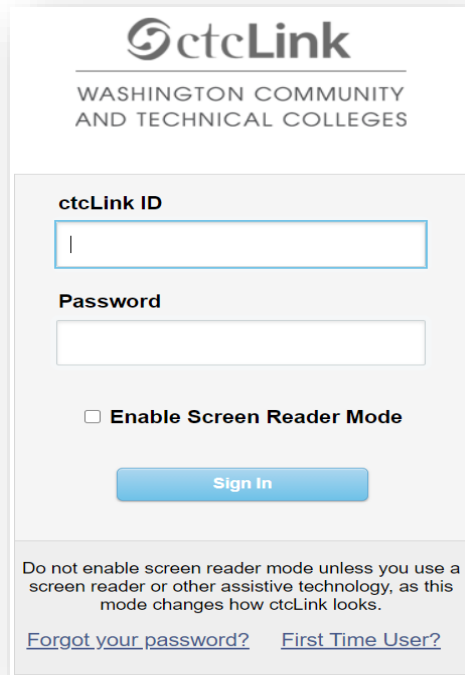


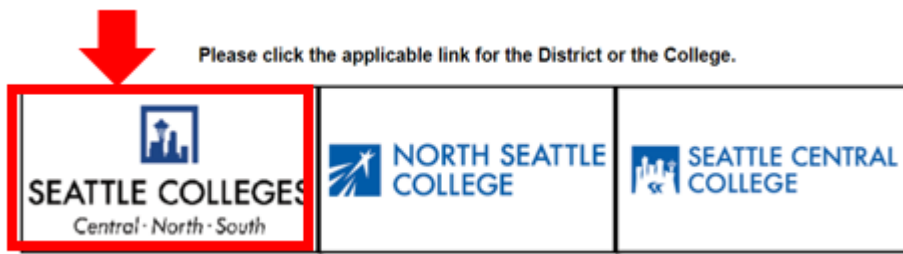
ልዩ ሰራተኞች የሰሩባቸው ሰዎች እንዴት ሪፖርት እንደሚደረጉ

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



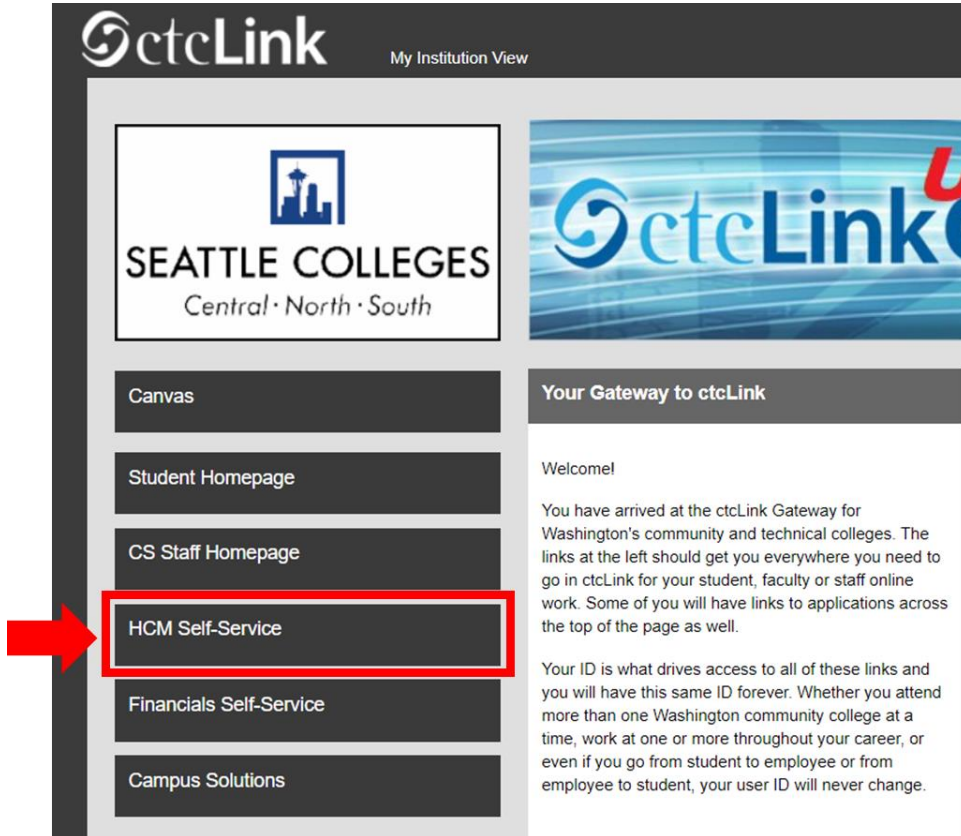
The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is an unchecked checkbox labeled "Enable Screen Reader Mode" and a blue "Sign In" button. At the bottom, there is a disclaimer: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." and two links: "Forgot your password?" and "First Time User?".

