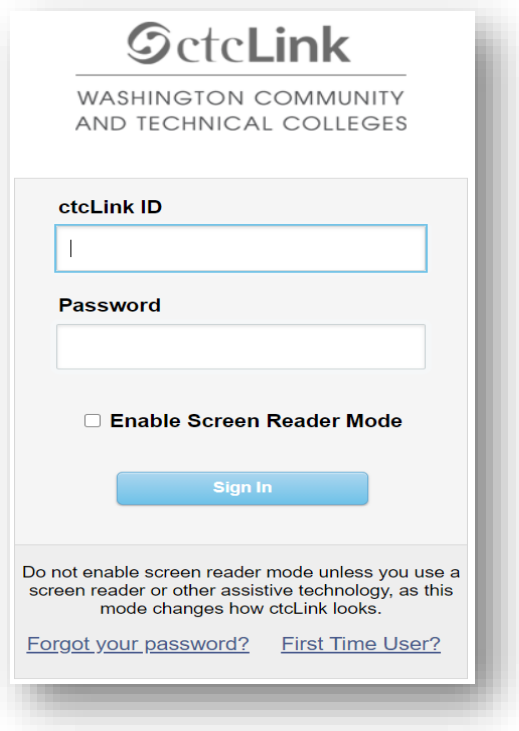
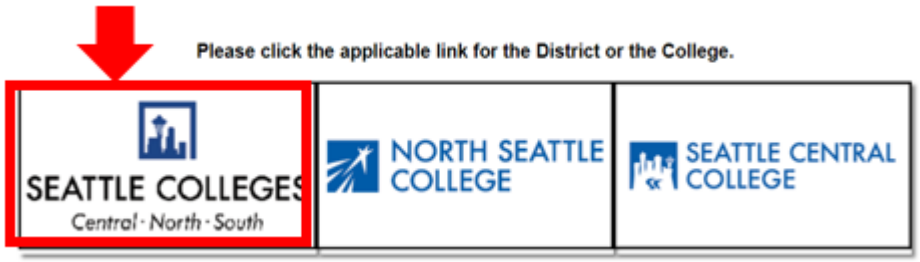
ልዩ ሰራተኞች የሰሩባቸው ሰዐቶች እንዴት ሪፖርት እንደሚደረጉ

