

How to Enter Time

Classified & Exempt Overtime-Eligible Employees

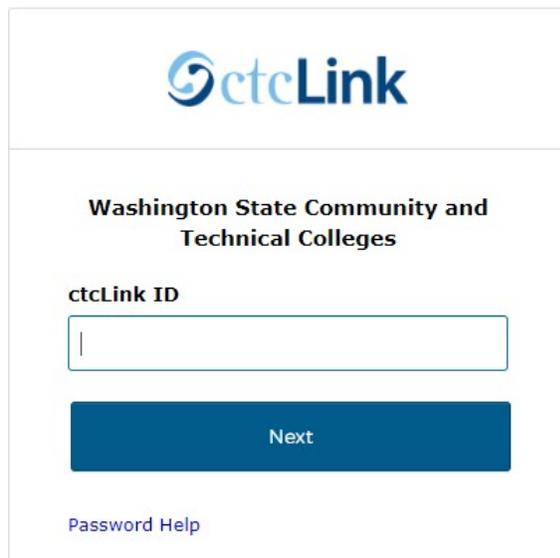
This guide will show you how to enter time (submit a timesheet) if you are a regular classified employee.

Reminders:

- If you have an absence to enter, it is helpful to enter that first. Then you can see it in your timesheet.
- In ctcLink, timesheets submitted late have the potential to not be paid in the proper time period.
- The time and leave system runs every night at 3 a.m., so you will not see changes until the next day.
- The BTC IT Helpdesk can help if you have problems with sign-in credentials, usernames or passwords.

Directions

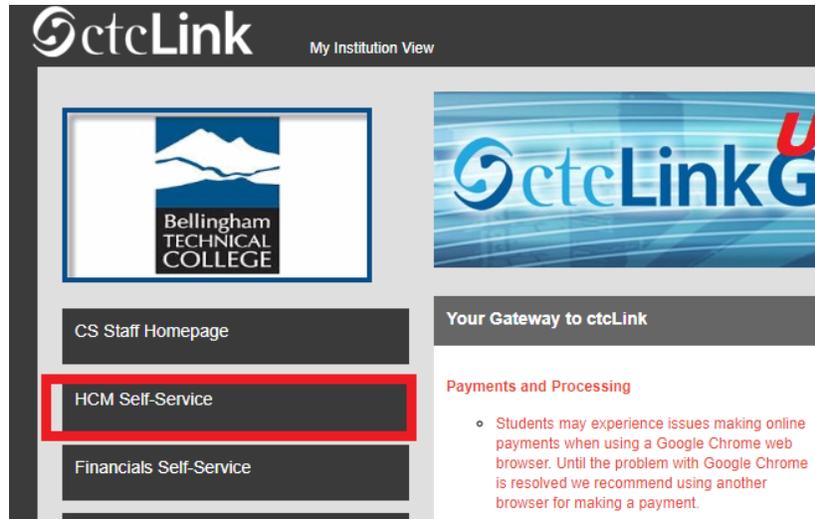
1. Sign into **ctcLink** at <https://gateway.ctclink.us/>



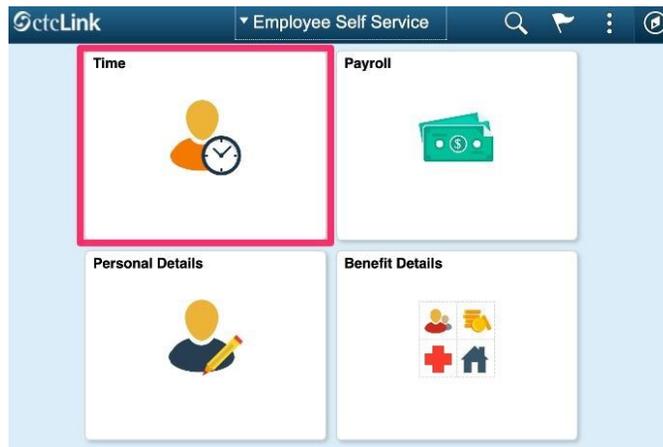
2. You will be brought to a screen to select a tile. Select the appropriate tile for BTC.



