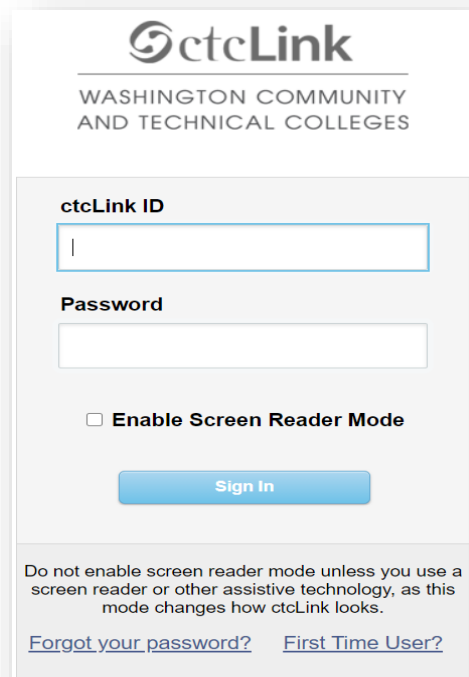


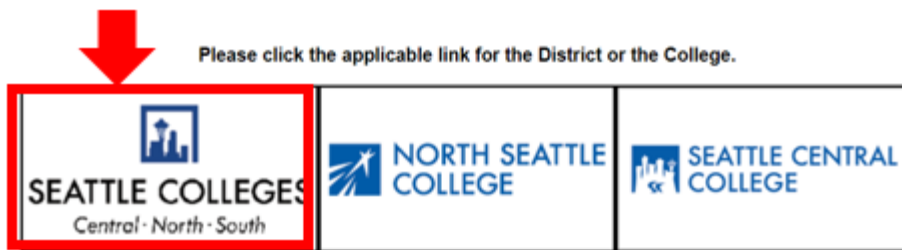
時薪員工如何回報工作時間

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

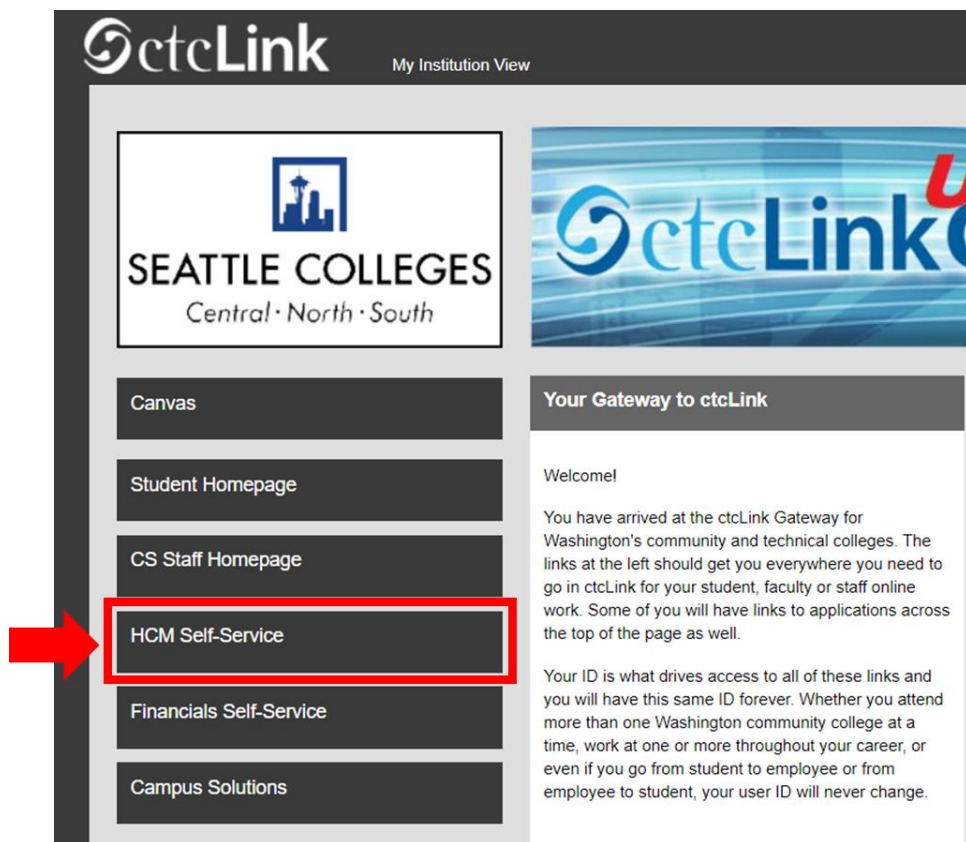


The image shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign In"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

