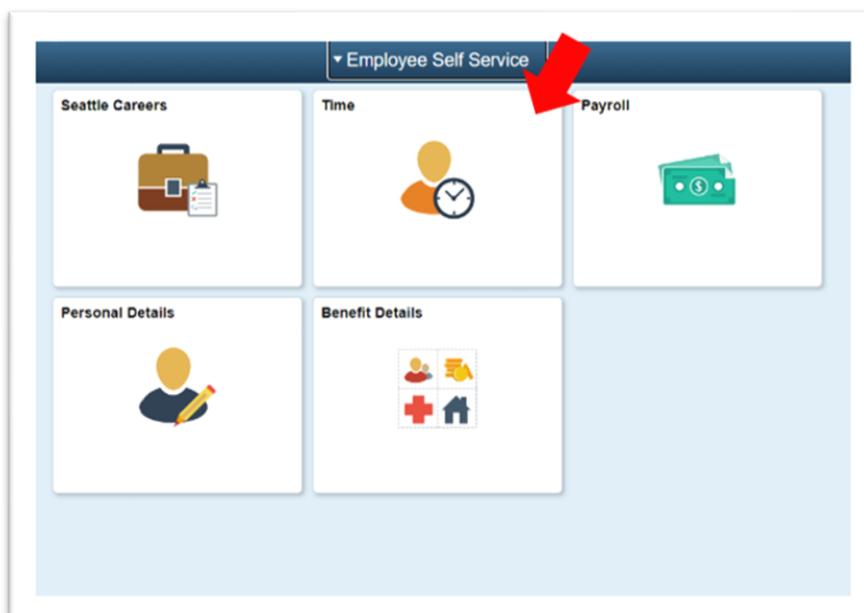
2. Откроется экран выбора плитки. Выберите плитку Seattle Colleges.



3. После входа в систему ctcLink через шлюз выберите раздел **HCM Self-Service** («Самообслуживание для управления человеческим капиталом»), чтобы перейти на страницу самообслуживания сотрудников.



4. На странице самообслуживания сотрудников нажмите плитку **Time** («Время»).



5. Убедитесь, что сверху страницы выбрана правильная должность. У большинства сотрудников только одна должность, поэтому этот раскрывающийся список будет неактивен.

The screenshot shows a user interface for time reporting. At the top, a dropdown menu labeled '*Select a Job' is set to 'HOURLY ASSISTANT I', highlighted with a red box and a red arrow. Below this, the interface is divided into several sections:

- Enter Time:** 01/01/21 - 01/15/21. Reported: 0.00 (green dot), Scheduled: 120.00 (red dot).
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0.
- Report Time:** Monday, Jan 11, 2021. Reported: 0.00 (green dot), Scheduled: 8.00 (red dot). 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.

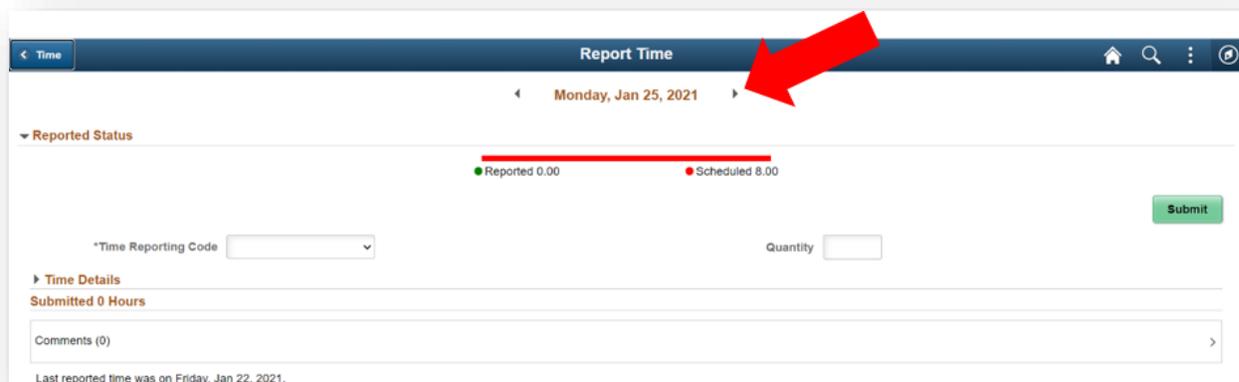
6. Выбрав нужную должность, нажмите серую кнопку Report Time («Указать время»).

The screenshot shows the same user interface, but the dropdown menu is now set to 'SPEC, FINANCE & HCM'. The 'Report Time' button in the 'Report Time' section is highlighted with a red box and a red arrow. The data for this section is:

- Report Time:** Monday, Jan 25, 2021. Reported: 0.00 (green dot), Scheduled: 8.00 (red dot). The 'Report Time' button is highlighted.

The other sections remain the same as in the previous screenshot.

