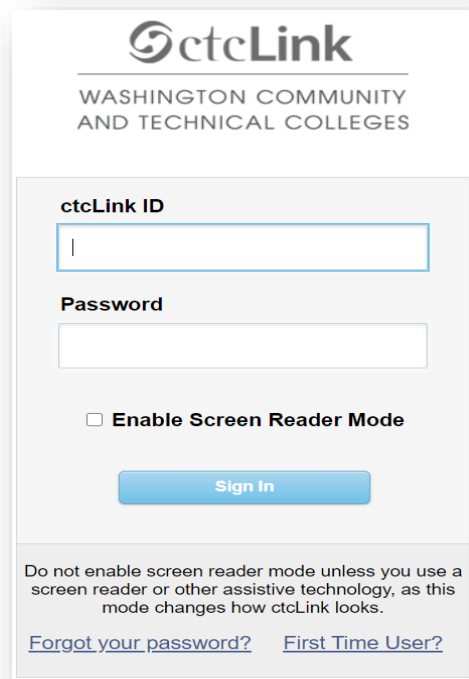


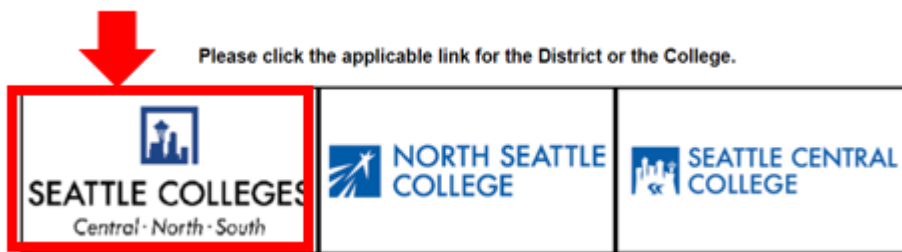
## Jinsi ya Kuripoti Saa Zilizofanywa Kazi kwa Waajiriwa Walioainishwa

1. Ingia katika ctcLink kwenye <https://gateway.ctclink.us/>

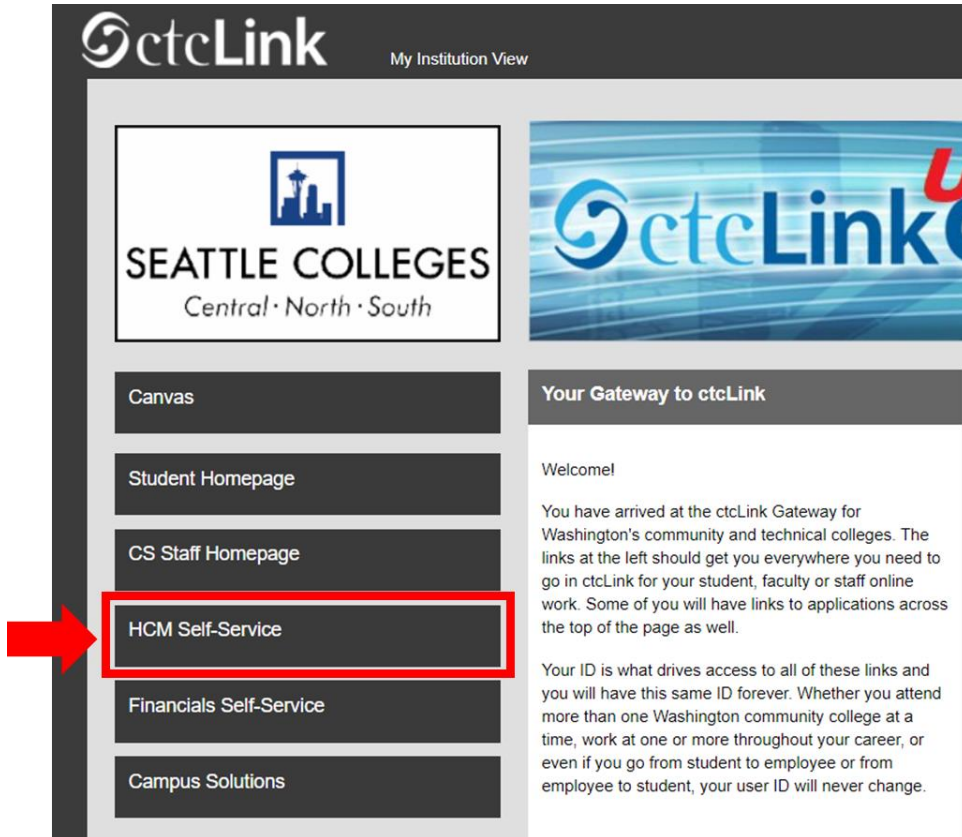


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign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

