HOW TO REPORT TIME
(CLASSIFIED)
1. Sign into ctcLink
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
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.
6. Once you have the correct job selected, Click on the “Report Time” Grey Button
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.
8. Select the Correct “Time Reporting Code”.
9. Input the number of hours worked, then click the green “Submit” button in the upper right hand corner.
10. If you are done, you can select the “Time” button on the upper left corner to go back to the Time Tile page.
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 15\textsuperscript{th} and the 30\textsuperscript{th} 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](https://www.seattlecolleges.edu/ctclink/about)