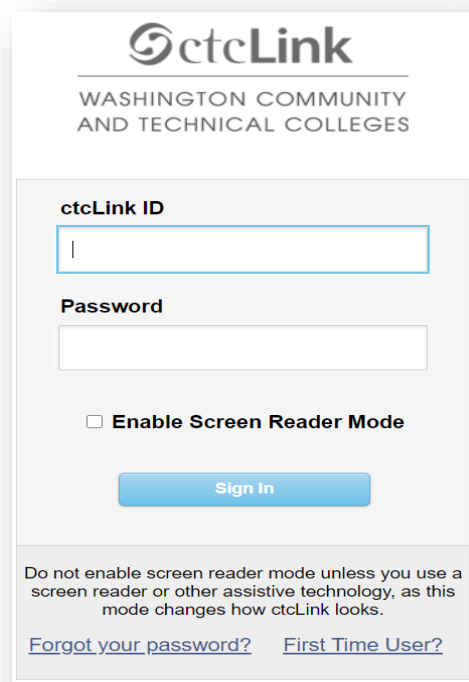


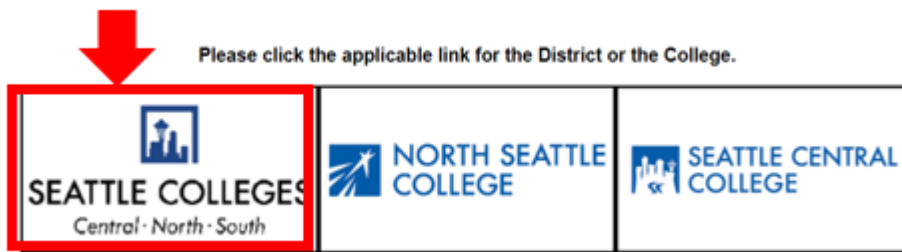
如何报告分类员工的工作时间

1. 通过 <https://gateway.ctclink.us/> 登录 ctcLink

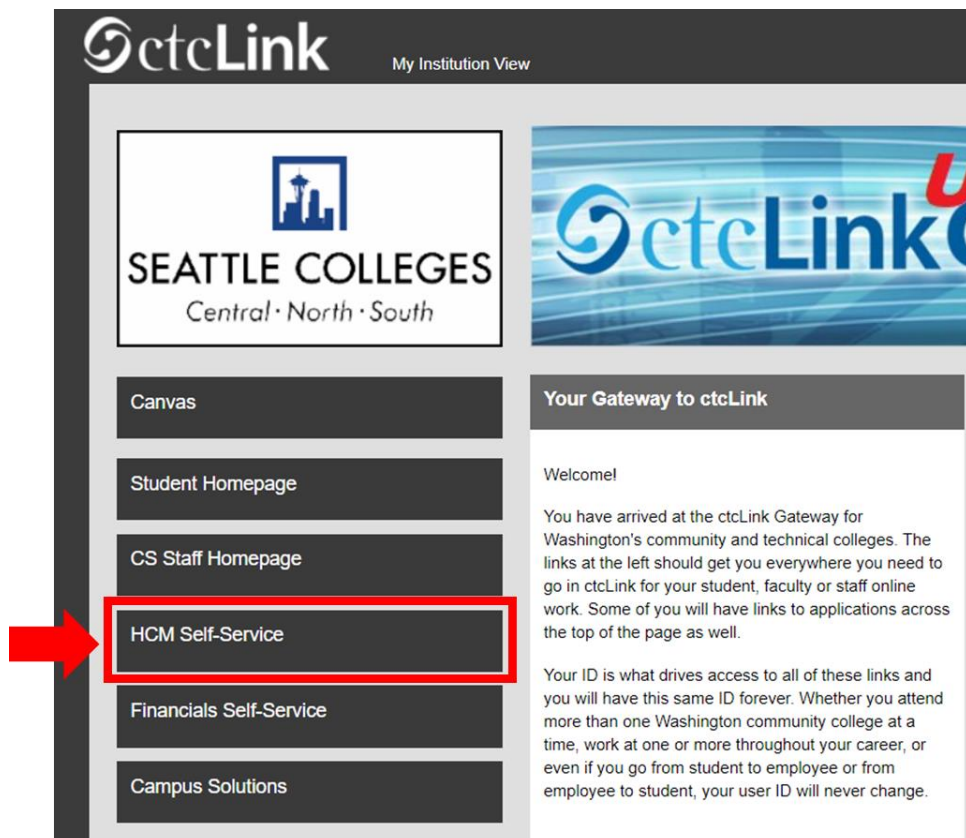


The image shows the ctcLink login page for Washington Community and Technical Colleges. It features the ctcLink logo at the top, followed by the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable 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?".

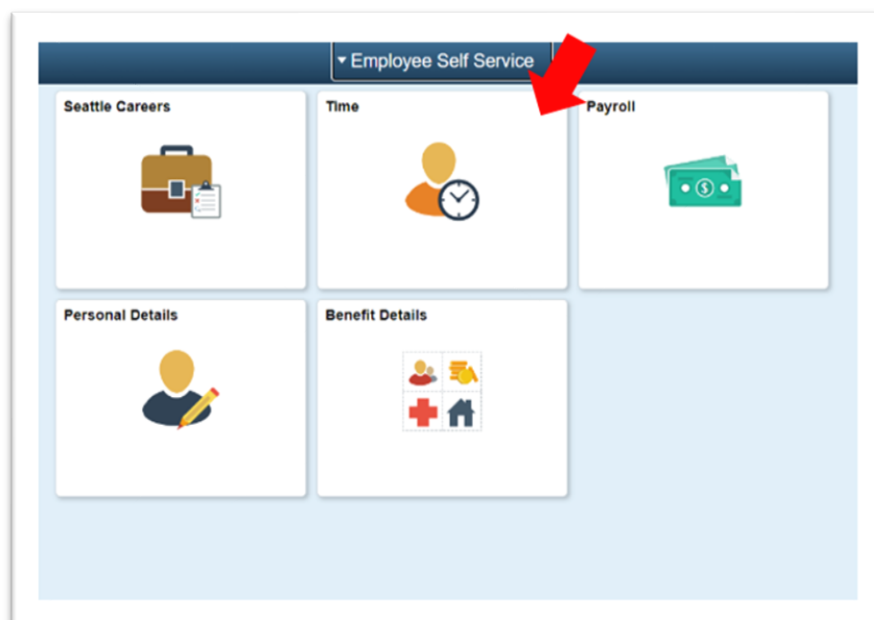
2. 屏幕将显示可选平铺页。选择“西雅图学院 (Seattle Colleges)”平铺页。