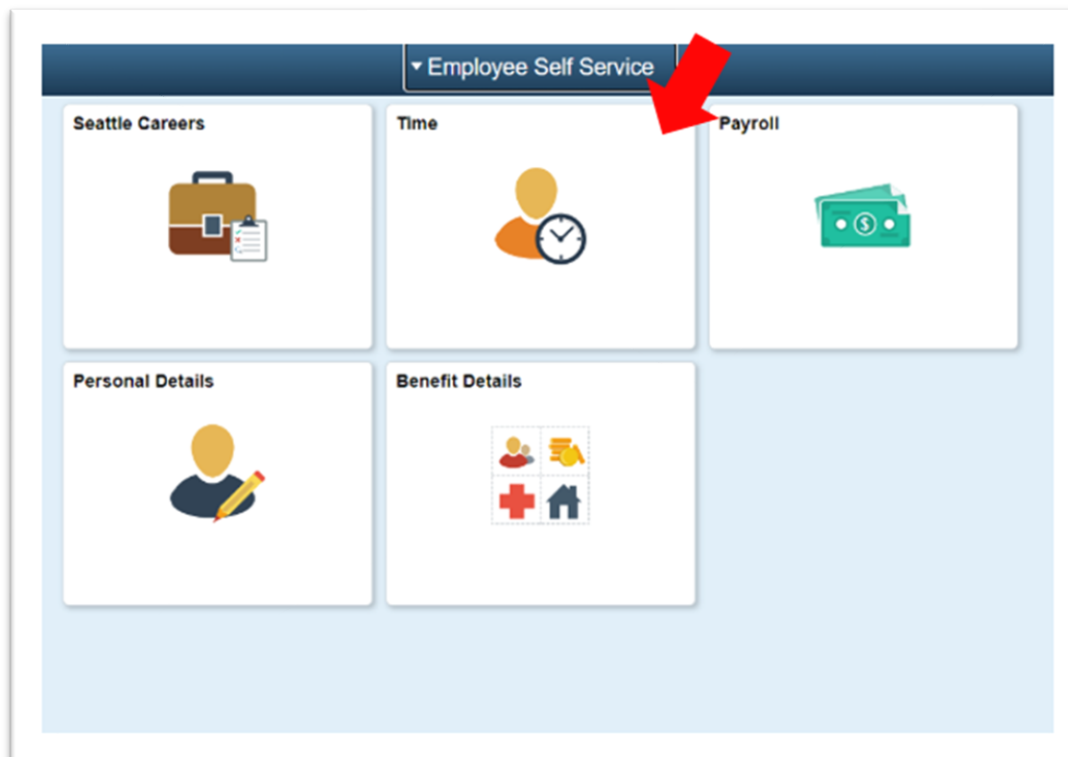
2. 您會被帶往一個用於選取圖格的畫面。選取適當的圖格。



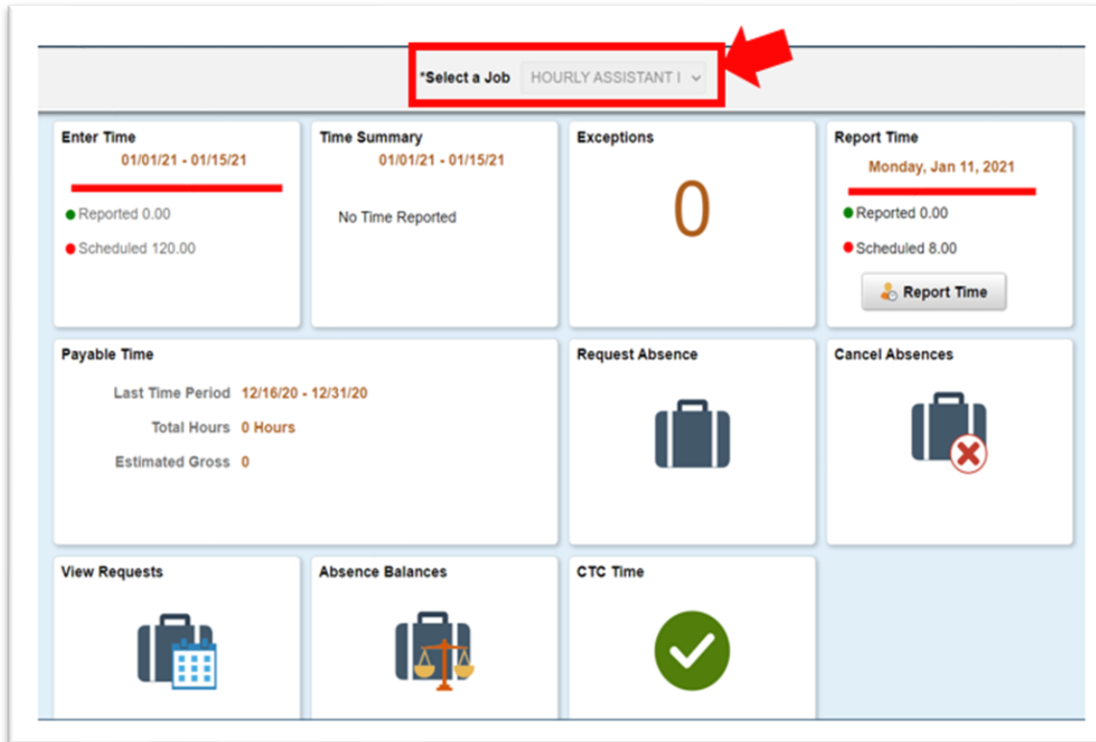
3. 登入至您的 ctcLink 開道後，選取 HCM 自助服務，以存取您的員工自助服務頁面。



