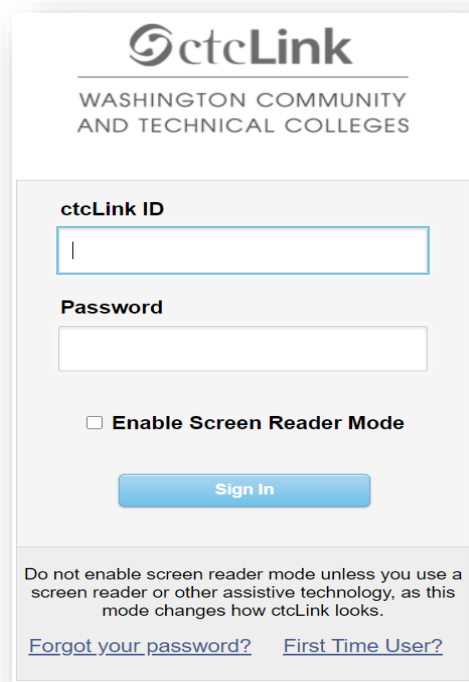


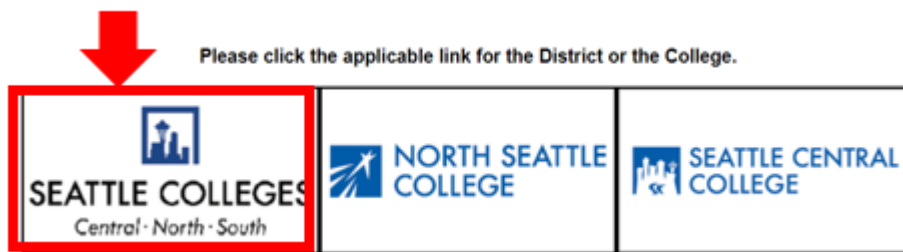
Kako prijaviti vreme rada za radnike koji se plaćaju prema broju radnih časova

1. Prijavite se na ctcLink preko adrese <https://gateway.ctclink.us/>

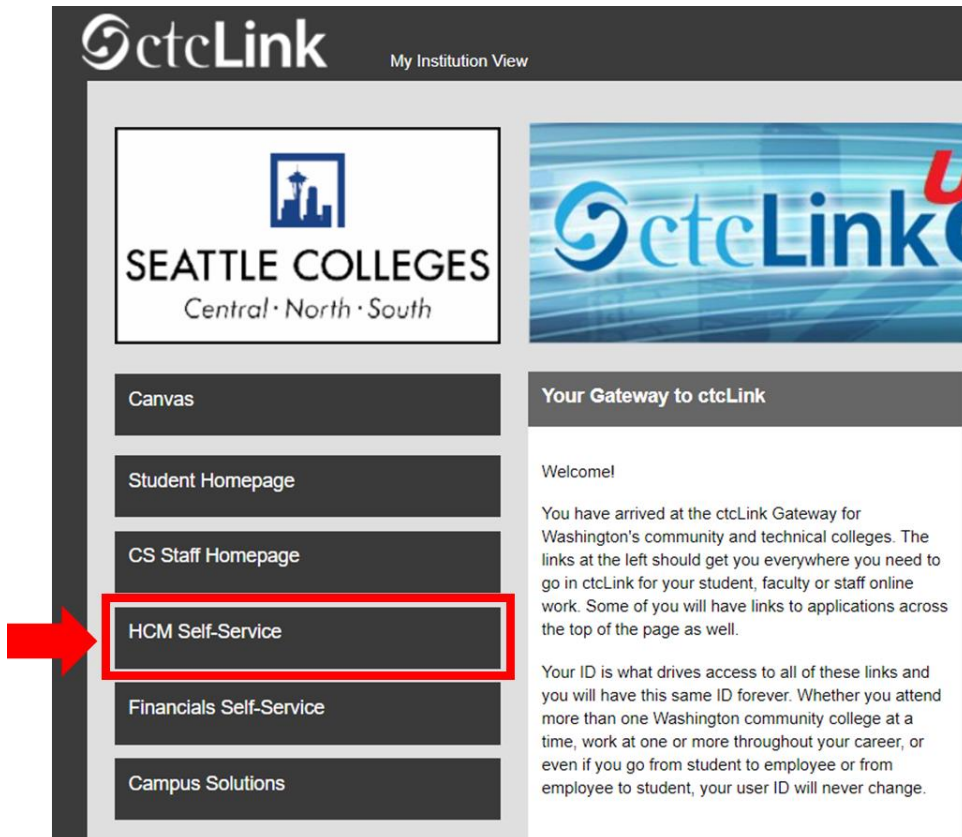


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign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