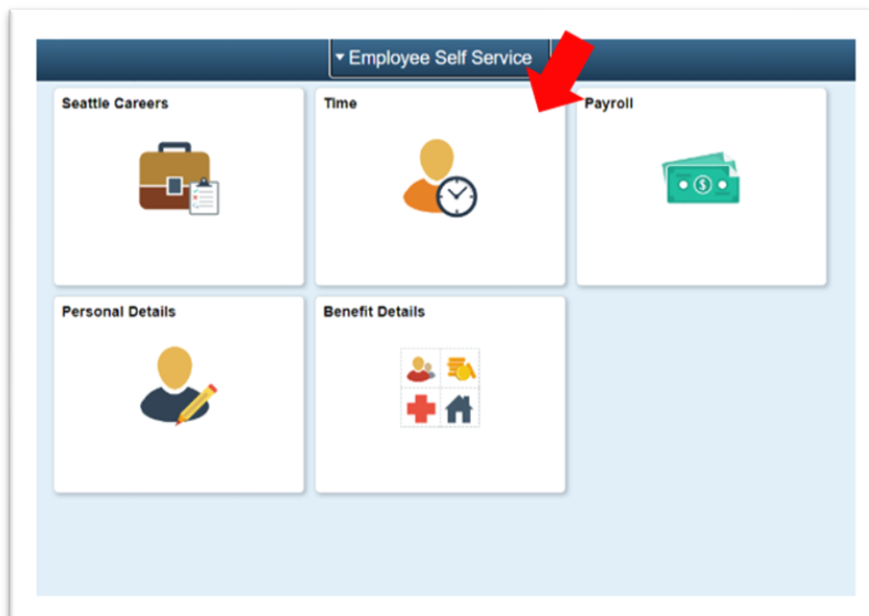
2. Utaletwa kwenye skrini ili kuchagua mada. Chagua mada ya "Seattle Colleges".



3. Mara ukishaingia kwenye ctcLink Gateway yako, chagua **Huduma ya Kujihudumia ya HCM** ili kufikia ukurasa wako wa Huduma ya Mwajiriwa Kujihudumia.

