

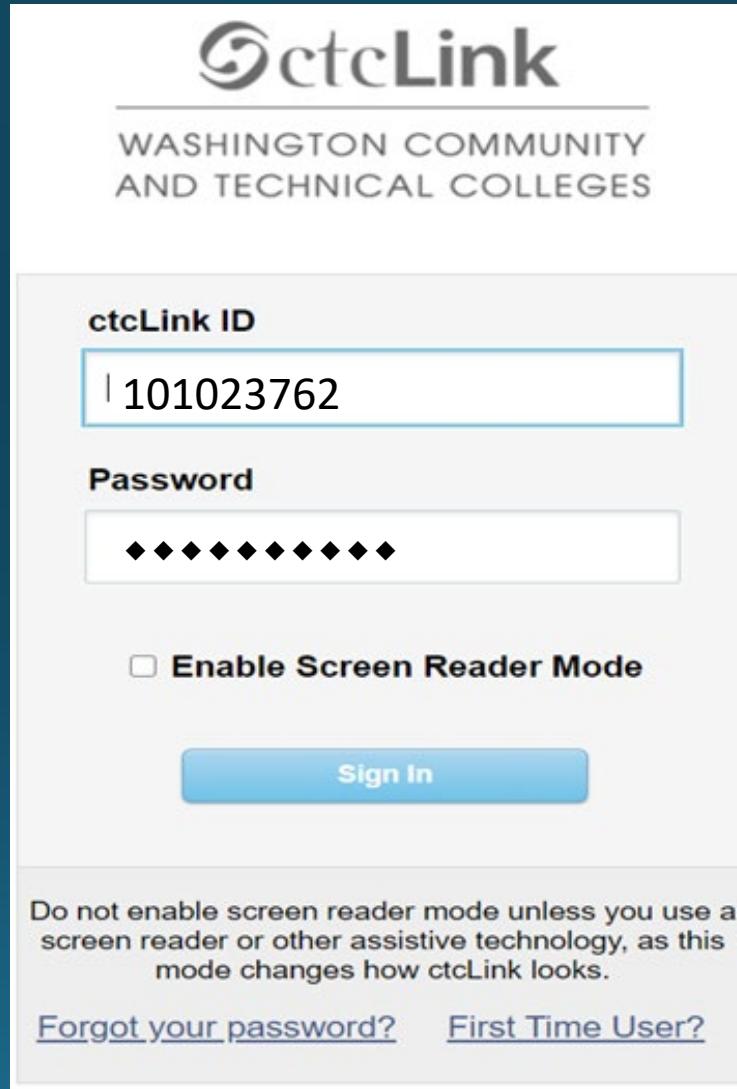


BELLINGHAM TECHNICAL COLLEGE

How to Report Time: **Hourly**



1. Sign into ctcLink



The image shows the ctcLink login page. At the top, the logo "ctcLink" is displayed above the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a light gray input field labeled "ctcLink ID" containing the number "101023762". Underneath it is another input field labeled "Password" containing several black diamond symbols. Below the password field is a checkbox labeled "Enable Screen Reader Mode". A large blue button at the bottom center is labeled "Sign In". At the very bottom of the page, there is a note: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." followed by two links: "Forgot your password?" and "First Time User?".

