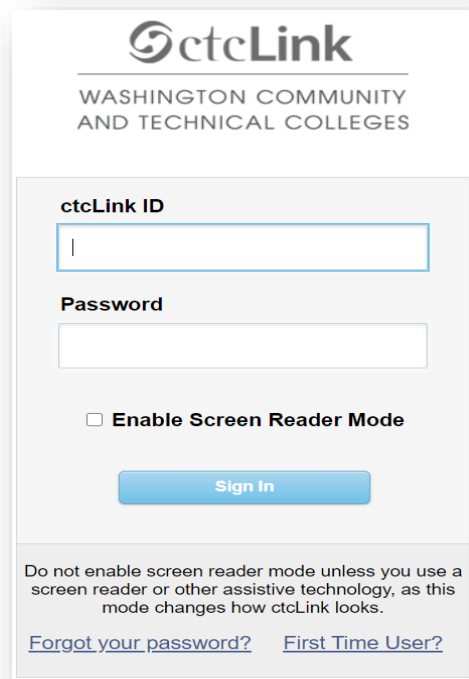


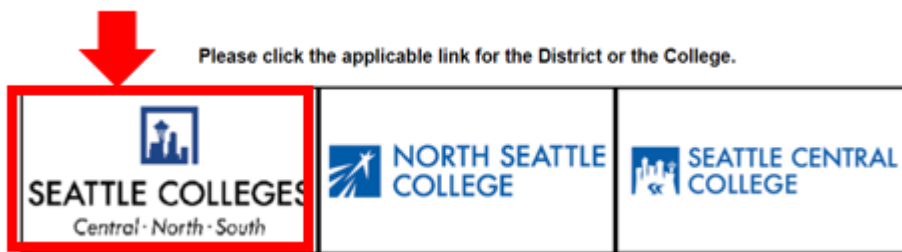
Paano Mag-ulat ng Oras na Iginugol sa Trabaho para Mga Classified na Empleyado

