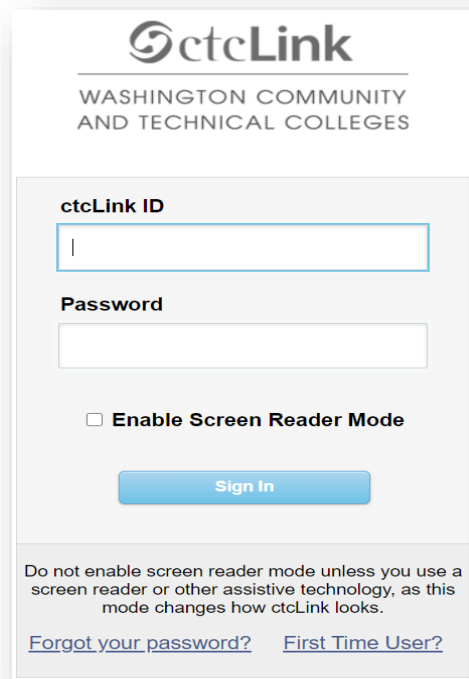


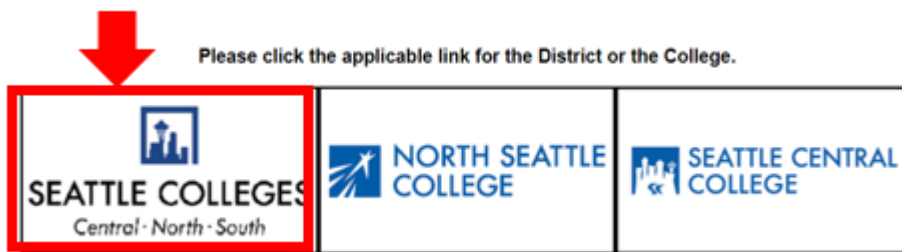
Cómo deben reportar las horas trabajadas los empleados clasificados

1. Ingrese a ctcLink a través de <https://gateway.ctclink.us/>

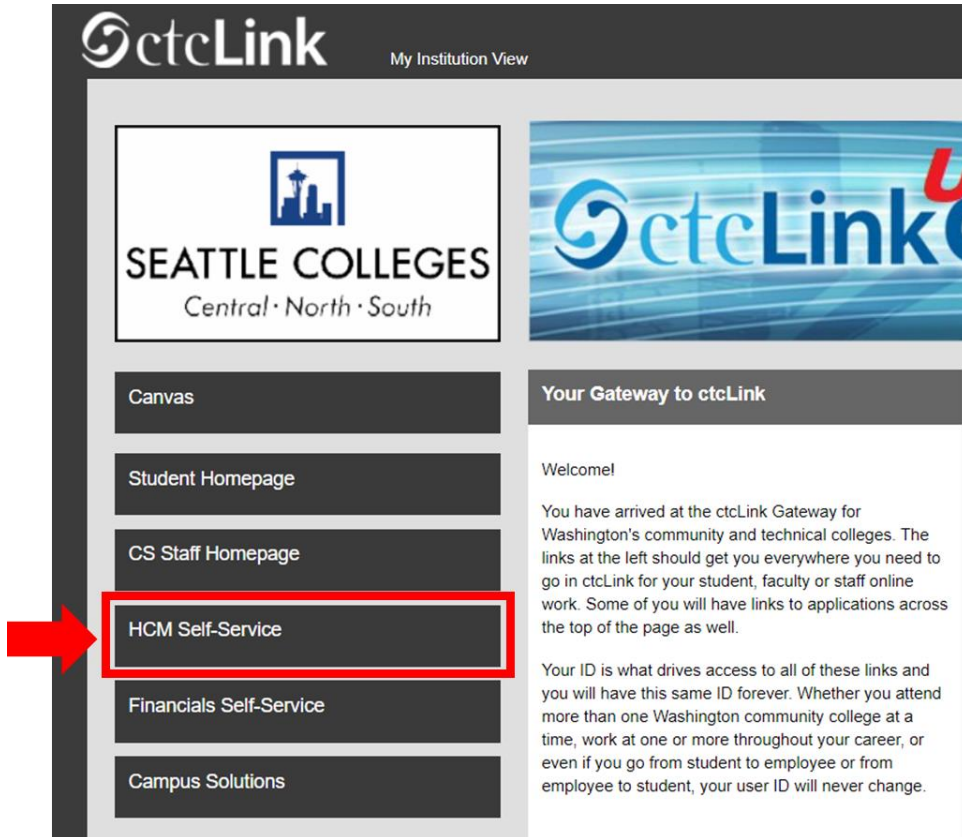


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is an unchecked checkbox labeled "Enable Screen Reader Mode" and a blue "Sign In" button. At 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?".