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID
101023762

Password
◆◆◆◆◆◆◆◆

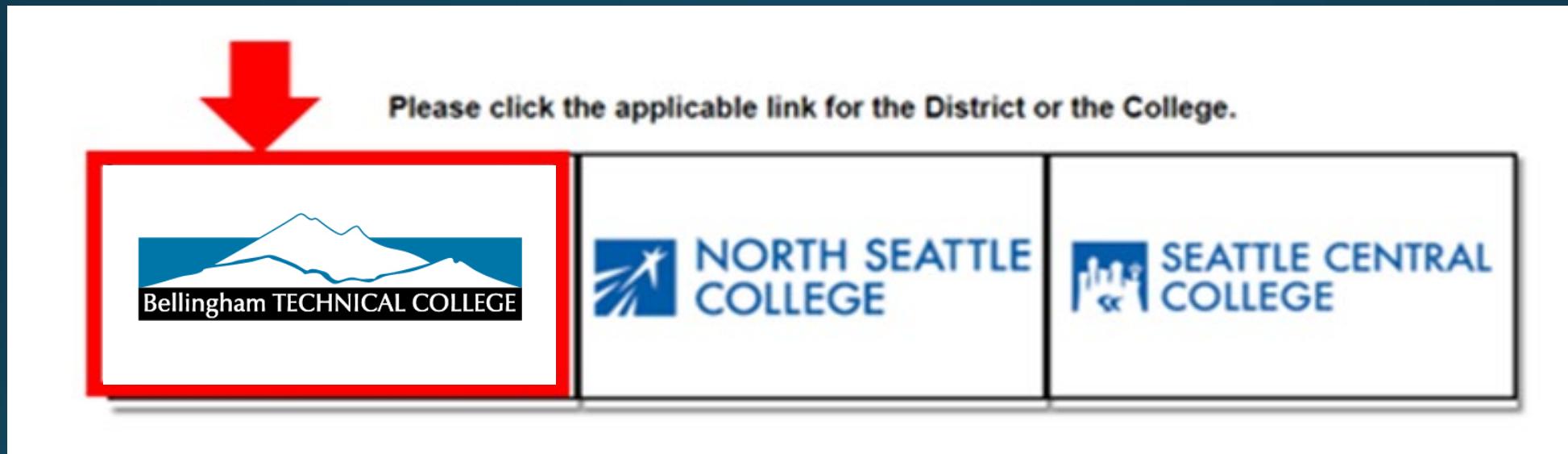
Enable Screen Reader Mode

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



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

The screenshot shows the ctcLink Gateway homepage. At the top, there is a navigation bar with links for HCM, FSCM, CS, Tiles, Reset Question, Home, and Sign Out. Below the navigation bar, the ctcLink logo is displayed, along with a welcome message for Jessica Wagner. On the left side, there is a sidebar with three options: HCM Self-Service, Campus Solutions, and Delete Challenge Questions. The 'HCM Self-Service' option is highlighted with a red box and a red arrow pointing to it. To the right of the sidebar, there are two main content areas. The first area, titled 'Your Gateway to ctcLink', contains a welcome message and information about the gateway's purpose. The second area, titled 'How Do I...?', provides instructions for using the tools available on the site.

HCM FSCM CS Tiles Reset Question Home Sign Out

Welcome Jessica Wagner!

Bellingham TECHNICAL COLLEGE

HCM Self-Service

Campus Solutions

Delete Challenge Questions

Your Gateway to ctcLink

Welcome!

