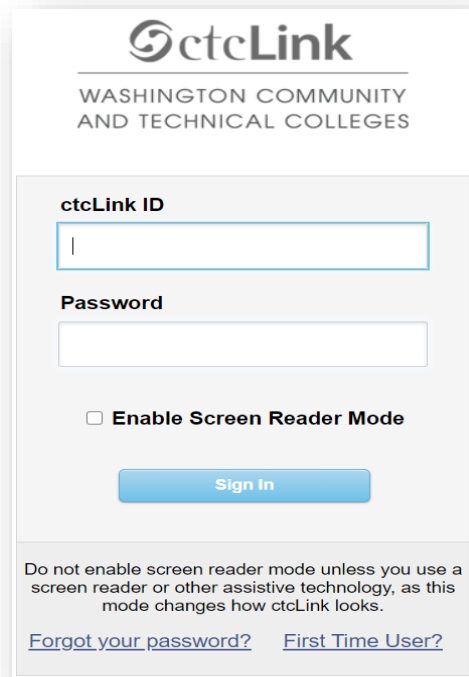


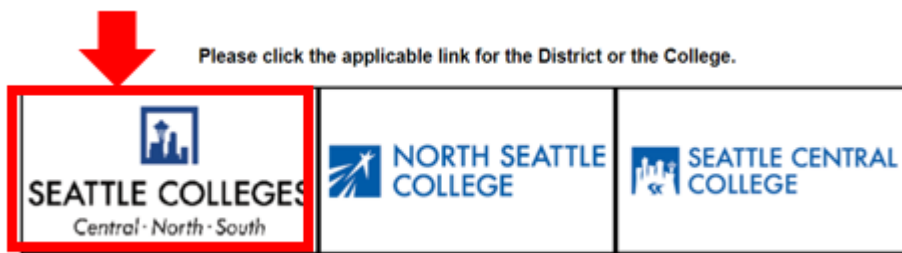
## ምዱባት ሰራሕተኛታት ንዝሰርሕዎ ሰዓታት ጸብጸብ ብኸመይ ከም እትጸብጹብ