3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.



4. The **Employee Self Service** page will display. Click the **Time** tile.



5. The **Time** page will display. Select the **Enter Time** tile.

The screenshot shows a dashboard with five tiles. The 'Enter Time' tile is highlighted with a red border. It displays the period '10/16/21 - 10/31/21' and 'Reported 0.00'. The 'Time Summary' tile shows '10/16/21 - 10/31/21' and 'No Time Reported'. The 'Exceptions' tile shows a large '0'. The 'Report Time' tile shows 'Friday, Oct 22, 2021' and a 'Report Time' button. The 'Payable Time' tile shows 'Last Time Period 10/01/21 - 10/15/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'.

The **Enter Time** tile will show the full pay period, with a summary of the number of hours reported and the number of hours scheduled. This is the tile to use when entering time for multiple days at once. This can be a week at a time, or for the full pay period at once.

The close-up shows the 'Enter Time' tile for the period '02/01/21 - 02/15/21'. It features a red progress bar at the top. Below it, a green dot indicates 'Reported 0.00' and a red dot indicates 'Scheduled 88.00'.

Using the Enter Time Tile

The Enter Time Tile allows you to enter time for a full week or an entire pay period at once. **Enter Time** does not allow you to save a timesheet; it must be completed and submitted in the same session.

1. The current pay period will display at the top of the page. You can switch to view a different pay period using the arrow buttons to the left or right. Days are displayed seven (7) days at a time starting with the first day of the pay period. You can switch weeks using the arrow buttons to the left or right of the week title, located in the green bar.

The screenshot shows the 'Enter Time' interface. At the top, it displays the current pay period: '1 February - 15 February 2021' (Semi-Monthly Period) with 'Scheduled 88.00 | Reported 80 Hours'. Below this is a green bar for 'Week 2 of 3' with 'Scheduled 40.00 | Reported 0.00 Hours'. The main table shows days from 8-Monday to 14-Sunday. Each day has a 'Scheduled' and 'Reported' value. Monday through Friday are scheduled for 8 hours and reported for 0. Saturday and Sunday are scheduled as 'OFF' and reported for 0. A dropdown menu shows '01 REG - Regular'. A 'Submit' button is in the top right.

Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled	8	8	8	8	8	OFF	OFF
Reported	0	0	0	0	0	0	0

2. Your default schedule will display with the scheduled number of hours on each day.
3. Days without time reported will display a red bar. When time is reported, the bar will turn green.
4. If reported hours are less than the scheduled hours for a day, a portion of the bar will display green, and the remainder will display red. See **Tuesday** in the example below.
5. If reported hours are more than the scheduled hours for a day, a portion of the bar will display hashes. See **Monday** in the example below.

The screenshot shows the 'Enter Time' interface with an absence on Monday. The current pay period is '1 February - 15 February 2021' (Semi-Monthly Period) with 'Scheduled 88.00 | Reported 80 Hours'. The current week is 'Week 2 of 3' with 'Scheduled 40.00 | Reported 40.00 Hours'. The main table shows days from 8-Monday to 14-Sunday. Monday has a scheduled 8 hours and reported 10 hours, with a red bar and hash pattern. Tuesday has a scheduled 8 hours and reported 6 hours, with a red bar. Wednesday through Friday are scheduled for 8 hours and reported for 8 hours, with green bars. Saturday and Sunday are scheduled as 'OFF' and reported for 0. A dropdown menu shows '01 REG - Regular'. A 'Submit' button is in the top right.

Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled	8	8	8	8	8	OFF	OFF
Reported	10	6	8	8	8	0	0

6. If you report an absence (due to vacation, illness, etc.), it must be requested and approved by your supervisor using the **Request Absence** tile. After approved by your supervisor, your absence will display automatically in a separate (grayed out) row on the **Enter Time** page. In the example below, the absence is shown as **CSL - Compensable Sick Leave**.

