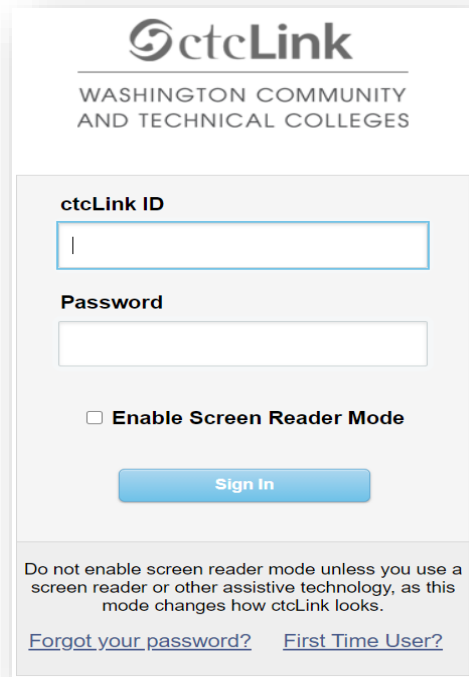


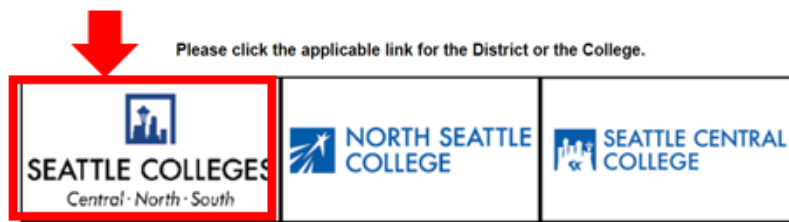
## How to Report Time Worked for Classified Employees

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

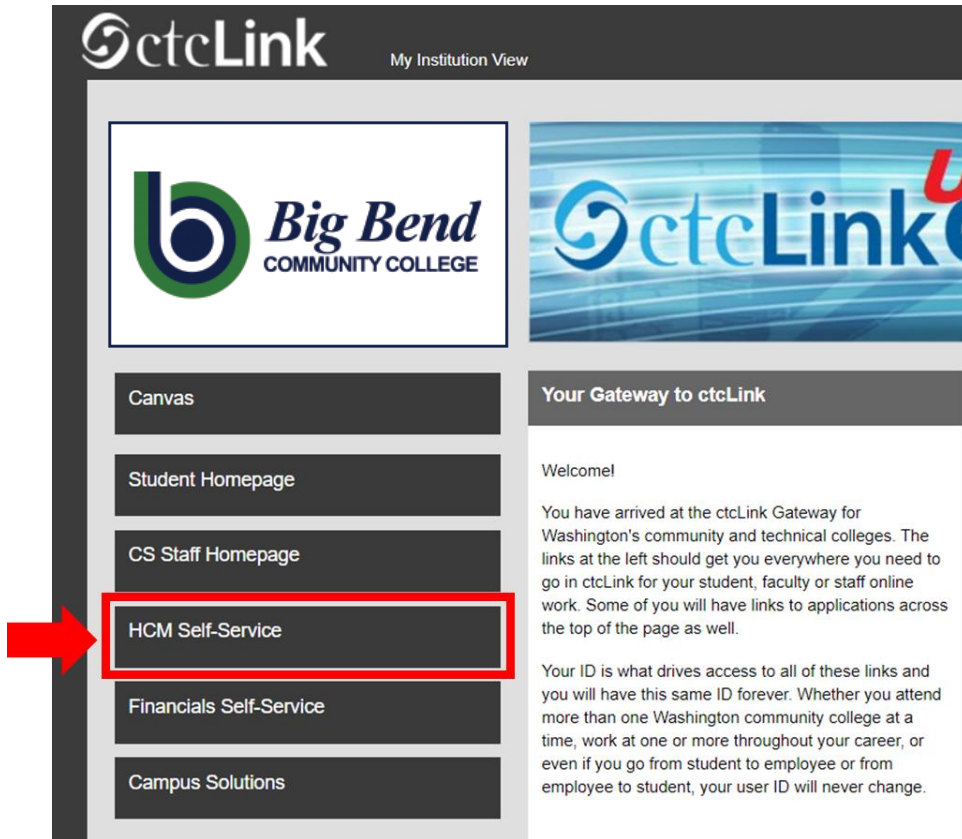


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is an unchecked checkbox labeled "Enable Screen Reader Mode" and a blue "Sign In" button. At the bottom, 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." and two links: "Forgot your password?" and "First Time User?".