1. ወደ **ctcLink** በ https://gateway.ctclink.us/ ከፍተው ይግቡ



2. ርዕስ እንዲመርጡ ወደ ስክሪኑ ይወስድዎታል። “የሲያትል ኮሌጆች/Seattle Colleges” የሚለውን ርዕስ ይምረጡ።



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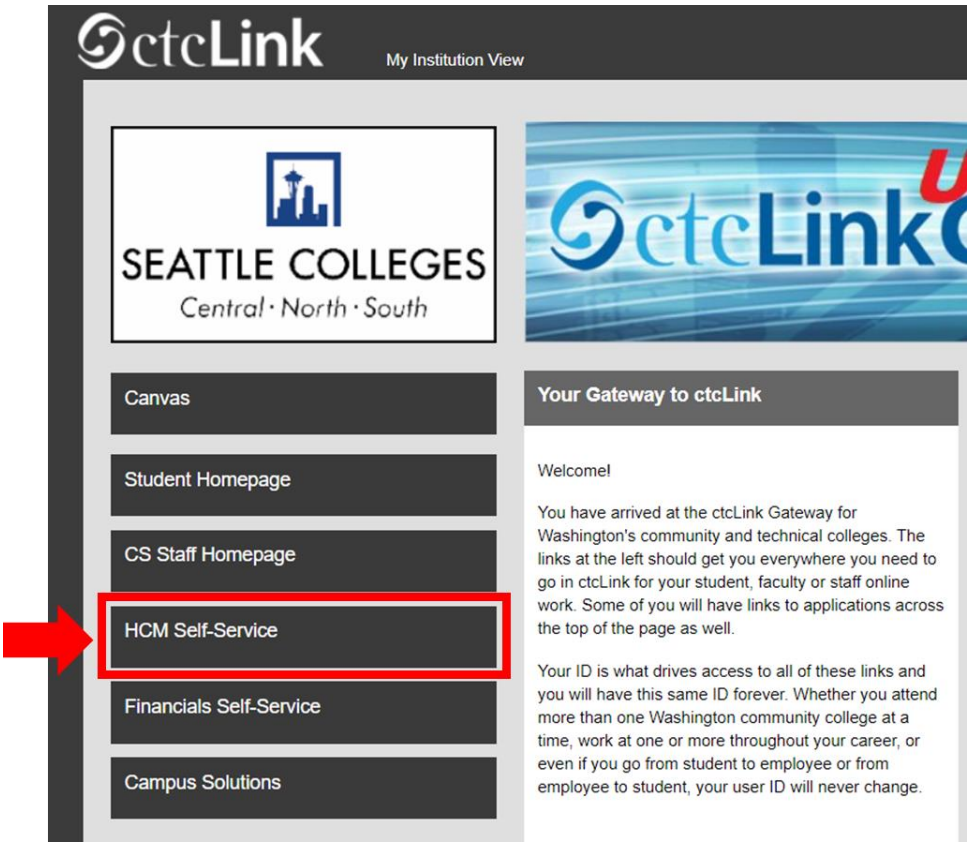
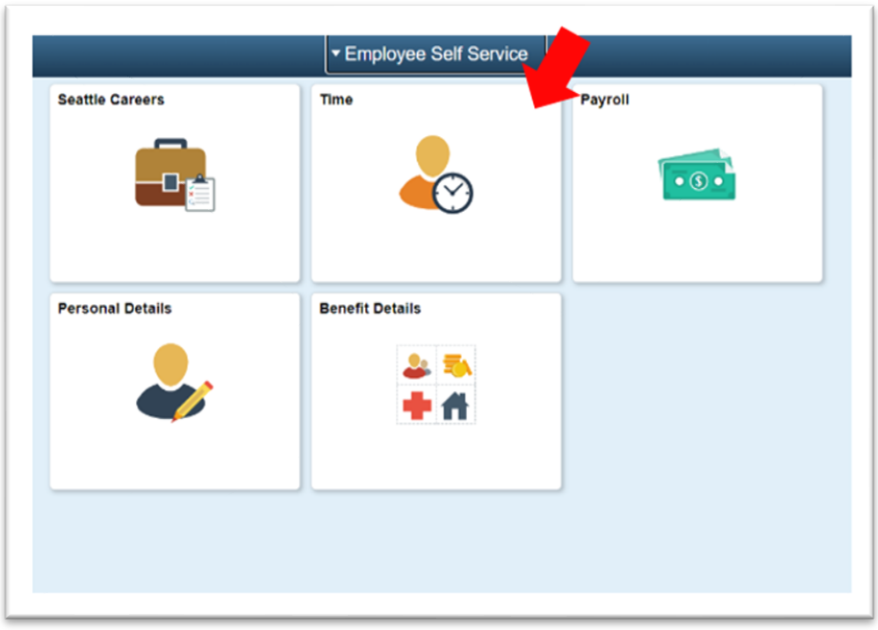
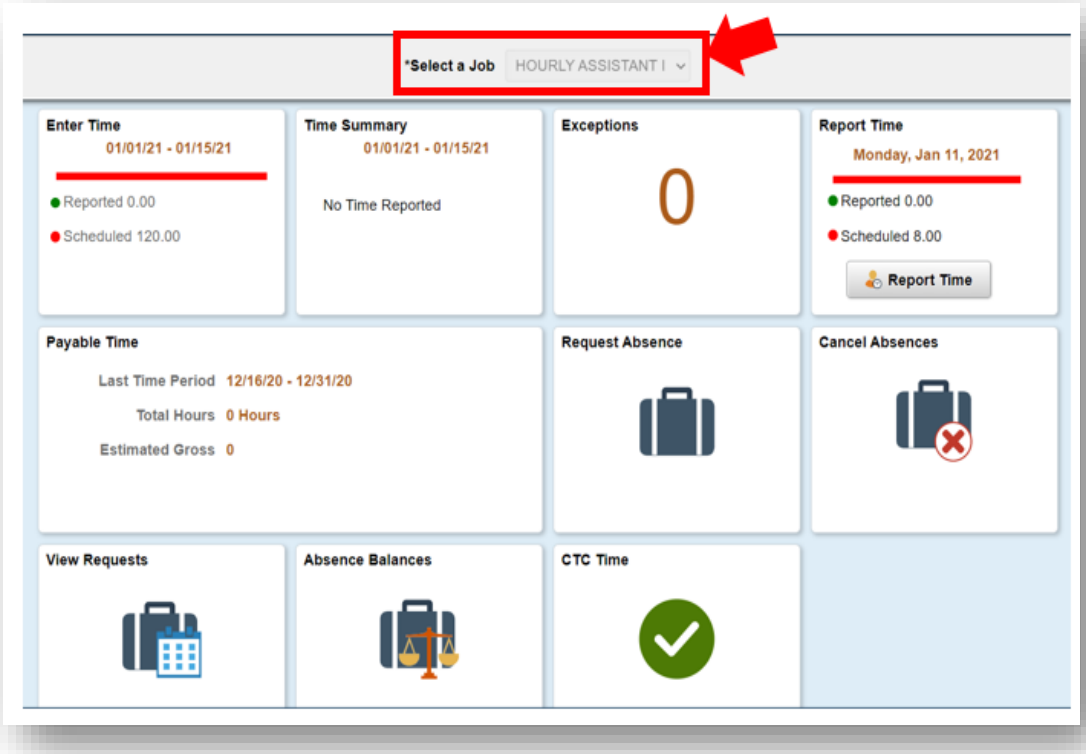
3. አንዴ ወደ ctcLink Gateway ከፍተው ከገቡ በኋላ፣ የሰራተኛዎን የግል አገልግሎት ገጽ ለማግኘት ኤችሲኤም የግል አገልግሎት/**HCM Self-Service** የሚለውን ይምረጡ።