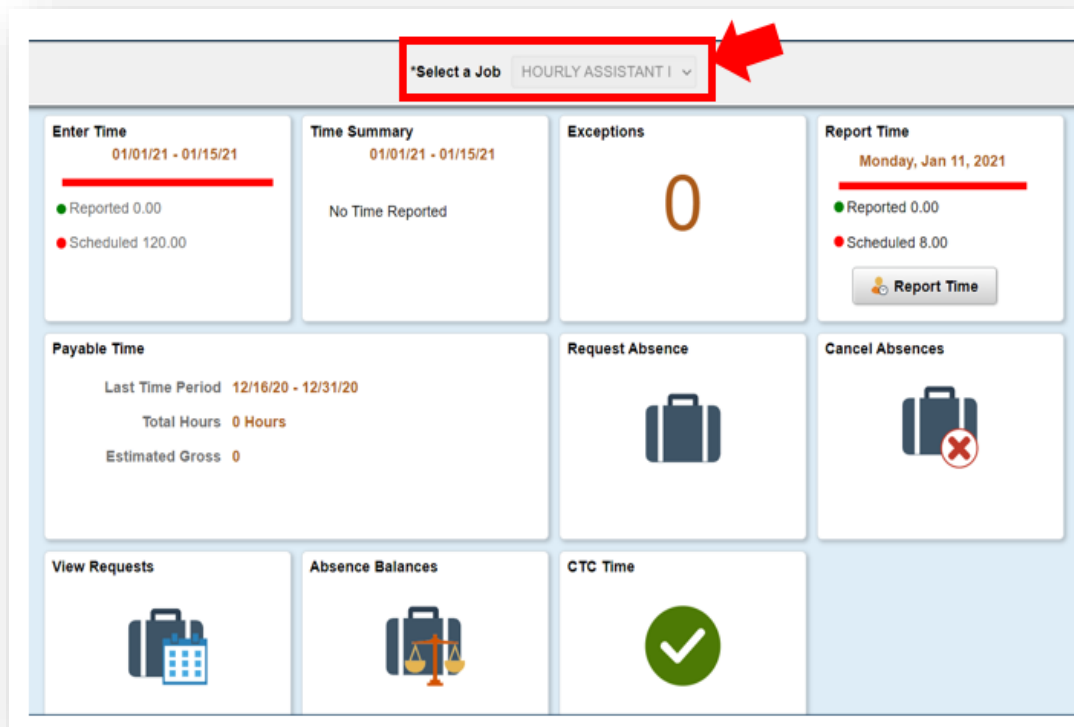
3. 登录 ctclink 网关后，请选择 **HCM 自助服务** 以访问您的员工自助服务页面。