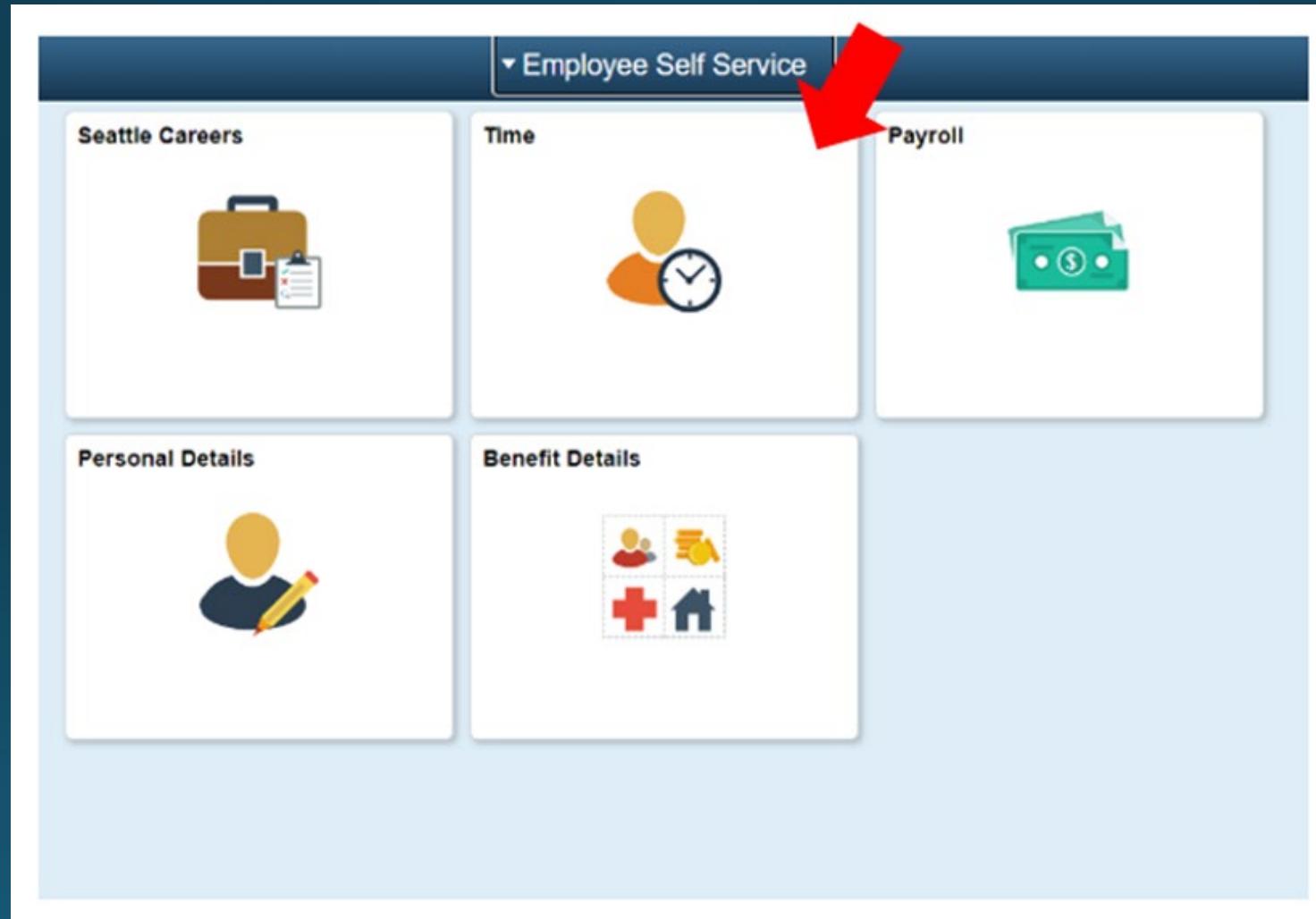
You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

