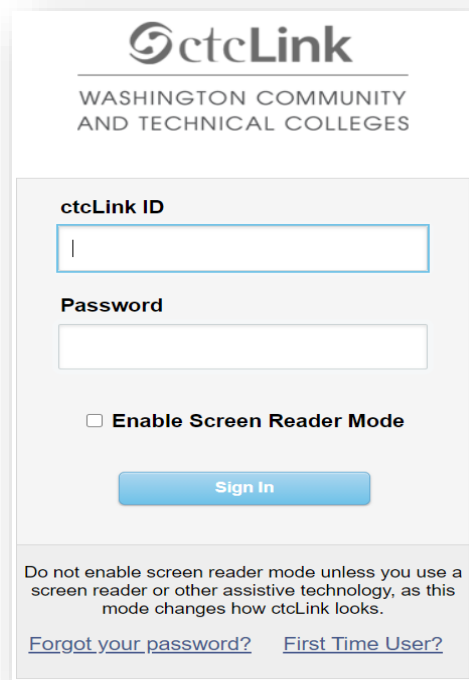


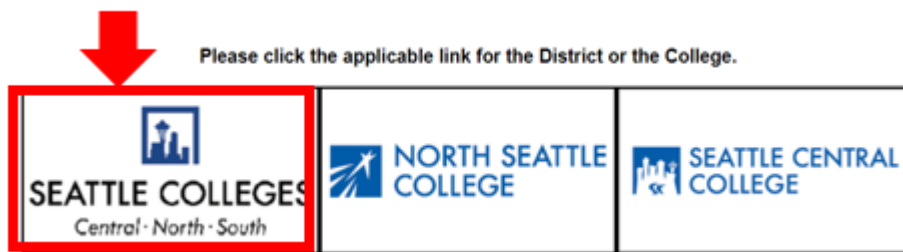
## Kako se prijavljuje vreme rada za zaposlene sa zaradom po satu

1. Prijavite se na ctcLink na veb-sajtu <https://gateway.ctclink.us/>

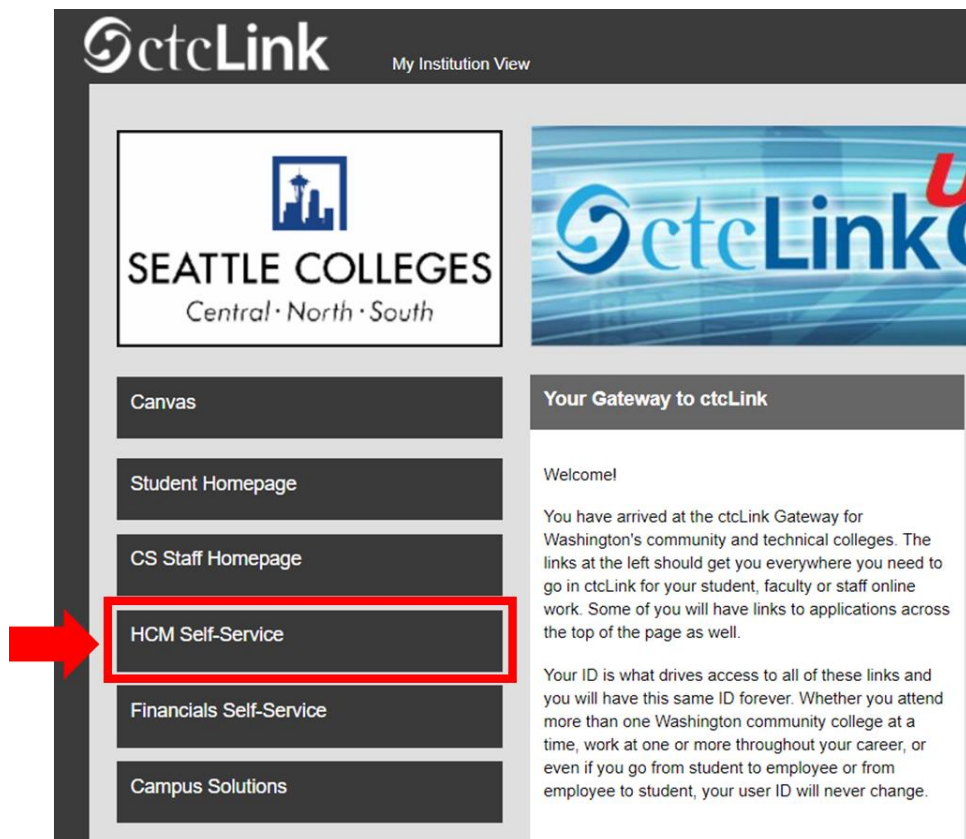


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this are two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" which is currently unchecked. A blue "Sign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