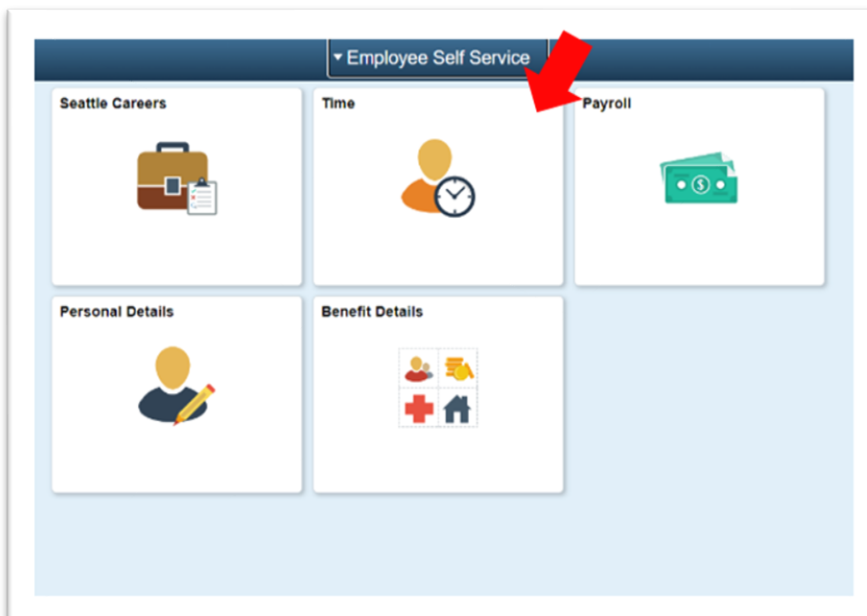
2. Aparecerá una pantalla para seleccionar un botón. Seleccione el botón "Seattle Colleges" (universidades de Seattle).



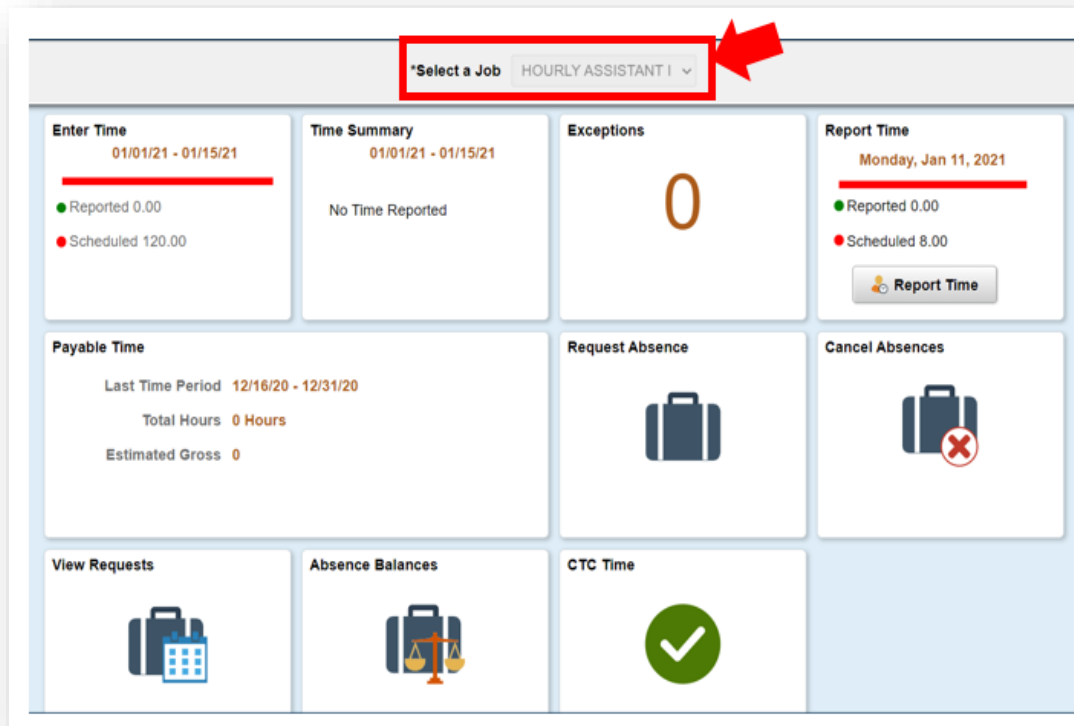
3. Una vez iniciada la sesión en su portal ctLink, seleccione **HCM Self-Service (autoservicio de gestión de capital humano)** para acceder a su página de autoservicio como empleado.