4. 在您的員工自助服務頁面中選取「時間 (Time)」圖格。



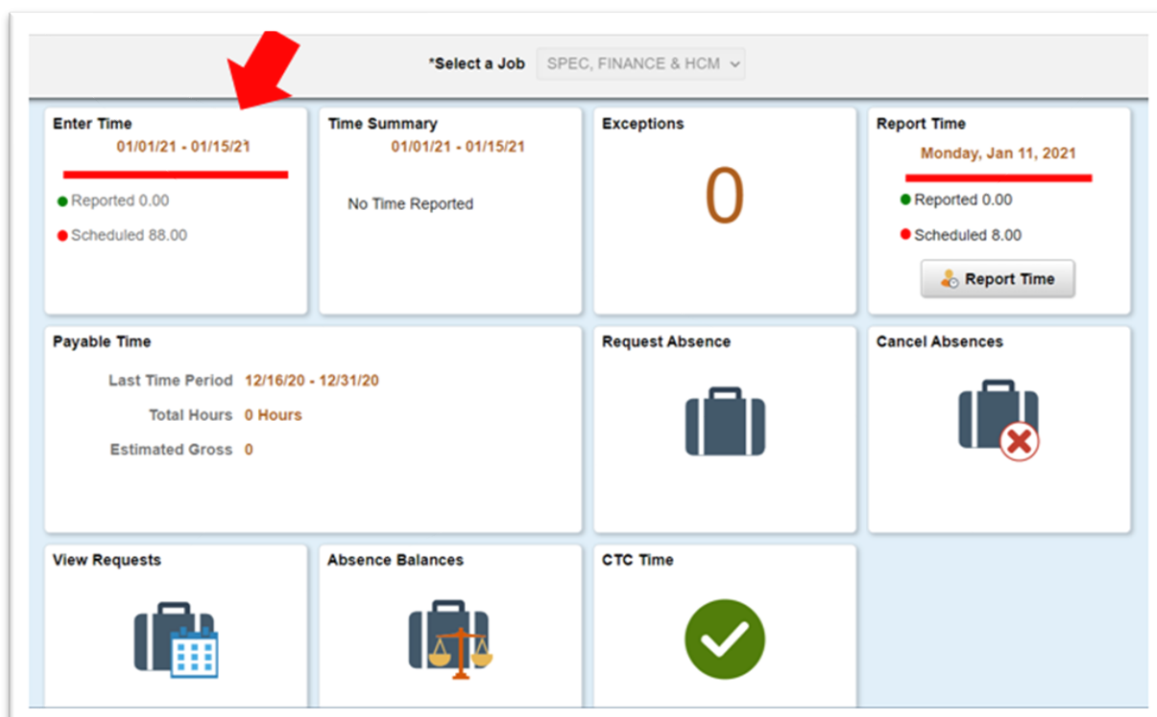
5. 在頁面的上方，請確認選取了正確的工作。對於多數員工而言，工作只會有一種，因此此下拉式方塊將會反灰。



