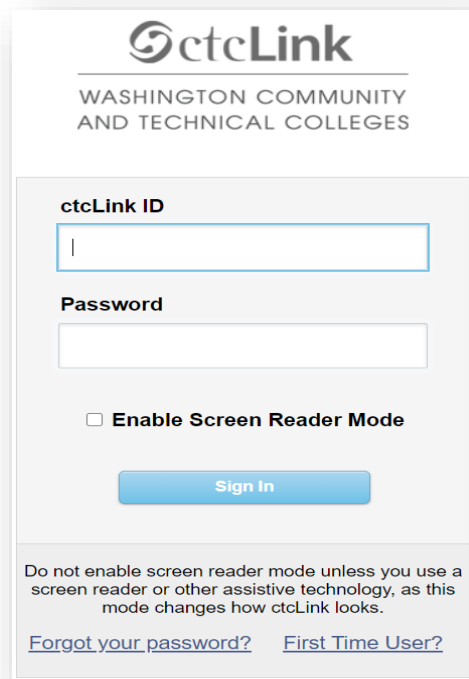


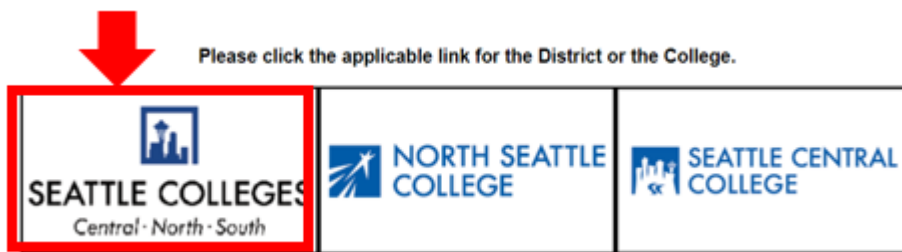
Paano Mag-report ng Oras na Ipinasok para sa mga Empleyadong Orasan (Hourly Paid Employees)