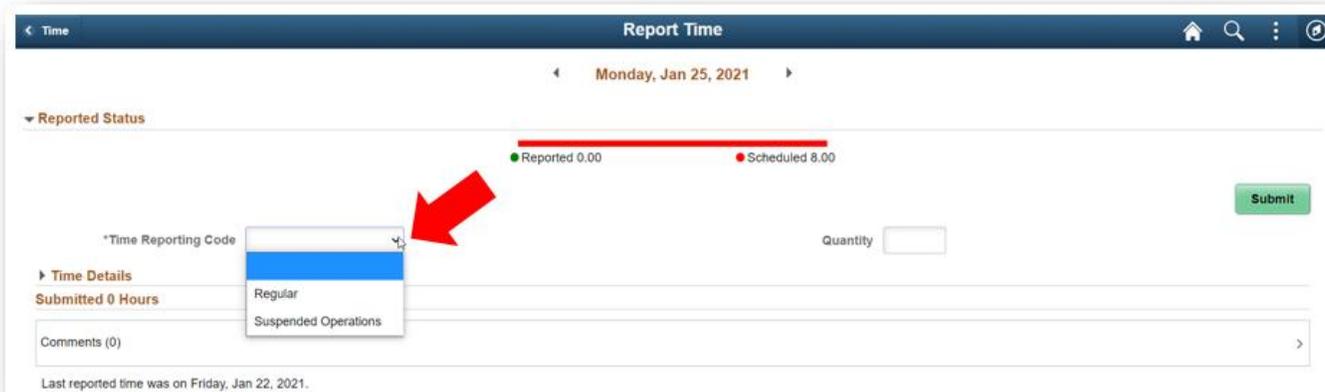
7. Откроется страница ввода времени. Убедитесь, что указан правильный день. Если указан неправильный день, воспользуйтесь стрелками для переключения между днями.



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

8. В разделе **Time Reporting Code** («Код отчета по времени») выберите значение **Regular** («Регулярный»).

Выбирайте значение **Suspended Operations** («Приостановленная работа»), только если указываете отработанное время за период, когда колледж закрыт из-за приостановки работы.



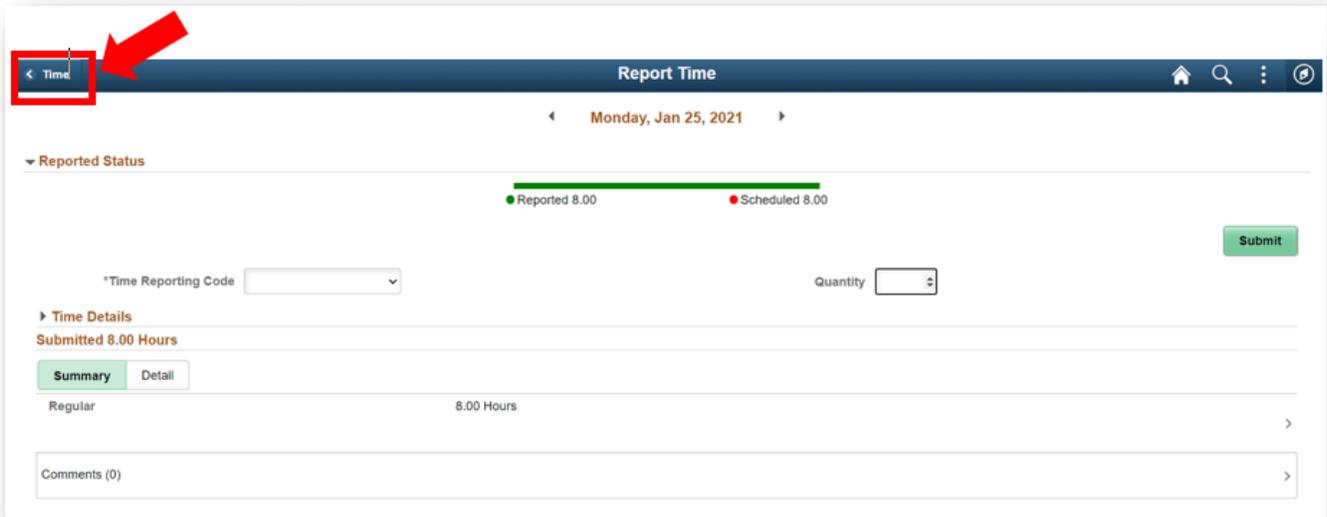
This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown menu open. The menu has two options: 'Regular' (highlighted in blue) and 'Suspended Operations'. A red arrow points to the 'Regular' option. The rest of the page, including the date 'Monday, Jan 25, 2021', the progress bar, and the 'Submit' button, is visible in the background.

9. Введите общее количество часов, отработанных в этот день, затем нажмите зеленую кнопку **Submit** («Отправить») в правом верхнем углу.



This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown 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 in the top right corner. The rest of the page, including the date 'Monday, Jan 25, 2021', the progress bar, and the 'Time Details' section, is visible in the background.

10. Когда закончите, нажмите кнопку Time («Время») в верхнем левом углу, чтобы вернуться на главную страницу времени.



The screenshot shows the 'Report Time' interface. At the top left, there is a navigation bar with a blue background. On the far left of this bar is a button labeled 'Time' with a left-pointing arrow, which is highlighted with a red square and a red arrow pointing towards it. The title 'Report Time' is centered in the bar. On the right side of the bar are icons for home, search, and a menu. Below the bar, the date 'Monday, Jan 25, 2021' is displayed. The main content area is titled 'Reported Status' and features a progress bar with a green segment labeled 'Reported 8.00' and a red segment labeled 'Scheduled 8.00'. Below the progress bar is a 'Submit' button. There are input fields for '*Time Reporting Code' and 'Quantity'. The 'Time Details' section shows 'Submitted 8.00 Hours' and a table with columns for 'Summary' and 'Detail'. The table contains one row: 'Regular' with '8.00 Hours'. At the bottom, there is a 'Comments (0)' section.