

HOW TO REPORT TIME (CLASSIFIED)

1. Sign into ctcLink

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID
101023762

Password
◆◆◆◆◆◆◆◆

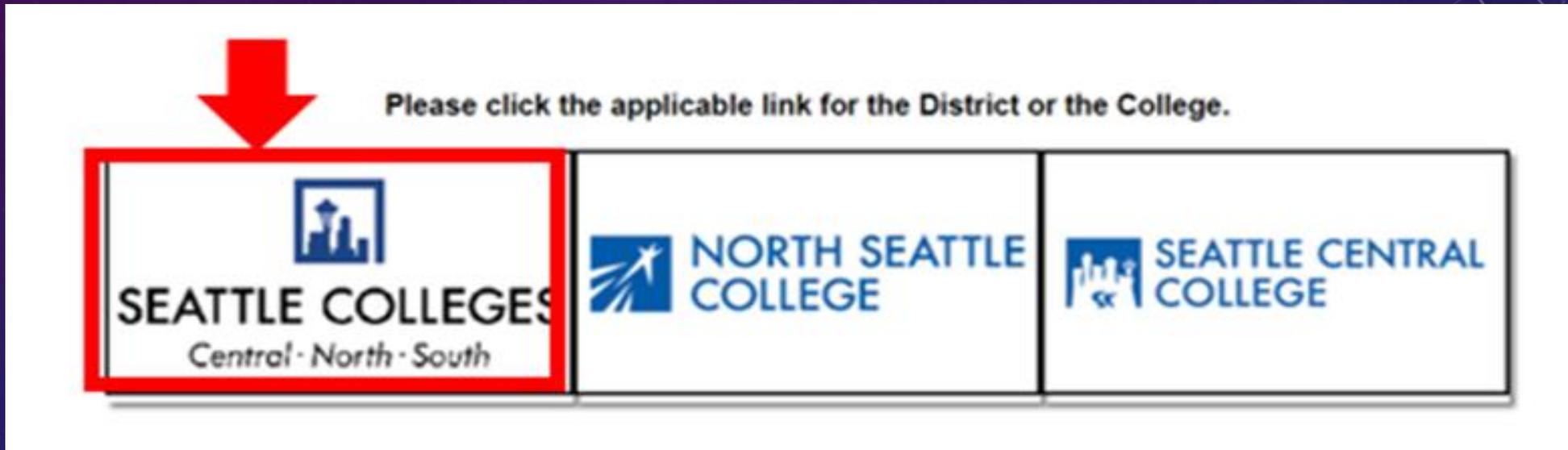
Enable Screen Reader Mode

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. You will be brought to a screen to select a tile. Select the appropriate tile