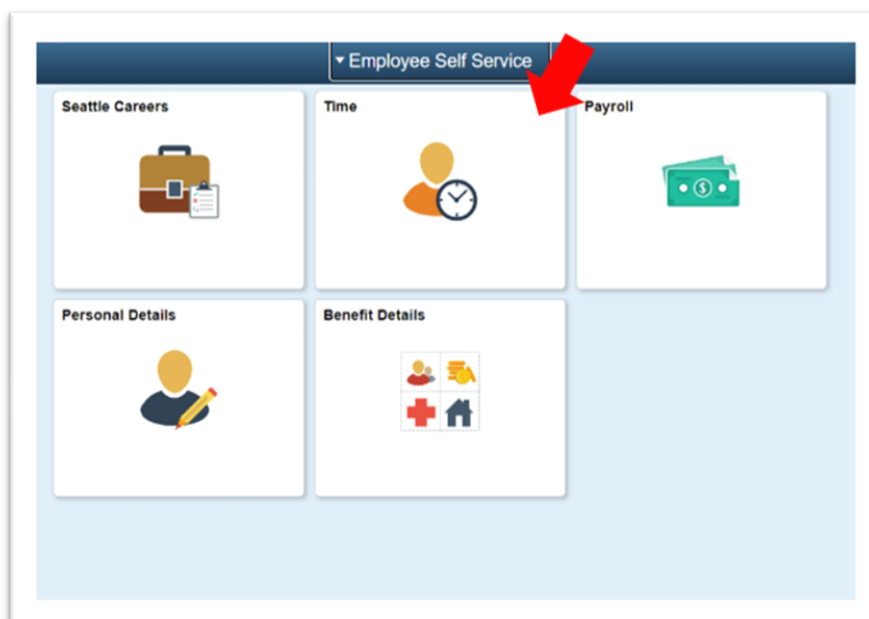
2. You will be brought to a screen to select a tile. Select the "Seattle Colleges" tile.



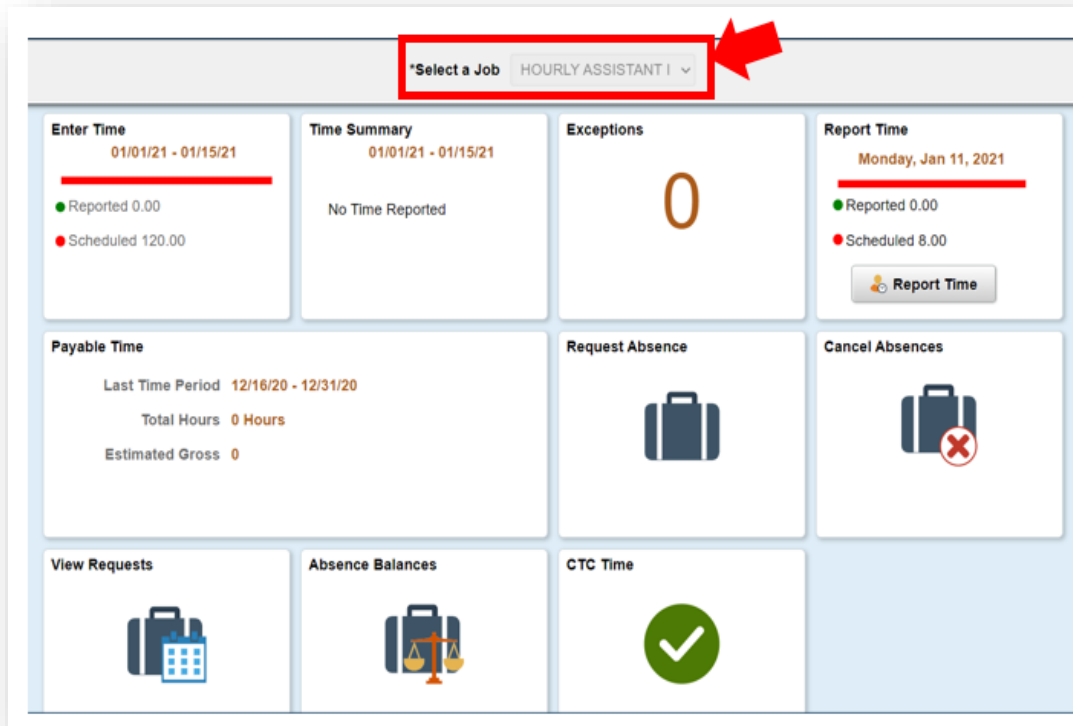
3. Once signed in to your ctcLink Gateway, select **HCM Self-Service** to access your Employee Self-Service page.



