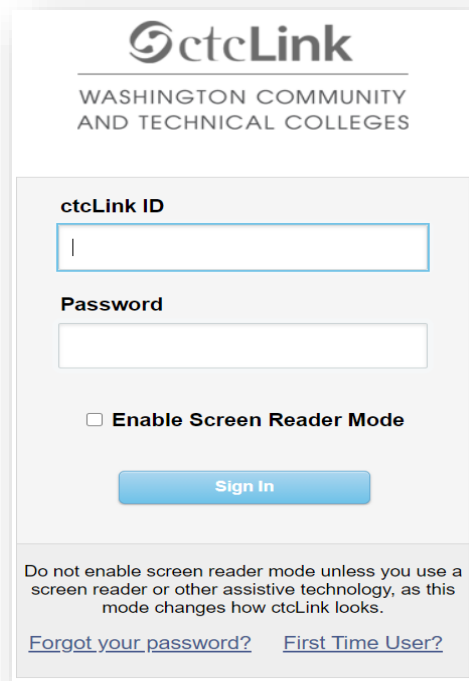


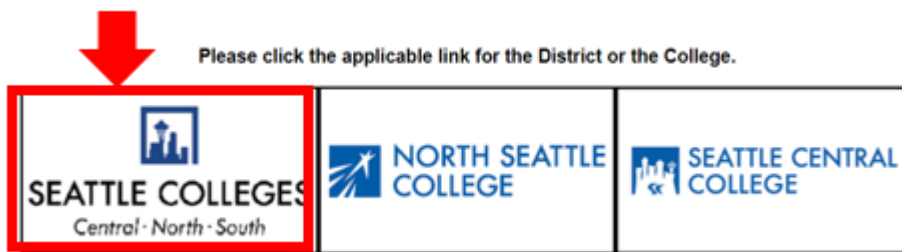
Sida Loo soo Gudbiyo Waqtiga Ay shaqeeyeen Shaqaalaha aan lahayn takhasus xirfadeed

1. Gal barta **ctcLink** adoo booqanaaya <https://gateway.ctclink.us/>

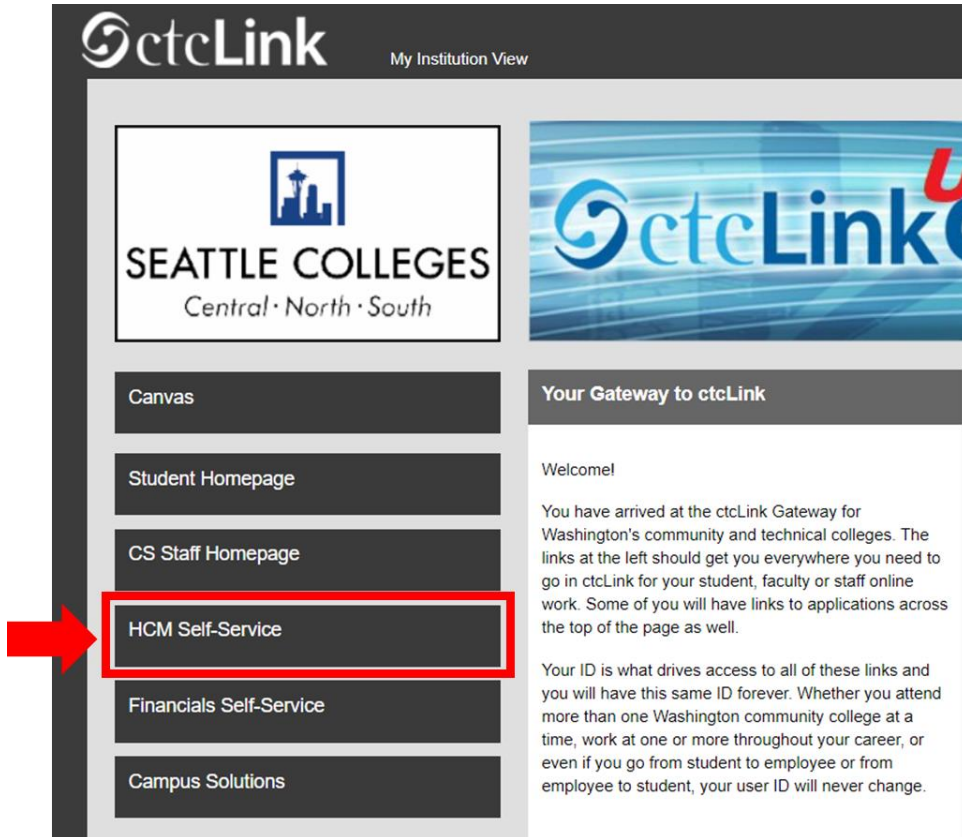


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign In" button is positioned below the fields. At the bottom of the form, 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." Below the disclaimer are two links: "Forgot your password?" and "First Time User?".

