

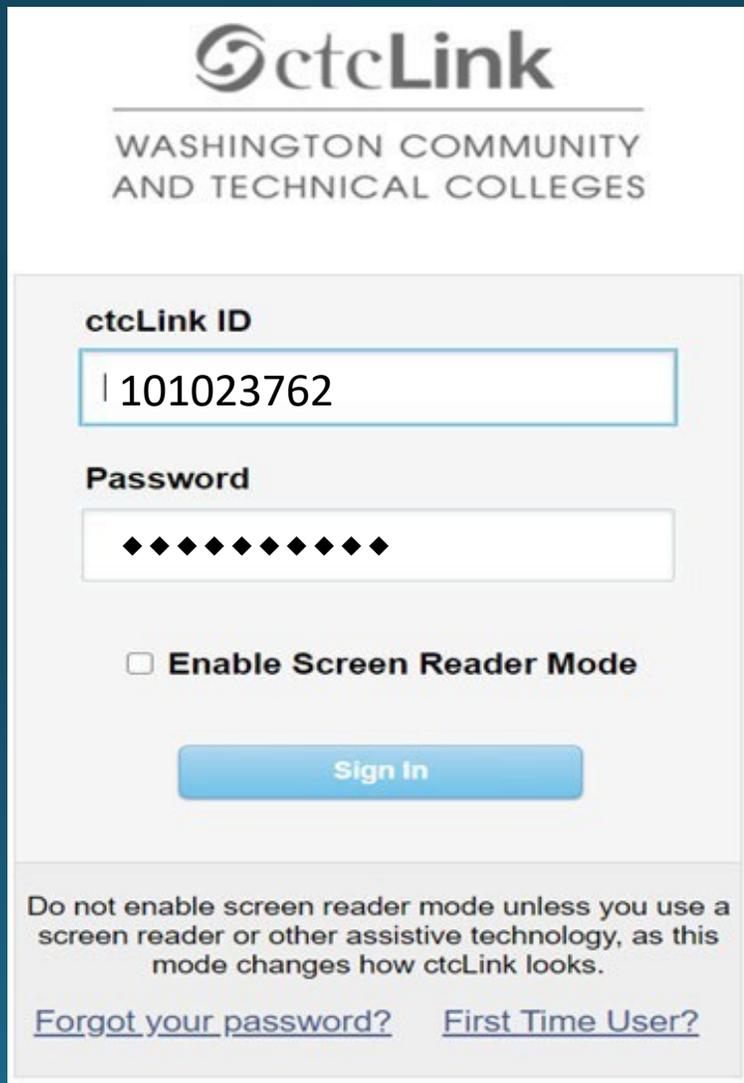


BELLINGHAM TECHNICAL COLLEGE

How to Report Time: **Hourly**



1. Sign into ctcLink



The image shows a sign-in form for ctcLink. At the top, the logo consists of a circular icon with a stylized 'c' followed by the text 'ctcLink'. Below the logo, the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES' is displayed. The form has two input fields: 'ctcLink ID' with the value '101023762' and 'Password' with ten diamond symbols. There is an unchecked checkbox for 'Enable Screen Reader Mode' and a blue 'Sign In' button. At the bottom, there is a warning about screen reader mode and 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, navigation links include HCM, FSCM, CS, Tiles, Reset Question, Home, and Sign Out. The main header features the ctcLink logo, "My Institution View", and a welcome message for Jessica Wagner. A large banner for "SVL ctcLink GATEWAY" is prominently displayed. On the left sidebar, three tiles are visible: "HCM Self-Service" (highlighted with a red box and arrow), "Campus Solutions", and "Delete Challenge Questions". The main content area is divided into two sections: "Your Gateway to ctcLink" and "How Do I...?".

Navigation links: HCM, FSCM, CS, Tiles, Reset Question, Home, Sign Out

ctcLink My Institution View Welcome Jessica Wagner!

Bellingham TECHNICAL COLLEGE

SVL ctcLink GATEWAY

HCM Self-Service
 Campus Solutions
 Delete Challenge Questions

Your Gateway to ctcLink

Welcome!

