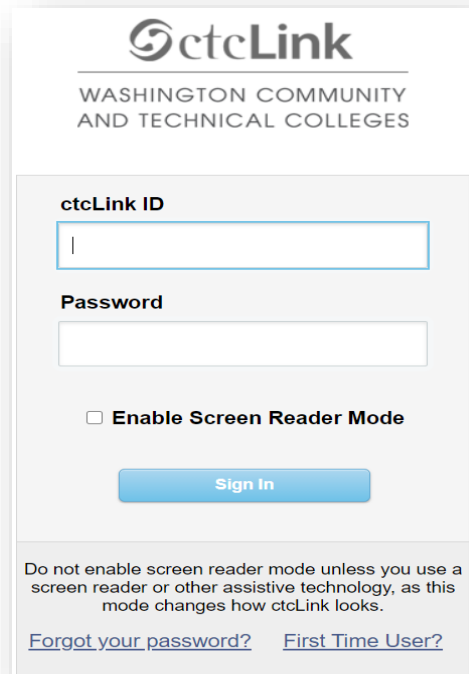


CTCLINK INFORMATION FOR BIG BEND COMMUNITY COLLEGE

How to Report Time Worked for Hourly Employees

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

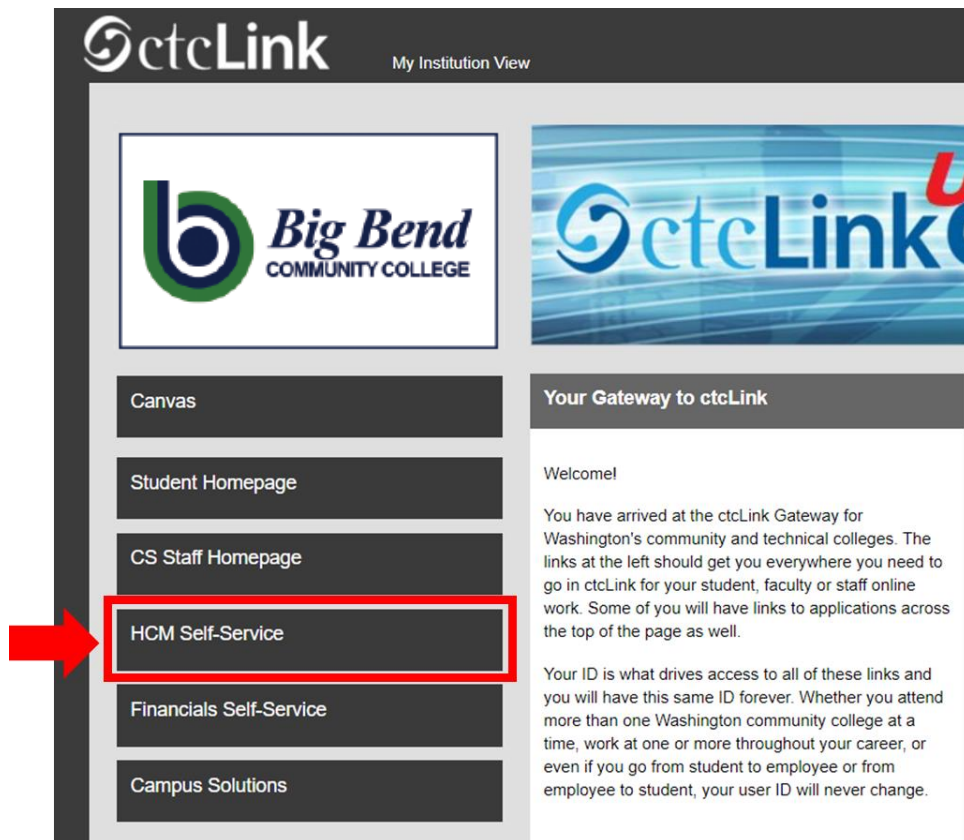


The image shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode". A blue "Sign In" button is positioned below the password field. 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?".