2. ርዕስ እንዲመረጡ ወደ ስክሪን ይወስድዎታል። “የሲያትል ኮሌጆች/Seattle Colleges” የሚለውን ርዕስ ይምረጡ።

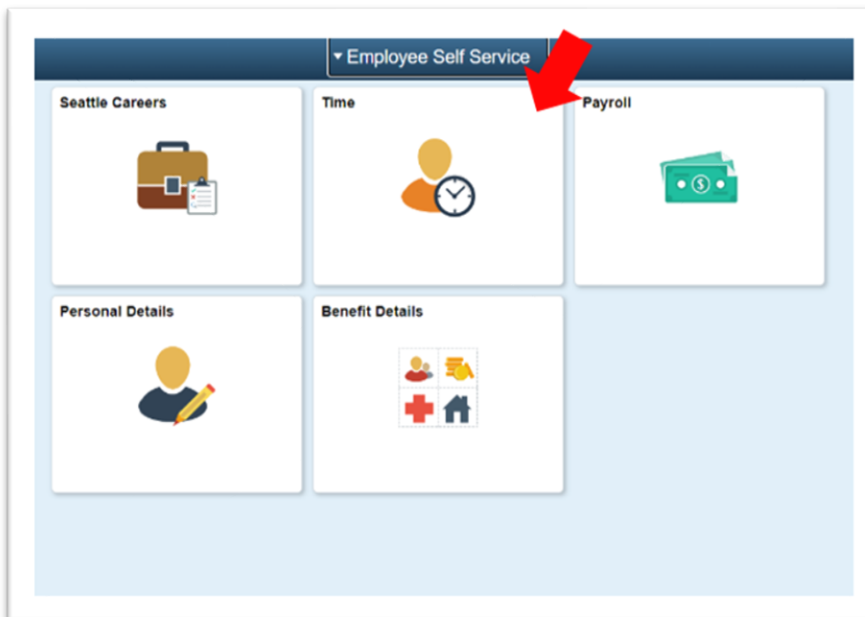


A red arrow points down to a selection screen. The screen contains the text "Please click the applicable link for the District or the College." and three buttons. The first button, labeled "SEATTLE COLLEGES Central · North · South", is highlighted with a red border. The other two buttons are "NORTH SEATTLE COLLEGE" and "SEATTLE CENTRAL COLLEGE".

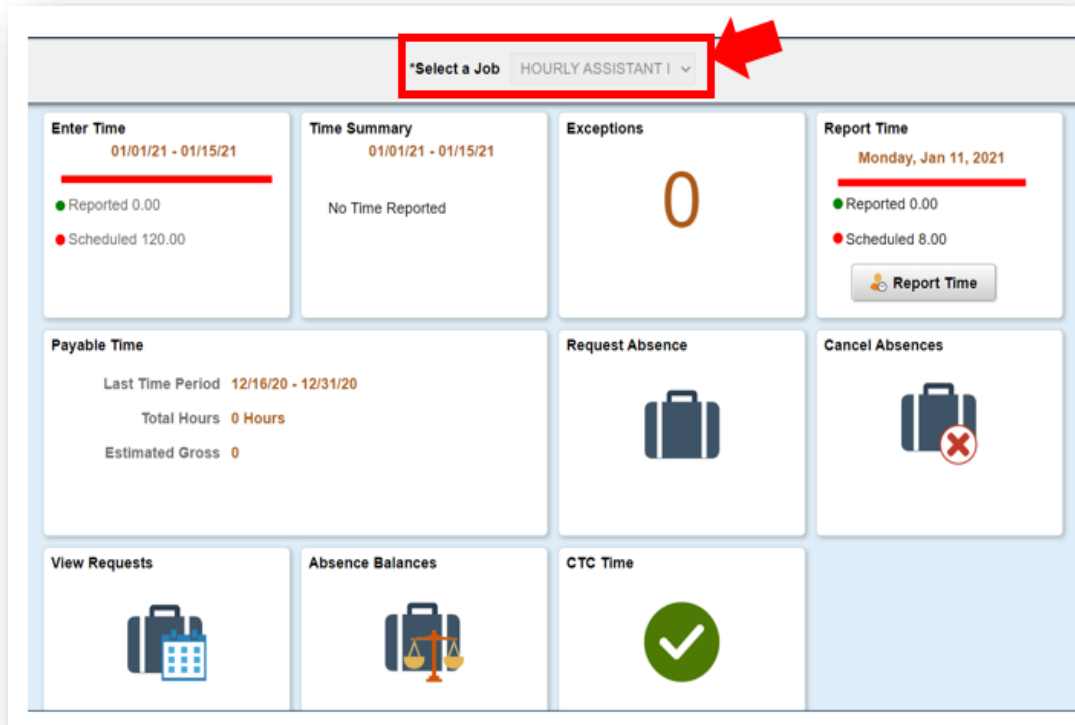
3. አንዴ ወደ ctcLink Gateway ከፍተው ከገቡ በኋላ፣ የሰራተኛዎን የግል አገልግሎት ገጽ ለማግኘት ኤችሲኤም የግል አገልግሎት/HCM Self-Service የሚለውን ይምረጡ።



