

HOW TO REPORT TIME (CLASSIFIED)

1. Sign into ctcLink

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID
101023762

Password
◆◆◆◆◆◆◆◆

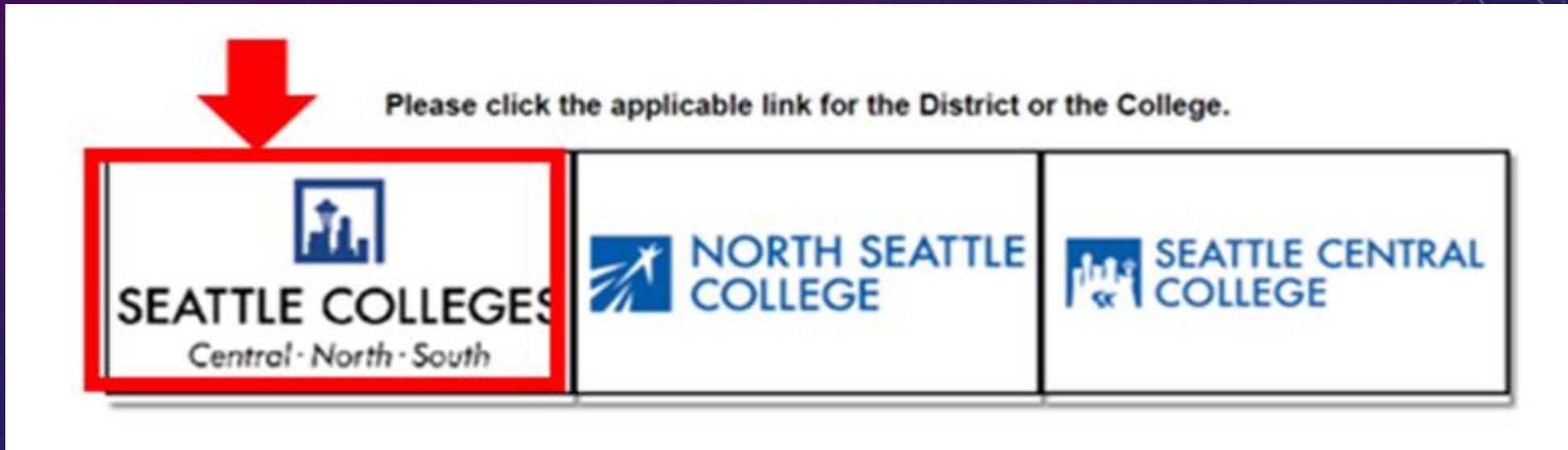
Enable Screen Reader Mode

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 shows 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 columns. The left column contains a Seattle Colleges logo and three tiles: HCM Self-Service (highlighted with a red box and arrow), Campus Solutions, and Delete Challenge Questions. The middle column is titled 'Your Gateway to ctcLink' and contains a welcome message and instructions. The right column is titled 'How Do I...?' and contains a link to the ctcLink Training website.

Navigation: HCM FSCM CS Tiles Reset Question Home Sign Out

ctcLink My Institution View Welcome Jessica Wagner!

SEATTLE COLLEGES
Central · North · South

HCM Self-Service

Campus Solutions

Delete Challenge Questions

Your Gateway to ctcLink

Welcome!