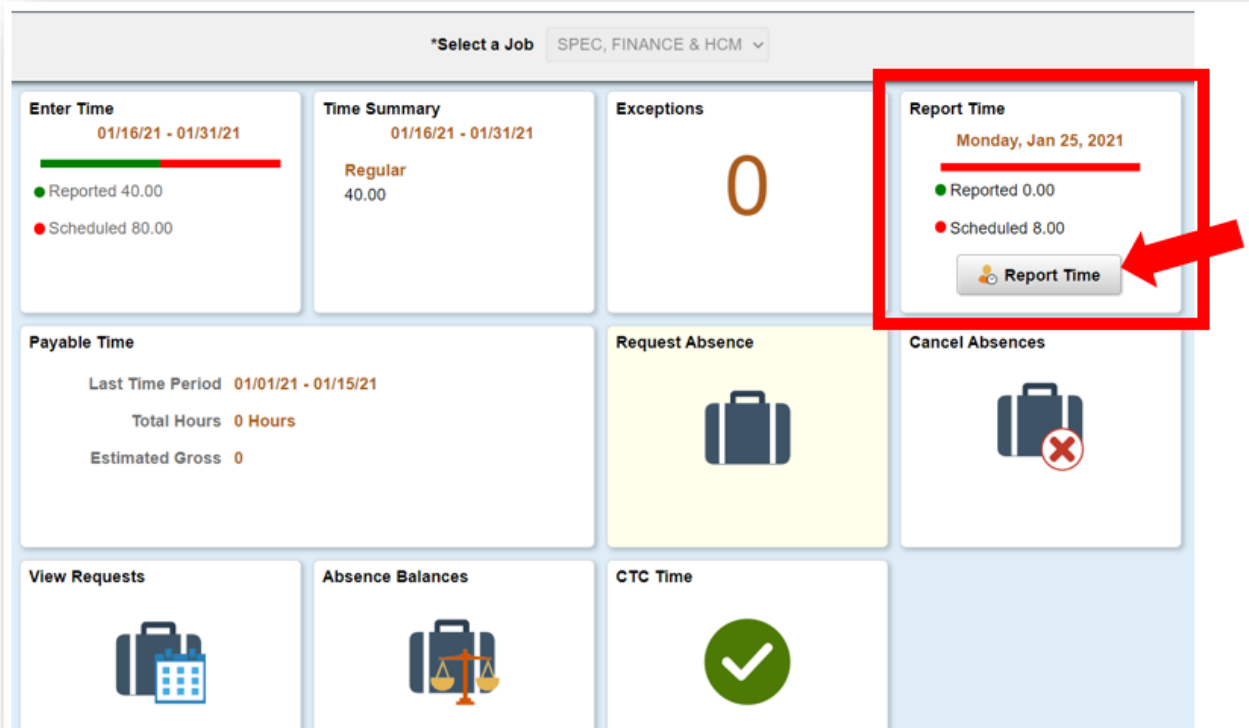
4. 从员工自助服务页面选择“时间”平铺页



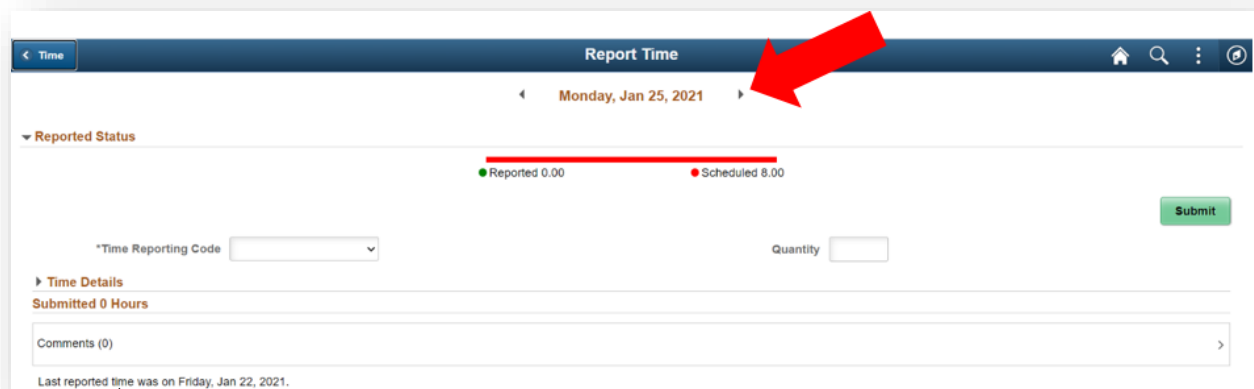
5.在页面顶部，确保选择正确的职位。对于大多数人来说，只有一项职位可选，因此下拉框为灰色显示。