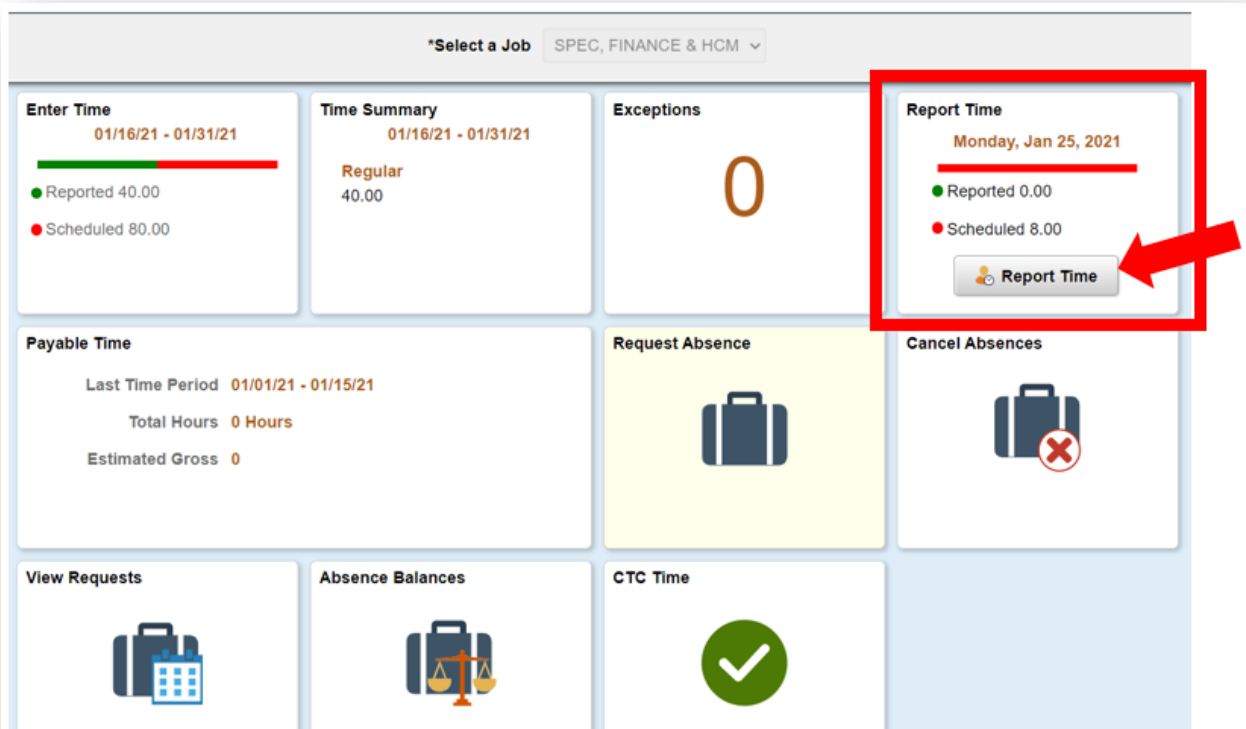
4. ከሰራተኛዎ የግል አገልግሎት ገጽ ላይ ጊዜ/ "Time" የሚለውን ይምረጡ



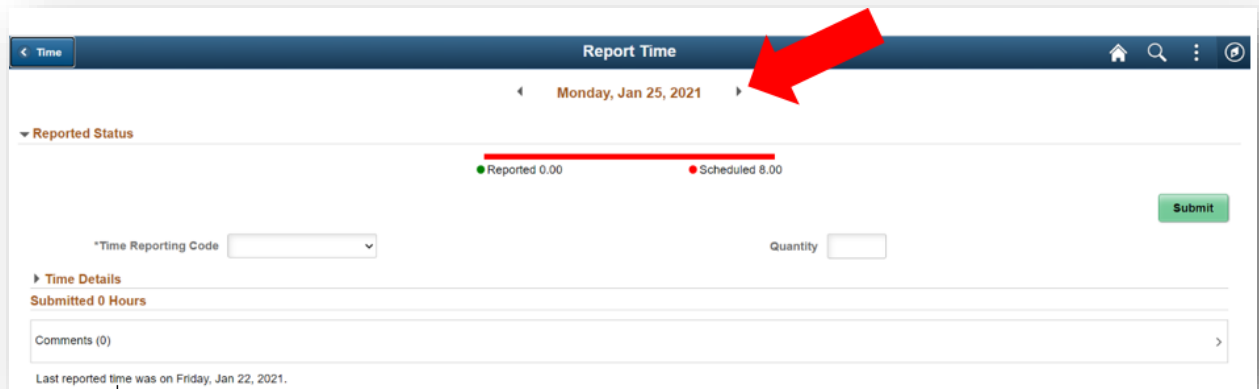
5. በገፁ የላይኛው ክፍል ላይ ትክክለኛው የስራ መደብ (ሥራ) መመረጡን ያረጋግጡ። ለምሳሌ፡ የሚኖረው አንድ ብቻ የስራ መደብ (ስራ) ስለሆነ የማስገቢያ ሳጥኑ ግራጭ/አረንጓዴ ቀለም ይቀበል።



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



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



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

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



9. በዚህ ቀን ውስጥ የሰሩባቸውን ጠቅላላ ሰዎች 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።