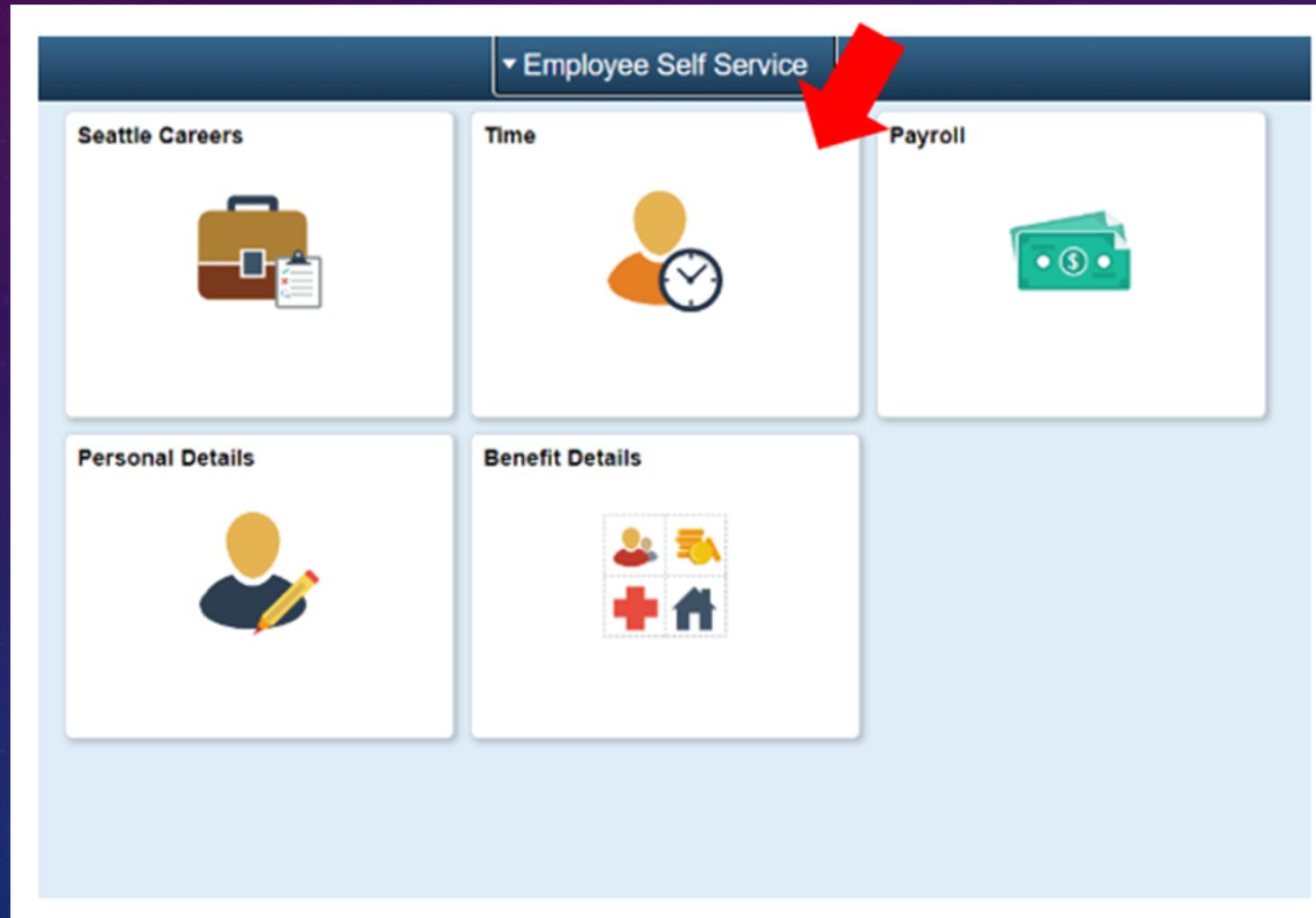
You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from

How Do I...?

If you need help with how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way.

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 "HOURLY ASSISTANT I" selected. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown are several panels:

- Enter Time** (01/01/21 - 01/15/21): Shows a progress bar, "Reported 0.00", and "Scheduled 120.00".
- 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", "Scheduled 8.00", and 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 value "SPEC, FINANCE & HCM". The interface is divided into several sections:

- Enter Time (01/16/21 - 01/31/21):** Shows a progress bar with 40.00 hours reported (green) and 80.00 hours scheduled (red).
- Time Summary (01/16/21 - 01/31/21):** Shows 40.00 Regular hours.
- Exceptions:** Shows 0 exceptions.
- Report Time (Monday, Jan 25, 2021):** Shows 0.00 Reported hours (green) and 8.00 Scheduled hours (red). A red box highlights this section, and a red arrow points to the "Report Time" button.
- Payable Time (Last Time Period 01/01/21 - 01/15/21):** Shows 0 Hours Total 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