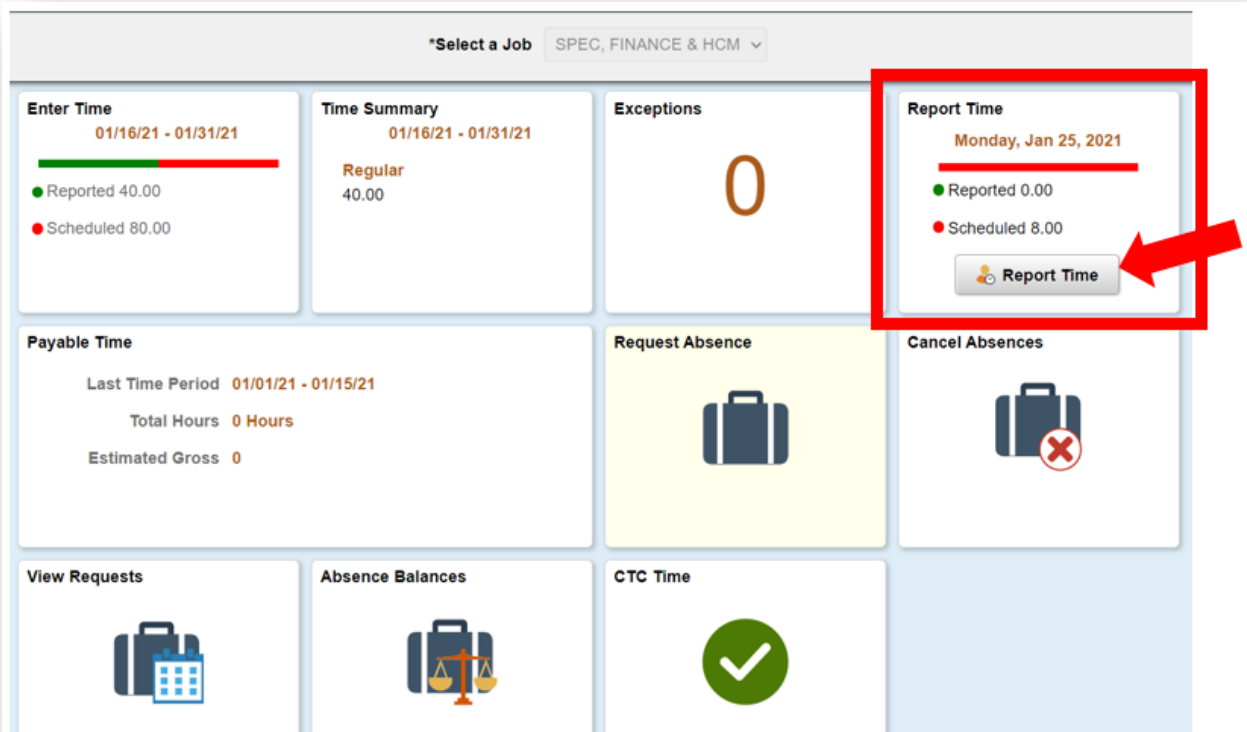
4. Select the **"Time"** Tile from your Employee Self Service page