1. Mag-sign in sa ctcLink sa <https://gateway.ctclink.us/>

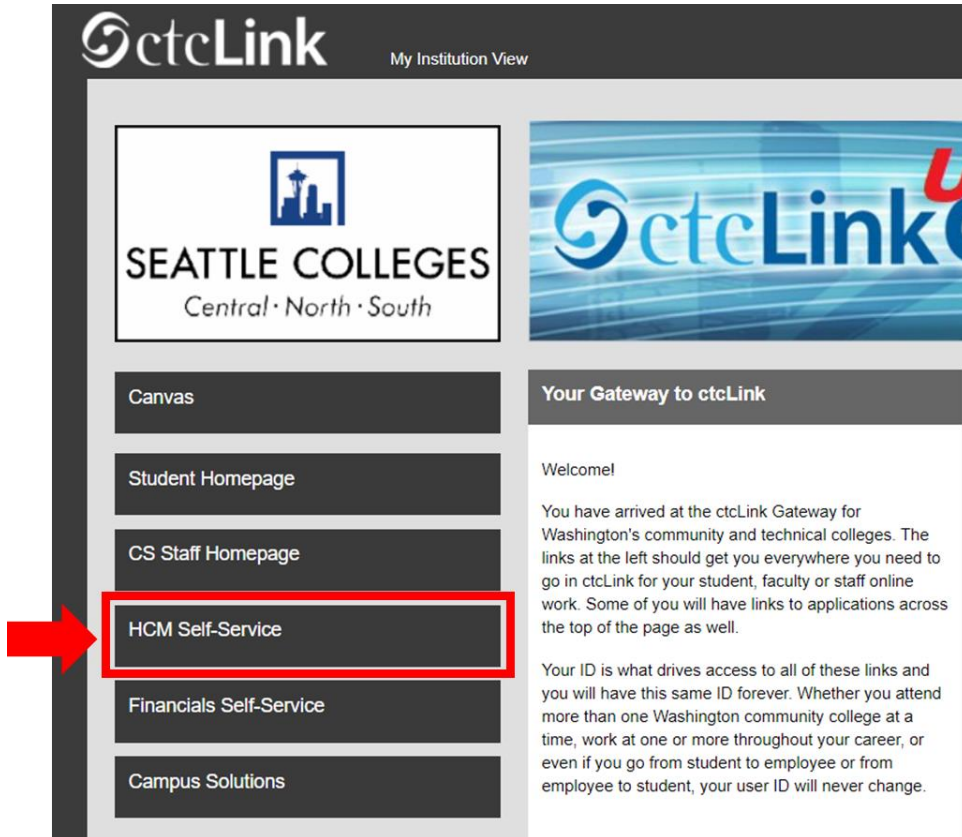


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign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

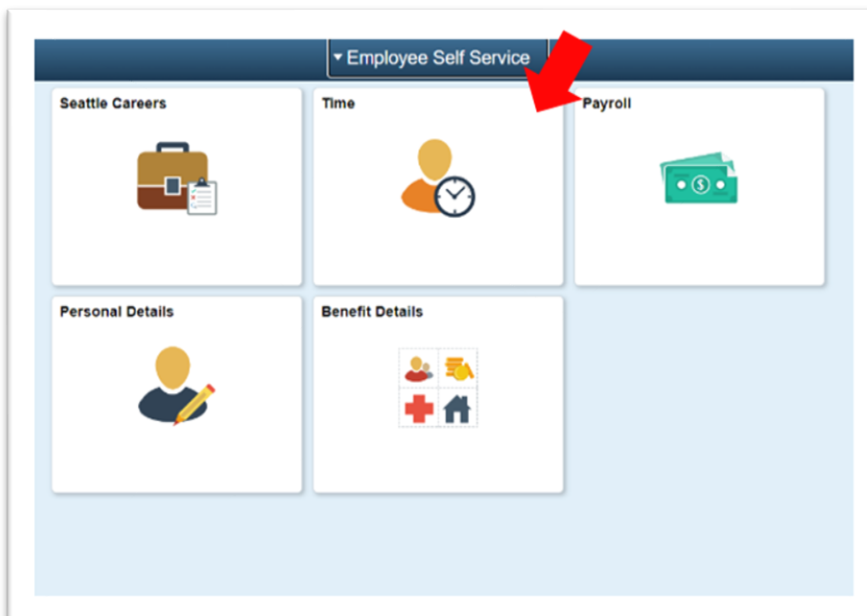
2. Madadala ka sa isang screen para pumili ng tile. Piliin ang tile na "Seattle Colleges."