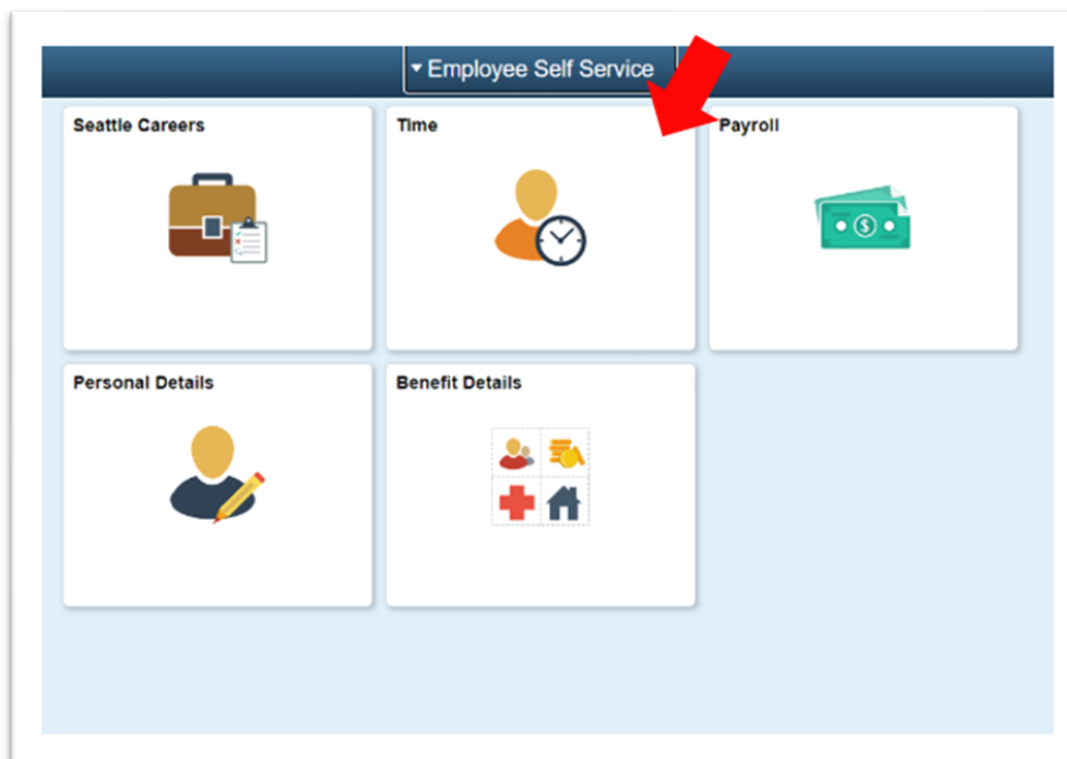
2. Bićete usmereni na ekran sa mogućnošću izbora opcije. Izaberite odgovarajuću opciju.



3. Kada se prijavite na svoj ctcLink mrežni prolaz, izaberite „HCM Self-Service“ (Samostalni pristup upravljanju ljudskim kapitalom) da biste pristupili svojoj stranici „Employee Self-Service“ (Samostalni pristup zaposlenih).



4. Izaberite opciju „Time“ (Vreme) sa svoje stranice za samostalni pristup zaposlenih.



5. Pri vrhu stranice proverite da li je izabran odgovarajući posao. Za većinu osoba izabran je samo jedan posao pa će to padajuće polje biti zasenčeno.

The screenshot shows a time reporting interface. At the top, there is a dropdown menu labeled "\*Select a Job" with the selected option "HOURLY ASSISTANT I". 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. Reported 0.00, Scheduled 120.00.
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0.
- Report Time:** Monday, Jan 11, 2021. Reported 0.00, Scheduled 8.00. 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:** Represented by a briefcase icon.
- Cancel Absences:** Represented by a briefcase icon with a red 'X' over it.
- View Requests:** Represented by a briefcase and calendar icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- CTC Time:** Represented by a green checkmark icon.

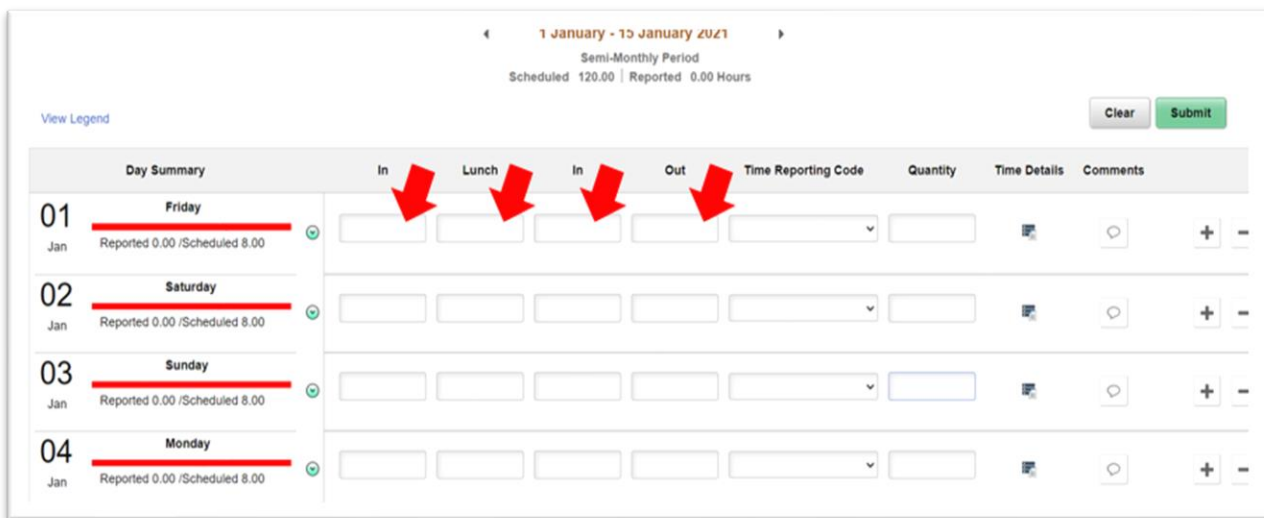
6. Kada se uverite da je izabran odgovarajući posao kliknite na opciju „Enter Time“ (Unos vremena)