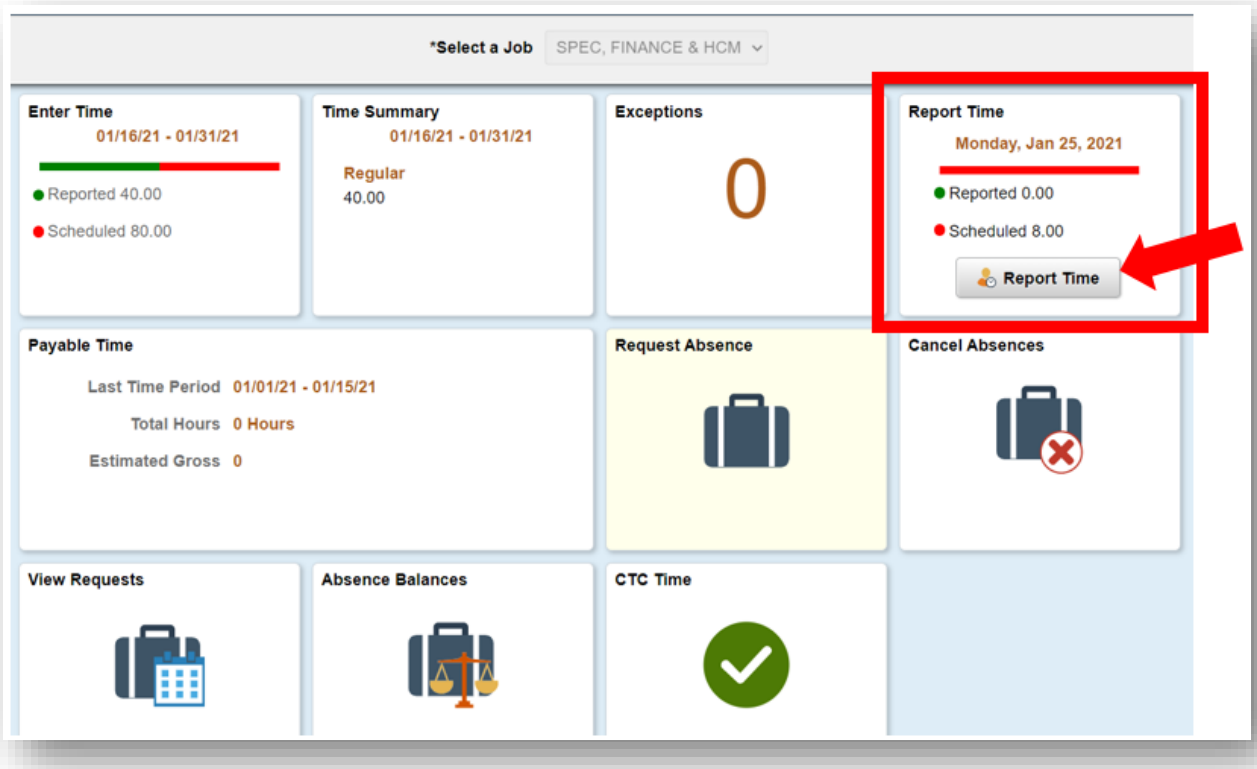
4. ከሰራተኛዎ የግል አገልግሎት ገጽ ላይ ጊዜ/ “**Time**” የሚለውን ይምረጡ