7. To enter time for the rest of the week, click the plus [+] symbol at the end of the row.

The screenshot shows the 'Enter Time' interface for a semi-monthly period from 1 February to 15 February 2021. The main summary bar indicates 'Week 2 of 3' with 'Scheduled 40.00 | Reported 8.00 Hours'. Below this, a table displays time reporting details for each day of the week. The 10-Wednesday cell is highlighted with a green box, showing 'Scheduled 8' and 'Reported 8'. A red arrow points to a plus sign at the end of the row, indicating where to click to add more time entries.

8. A new row will display. Choose **01 REG - Regular** to report regular time. If you are reporting other time types, such as overtime, you will also need to add those additional hours into your REG reported time in row 1. If REG is normally 8 hours and you have 2 hours of overtime. Change REG to 10. There is not an overtime code or a double time code for classified to pick as the system has built in rules for calculating. Exception is ONLY for Part-time Classified. If you need to report additional hours, you would add a row and select the SOV/straight Overtime code. This pays at straight time, not time and half.

The screenshot shows the 'Enter Time' interface with a dropdown menu open for selecting a time reporting code. The dropdown lists several options, with '01 REG - Regular' selected. The background shows the same week summary as the previous screenshot, with the 10-Wednesday cell highlighted. A mouse cursor is pointing at the '01 REG - Regular' option in the dropdown.

9. If an approved absence exists for a particular day, the **Regular (01 REG)** pay line for the day related to the absence should be left blank; do **not** enter 0.00 in these cases. In the example below, **Wednesday** is an approved sick day (**CSL - Compensable Sick Leave**).

*Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0
01 REG - Regular	8.00	8.00		8.00	8.00		
CSL - Compensable Sick L			8.00				
Comments							

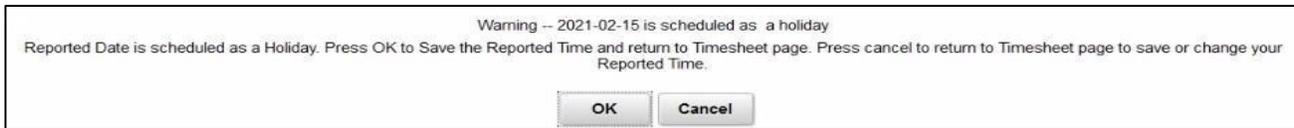
10. Normally, most employees will only report **Regular (01 REG)** time. For full-time overtime-eligible employees, overtime that is pre-approved by your supervisor should also be entered as **Regular** time; the system will automatically calculate the overtime when the timesheet is processed.

Notes on additional time codes:

- **SOV - Straight Overtime** is only used by classified employees whose assigned work schedule is less than 40 hours a week to report hours worked over their normal schedule up to 40 hours.
- The remaining time codes (**Holiday Worked, Call Back Pay, Standby Pay** and **Suspended Operations**) should only be used in limited conditions with supervisor pre-approval. These codes are normally used only by employees in Facilities.

11. If you need to provide a comment for any day, click on the **Comment** icon in the column for that day.
12. Click the **Submit** button after you have entered time on the **Enter Time** page. If you add time and try to move to another page before clicking **Submit**, you will see this error message:
13. **You have unsaved Data on this page. Select OK to go back and save, Cancel to continue.**
14. When time is submitted, it will be processed by the system overnight, and your supervisor will receive a request to approve in the system. Before the payroll deadline, you can update and resubmit your timesheet. Supervisors only need to approve once at the end of the pay period.

Note: While holidays are programmed into the system, they do **not** appear in the **Enter Time** tile. Do **not** enter regular time on a holiday. If you attempt to do so you will receive an error message.



15. After time has been submitted and processed overnight, you will be able to view your payable time, including any holidays, in the **Time Summary** tile. In **Time Summary**, choose **Payable Time** at the top of the page to see a summary of your payable time for the pay period.

