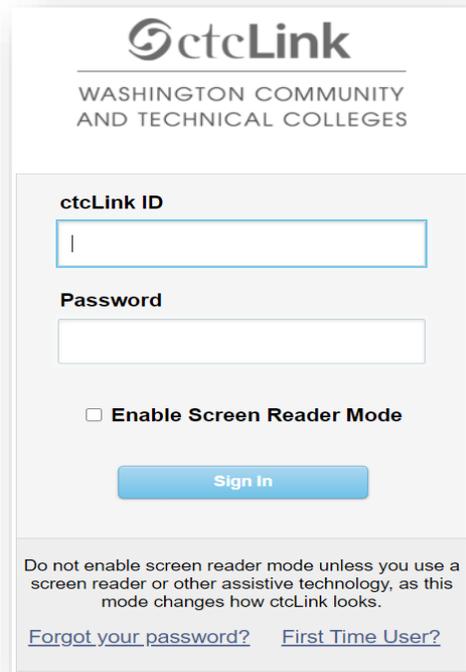


How to Report Time Worked for Classified Employees

1. Sign into **ctcLink** at <https://gateway.ctclink.us/>



ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID

Password

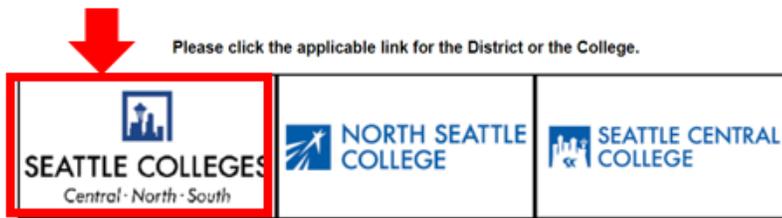
Enable Screen Reader Mode

Sign In

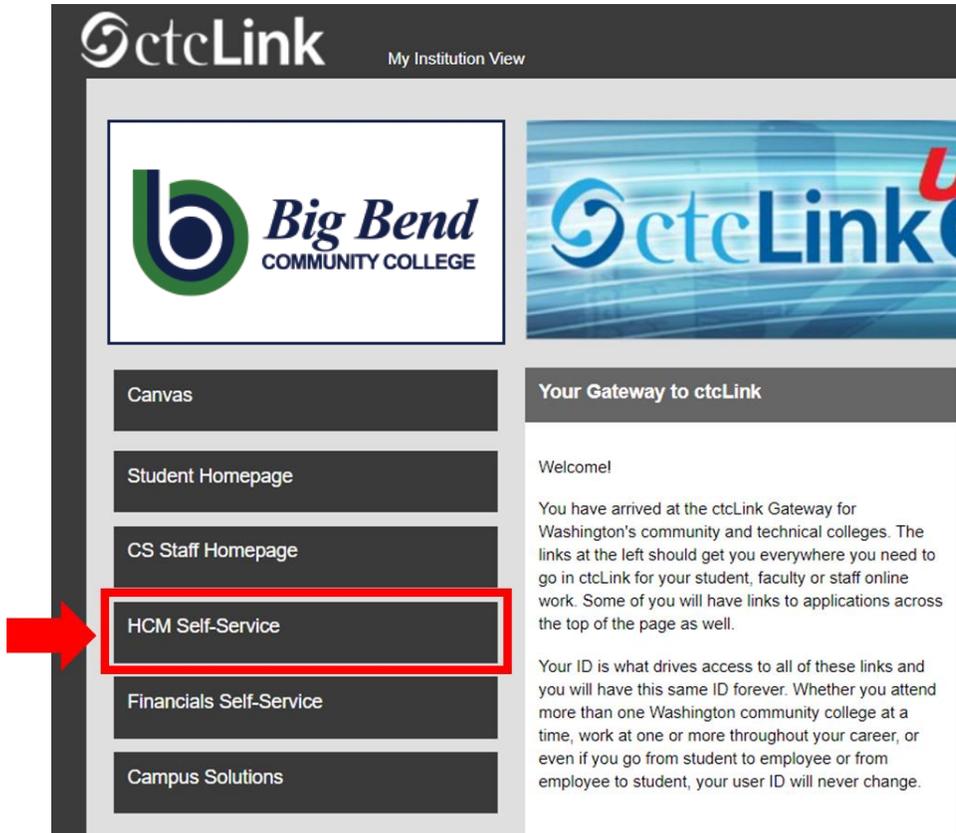
Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