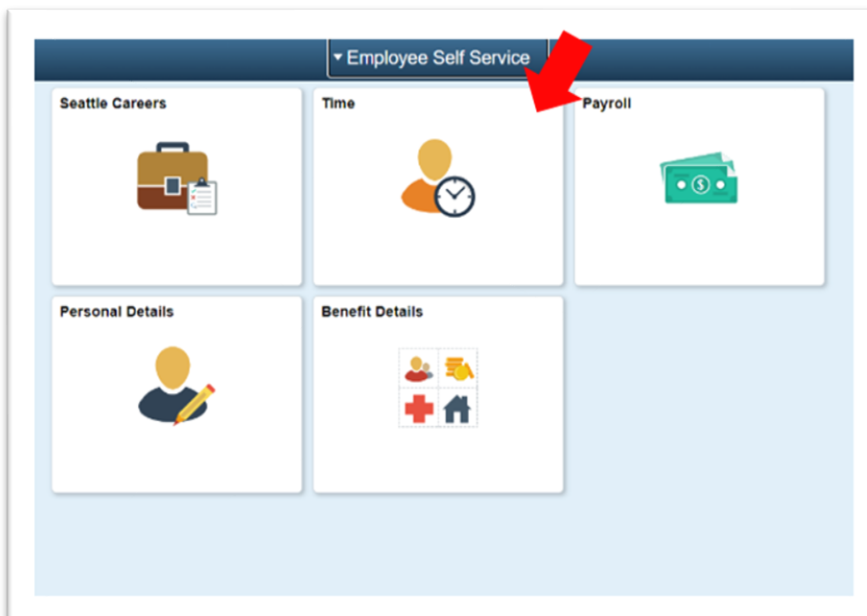
2. Prikazaće vam se ekran gde ćete izabrati pločicu. Izaberite pločicu „Seattle Colleges”.



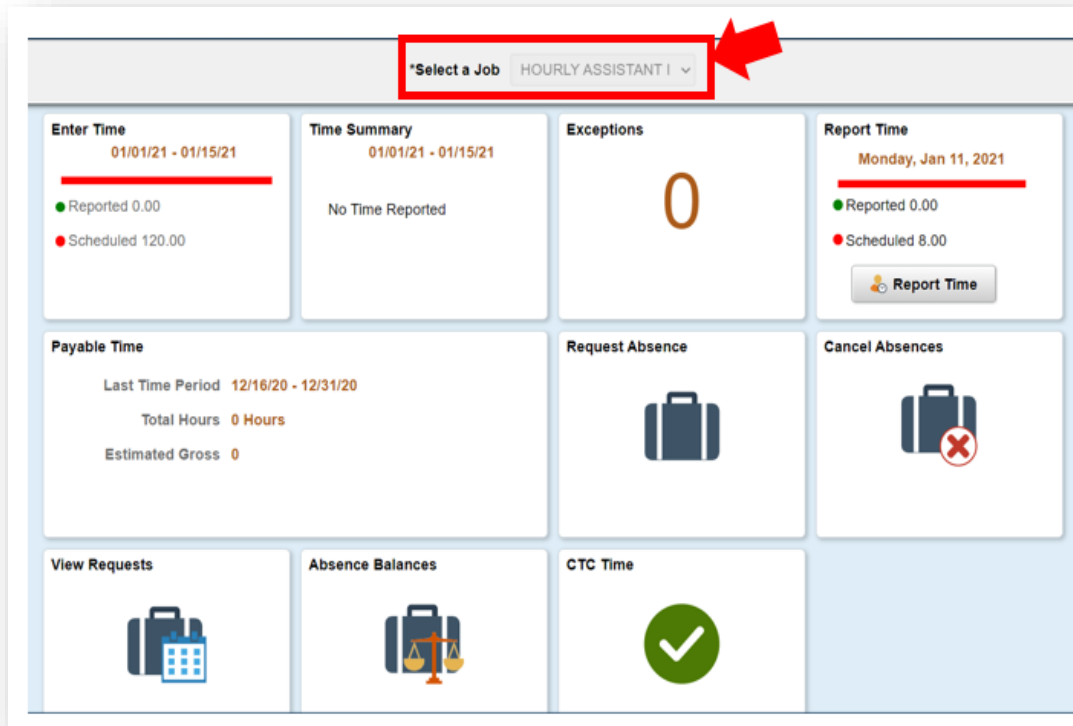
3. Kada se prijavite na svoj ctcLink Gateway, izaberite **HCM Self-Service** da biste pristupili svojoj stranici „Employee Self-Service” (Samouslužna stranica za zaposlene).