The screenshot shows a time reporting interface. 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:** Represented by a briefcase icon.
- Cancel Absences:** Represented by a briefcase icon with a red 'X' over it.
- View Requests:** Represented by a briefcase and calendar icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- CTC Time:** Represented by a green checkmark icon.

6. 選取正確的工作後，按一下「輸入時間 (Enter Time)」圖格。

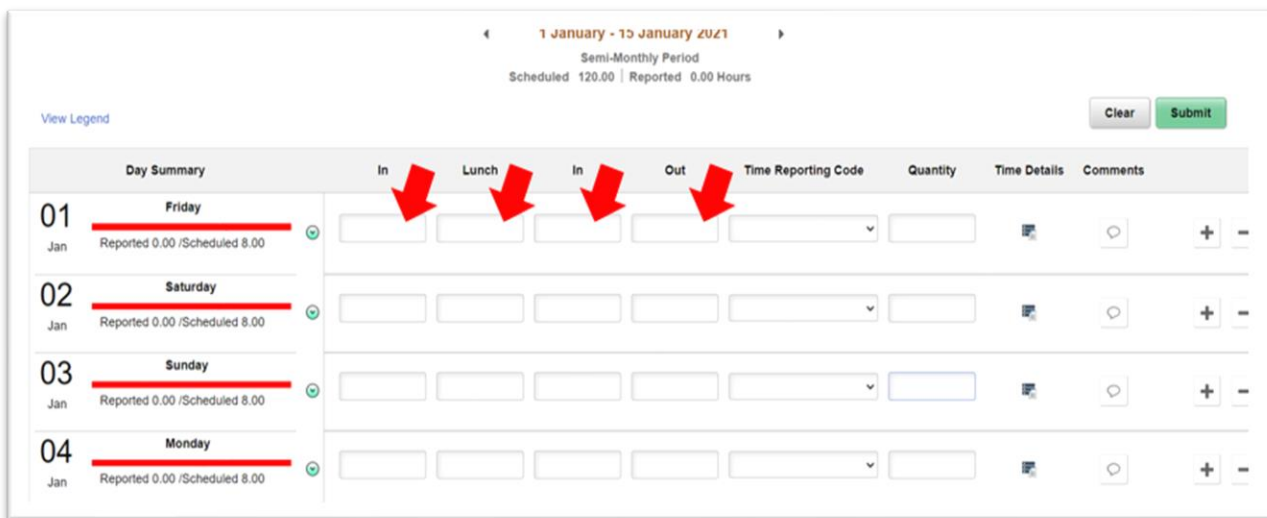


The screenshot shows the same time reporting interface as above, but with the job dropdown menu set to 'SPEC, FINANCE & HCM'. A red arrow points to the 'Enter Time' button in the top-left section. The 'Enter Time' section now shows a scheduled time of 88.00 hours. The 'Report Time' section shows a scheduled time of 8.00 hours. The 'Report Time' button is also visible.