1. ኣብ'ዚ ፈርም ctcLink at <https://gateway.ctclink.us/>

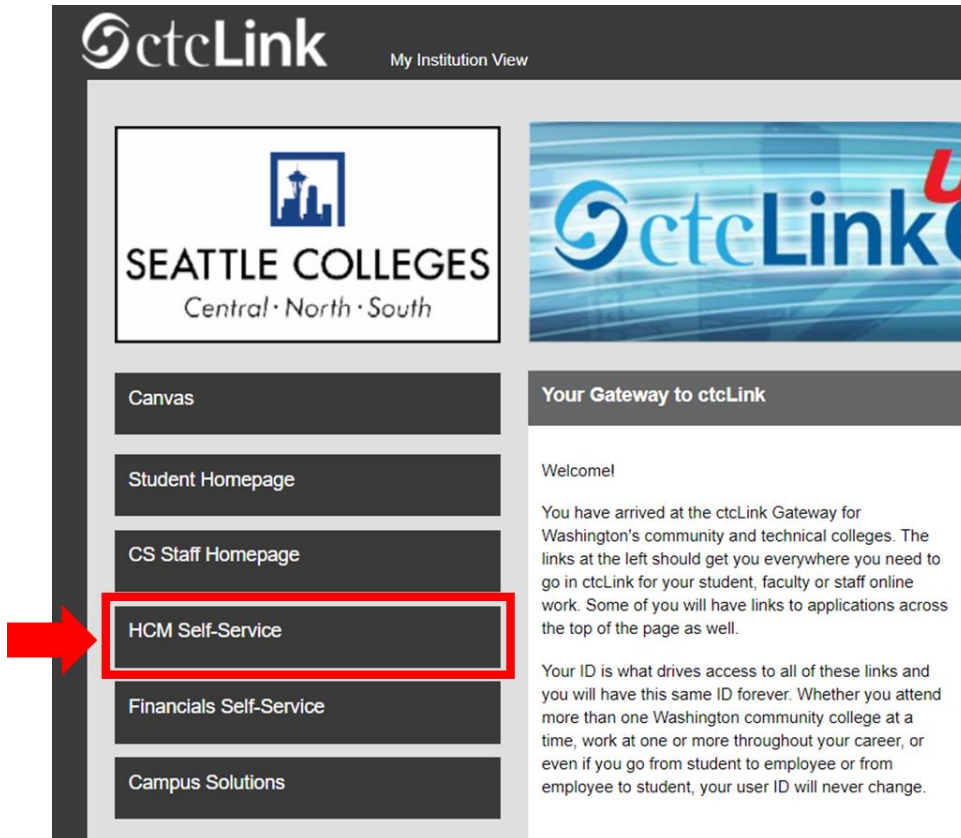


The screenshot shows the ctcLink login interface. At the top, it displays the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this, there are two input fields: "ctcLink ID" and "Password". A checkbox labeled "Enable Screen Reader Mode" is present below the password field.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

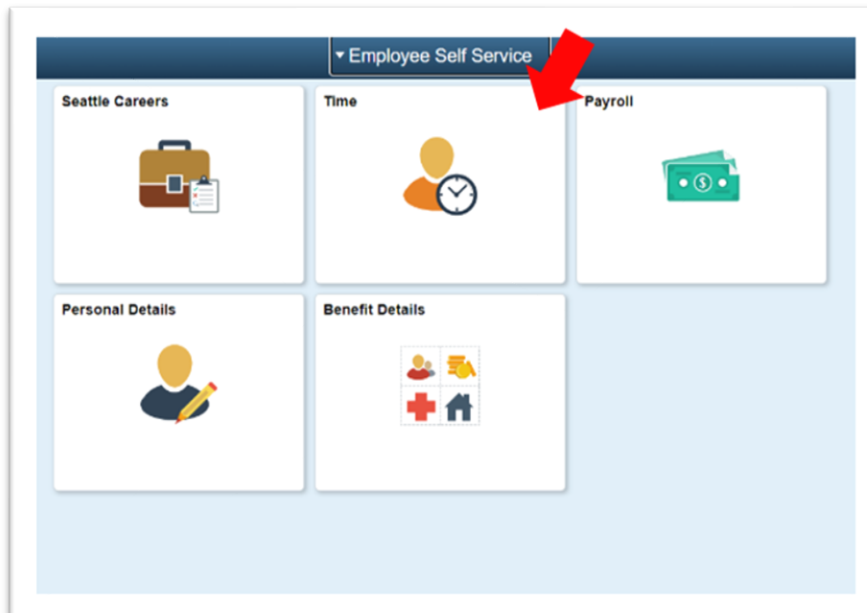
2. ኣርእስቲ ንኸትመጽ ናብ መኸወሊ ክትውሰድ ኢኹ። “ስያትል ኮሌጅ” ዝብል ኣርእስቲ ምረጽ።



3. አብቲ ናትካ ctcLink Gateway ሓደ ግዜ ምስ ኣተኻ, ምረጽ **HCM Self-Service** ንናብ ናይ ሰራሕተኛታት ርእሰ-አገልግሎት 'Employee Self-Service' ገጽ ንምእታው።