4. Izaberite pločicu „Time” (Vreme) na Samouslužnoj stranici za zaposlene



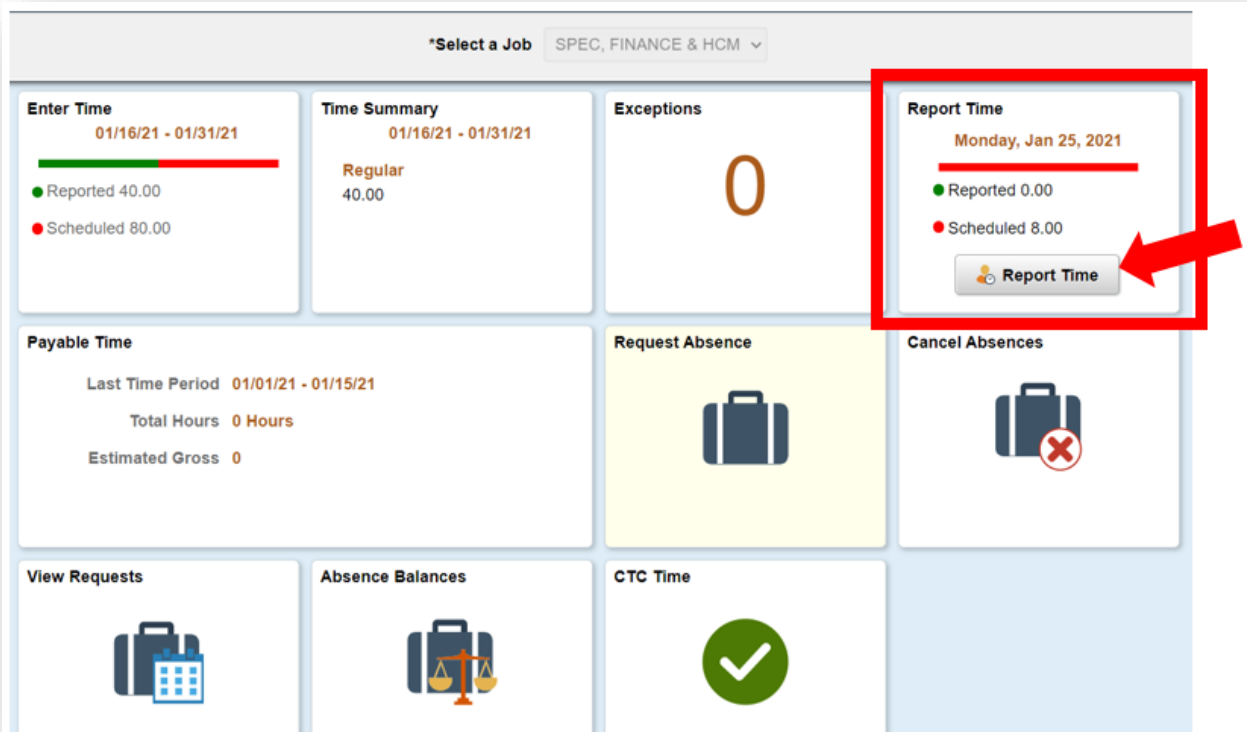
5. Na vrhu stranice, uverite se da je izabran odgovarajući posao. Kod većine ljudi postoji samo jedan posao, tako da će ovo polje sa padajućom listom biti sivo.



The screenshot shows a user 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 from the right. 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. Kada izaberete odgovarajući posao, kliknite na sivo dugme „Report Time” (Prijavi vreme)



The screenshot shows the same user interface as above, but with a different job selected: "SPEC, FINANCE & HCM". The "Report Time" button in the top right section is highlighted with a red box, and a red arrow points to it from the right. 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. Preći ćete na stranicu za unos vremena. Uverite se da je prikazan odgovarajući dan. Ako nije prikazan odgovarajući dan, koristite strelice da promenite dan.