6.选择好正确的职位后，单击“报告时间”灰色按钮



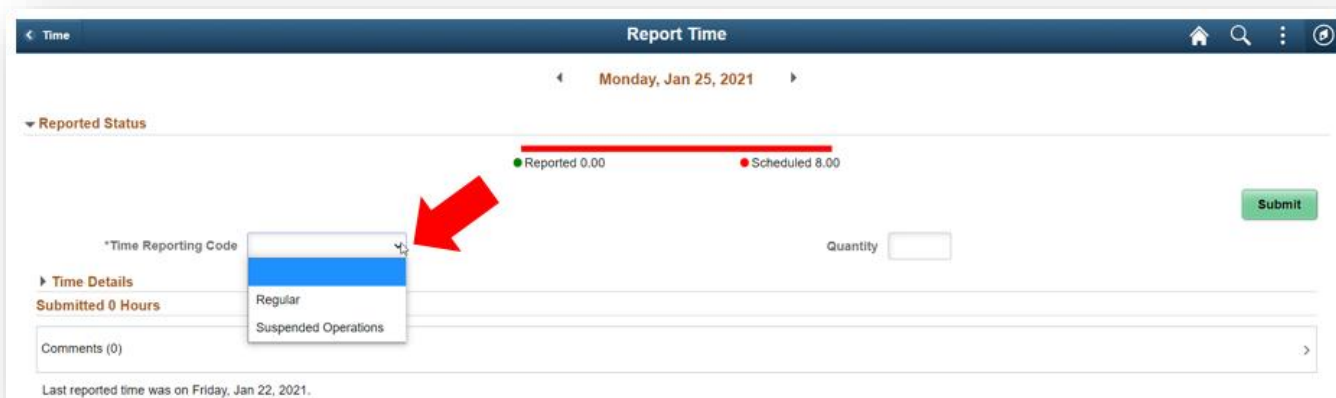
7. 您将转到时间条目页。 确保您选择正确的日期。 如果选择的日期不正确， 请使用箭头浏览选择日期。