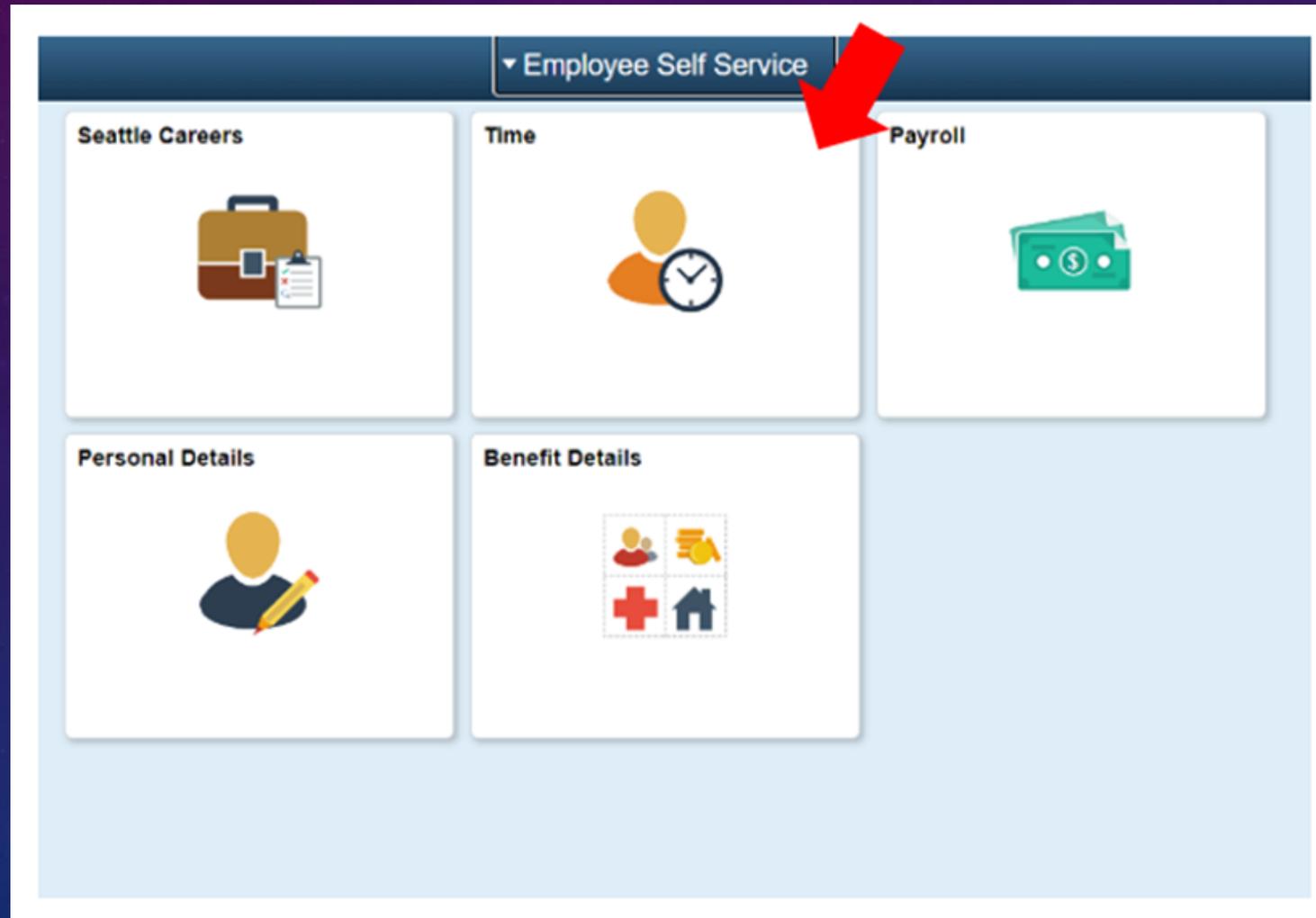


3. Once signed in, select the HCM Self-Service Tile on the left

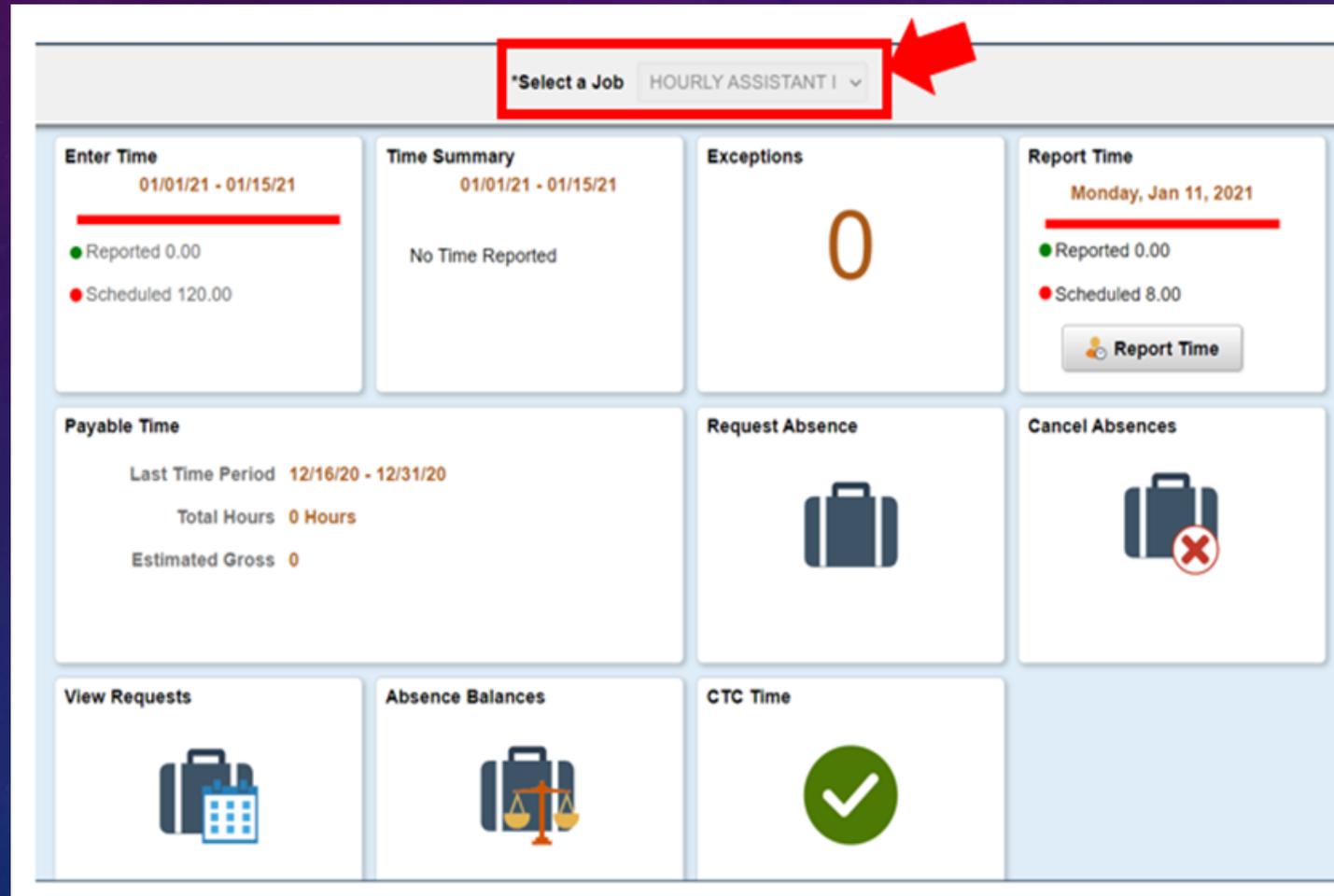
The screenshot displays the ctcLink HCM Self-Service Gateway interface. At the top, there is a navigation bar with links for HCM, FSCM, CS, Tiles, Reset Question, Home, and Sign Out. The ctcLink logo is on the left, and the user's name, Jessica Wagner, is on the right. The main content area is divided into three sections:

