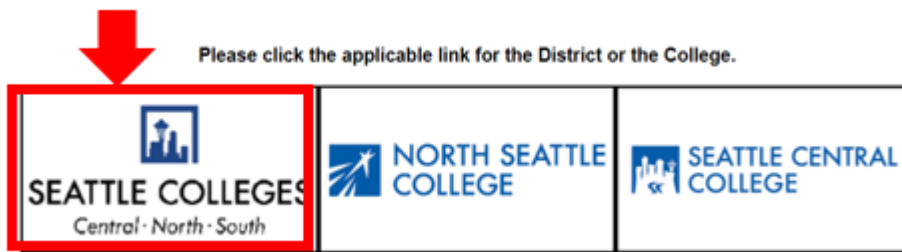


## 시급 직원을 위한 근무 시간 보고 방법

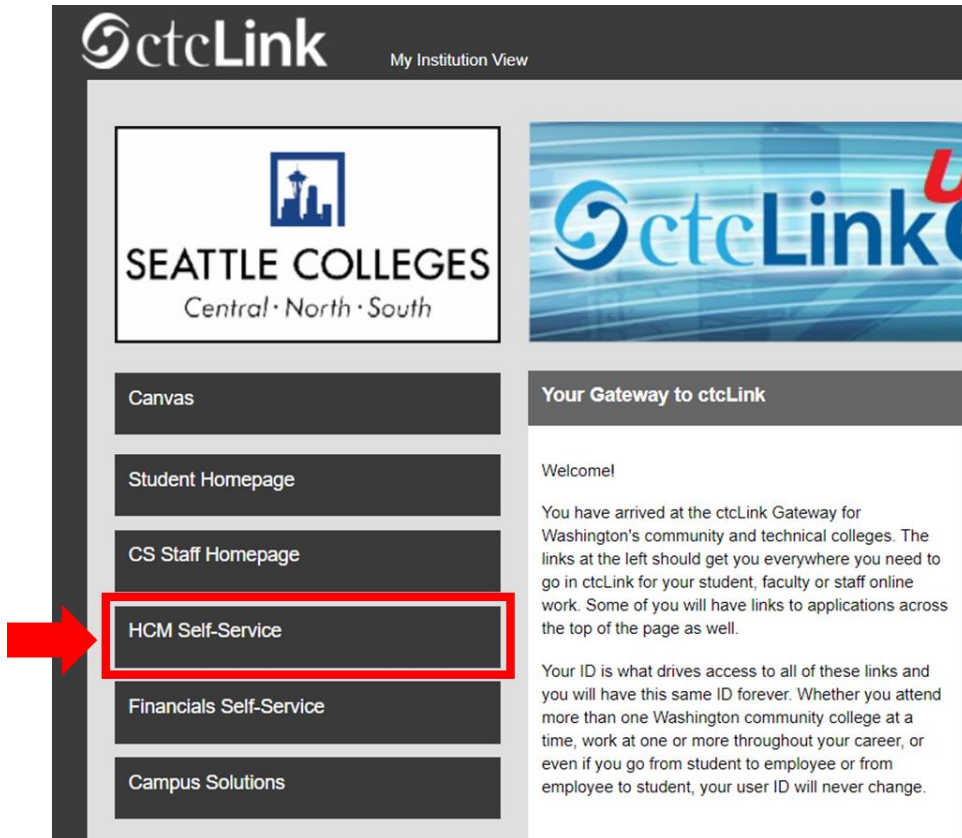
1. <https://gateway.ctclink.us/>에서 ctcLink에 로그인하세요.

The image shows the ctcLink login page. 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?".

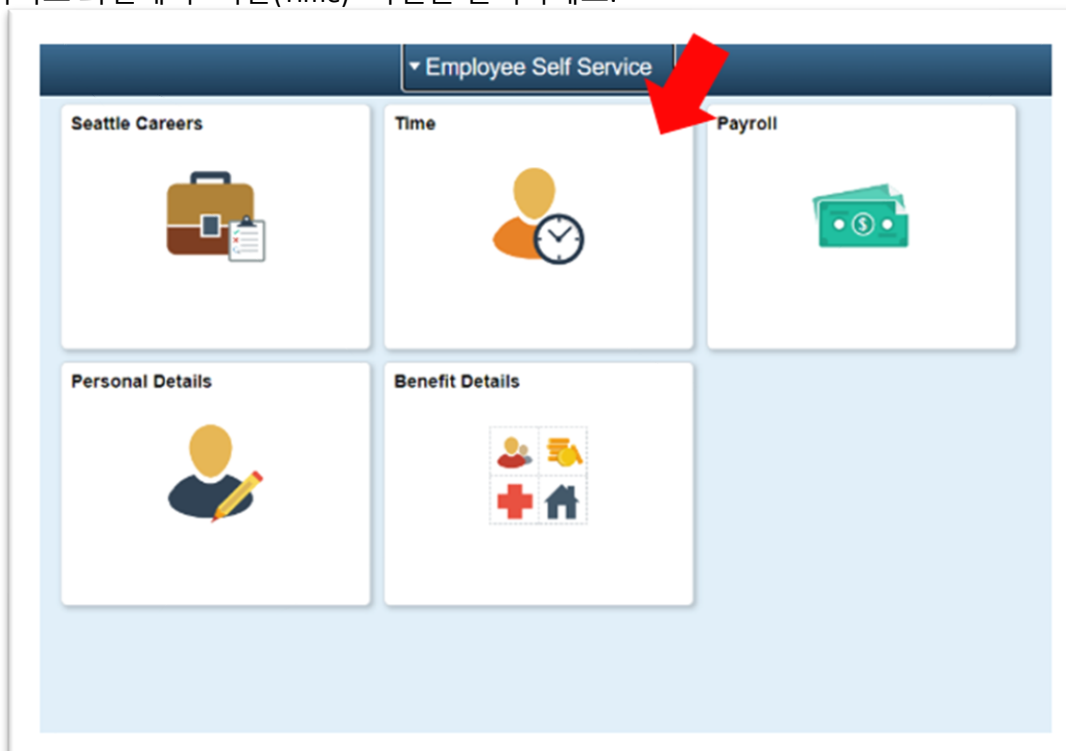
2. 타일 선택 화면으로 이동합니다. 알맞은 타일을 선택하세요.