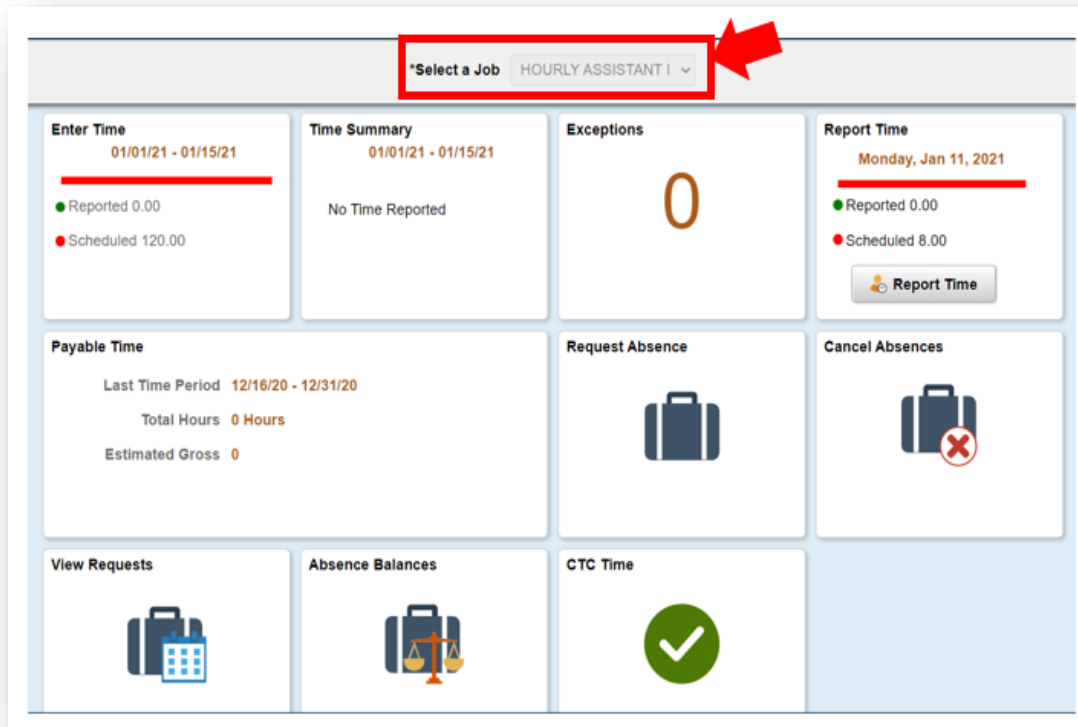


4. ነዚ ምረጽ “ግዜ” ኣርእስቲ ካብ ናይ ሰራሕተኛታትካ ርእሰ አገልግሎት 'Tile from your Employee Self Service' ገጽ።