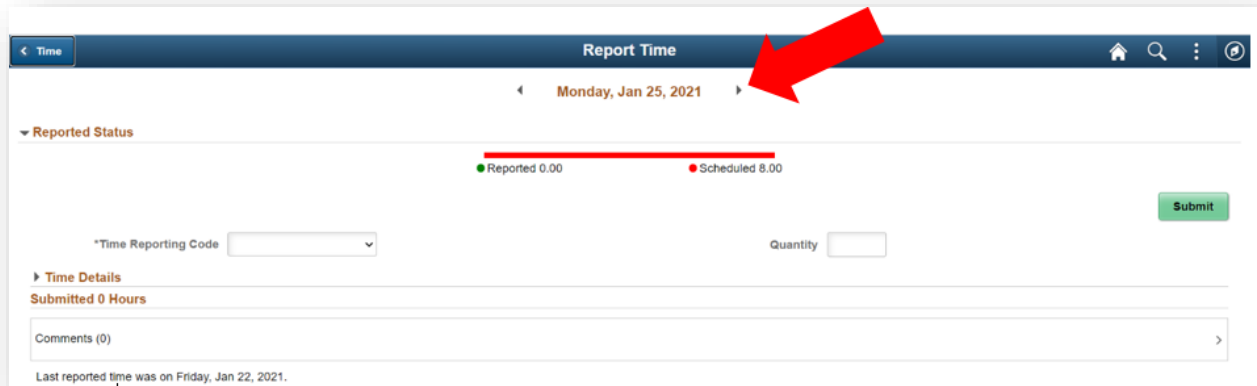
5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.



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. At the top, there are left and right navigation arrows. Below this, a progress bar shows 'Reported 0.00' in green and 'Scheduled 8.00' in red. A green 'Submit' button is located in the upper right corner. The 'Time Reporting Code' dropdown is currently empty, and the 'Quantity' field is also empty.

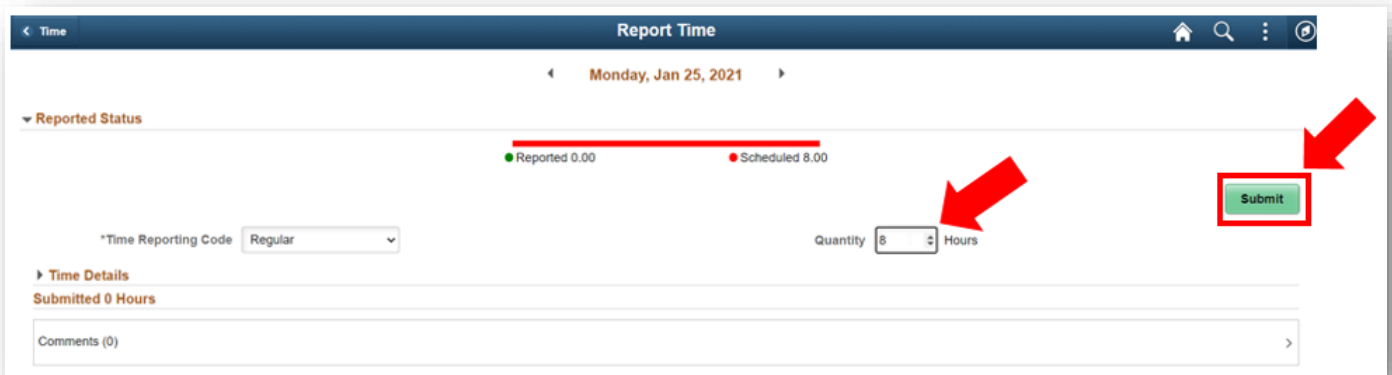
8. Select 'Regular' as your "Time Reporting Code".

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. The menu has two options: 'Regular' (highlighted in blue) and 'Suspended Operations'. A red arrow points to the dropdown menu. The 'Submit' button is visible in the upper right corner.

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 'Regular' selected in the 'Time Reporting Code' dropdown and '8' entered in the 'Quantity' field. A red box highlights the green 'Submit' button in the upper right corner. Red arrows point to the 'Quantity' field and the 'Submit' button.

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

The screenshot displays the 'Report Time' mobile application interface. At the top, a dark blue navigation bar contains a back arrow and the text 'Time', which is highlighted with a red box and a red arrow. The main header area shows 'Report Time' in the center, with a home icon, search icon, and menu icon on the right. Below the header, the date 'Monday, Jan 25, 2021' is displayed. The 'Reported Status' section features a green progress bar indicating 'Reported 8.00' hours and 'Scheduled 8.00' hours. A green 'Submit' button is located on the right side. Below this, there is a '\*Time Reporting Code' dropdown menu and a 'Quantity' spinner. The 'Time Details' section shows 'Submitted 8.00 Hours'. A 'Summary' tab is active, displaying 'Regular' and '8.00 Hours'. At the bottom, there is a 'Comments (0)' section with a right-pointing arrow.