3. ctLink Gateway에 로그인하면 HCM Self-Service를 선택하여 직원 셀프 서비스(Employee Self-Service) 화면에 액세스하세요.



4. 직원 셀프 서비스 화면에서 "시간(Time)" 타일을 선택하세요.



5. 페이지 상단에 업무가 올바르게 선택되었는지 확인하세요. 대부분의 직원은 한 가지 업무만 담당하므로 드롭다운 상자는 회색으로 처리되어 있습니다.

The screenshot shows a user interface for time management. At the top, there is a dropdown menu labeled '\*Select a Job' with 'HOURLY ASSISTANT I' selected. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, the interface is divided into several sections: 'Enter Time' (01/01/21 - 01/15/21) showing 0.00 Reported and 120.00 Scheduled; 'Time Summary' (01/01/21 - 01/15/21) showing 'No Time Reported'; 'Exceptions' showing '0'; 'Report Time' (Monday, Jan 11, 2021) showing 0.00 Reported and 8.00 Scheduled, with a 'Report Time' button; 'Payable Time' (Last Time Period: 12/16/20 - 12/31/20) showing 0 Hours Total and 0 Estimated Gross; 'Request Absence' with a briefcase icon; 'Cancel Absences' with a briefcase icon and a red 'X'; 'View Requests' with a briefcase and calendar icon; 'Absence Balances' with a briefcase and scales icon; and 'CTC Time' with a green checkmark icon.

6. 올바른 업무를 선택했다면 "시간 입력(Enter Time)" 타일을 클릭하세요.

The screenshot shows the same user interface as above, but with 'SPEC, FINANCE & HCM' selected in the '\*Select a Job' dropdown. A red arrow points to the 'Enter Time' tile in the top-left section, which now shows 0.00 Reported and 88.00 Scheduled. The rest of the interface remains the same.

7. 시간 입력 화면으로 이동합니다. 시작 시간, 점심, 출근 및 퇴근 시간을 입력하세요.

- "In": 업무를 시작한 시간입니다.
- "Lunch": 점심시간을 시작한 시간입니다.
- "In": 점심시간을 끝내고 돌아온 시간입니다.
- "Out": 하루 업무를 끝내고 퇴근한 시간입니다.

점심시간을 가지지 않은 경우 첫 번째 "In" 및 "Out" 필드만 작성하세요.

The screenshot shows a time reporting interface for the period of 1 January to 15 January 2021. The interface is titled "Semi-Monthly Period" and shows "Scheduled 120.00 | Reported 0.00 Hours". There are "Clear" and "Submit" buttons in the top right. The main table has columns for "Day Summary", "In", "Lunch", "In", "Out", "Time Reporting Code", "Quantity", "Time Details", and "Comments". The rows represent days of the week: Friday (01), Saturday (02), Sunday (03), and Monday (04). Red arrows point to the "In", "Lunch", "In", and "Out" input fields for Friday.

8. "시간 보고 코드(Time Reporting Code)"에서 "01 HRY - Hourly"로 설정하세요. "수량(Quantity)" 필드는 공백으로 남겨 두세요.

The screenshot shows the same time reporting interface as above. The "Time Reporting Code" dropdown menu for Friday is now set to "01 HRY - Hourly", and the "Quantity" field is empty. A red arrow points to the "01 HRY - Hourly" option in the dropdown menu.

9. 하루 근무 시간을 모두 입력했다면 오른쪽 상단의 제출(Submit) 버튼을 클릭하세요.

The screenshot shows the same time reporting interface as above. The "Submit" button in the top right corner is highlighted with a red box and a red arrow pointing to it.

10. 제출이 완료되면 근무 시간이 작성된 날짜가 녹색으로 표시됩니다. 이것은 해당 날짜의 근무 시간을 제출했음을 알리는 이메일이 관리자에게 발송되었다는 것을 나타냅니다.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			
02 Saturday Jan Reported 0.00 / Scheduled 8.00								

11. 모두 마쳤으면 왼쪽 상단의 "Time" 버튼을 클릭하여 메인 시간 화면으로 돌아갑니다. 근무 시간은 매일 입력해야 합니다.

← Time

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Friday Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			