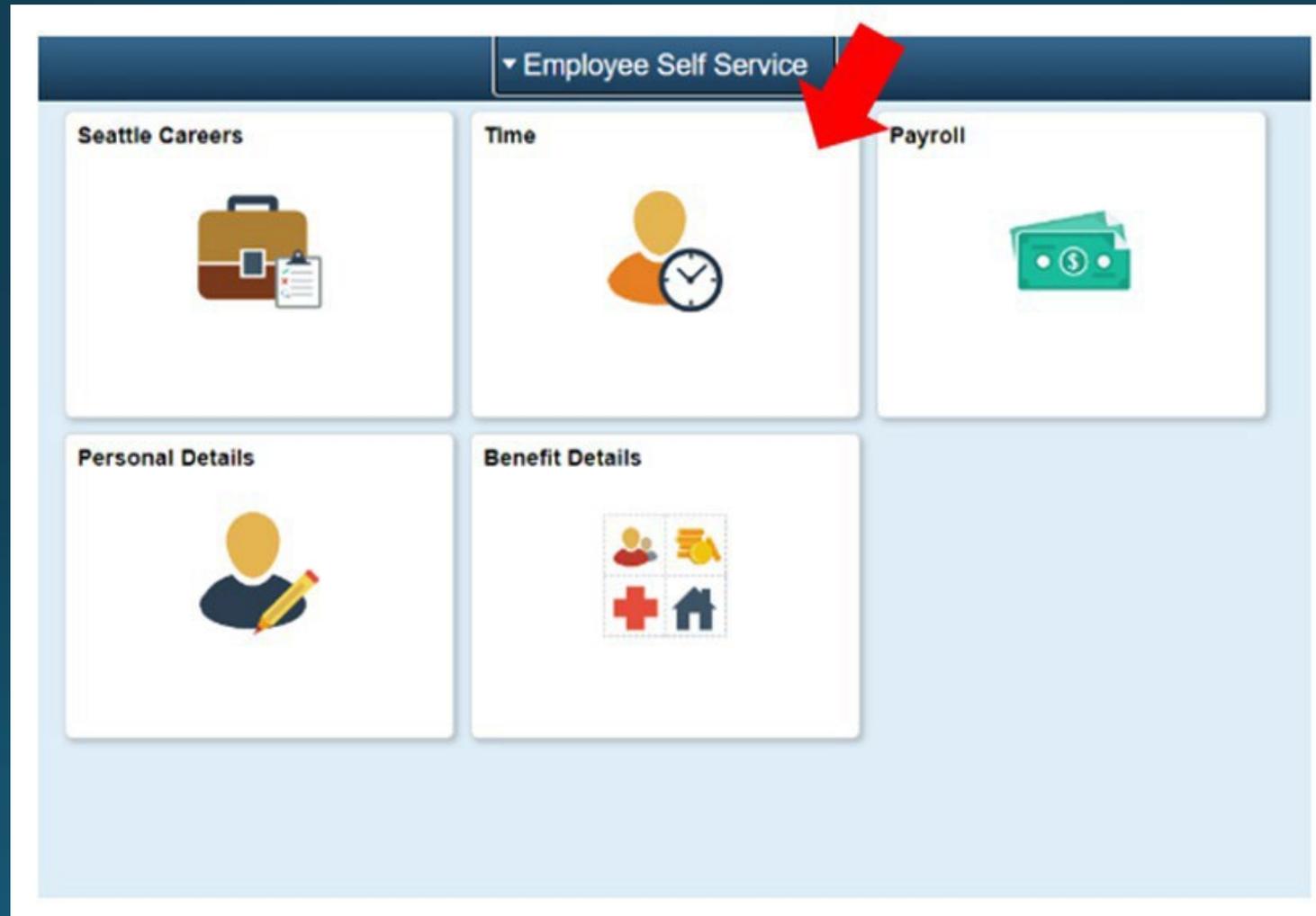
You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

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 "HOURLY ASSISTANT I" selected. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown are several panels:

- Enter Time** (01/01/21 - 01/15/21): Shows a progress bar, "Reported 0.00", and "Scheduled 120.00".
- 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", "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**: 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 shows a dashboard with a header bar containing a dropdown menu labeled '*Select a Job' with the value 'SPEC, FINANCE & HCM'. Below the header, there are several tiles:

- Enter Time** (01/01/21 - 01/15/21): A red arrow points to this tile. It shows a progress bar, 'Reported 0.00', and 'Scheduled 88.00'.
- 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', 'Scheduled 8.00', and a 'Report Time' button.
- Payable Time** (Last Time Period: 12/16/20 - 12/31/20): Shows 'Total Hours 0 Hours' and 'Estimated Gross 0'.
- Request Absence**: Shows a briefcase icon.
- Cancel Absences**: Shows a briefcase icon with a red 'X'.
- View Requests**: Shows a briefcase and calendar icon.
- Absence Balances**: Shows a briefcase and scales icon.
- CTC Time**: Shows 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.

19	Monday	Apr	Reported 0.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM		
20	Tuesday	Apr	Reported 0.00						
21	Wednesday	Apr	Reported 0.00						
22	Thursday	Apr	Reported 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

10. Click in the Select to add comments field, enter your comment, then click the Add Comment button

Time Reporting Comments

Comments related to Time entered for 09/23/2024

Comment once entered cannot be altered or removed.

Select to add comments

Add Comment Clear



13. 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