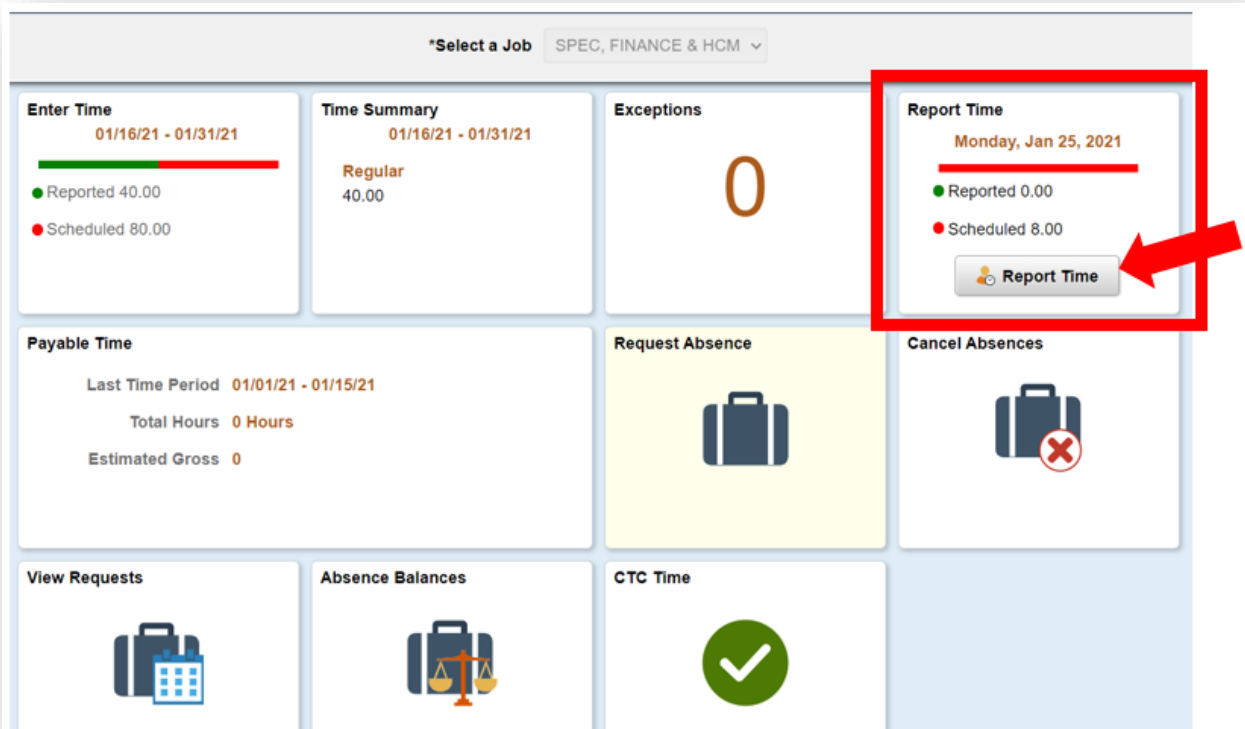
4. Seleccione el botón de “Time” (horas) desde su página de autoservicio de empleado.



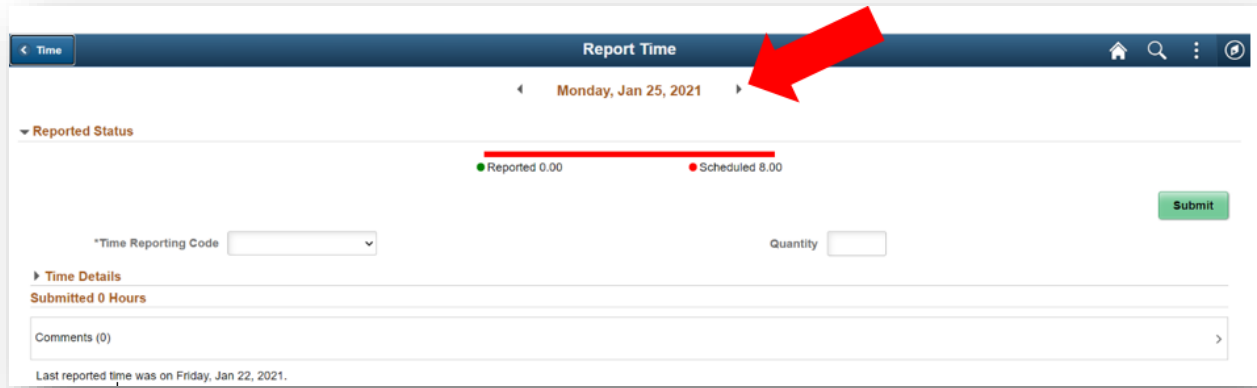
5. En la parte superior de la página, asegúrese de haber seleccionado el trabajo correcto. Para la mayoría de las personas solo hay un puesto de trabajo, por lo que este cuadro desplegable estará en gris.