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

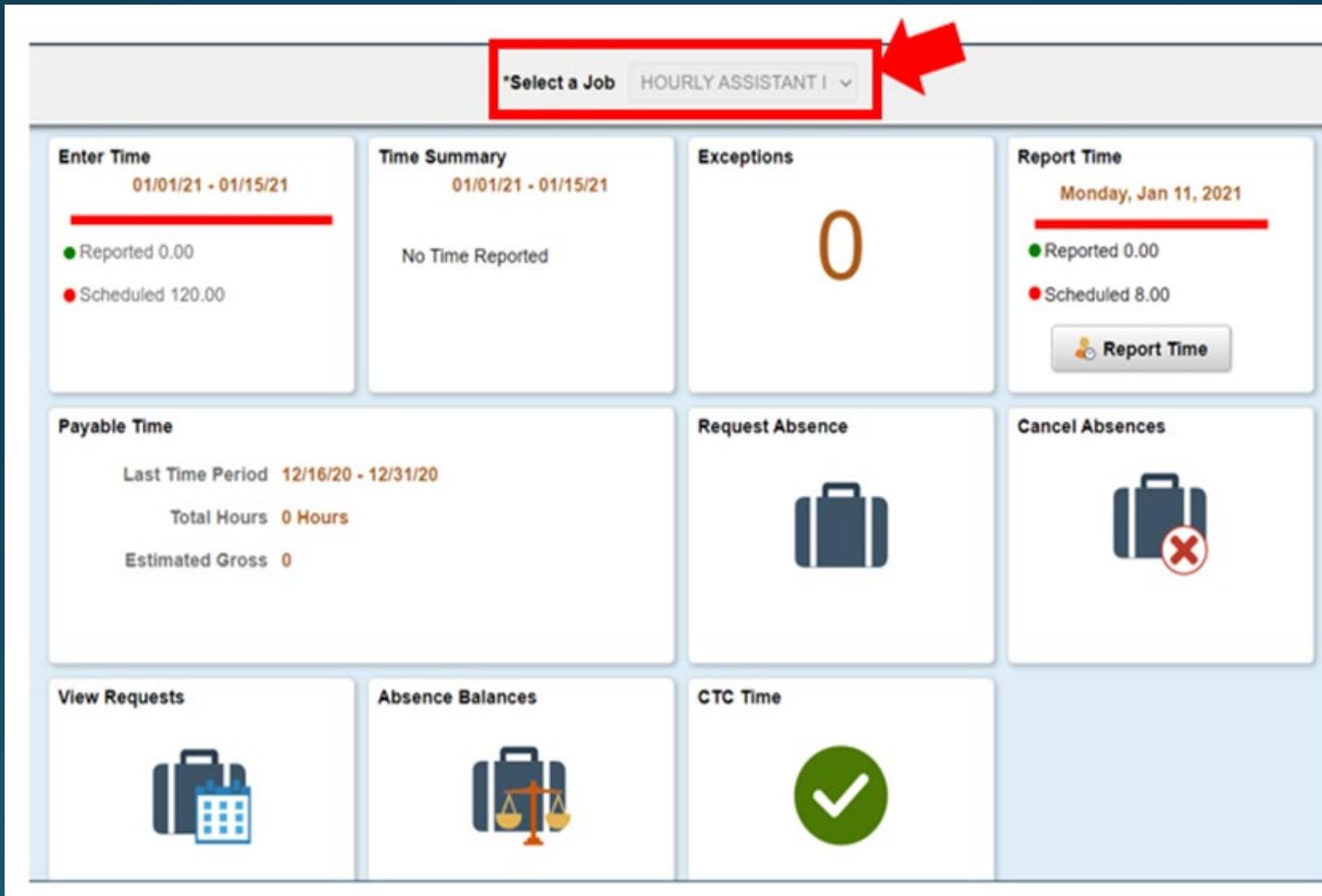
How Do I...?

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.

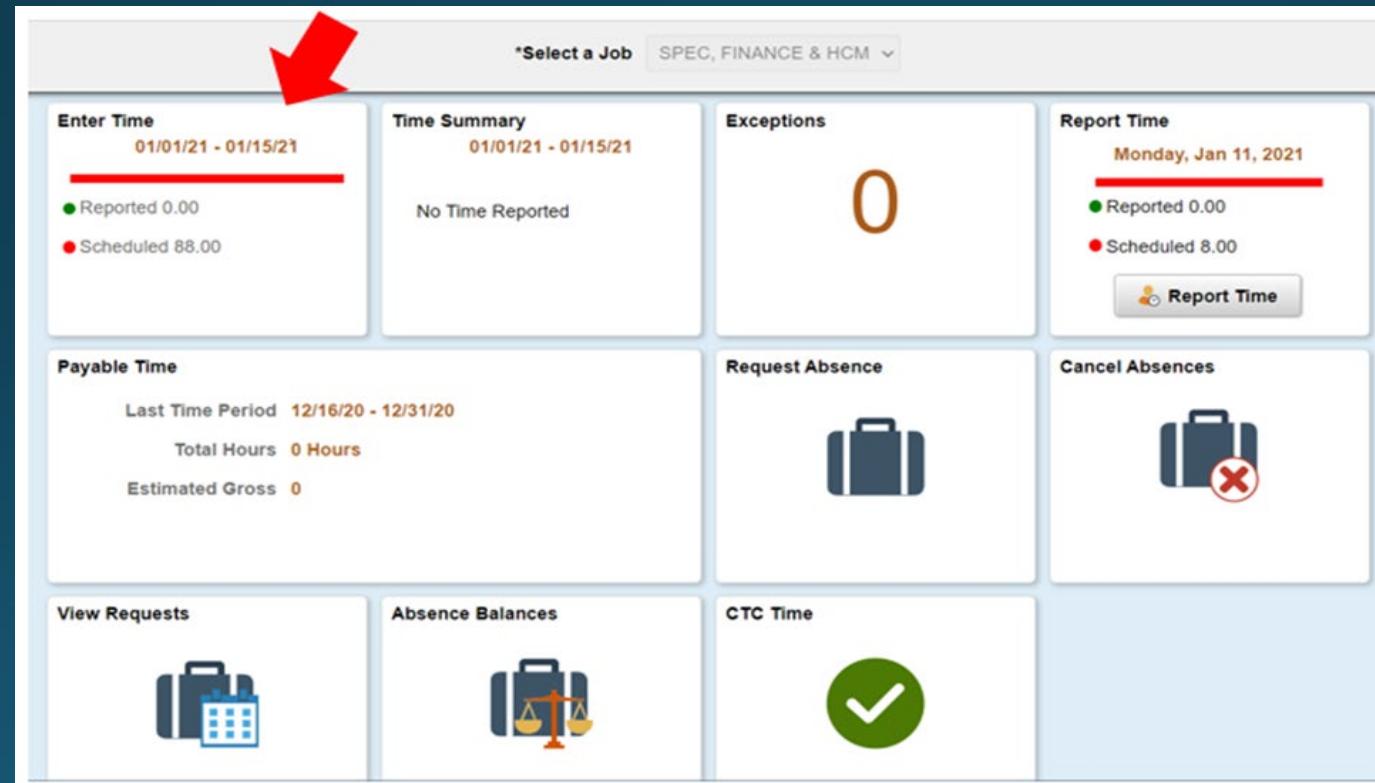
4. Select the “Time” Tile from your Employee Self-Service page.