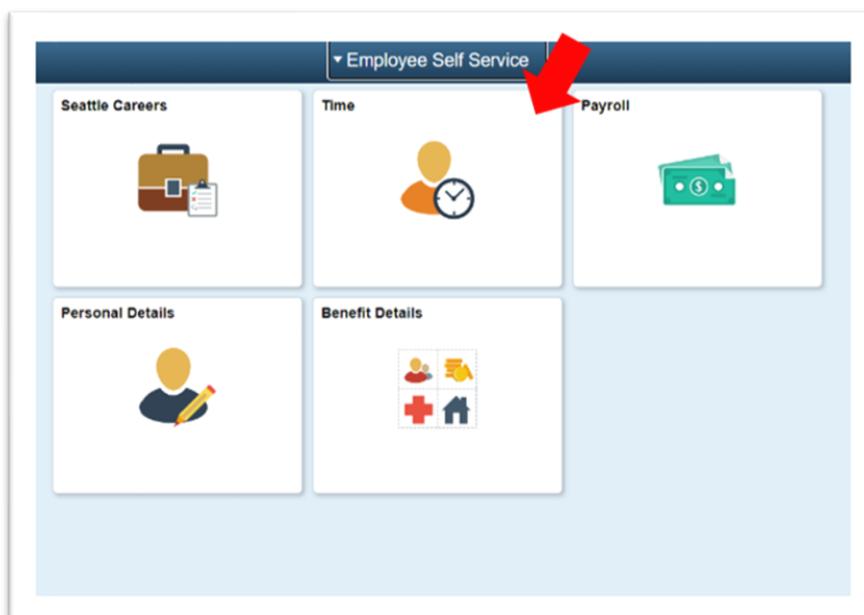
2. You will be brought to a screen to select a tile. Select the “Seattle Colleges” tile.



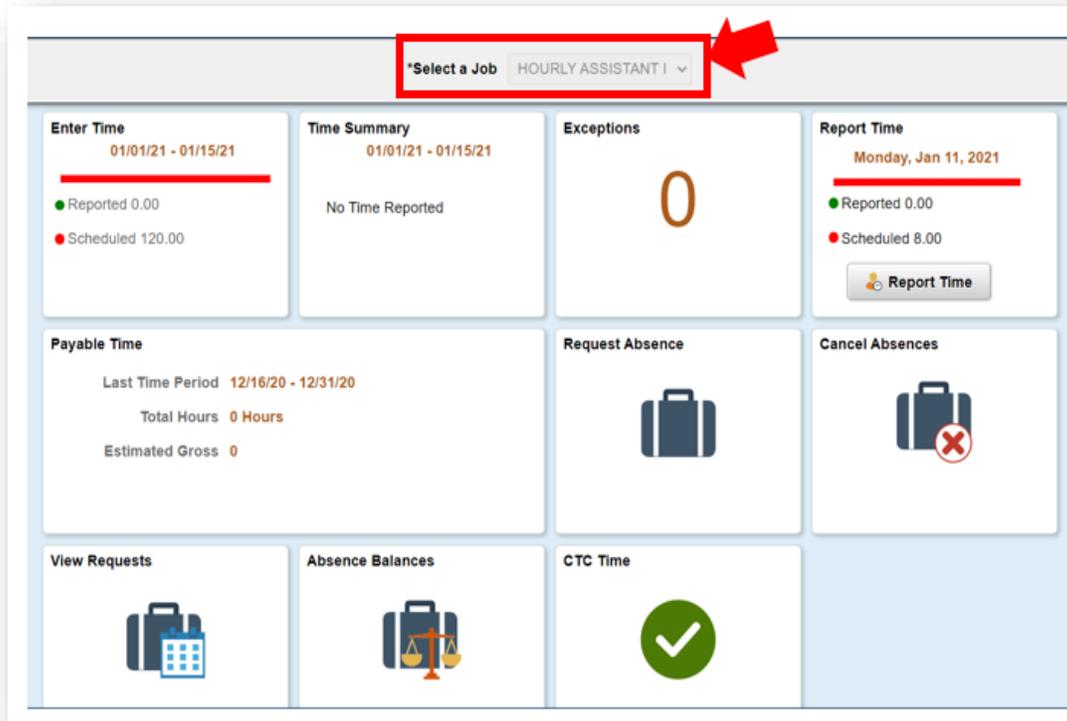
3. Once signed in to your ctcLink Gateway, select **HCM Self-Service** to access your Employee Self-Service page.