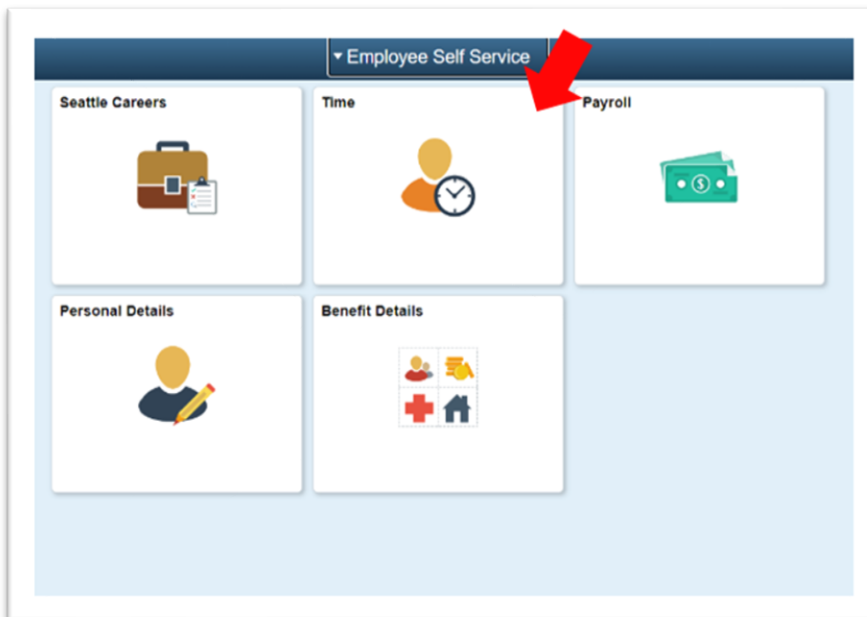
2. Waxaa kusoo baxaaya shaashad aad ka dooranaysa qaybta. Dooro qaybta "Kuleejka Seattle".



3. Isla marka aad gasho bartaada ctcLink Gateway, dooro **Adeega Iskaa wax uqabso ee HCM** si aad u gasho boggaaga Shaqaalaha Iskaa wax u qabso.



4. Dooro **“Waqtiga”** Qaybtaada bogga Shaqaalaha Iskaa wax u qabso.



5. Qaybta kore ee bogga, ka hubi inaad dooratay shaqada saxda ah. Inta badan dadka, waxay haystaan hal shaqo marka bokiska kor kasoo degsama wax isbadel ah ma sameeyo.

The screenshot shows a time reporting dashboard for the job 'HOURLY ASSISTANT I'. At the top, a dropdown menu is highlighted with a red box and an arrow pointing to it. The dashboard is divided into several sections:

- Enter Time:** 01/01/21 - 01/15/21. Reported: 0.00 (green dot), Scheduled: 120.00 (red dot).
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0 (large orange number).
- Report Time:** Monday, Jan 11, 2021. Reported: 0.00 (green dot), Scheduled: 8.00 (red dot). A 'Report Time' button is visible.
- Payable Time:** Last Time Period: 12/16/20 - 12/31/20. Total Hours: 0 Hours. Estimated Gross: 0.
- Request Absence:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red 'X' over it.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

6. Isla marka aad doorato shaqada saxda ah, ku dhufo Batoonka cawlka ah "Report Time (Gudbi Waqtiga)".

The screenshot shows a time reporting dashboard for the job 'SPEC, FINANCE & HCM'. At the top, a dropdown menu is highlighted with a red box and an arrow pointing to it. The dashboard is divided into several sections:

- Enter Time:** 01/16/21 - 01/31/21. Reported: 40.00 (green bar), Scheduled: 80.00 (red bar).
- Time Summary:** 01/16/21 - 01/31/21. Regular: 40.00.
- Exceptions:** 0 (large orange number).
- Report Time:** Monday, Jan 25, 2021. Reported: 0.00 (green dot), Scheduled: 8.00 (red dot). A 'Report Time' button is highlighted with a red box and an arrow pointing to it.
- Payable Time:** Last Time Period: 01/01/21 - 01/15/21. Total Hours: 0 Hours. Estimated Gross: 0.
- Request Absence:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red 'X' over it.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

7. Waxaa lagu guddin doonaa bogga waqtiga lagu qoro. Hubi inay maalintu saxan tahay. Haddii maalinta aad dooratay aysan saxnayn, isticmaal falaarta si aad maalinta u doorato.

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. A red arrow points to the date. Underneath, there is a 'Reported Status' section with a progress bar. The bar is divided into two segments: 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 on the right side. Below these fields, there is a 'Time Details' section with 'Submitted 0 Hours' and a 'Comments (0)' field. At the bottom, it says 'Last reported time was on Friday, Jan 22, 2021.'

8. Dooro 'Koodhkaaga' joogtada ah ee "Soo gudbinta Waqtiga."

Kaliya dooro Hawlaha la Xanibay, haddii aad doonayso inaad soo gudbiso waqtiga aad shaqeysay intii uu kuleejku xirnaa kuna aadan Hawlaha la Xanibay.

This screenshot is similar to the previous one, but the '*Time Reporting Code' dropdown menu is open. A red arrow points to the dropdown. The menu shows two options: 'Regular' (highlighted in blue) and 'Suspended Operations'. The rest of the interface, including the progress bar and 'Submit' button, remains the same.

9. Geli tirada saacadaha guud ee aad shaqeysay maalintaas, kadibna ku dhufo batoonka cagaaran "Submit (Gudbi)" ee kuyaala qaybta midig ee kore.

This screenshot shows the 'Report Time' interface with the '*Time Reporting Code' dropdown set to 'Regular'. The 'Quantity' field now contains the value '8' followed by 'Hours'. A red arrow points to the 'Quantity' field. The 'Submit' button is now highlighted with a red box, and another red arrow points to it. The rest of the interface is the same as in the previous screenshots.

10. Marka aad dhameyso, waxaad dooran kartaa batoonka "Time (Waqtiga)" ee kuyaala qaybta bidix ee kore si aad dib ugu laabato bogga koowaad.

< 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

Comments (0)