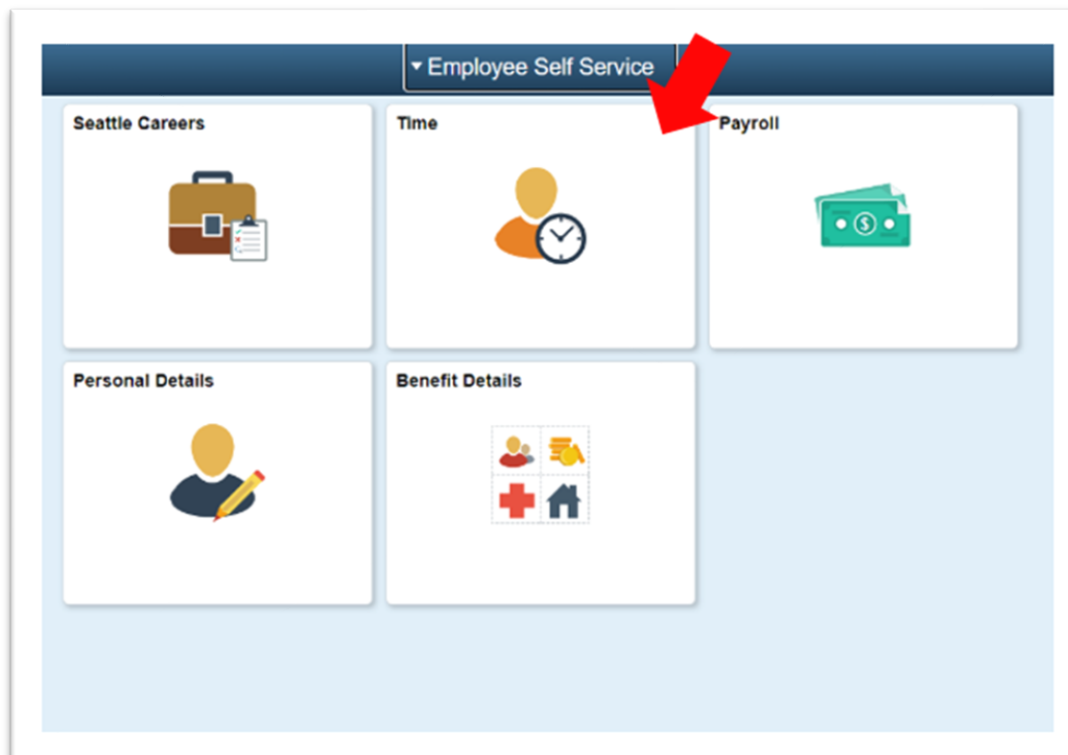
2. You MAY be brought to a screen to select a tile. If so, select the appropriate tile.



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.

The screenshot shows a web interface for time reporting. At the top, a greyed-out dropdown menu labeled '*Select a Job' has 'HOURLY ASSISTANT I' selected, indicated by a red box and a red arrow. The main area is divided into several tiles:

- Enter Time:** 01/01/21 - 01/15/21. A red progress bar is shown. Status: Reported 0.00 (green dot), Scheduled 120.00 (red dot).
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0 (large orange number).
- Report Time:** Monday, Jan 11, 2021. Status: Reported 0.00 (green dot), Scheduled 8.00 (red dot). A 'Report Time' button is present.
- Payable Time:** Last Time Period 12/16/20 - 12/31/20. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

6. Once you have the correct job selected, Click on the "Enter Time" Tile

The screenshot shows the same web interface, but the dropdown menu now shows 'SPEC, FINANCE & HCM' selected. A red arrow points to the 'Enter Time' tile. The 'Enter Time' tile shows a red progress bar and status: Reported 0.00 (green dot), Scheduled 88.00 (red dot). The other tiles remain the same as in the previous screenshot.

- “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.

◀ **1 January - 15 January 2021** ▶

Semi-Monthly Period
Scheduled 120.00 | Reported 0.00 Hours

[View Legend](#)

Clear
Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday <div style="border: 1px solid red; width: 100px; height: 10px; margin: 2px;"></div> <small>Jan</small> Reported 0.00 / Scheduled 8.00	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; width: 60px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div>
02 Saturday <div style="border: 1px solid red; width: 100px; height: 10px; margin: 2px;"></div> <small>Jan</small> Reported 0.00 / Scheduled 8.00	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; width: 60px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div>
03 Sunday <div style="border: 1px solid red; width: 100px; height: 10px; margin: 2px;"></div> <small>Jan</small> Reported 0.00 / Scheduled 8.00	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; width: 60px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div>
04 Monday <div style="border: 1px solid red; width: 100px; height: 10px; margin: 2px;"></div> <small>Jan</small> Reported 0.00 / Scheduled 8.00	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; width: 60px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div>	<div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div> <div style="border: 1px solid #ccc; height: 30px;"></div>

◀ **1 January - 15 January 2021** ▶
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00 Hours

[View Legend](#)

Clear Submit

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01	Friday <small>Reported 0.00 / Scheduled 8.00</small>	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			+ -
02	Saturday <small>Reported 0.00 / Scheduled 8.00</small>								+ -

[illegible]

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.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			
02 Saturday Jan Reported 0.00 / Scheduled 8.00								

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.

Time

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			