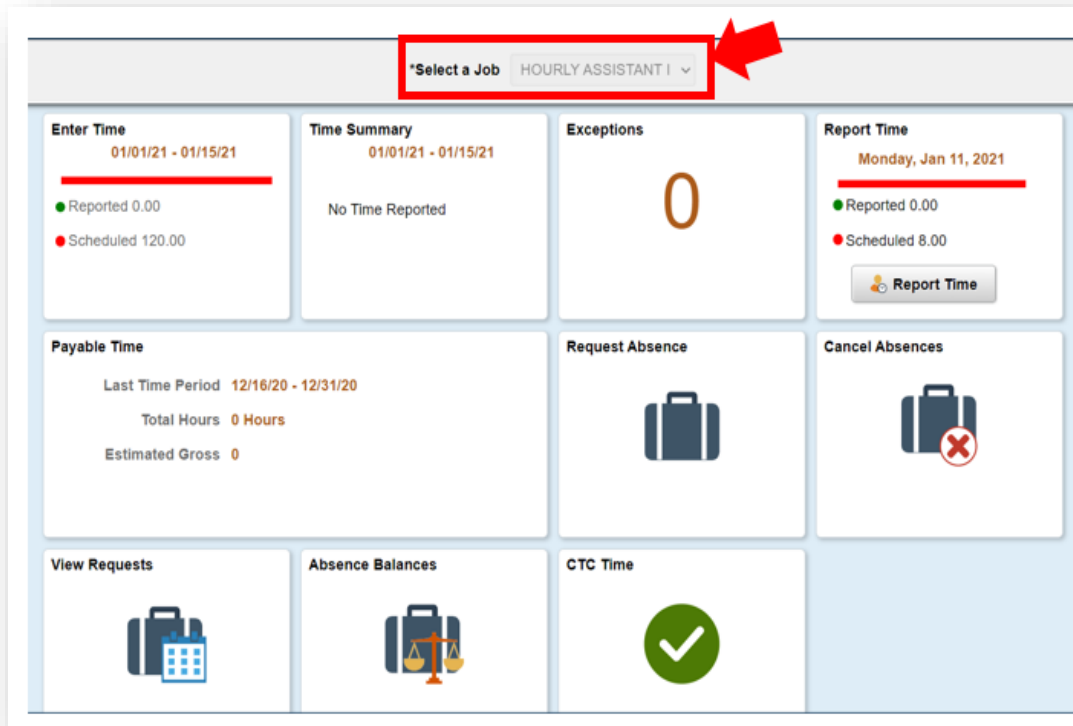


4. Chagua Mada ya “Saa (Time)” kwenye ukurasa wako wa Huduma ya Mwajiriwa Kujihudumia

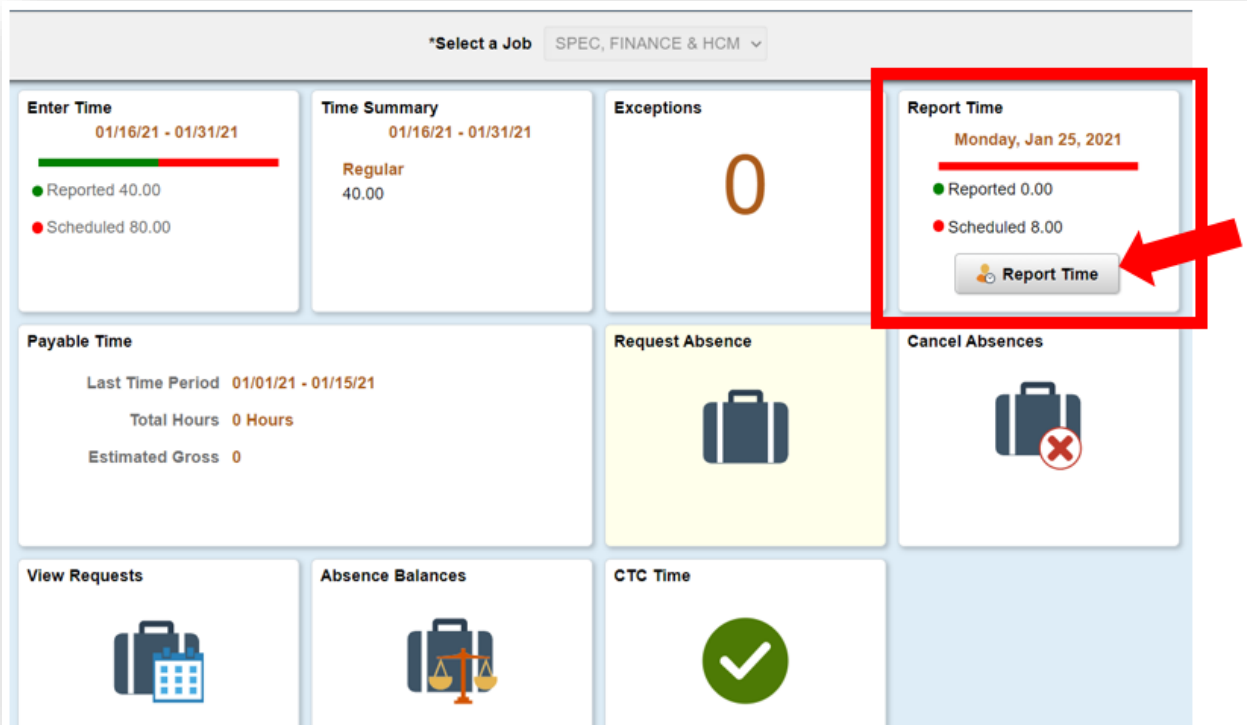




5. Juu ya ukurasa, hakikisha kazi sahihi imechaguliwa. Kwa watu wengi, kuna kazi moja pekee kwa hivyo kijisanduku hiki cha orodha dondoshi kitawekwa kuwa cha kijivu.



6. Mara ukishapata kazi sahihi kuchaguliwa, Bofya kwenye Kitufe cha Kijivu cha “Ripoti Saa (Report Time)”



7. Utapelekwa kwenye ukurasa unaofuata wa kujaza. Hakikisha una siku sahihi. Ikiwa huna siku sahihi, tumia vishale kurambaza kati ya siku.

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 0.00 Scheduled 8.00

\*Time Reporting Code [dropdown] Quantity [input]

Submit

Time Details

Submitted 0 Hours

Comments (0)

Last reported time was on Friday, Jan 22, 2021.

8. Chagua 'Kawaida' kama "Msimbo wako wa Kuripoti Saa".

Chagua 'Shughuli Zilizohirishwa' ikiwa unaripoti saa zilizofanywa kazi katika kipindi cha muda ambao chuo kimefungwa kwa ajili ya Shughuli Zilizohirishwa.

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 0.00 Scheduled 8.00

\*Time Reporting Code [dropdown] Quantity [input]

Submit

Time Details

Submitted 0 Hours

Comments (0)

Last reported time was on Friday, Jan 22, 2021.

9. Ingiza jumla ya saa zilizofanywa kazi siku hiyo, kisha bofya kitufe cha kijani kibichi cha "Wasilisha" kwenye kona ya juu ya mkono wa kulia.

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 0.00 Scheduled 8.00

\*Time Reporting Code [Regular] Quantity 8 Hours

Submit

Time Details

Submitted 0 Hours

Comments (0)

10. Ikiwa umemaliza, unaweza kuchagua kitufe cha “Saa (Time)” kwenye kona ya juu ya kushoto ili kurudi kwenye ukurasa mkuu wa saa.

< Time

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 8.00 Scheduled 8.00

\*Time Reporting Code  Quantity

Submit

Time Details

Submitted 8.00 Hours

Summary Detail

Regular	8.00 Hours
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Comments (0)