1. Mag-sign in sa ctcLink sa <https://gateway.ctclink.us/>

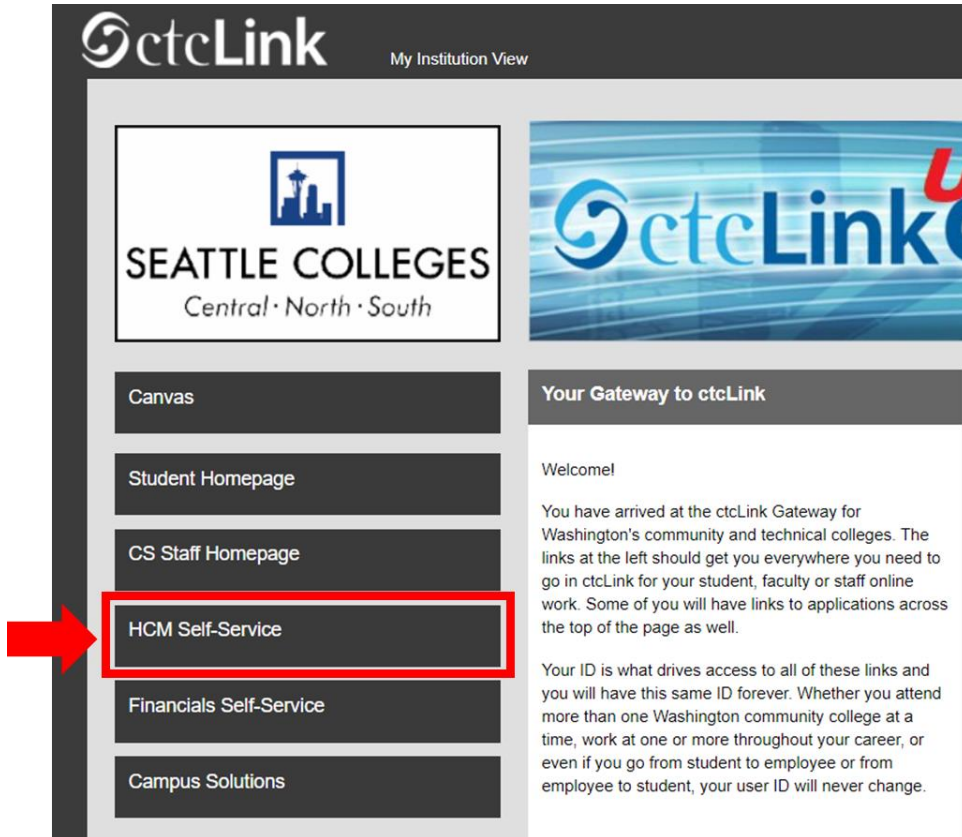


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign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

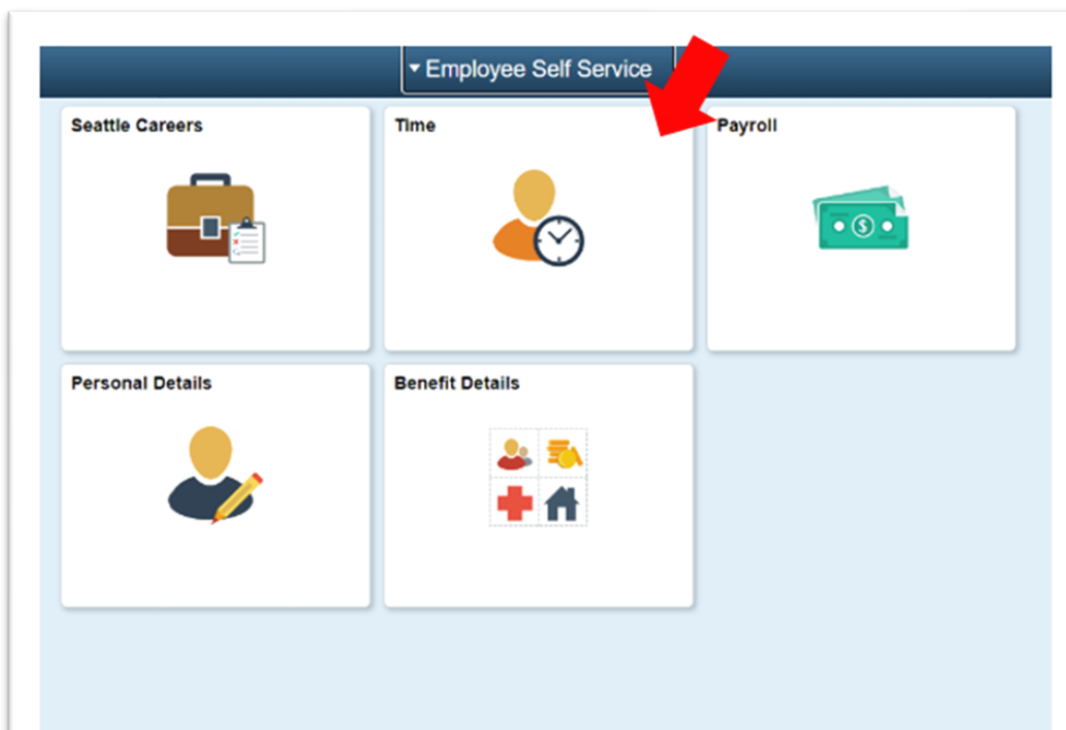
2. Dadalhin ka nito sa isang screen para pumili ng kahon. Piliin ang tamang kahon.



3. Kapag naka-sign in na sa iyong ctcLink Gateway, piliin ang HCM Self-Service para mabuksan ang iyong Employee Self-Service page.



4. Piliin ang "Time" na kahon mula sa iyong Employee Self Service page



5. Sa itaas ng page, siguruhing tama ang trabahong napili. Para sa marami, isa lamang ang trabaho kaya ang drop-down na kahon na ito ay naka-grey out.