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.



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.



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 Submit

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

Red arrows point to the 'In' and 'Lunch' input fields for each day.

8. Select the “Time Reporting Code” of “Hourly”. The Quantity can be left blank. You should always select “Hourly” from the drop down options. Although you may see other options, never select anything other than “Hourly”, unless specifically directed by HR to do so.

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01	Friday	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="01 HRY - Hourly"/>	<input type="button" value="▼"/>	<input type="button" value=""/>	<input type="button" value=""/>
02	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="button" value=""/>	<input type="button" value=""/>

Please note: If you are a student hourly worker, the Time Reporting Code you will select will be “Student Hourly”. Do not select anything other than Student Hourly without being directed by HR to do so.

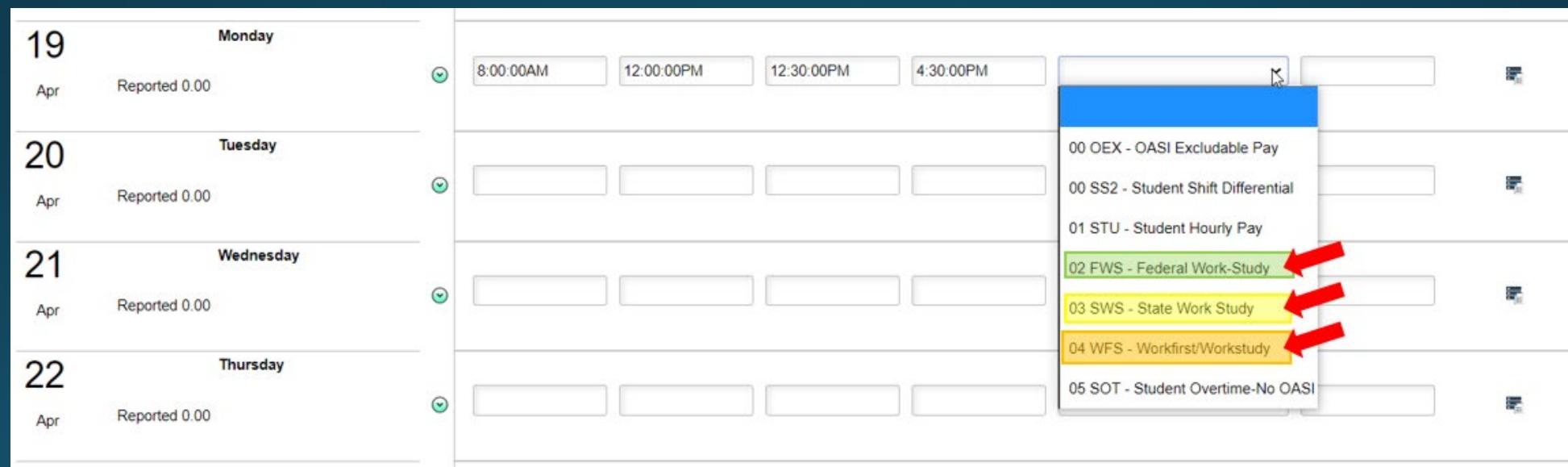
◀ 1 February - 15 February 2021 ▶
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00 Hours

