How to Report Time Worked for Hourly Employees

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

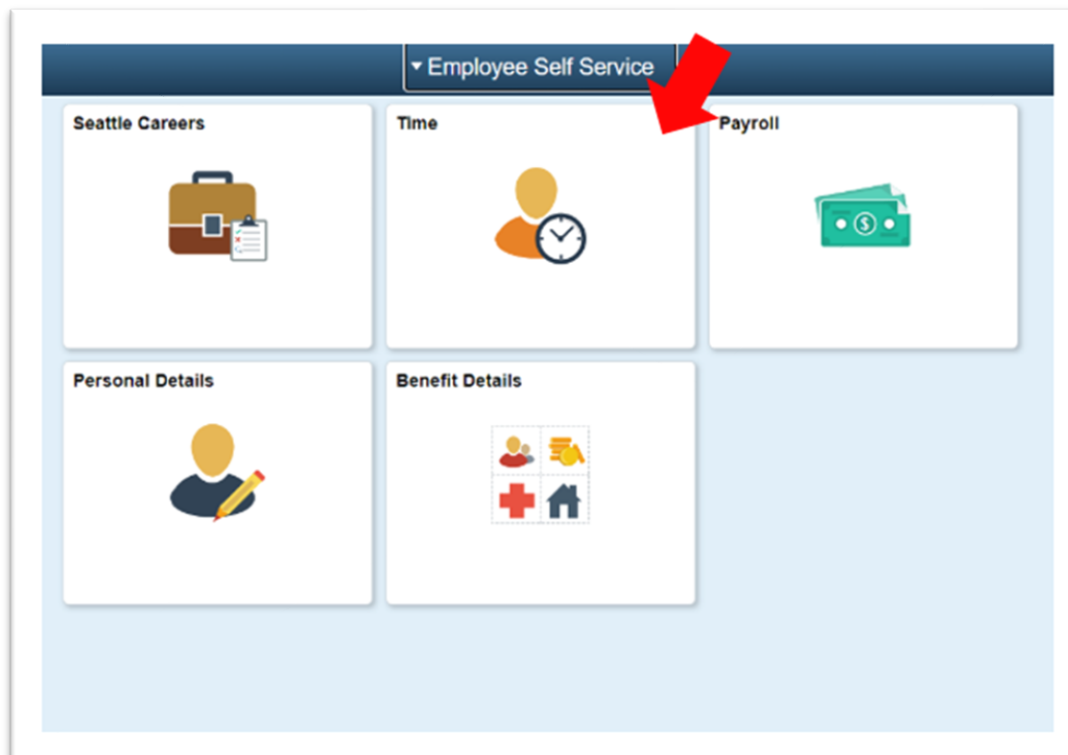2. You MAY be brought to a screen to select a tile. If so, select the appropriate tile.

`

3. Once signed in to your ctcLink Gateway, select HCM Self-Service to access your Employee Self-Service page.
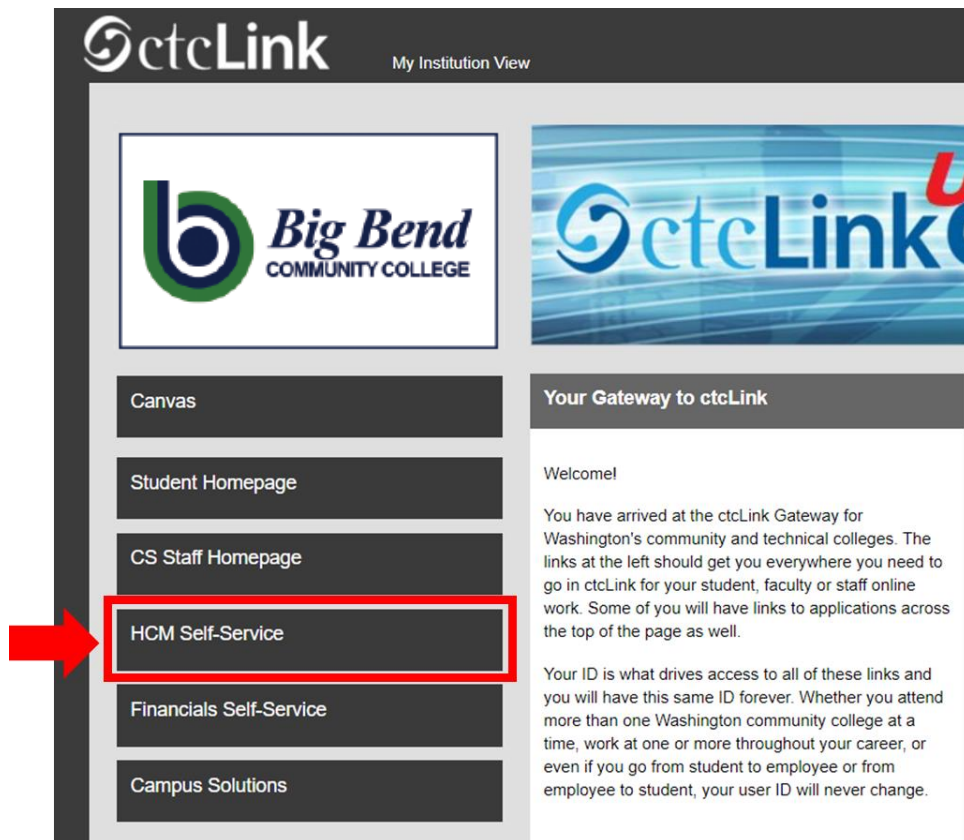
4. Select the "Time" Tile from your Employee Self Service page

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 "Enter Time" Tile

7. You will be taken to the time entry page. Input the Start time, Lunch, In, and Out times.

- "In": This is the time you started work.
- "Lunch": This is the time your lunch break started.
- "In": This is the time you returned from your lunch break.
- "Out": This is the time you left work for this day.

If you did not take a lunch break, please only complete the first "In" and the "Out" field.

8. Select the "Time Reporting Code" and set it to "01 HRY – Hourly". Please leave the "Quantity" field blank.

9. Once all of your hours have been input for the day, select the Submit button on the upper right hand corner.

10. Once submitted, the days you completed time on will turn green. This indicates that your manager has now been sent an email letting them know that you submitted your time for the day.

11. If you are done, you can select the "Time" button on the upper left corner to go back to the main time page. You will need to enter your time worked every day.