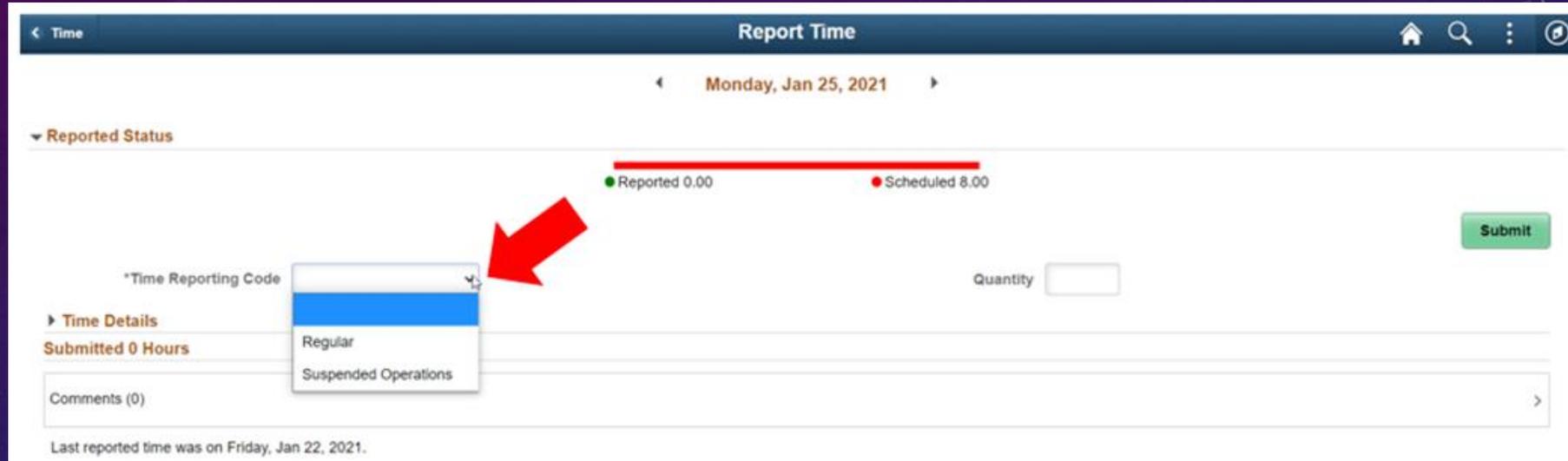
Time Details

Submitted 0 Hours

Comments (0)

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

8. Select the Correct “Time Reporting Code”.



Time

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. At the top, there is a navigation bar with a back arrow, the title 'Report Time', and icons for home, search, and settings. Below the date, a section titled 'Reported Status' features a progress bar. The bar shows 'Reported 0.00' (green) and 'Scheduled 8.00' (red). Underneath, the '*Time Reporting Code' is set to 'Regular'. To the right, the 'Quantity' is set to '8' with a unit of 'Hours'. A green 'Submit' button is located in the upper right corner. Two red arrows are overlaid on the image: one points to the 'Submit' button, and the other 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.

The screenshot displays the 'Report Time' mobile application interface. At the top, a dark blue header contains a back arrow and the text '< Time', which is highlighted with a red box and a red arrow. To the right of the header, the title 'Report Time' is centered, and navigation icons (home, search, menu, refresh) are on the far right. Below the header, the date 'Monday, Jan 25, 2021' is displayed. The main content area is titled 'Reported Status' and features a green progress bar. A legend below the bar indicates 'Reported 8.00' (green dot) and 'Scheduled 8.00' (red dot). A 'Submit' button is located on the right side of the progress bar. Below this, there are input fields for '*Time Reporting Code' and 'Quantity'. The 'Time Details' section is expanded, showing 'Submitted 8.00 Hours'. At the bottom, there are tabs for 'Summary' and 'Detail', and a table with one row: 'Regular' and '8.00 Hours'. A 'Comments (0)' section is at the very bottom.

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>