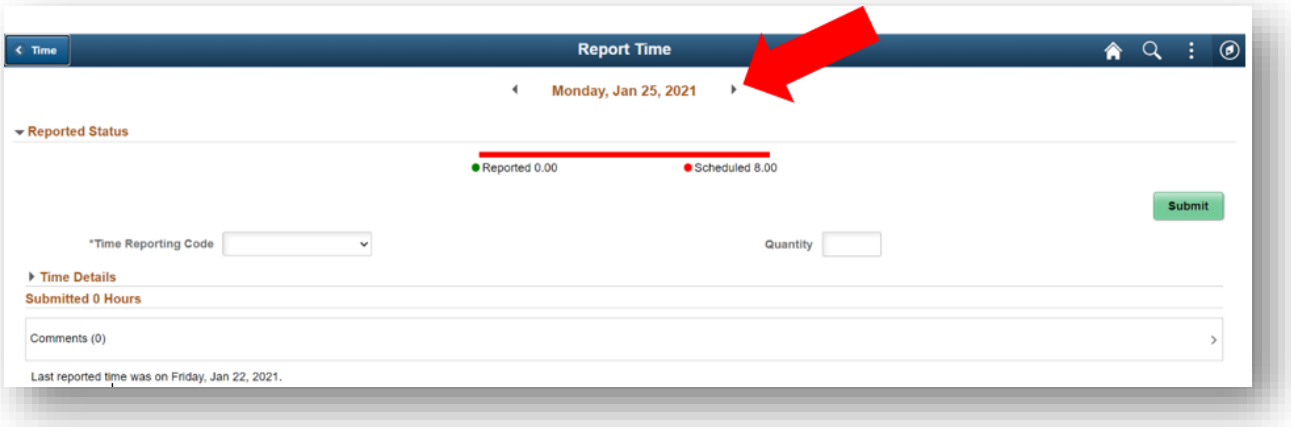
5. በገፁ የላይኛው ክፍል ላይ ትክክለኛው የስራ መደብ (ሥራ) መመረጡን ያረጋግጡ። ለምሳሌ፡ የሚኖረው አንድ ብቻ የስራ መደብ (ስራ) ስለሆነ የማስገቢያ ሳጥኑ ግራጫ/አረንጓዴ ቀለም ይቀባል።



6. አንዴ ትክክለኛው የስራ መደብ (ስራ) ከተመረጠልዎ በኋላ "የጊዜ ሪፖርት ማድረጊያ"/ “Report Time” Grey የሚለውን ግራጫ ቁልፍ ይምረጡ