[View Legend](#) Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Feb Monday Reported 0.00 /Scheduled 8.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="12:30:00PM"/>	<input type="text" value="4:30:00PM"/>	<input style="border: 2px solid red; width: 150px; height: 30px; padding: 5px; margin: 5px 0;" type="text" value="01 STU - Student Hourly"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
02 Feb Tuesday Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	<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.



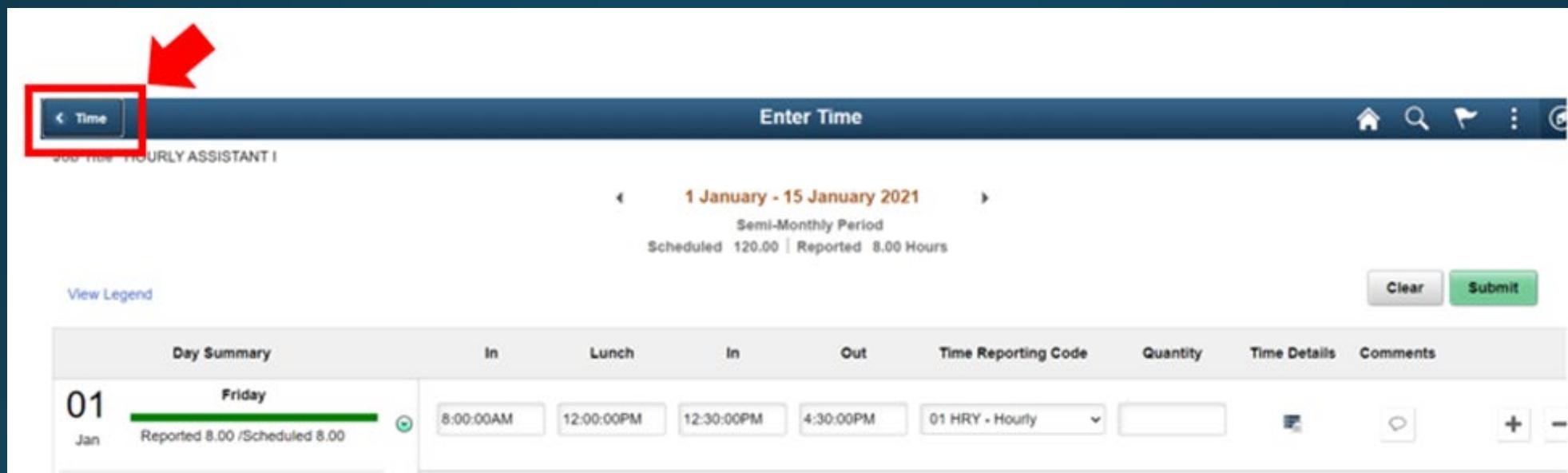
9. Once all of your hours have been input for the day, select the “Submit” button on the upper right hand corner.

The screenshot shows a semi-monthly period from 1 January - 15 January 2021. The interface displays two days of work scheduled for January 1st and 2nd. Day 1 (Friday) has an In time of 8:00:00AM and an Out time of 4:30:00PM, with a reporting code of 01 HRY - Hourly. Day 2 (Saturday) has an In time of 12:00:00PM and an Out time of 12:30:00PM, with a reporting code of 01 HRY - Hourly. A red arrow points to the green "Submit" button in the top right corner.

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

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.



The screenshot shows the 'Enter Time' page with a red arrow pointing to the 'Time' button in the top left corner. The page title is 'Enter Time'. The date range is set to '1 January - 15 January 2021' (Semi-Monthly Period). The scheduled hours are 120.00 and reported hours are 8.00 Hours. The Day Summary for Friday, January 01, shows 'Reported 8.00 /Scheduled 8.00'. The table columns include Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. Buttons for Clear and Submit are at the bottom right.

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			

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 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