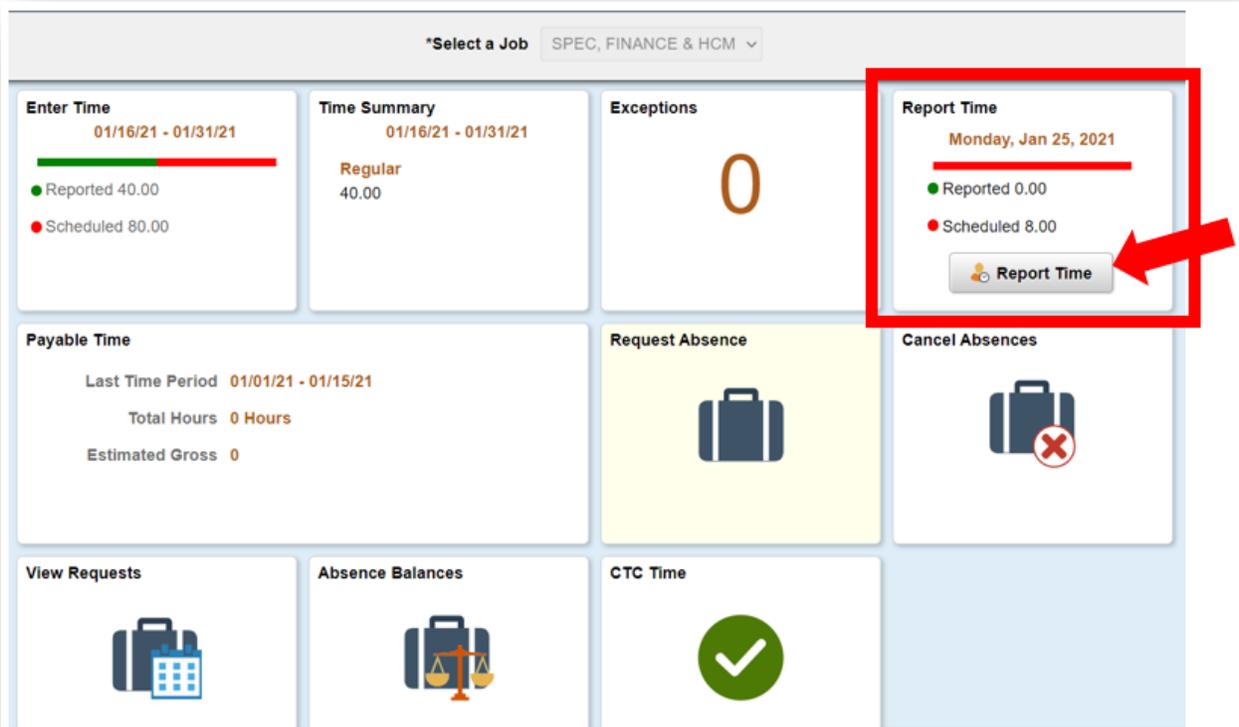
4. Select the **"Time"** Tile from your Employee Self Service page