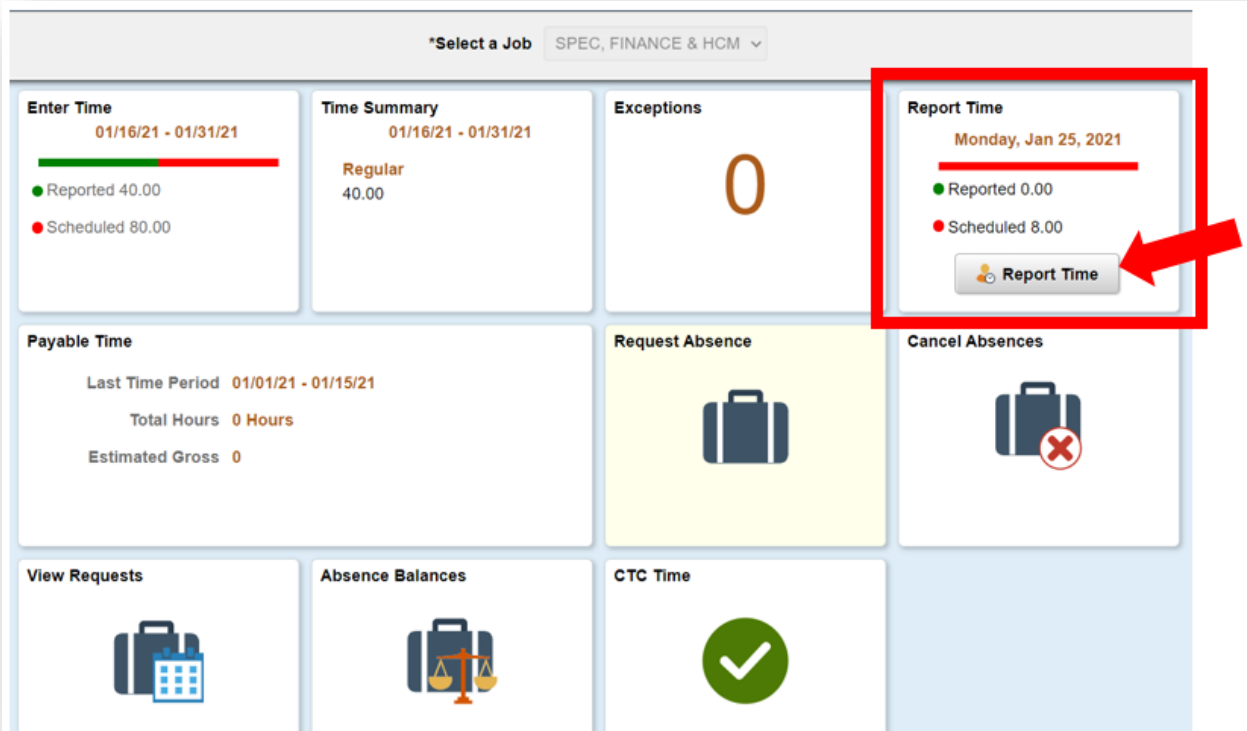




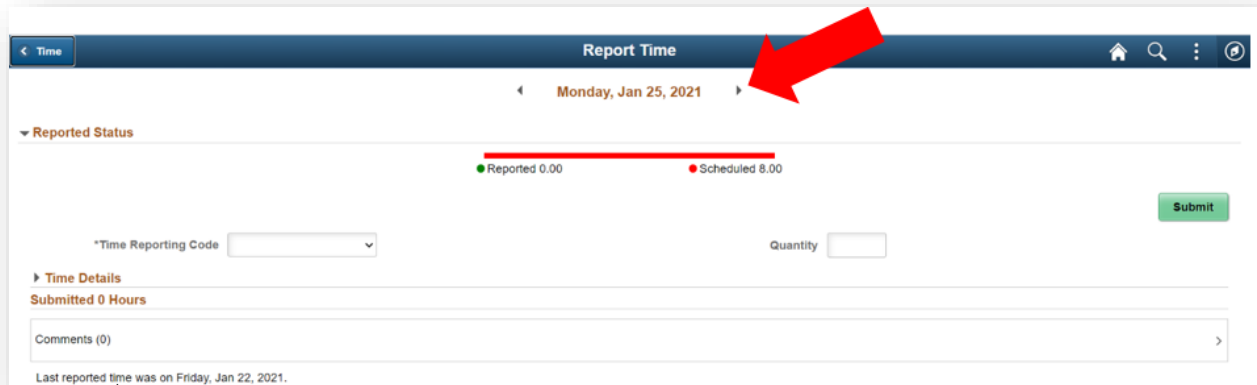
5. አብ ላዕሊ ናይቲ ገጽ፡ ነቲ ቅኑዕ ስራሕ ከም ዝመረጽኻ ኣረጋግጽ። ንመብዛኢትኻም ሰባት ሓደ ስራሕ ጥራሕ ስለዘለዎም እቲ ንታሕቲ ዝወርድ ሰንጠረዥ ሓምኹሽታ ክኸውን እዩ።



6. ነቲ ቅኑዕ ስራሕ ምስ መረጽኻ፡ ኣብቲ ሪፖርት ታይም (Report Time) ዝብል ሓምኹሽታይ መልኻም ጠውቕ።



7. ናብቲ ምእተዊ ሰዓት ኣብ ዝብል ገጽ ክትውሰድ ኢኻ፡፡ እታ ቅንዕቲ መዓልቲ ከም ዝወሰድካ ኣረጋግጽ፡፡ እታ ቅንዕቲ መዓልቲ እንተዘይሃልዮትካ፡ በቲ መሐበሪ ኣንፈት ዝኾነ ፍላጻ ገርካ ኣብ መንጎ እተን መዓልታት ድለ፡፡



8. ምረጽ ‘ስሩዕ’ ከም ናትካ “ናይ ግዜ ጸብጻብ ኮድ (Time Reporting Code)”.

እቲ ኮላይ ብሰንኪ ዝተወንዘፈ ስራሓት (Suspended Operations) ኣብ ዝተዓጽወሉ እዋን ጸብጻብ ትህብ እንተለኻ፡ ነታ ‘Suspended Operations’ እትብል ጥራሕ ምረጽ



9. ኣብታ መዓልቲ እቲኣ ዝሰራሕካዮም ጠቕላላ ሰዓታት ኣእቲኻ፡ ነቲ ቀጠልዮ “የእቲ” ዝብል ኣብ ላዕሊዎይ ወገን ኣብ ጸገማይ ኣንጎሎ ንዝርከብ መልጎም ጠውቕ፡፡



10. ምስ ወዳእካ ነቲ ኣብ ላዕሊ ኣብ ጸጋማይ ወገን ንዘሎ ታይም “Time” ዝብል መልጎም ብምጥቀኛ ናብቲ ቀንዲ ናይ ግዜ ገጽ ክትምለስ ትኽእል።

**Report Time**

Monday, Jan 25, 2021

**Reported Status**

Reported 8.00 Scheduled 8.00

\*Time Reporting Code  Quantity

**Time Details**  
Submitted 8.00 Hours

Summary	Detail
Regular	8.00 Hours

Comments (0)