- Left Sidebar:** A vertical menu of tiles. The top tile is for Seattle Colleges (Central, North, South). Below it, the 'HCM Self-Service' tile is highlighted with a red box and a red arrow pointing to it. Other tiles include 'Campus Solutions' and 'Delete Challenge Questions'.
- Center Section:** Titled 'Your Gateway to ctcLink', it contains a welcome message and instructions on how to use the system. It mentions that users can find links for student, faculty, or staff work, and that their ID is used for access.
- Right Section:** Titled 'How Do I...?', it provides help information, including a link to the ctcLink Training website and mentions of Quick Reference Guides (QRG) and training exercises.

4. Select the “Time” Tile from your Employee Self-Service page.



5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.



The screenshot shows a user interface for time management. At the top, there is a dropdown menu labeled "*Select a Job" with the current selection "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): Shows a progress bar and "Reported 0.00" (green dot) and "Scheduled 120.00" (red dot).
- Time Summary** (01/01/21 - 01/15/21): Shows "No Time Reported".
- Exceptions**: Shows a large "0".
- Report Time** (Monday, Jan 11, 2021): Shows "Reported 0.00" (green dot) and "Scheduled 8.00" (red dot), with a "Report Time" button.
- Payable Time**: Shows "Last Time Period 12/16/20 - 12/31/20", "Total Hours 0 Hours", and "Estimated Gross 0".
- Request Absence**: Shows a briefcase icon.
- Cancel Absences**: Shows a briefcase icon with a red 'X' over it.
- View Requests**: Shows a briefcase and calendar icon.
- Absence Balances**: Shows a briefcase and scales icon.
- CTC Time**: Shows a green checkmark icon.

6. Once you have the correct job selected, Click on the “Report Time” Grey Button

The screenshot displays a user interface for time reporting. At the top, there is a dropdown menu labeled "*Select a Job" with the selected option "SPEC, FINANCE & HCM". The interface is divided into several sections:

- Enter Time:** Shows a progress bar for the period 01/16/21 - 01/31/21. It indicates 40.00 hours reported (green) and 80.00 hours scheduled (red).
- Time Summary:** Shows 40.00 Regular hours for the period 01/16/21 - 01/31/21.
- Exceptions:** Shows 0 exceptions.
- Report Time:** This section is highlighted with a red box. It shows the date "Monday, Jan 25, 2021" and a progress bar. It indicates 0.00 hours reported (green) and 8.00 hours scheduled (red). A grey button labeled "Report Time" with a person icon is highlighted by a red arrow.
- Payable Time:** Shows the last time period as 01/01/21 - 01/15/21, with 0 total hours and 0 estimated gross.
- 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.

7. You will be taken to the time entry page. Ensure you have the correct day. If you do not have the correct day, use the arrows to navigate between days.

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 0.00 Scheduled 8.00

Submit

*Time Reporting Code Quantity

Time Details

Submitted 0 Hours

Comments (0)

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

8. Select the Correct “Time Reporting Code”.

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 0.00 Scheduled 8.00

*Time Reporting Code

Quantity

Submit

Time Details

Submitted 0 Hours

Comments (0)

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

9. Input the number of hours worked, then click the green “Submit” button in the upper right hand corner.

The screenshot displays the 'Report Time' interface for Monday, Jan 25, 2021. It features a progress bar under 'Reported Status' showing 0.00 reported hours and 8.00 scheduled hours. Below this, there is a dropdown menu for '*Time Reporting Code' currently set to 'Regular'. To the right, there is a 'Quantity' input field containing the number '8' and a 'Submit' button. A red arrow points to the 'Submit' button, and another red arrow points to the 'Quantity' input field.

10. If you are done, you can select the “Time” button on the upper left corner to go back to the Time Tile page.

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 8.00 Scheduled 8.00

Submit

*Time Reporting Code Quantity

Time Details

Submitted 8.00 Hours

Summary Detail

Regular	8.00 Hours
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Comments (0)

Important Notices for Time Entry:

- Time MUST be submitted at least once a week. Time must be submitted before/or on the last day of the pay period.
- It is the your responsibility to input your time before/ or on, the last day of the pay period.
- If you forget to input your time after the pay period has ended and the timecards are locked (Midnight on the last day of the pay period, for example the 15th and the 30th of the month), you must report it to your manager. Those hours will be processed on the next pay period. This will result in a delay in processing of the hours not input, for up to 2 weeks.

- **No Emergency Checks will be issued!**

If you have questions, contact your supervisor.

Additional resources are available on the ctclink Resource page
at <https://www.seattlecolleges.edu/ctclink/about>