

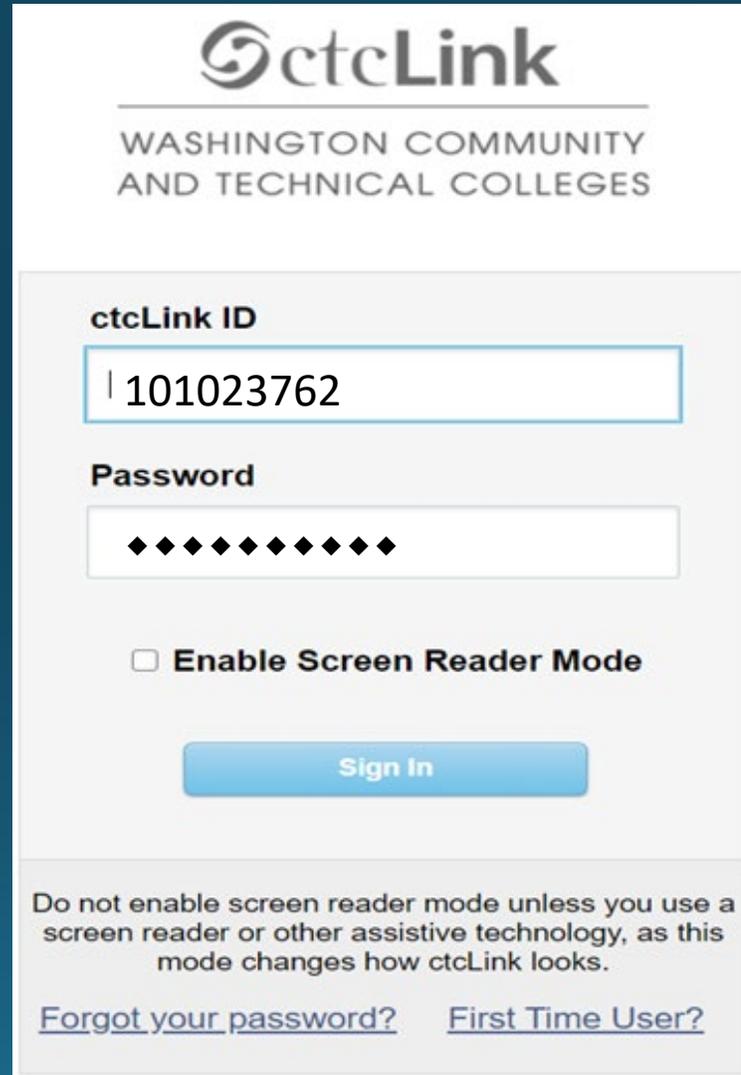


BELLINGHAM TECHNICAL COLLEGE

How to Report Time: **Hourly**



1. Sign into ctcLink



The image shows a login form for ctcLink. At the top, the ctcLink logo is displayed, followed by the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this, there is a section for entering credentials. The "ctcLink ID" field contains the number "101023762". The "Password" field is masked with ten diamond symbols. There is an unchecked checkbox labeled "Enable Screen Reader Mode". A blue "Sign In" button is positioned below the form. At the bottom, a warning message states: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." Below the warning are two links: "[Forgot your password?](#)" and "[First Time User?](#)".

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID
101023762

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 appropriate tile

Please click the applicable link for the District or the College.

 Bellingham TECHNICAL COLLEGE	 NORTH SEATTLE COLLEGE	 SEATTLE CENTRAL COLLEGE
---	---	---

The image shows a selection screen with three tiles. A red arrow points to the first tile, which is also highlighted with a red border. The first tile is for Bellingham Technical College, the second for North Seattle College, and the third for Seattle Central College.

3. Once signed in, select the HCM Self-Service Tile on the left

The screenshot displays the ctcLink Gateway interface. At the top right, there are navigation links: HCM, FSCM, CS, Tiles, Reset Question, Home, and Sign Out. The ctcLink logo is on the left, with 'My Institution View' and 'Welcome Jessica Wagner!' on the right. The main content area is divided into three columns. The left column contains a Bellingham Technical College logo and three tiles: 'HCM Self-Service' (highlighted with a red box and a red arrow), 'Campus Solutions', and 'Delete Challenge Questions'. The middle column is titled 'Your Gateway to ctcLink' and contains a welcome message and a paragraph about the user's ID. The right column is titled 'How Do I...?' and contains a paragraph about help resources.