7. 您將會被帶往時間輸入頁面。 輸入開始時間 (Start time)、午餐 (Lunch) 時間、簽到 (In) 時間以及簽退 (Out) 時間。

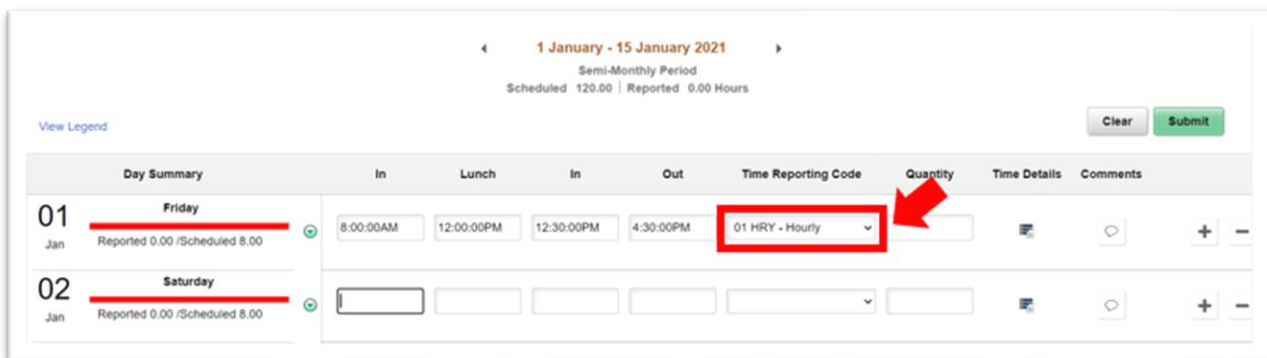
- 「簽到 (In)」：這是您開始上班的時間。
- 「午餐 (Lunch)」：這是您開始午休的時間。
- 「簽到 (In)」：這是您從午休返回工作的時間。
- 「簽退 (Out)」：這是您當日離開工作的時間。

如果您沒有午休，請僅填寫第一個「簽到 (In)」和「簽退 (Out)」欄位。



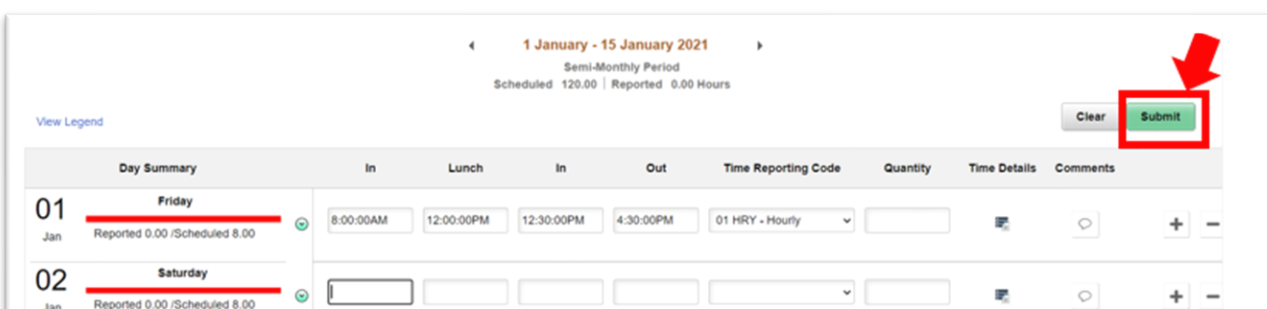
The screenshot shows a time reporting interface for the period of 1 January to 15 January 2021. The interface is titled "Semi-Monthly Period" and shows "Scheduled 120.00 | Reported 0.00 Hours". There are "Clear" and "Submit" buttons in the top right. The main table has columns for "Day Summary", "In", "Lunch", "In", "Out", "Time Reporting Code", "Quantity", "Time Details", and "Comments". The first row is for Friday, Jan 01, with "Reported 0.00 / Scheduled 8.00". Red arrows point to the "In", "Lunch", "In", and "Out" input fields for this row.

8. 選取「時間回報代碼 (Time Reporting Code)」並設定至「01 HRY – 時薪 (01 HRY – Hourly)」。請將「數量 (Quantity)」欄位留白。



The screenshot shows the same time reporting interface as above. The "Time Reporting Code" dropdown menu is now set to "01 HRY - Hourly", and the "Quantity" field is left blank. A red arrow points to the dropdown menu.

9. 輸入當日的全部時數後，選取右上方的送出 (Submit) 按鈕。



The screenshot shows the same time reporting interface as above. The "Submit" button is now highlighted with a red box, and a red arrow points to it.

10. 送出後，您填入時間的日期將會以綠色顯示。這代表已經向您的主管傳送電子郵件，通知他們您已送出了當日的工作時間。

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			
02 Saturday Jan Reported 0.00 / Scheduled 8.00								

11. 如果您已完成輸入，可以選取左上方的「時間 (Time)」按鈕，返回至主時間頁面。您需要每天輸入您的工作時數。

< Time

Enter Time

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			