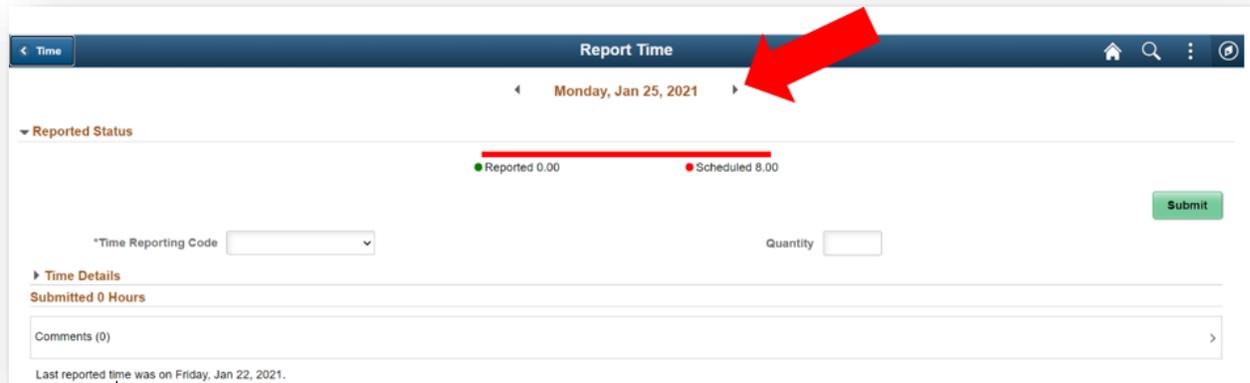
5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.



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.



The screenshot shows the 'Report Time' interface for Monday, Jan 25, 2021. A red arrow points to the right navigation arrow next to the date. Below the date, there is a progress bar for 'Reported Status' showing 'Reported 0.00' and 'Scheduled 8.00'. A 'Submit' button is visible in the upper right corner.

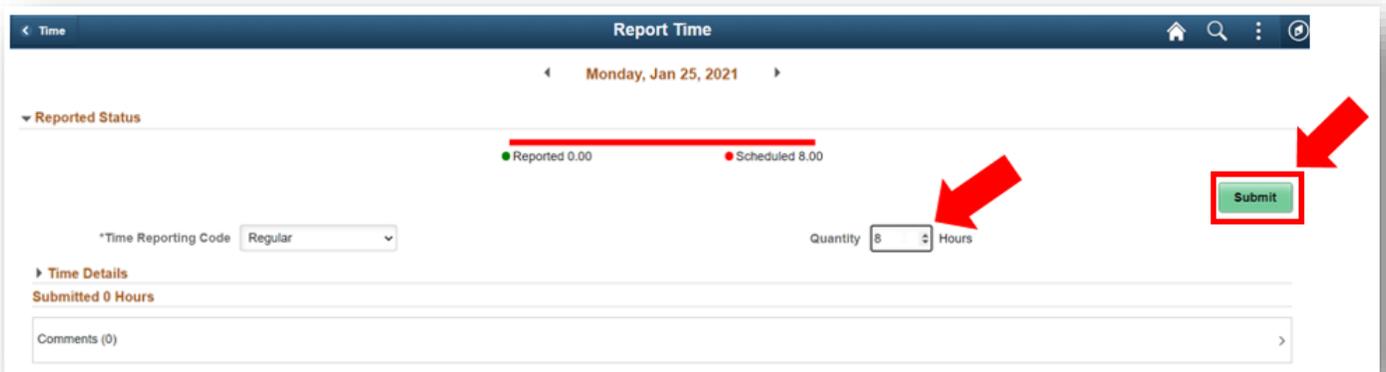
8. Select 'Regular' as your "Time Reporting Code".

Only select 'Suspended Operations' if you are reporting time worked during a period of time in which the college is closed for Suspended Operations.



The screenshot shows the 'Report Time' interface with the 'Time Reporting Code' dropdown menu open. A red arrow points to the dropdown menu, which has 'Regular' selected. The 'Submitted 0 Hours' and 'Comments (0)' fields are also visible.

9. Input your total number of hours worked that day, then click the green "Submit" button in the upper right hand corner.



The screenshot shows the 'Report Time' interface with the 'Time Reporting Code' set to 'Regular' and the 'Quantity' field set to '8 Hours'. A red arrow points to the 'Submit' button in the upper right corner.

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

Report Time

Monday, Jan 25, 2021

Reported Status

● Reported 8.00 ● Scheduled 8.00

*Time Reporting Code Quantity

Submit

Time Details
Submitted 8.00 Hours

Summary	Detail
Regular	8.00 Hours

Comments (0)