HCM FSCM CS Tiles Reset Question Home Sign Out

ctcLink My Institution View Welcome Jessica Wagner!

Bellingham TECHNICAL COLLEGE

ctcLink **SVL** GATEWAY

HCM Self-Service

Campus Solutions

Delete Challenge Questions

Your Gateway to ctcLink

Welcome!

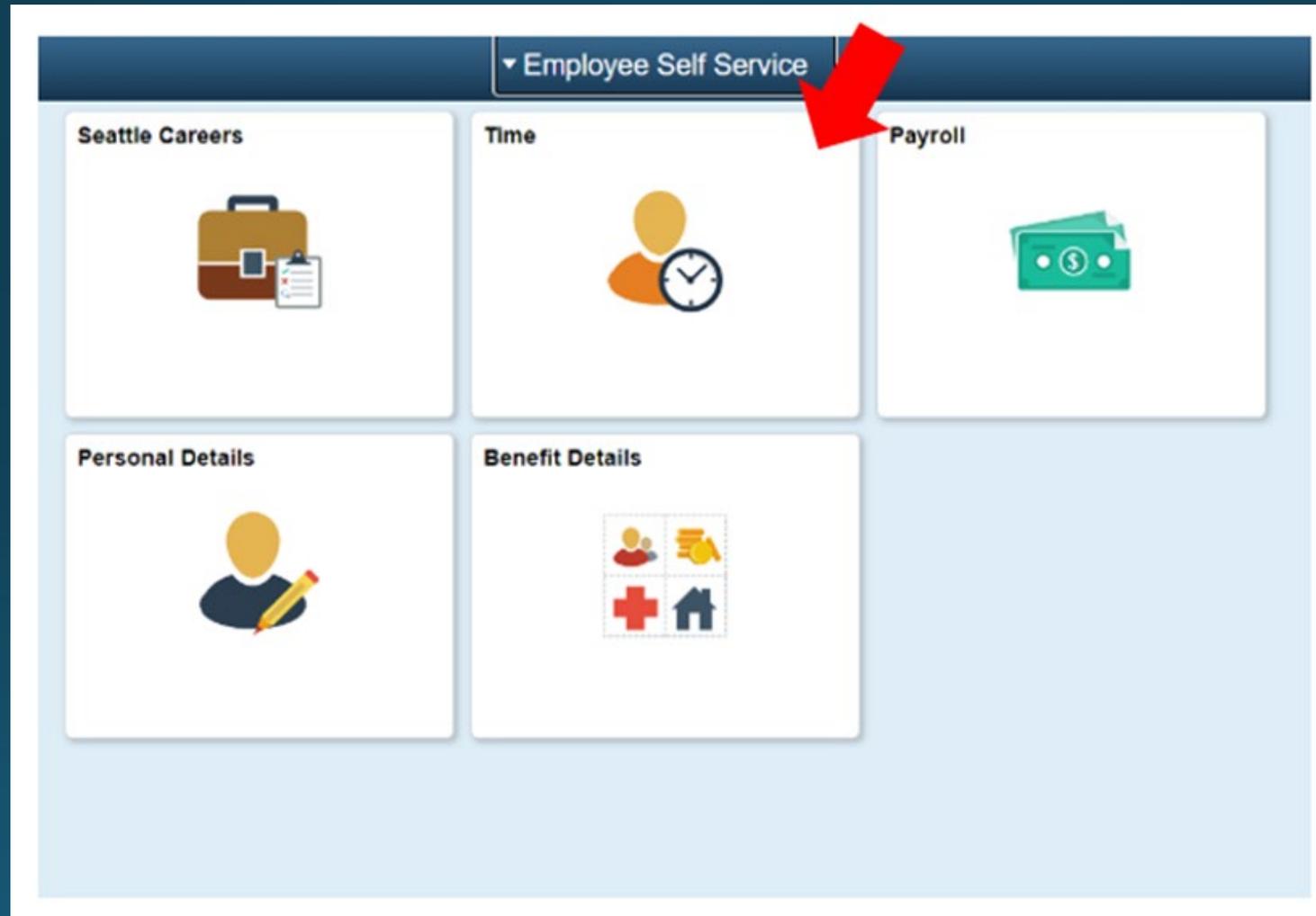
You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from

How Do I...?