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 navigation arrows. A red arrow points to these arrows. The main content area shows a 'Reported Status' section with a progress bar: a green bar for 'Reported 0.00' and a red bar for 'Scheduled 8.00'. Below the progress bar, there is a dropdown menu for '*Time Reporting Code' and a text input field for 'Quantity'. A green 'Submit' button is located on the right side. Underneath, there is a 'Time Details' section with 'Submitted 0 Hours' and a 'Comments (0)' field. At the bottom, it says 'Last reported time was on Friday, Jan 22, 2021.'

8. Izaberite „Regular” (Redovno) kao vaš „Time Reporting Code” (Kod za prijavu vremena)“.

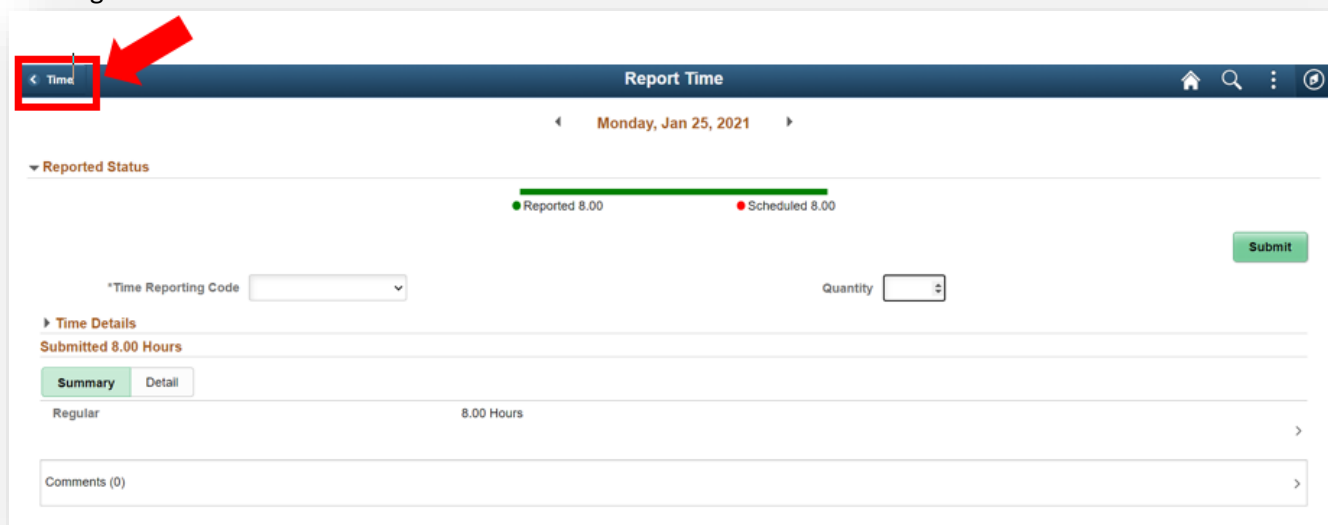
Opciju „Suspended Operations” (Suspendovane operacije) izaberite samo ako prijavljujete vreme rada tokom perioda kada je koledž bio zatvoren za Suspendovane operacije.

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

9. Unesite ukupan broj časova rada za taj dan, zatim kliknite zeleno dugme „Submit” (Pošalji) u gornjem desnom uglu.

This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown set to 'Regular' and the 'Quantity' field containing 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 interface is consistent with the previous screenshots.

10. Ako ste završili, možete da izaberete dugme „Time” (Vreme) u gornjem levom uglu da biste se vratili na glavnu stranicu za vreme.



The screenshot shows the 'Report Time' interface. At the top left, there is a navigation bar with a back arrow and the text 'Time', which is highlighted with a red box and a red arrow. The main header is 'Report Time' with a home icon, a search icon, and a refresh icon on the right. Below the header, the date 'Monday, Jan 25, 2021' is displayed. The 'Reported Status' section shows a progress bar with a green segment for 'Reported 8.00' and a red segment for 'Scheduled 8.00'. A 'Submit' button is located on the right. Below this, there is a '*Time Reporting Code' dropdown menu and a 'Quantity' dropdown menu. The 'Time Details' section shows 'Submitted 8.00 Hours'. There are two tabs: 'Summary' (selected) and 'Detail'. The 'Summary' tab shows a table with one row: 'Regular' and '8.00 Hours'. At the bottom, there is a 'Comments (0)' section with a right arrow.