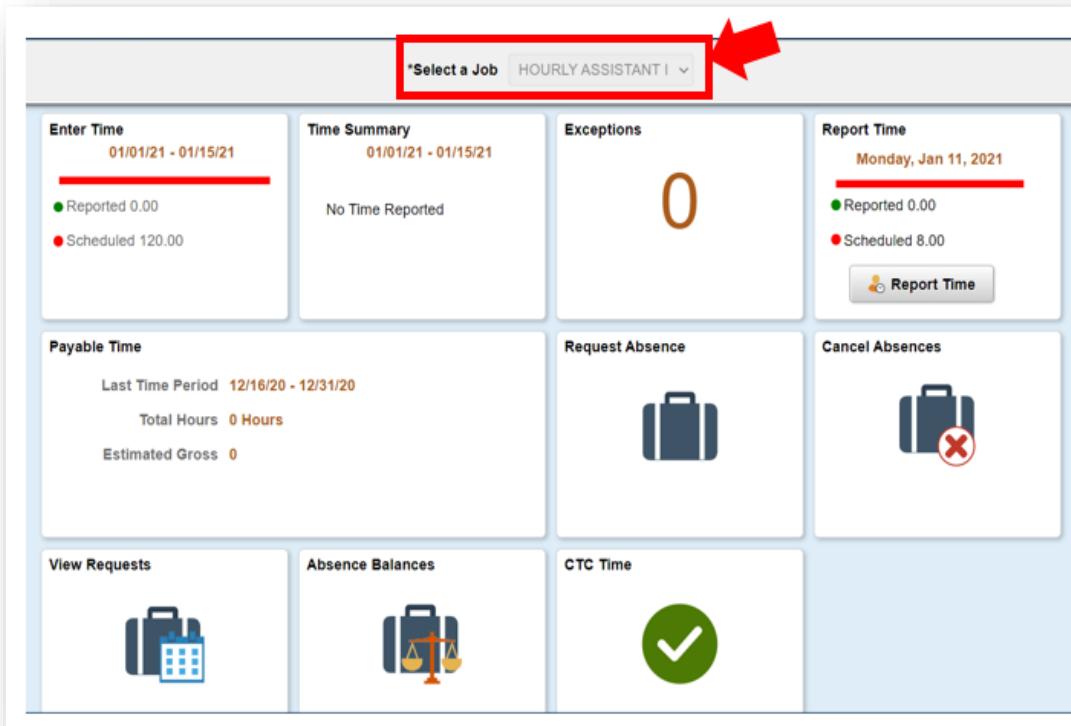
3. Kapag naka-sign in ka na sa iyong ctcLink Gateway, piliin ang **Self-Service para sa HCM** para i-access ang iyong page na Self-Service para sa Empleyado.



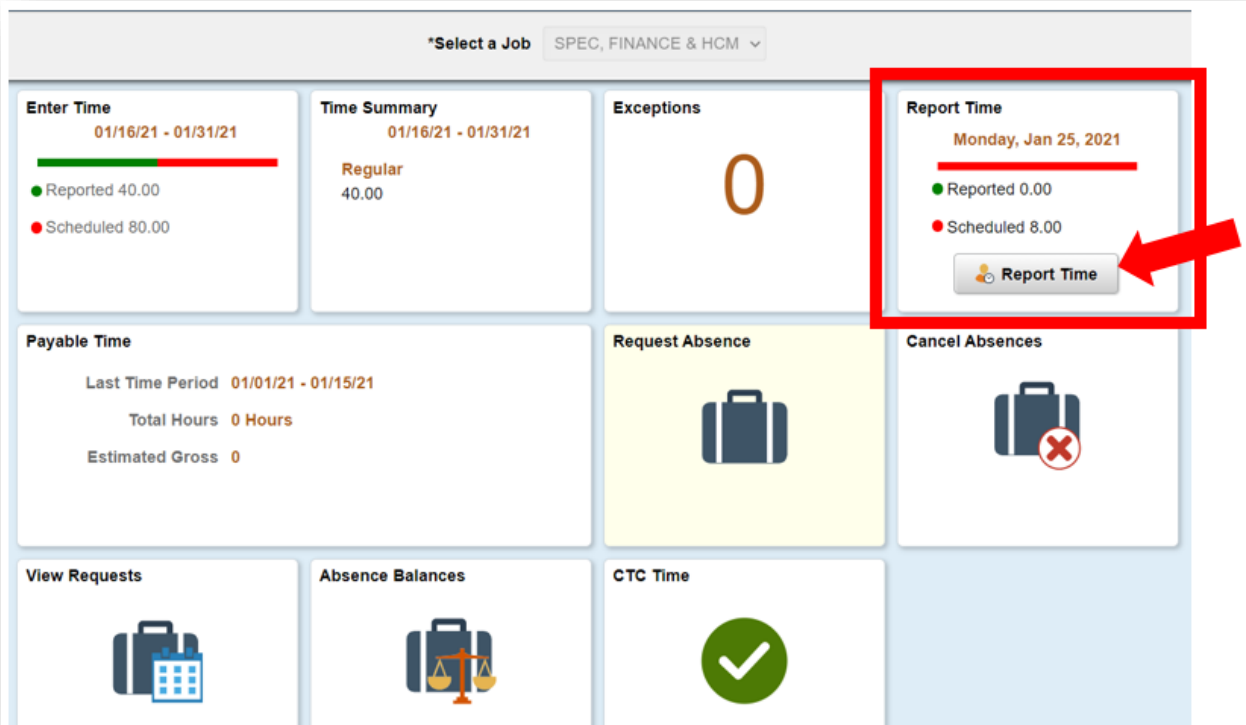
4. Piliin ang Tile na **“Oras (Time)”** mula sa iyong page na Self Service para sa Empleyado