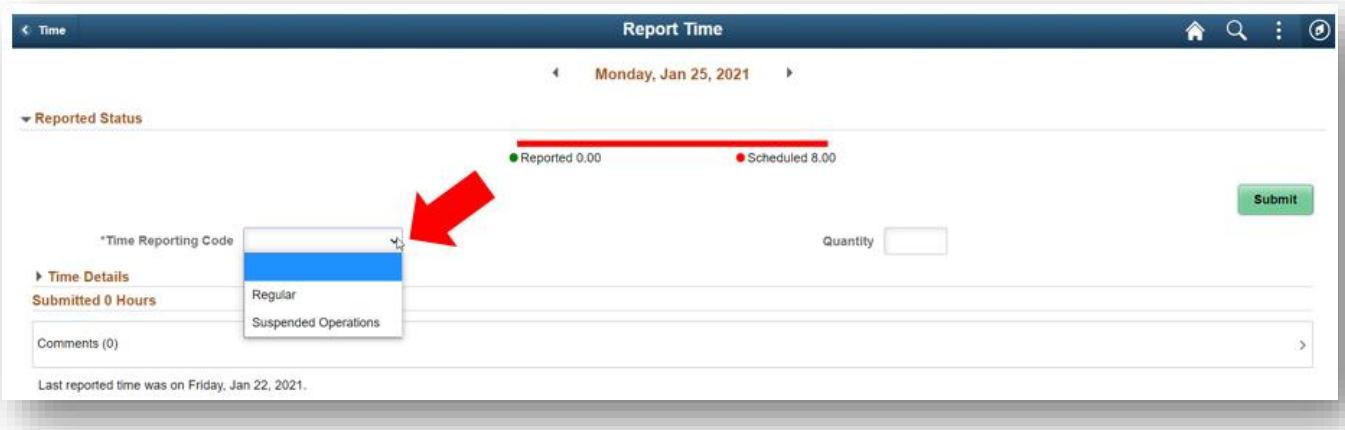


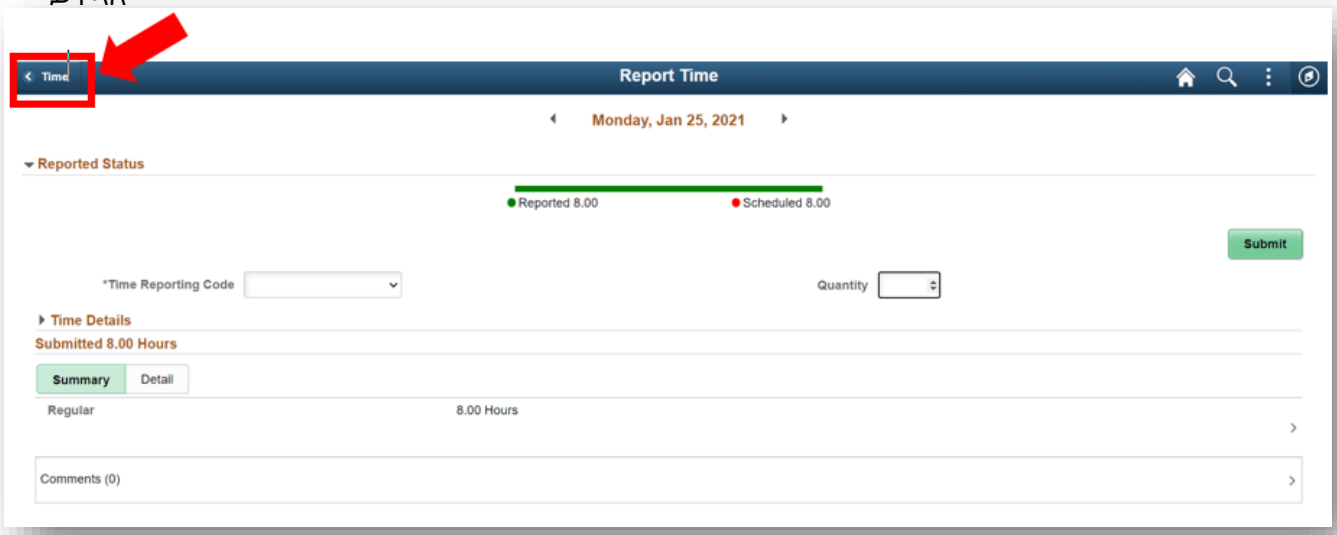
7. ይህ ወደ ጊዜ ማስገቢያ ገጽ ይወስድዎታል። ትክክለኛውን ቀን ማስገባትዎን ያረጋግጡ። ትክክለኛውን ቀን ካላስገቡ ቀስቱን በቀናት መካከል እያንቀሳቀሱ ቀኑን ይምረጡ።



8. መደበኛ/‘**Regular**’ የሚለውን እንደ “የጊዜ ሪፖርት ማድረጊያ ኮድዎ/“**Time Reporting Code** አድርገው ይምረጡ”.

ሪፖርት የሚያደርጉት ኮሌጁ በታገዱ ስራዎች ምክንያት በተዘጋበት ወቅት የሰሩበትን ጊዜ/ሰዐቶች ከሆነ የታገዱ ስራዎች/‘Suspended Operations’ የሚለውን ብቻ ይምረጡ።



9. በዚህ ቀን ውስጥ የሰሩባቸውን ጠቅላላ ሰዐቶች ያስገቡና ከዚያም በላይኛው የቀኝ ማዕዘን/ኮርነር/ ላይ የሚገኘውን አረንጓዴውን አስገባ/“**Submit**” ቁልፍ ይጫኑ።

10. ከጨረሱ በኋላ፣ ወደ ዋናው ገጽ ለመመለስ በላይኛው ግራ ጥግ ላይ ጊዜ/“Time” የሚለውን ቁልፍ መምረጥ ይችላሉ።