6. Una vez que haya seleccionado el trabajo correcto, haga clic en el botón gris "Report Time" (informe de las horas).



7. Se le llevará a la página para ingresar las horas. Asegúrese de estar en el día correcto. Si no está en el día correcto, utilice las flechas para navegar entre los días.



The screenshot shows the 'Report Time' interface. At the top, there is a navigation bar with a back arrow, the text 'Time', and the title 'Report Time'. Below this, 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 is titled 'Reported Status' and features a progress bar with a green segment for 'Reported 0.00' and a red segment for 'Scheduled 8.00'. Below the progress bar, there is a dropdown menu for '*Time Reporting Code' and a text input field for 'Quantity'. A green 'Submit' button is located in the top right corner. The 'Time Details' section shows 'Submitted 0 Hours' and a 'Comments (0)' field. At the bottom, it notes 'Last reported time was on Friday, Jan 22, 2021.'

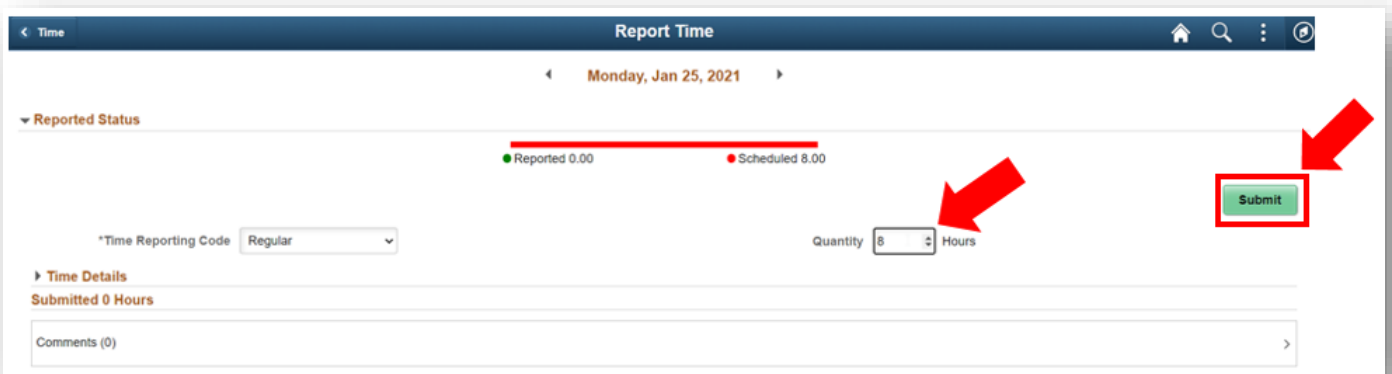
8. Seleccione "Regular" como su "Código de informe de horas (time Reporting Code)".

Solo seleccione "Suspended Operations" (operaciones suspendidas) si está informando de las horas trabajadas durante un período en el que la universidad esté cerrada por operaciones suspendidas.



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 navigation, progress bar, and 'Submit' button, is visible in the background.

9. Introduzca el número total de horas trabajadas ese día y haga clic en el botón verde "Submit (enviar)" en la esquina superior derecha.



The screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown set to 'Regular'. The 'Quantity' field is now populated with the number '8' and is followed by the word '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 content remains the same.

10. Si terminó, puede seleccionar el botón "Time" (hora) en la esquina superior izquierda para volver a la página principal de la hora.

The screenshot displays the 'Report Time' mobile application interface. At the top left, a button labeled '< Time' is highlighted with a red box and a red arrow, indicating the navigation path back to the main page. The header area includes the title 'Report Time' and navigation icons for home, search, and settings. Below the header, the date 'Monday, Jan 25, 2021' is displayed. The 'Reported Status' section features a progress bar showing 'Reported 8.00' (green) and 'Scheduled 8.00' (red). A 'Submit' button is located on the right side of this section. Below the progress bar, there are input fields for '*Time Reporting Code' and 'Quantity'. The 'Time Details' section shows 'Submitted 8.00 Hours' and a table with 'Regular' and '8.00 Hours' entries. A 'Comments (0)' section is at the bottom.