The screenshot shows the 'Report Time' interface. At the top, there is a navigation bar with a back arrow, the title 'Report Time', and icons for home, search, and settings. Below the navigation bar, the date 'Monday, Jan 25, 2021' is displayed with left and right arrows for navigation. A red arrow points to these date navigation arrows. The main content area includes a 'Reported Status' section with a progress bar showing 'Reported 0.00' and 'Scheduled 8.00'. Below this is a form with a '*Time Reporting Code' dropdown menu and a 'Quantity' input field. A green 'Submit' button is located on the right side. The bottom section contains 'Time Details' with 'Submitted 0 Hours', a 'Comments (0)' field, and a note: 'Last reported time was on Friday, Jan 22, 2021.'

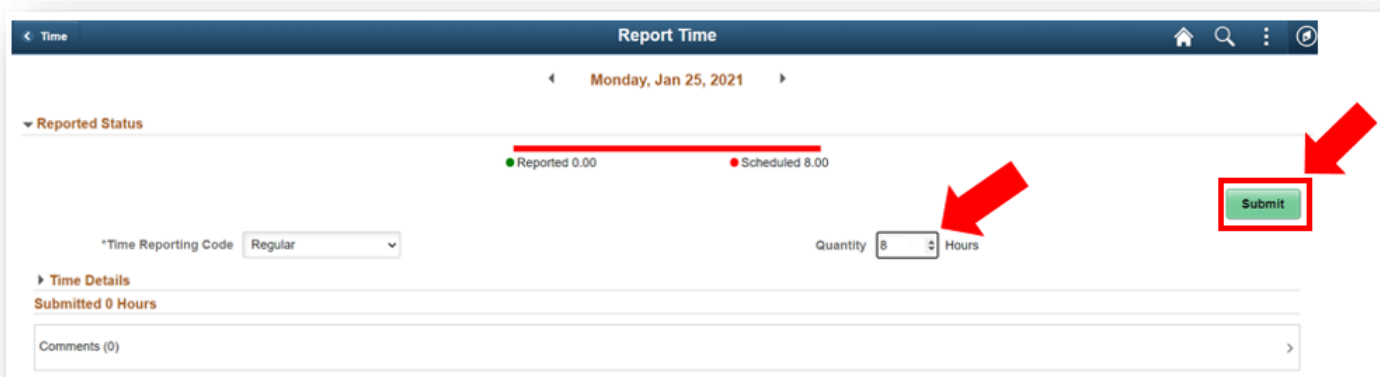
8. 选择“常规”作为您的“时间报告代码”。

如果您在学院暂停运作期间报告工作时间， 则选择“暂停运作”。



This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown menu open. A red arrow points to the dropdown menu, which contains two options: 'Regular' (highlighted in blue) and 'Suspended Operations'. The rest of the page, including the date 'Monday, Jan 25, 2021', the progress bar, and the 'Submit' button, is visible in the background.

9. 输入您当天的工作小时总数， 然后单击右上角的绿色“提交”按钮。



This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown menu set to 'Regular'. The 'Quantity' input field is now filled with the number '8' and is labeled 'Hours'. A red arrow points to the 'Quantity' field. Another red arrow points to the green 'Submit' button, which is highlighted with a red box. The rest of the page, including the date and progress bar, is visible in the background.

10.如果您完成操作，则选择左上角的“时间”按钮以返回主时间页面。

< Time

Report Time

Monday, Jan 25, 2021

Reported Status

Reported 8.00 Scheduled 8.00

Submit

*Time Reporting Code

Quantity

Time Details

Submitted 8.00 Hours

Summary Detail

Regular	8.00 Hours
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Comments (0)