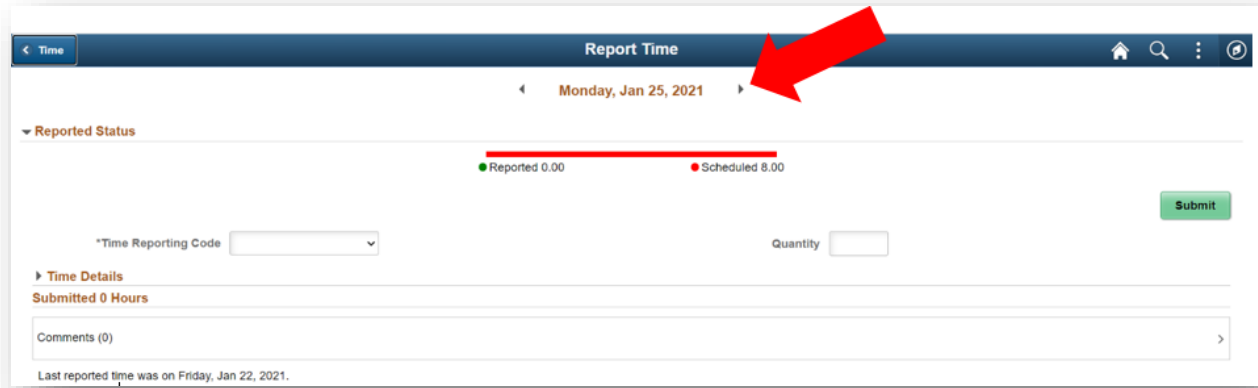
5. Sa itaas ng page, tiyaking napili ang wastong trabaho. Para sa karamihan ng mga tao, isa lang ang trabaho kaya magiging naka-grey out ang drop-down na kahong ito.



6. Kapag napili mo na ang wastong trabaho, I-click ang Grey na Button na “Mag-ulat ng Oras (Report Time)”



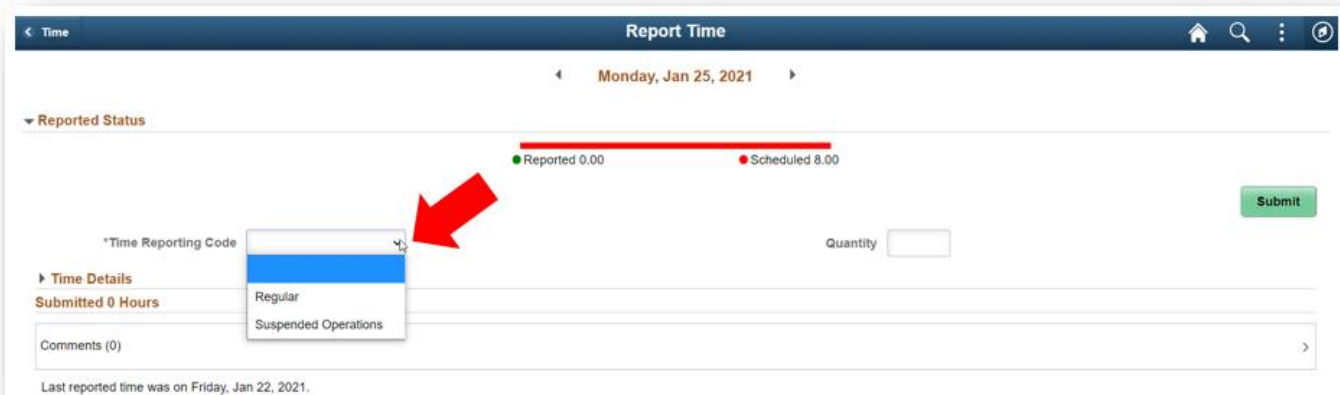
7. Dadalhin ka sa page sa paglalagay ng oras. Tiyaking wasto ang araw. Kung hindi wasto ang araw, gamitin ang mga arrow para mag-navigate sa pagitan ng mga araw.