The screenshot shows a dashboard interface with a grey header bar. A dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown text reads: ***Select a Job** HOURLY ASSISTANT I ▾. Below the header, the dashboard is divided into several sections: **Enter Time** (01/01/21 - 01/15/21) showing Reported 0.00 and Scheduled 120.00; **Time Summary** (01/01/21 - 01/15/21) showing No Time Reported; **Exceptions** showing 0; **Report Time** (Monday, Jan 11, 2021) showing Reported 0.00 and Scheduled 8.00 with a **Report Time** button; **Payable Time** (Last Time Period 12/16/20 - 12/31/20) showing Total Hours 0 Hours and Estimated Gross 0; **Request Absence** and **Cancel Absences** (both with briefcase icons); **View Requests** (with briefcase and calendar icon); **Absence Balances** (with briefcase and scales icon); and **CTC Time** (with a green checkmark icon).

6. Kapag napili na ang tamang trabaho, i-click ang “Enter Time” na kahon

The screenshot shows the same dashboard interface, but the job selection dropdown now displays: ***Select a Job** SPEC, FINANCE & HCM ▾. A red arrow points to the **Enter Time** section. The **Enter Time** section (01/01/21 - 01/15/21) now shows Reported 0.00 and Scheduled 88.00. The other sections remain the same as in the previous screenshot.

7. Dadalhin ka nito sa page na pwedeng ilagay ang oras (time entry). Ilagay ang oras ng Pagsisimula (Start), Tanghalian (Lunch), Pagpasok (In), at Pag-uwi (Out).

- “In”: Ito ang oras na nagsimula kang magtrabaho.
- “Lunch”: Ito ang oras na nagsimula kang magpahinga para sa tanghalian.
- “In”: Ito ang oras na bumalik ka mula sa iyong tanghalian.
- “Out”: Ito ang oras na umalis ka sa trabaho sa araw na ito.

Kung hindi mo ginamit ang iyong pahinga para sa tanghalian, kumpletuhin lamang unang “In” at “Out” na field.

The screenshot shows a time entry interface for the period of 1 January to 15 January 2021. The interface includes a 'View Legend' link, a 'Clear' button, and a 'Submit' button. The main table has columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The first row, for Friday, Jan, has red arrows pointing to the 'In', 'Lunch', 'In', and 'Out' input fields. The 'Time Reporting Code' is set to '01 HRY - Hourly' and the 'Quantity' is empty.

8. Piliin ang “Time Reporting Code” at i-set ito sa “01 HRY – Hourly”. Pakiiwang blangko ang “Quantity” field.

The screenshot shows the same time entry interface. The 'Time Reporting Code' dropdown menu is highlighted with a red box and a red arrow pointing to it. The 'Quantity' field is empty. The 'In' field is set to '8:00:00AM', 'Lunch' to '12:00:00PM', 'In' to '12:30:00PM', and 'Out' to '4:30:00PM'.

9. Kapag nailagay mo na ang lahat ng oras mo para sa araw na ito, piliin ang Submit na button na nasa itaas, bandang kanang bahagi.

The screenshot shows the same time entry interface. The 'Submit' button is highlighted with a red box and a red arrow pointing to it. The 'In' field is set to '8:00:00AM', 'Lunch' to '12:00:00PM', 'In' to '12:30:00PM', and 'Out' to '4:30:00PM'. The 'Time Reporting Code' is set to '01 HRY - Hourly' and the 'Quantity' is empty.

10. Kapag naipasa na, magiging kulay berde ang mga araw na nilagyan mo ng kumpletong oras. Nangangahulugan ito na napadalan na ng email ang iyong manager para ipaalam na nagpasa ka ng iyong mga oras para sa araw na ito.

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. Kapag tapos ka na, maaari mong piliin ang “Time” na buton na nasa itaas, bandang kaliwa para bumalik sa main time page. Kailangan mong ilagay ang mga oras na iyong ipinasok araw-araw.

← 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			