If you need help with how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way.

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 user interface for time management. At the top, there is a dropdown menu labeled "*Select a Job" with the current selection "HOURLY ASSISTANT I". A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, the interface is divided into several sections:

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

6. Once you have the correct job selected, Click on the “Enter Time” Tile. The Enter Time tile allows you to enter more than one day worth of entries, while the Report Time tile only allows you to enter the current day time punches.

The screenshot displays a user interface for time management. At the top, there is a dropdown menu labeled "*Select a Job" with the selected option "SPEC, FINANCE & HCM". Below this, the dashboard is organized into several tiles:

- Enter Time** (01/01/21 - 01/15/21): Shows a progress bar, "Reported 0.00", and "Scheduled 88.00". A red arrow points to this tile.
- Time Summary** (01/01/21 - 01/15/21): Displays "No Time Reported".
- Exceptions**: Shows a large "0".
- Report Time** (Monday, Jan 11, 2021): Shows "Reported 0.00", "Scheduled 8.00", and a "Report Time" button.
- Payable Time**: Shows "Last Time Period 12/16/20 - 12/31/20", "Total Hours 0 Hours", and "Estimated Gross 0".
- Request Absence**: Features a briefcase icon.
- Cancel Absences**: Features a briefcase icon with a red 'X' over it.
- View Requests**: Features a briefcase and calendar icon.
- Absence Balances**: Features a briefcase and scales icon.
- CTC Time**: Features a green checkmark icon.

7. You will be taken to the time entry page. Input the Start time, Lunch, In, and Out times. Make sure to indicate AM or PM!

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

[View Legend](#) Clear

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments		
01 Friday Jan Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>							
02 Saturday Jan Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>							
03 Sunday Jan Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>							
04 Monday Jan Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>							
05 Tuesday Jan Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>							

Please note: If you are a Work Study Employee, please select either Federal Work Study, State Work Study, or Workfirst Workstudy, depending on your type of Work Study. If you are unsure on what type of work study you have been granted, please contact the payroll department.

The screenshot displays a payroll reporting interface. On the left, a calendar view shows dates from April 19 to 22. Each date is associated with a 'Reported 0.00' value and a green checkmark icon. The main area contains a grid for reporting hours, with columns for 8:00:00AM, 12:00:00PM, 12:30:00PM, and 4:30:00PM. A dropdown menu is open, listing several work study options: 00 OEX - OASI Excludable Pay, 00 SS2 - Student Shift Differential, 01 STU - Student Hourly Pay, 02 FWS - Federal Work-Study, 03 SWS - State Work Study, 04 WFS - Workfirst/Workstudy, and 05 SOT - Student Overtime-No OASI. Red arrows point to the last three options (02, 03, and 04).

Date	Day	Reported	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	Work Study Type
19	Monday	0.00					
20	Tuesday	0.00					
21	Wednesday	0.00					
22	Thursday	0.00					

- 00 OEX - OASI Excludable Pay
- 00 SS2 - Student Shift Differential
- 01 STU - Student Hourly Pay
- 02 FWS - Federal Work-Study
- 03 SWS - State Work Study
- 04 WFS - Workfirst/Workstudy
- 05 SOT - Student Overtime-No OASI

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

← Time

Enter Time

1 January - 15 January 2021
Semi-Monthly Period
Scheduled 120.00 | Reported 8.00 Hours

View Legend

Clear Submit

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

Important Notices for Time Entry

- Time MUST be submitted daily.
- You will ONLY be paid for time that you enter using the Time Tile found on your Employee Self Service page.
- 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 15th and the 30th of the month), you must provide a spreadsheet to your manager with the details of what dates and hours were missed. Your manager will turn this into payroll, approving the hours to be paid. You will be paid for those hours on the next pay period. This will result in a delay in pay 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 page

www.btc.edu/AboutBTC/ctcLink