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 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 is titled 'Time Details' and shows 'Submitted 0 Hours' and a 'Comments (0)' field. A note at the bottom states 'Last reported time was on Friday, Jan 22, 2021.'

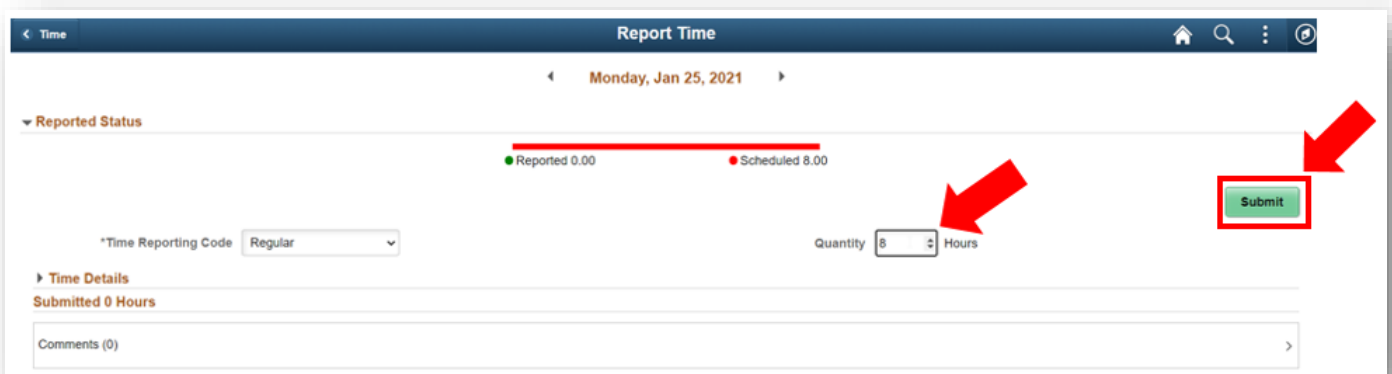
8. Piliin ang 'Regular' bilang iyong "Code sa Pag-uulat ng Oras".

Piliin lang ang 'Mga Nasuspindeng Pagpapatakbo' kung nag-uulat ka ng oras sa trabaho sa isang yugto ng panahon kung saan sarado ang kolehiyo dahil sa Mga Nasuspindeng Pagpapatakbo.



This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown menu open. A red arrow points to the dropdown menu, which displays two options: 'Regular' (highlighted in blue) and 'Suspended Operations'. The rest of the page layout is identical to the previous screenshot, including the 'Reported Status' section, the 'Quantity' field, and the 'Submit' button.

9. Ilagay ang iyong kabuuang tagal ng oras na iginugol sa trabaho sa araw na iyon, at pagkatapos ay i-click ang berdeng button na "Isumite" sa kanang sulok sa itaas.



This screenshot shows the 'Report Time' page with the '*Time Reporting Code' dropdown menu set to 'Regular'. The 'Quantity' field is now populated with the number '8' and the unit 'Hours'. A red arrow points to the '8' in the quantity field. The green 'Submit' button is highlighted with a red box, and another red arrow points to it from the right side. The rest of the page layout remains the same.

10. Kung tapos ka na, puwede mong piliin ang button na “Oras (Time)” sa kaliwang sulok sa itaas para bumalik sa pangunahing page sa oras.

< 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)