This screenshot shows the same time reporting interface as above, but with a different job selected: "SPEC, FINANCE & HCM". A red arrow points to the "Enter Time" section. The data in the "Enter Time" section is updated: Reported 0.00, Scheduled 88.00. The "Report Time" section also shows a "Report Time" button. The other sections (Payable Time, Request Absence, Cancel Absences, View Requests, Absence Balances, CTC Time) remain the same as in the previous screenshot.

7. Bićete usmereni na stranicu za unos vremena. Unesite vrednosti za vreme početka rada, vreme početka pauze, vreme povratka sa pauze i vreme odlaska sa posla.

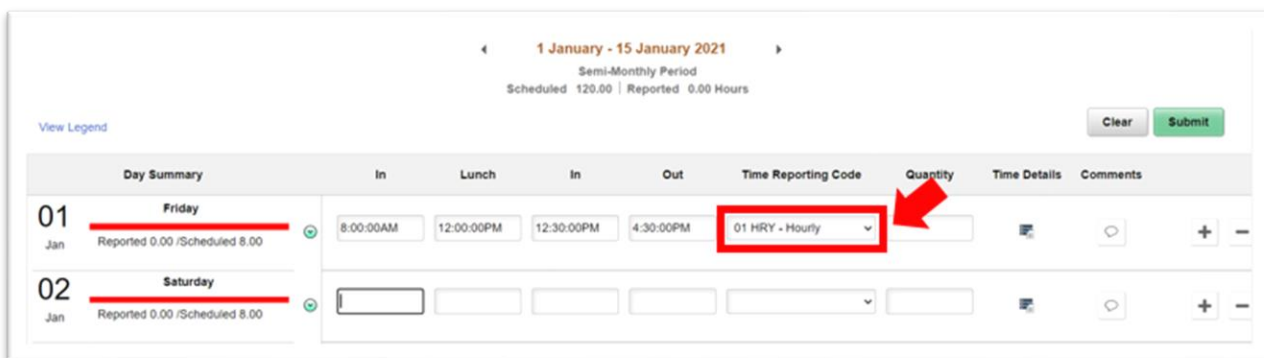
- „In“: Ovo je vreme početka rada.
- „Lunch“: Ovo je vreme početka pauze za ručak.
- „In“: Ovo je vreme povratka sa pauze za ručak.
- „Out“: Ovo je vreme odlaska sa posla tog dana.

Ako niste koristili pauzu za ručak, popunite samo prvo polje „In“ (vreme početka rada) i polje „Out“ (Vreme odlaska sa posla).



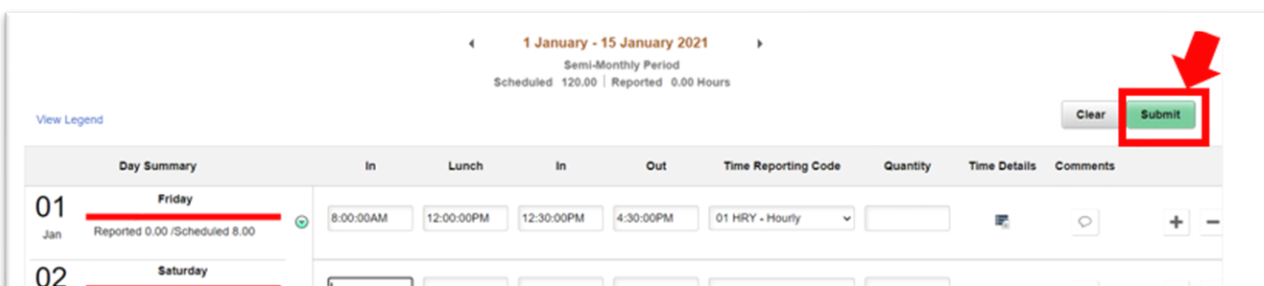
The screenshot shows a web interface for time reporting. At the top, it displays the date range "1 January - 15 January 2021" and "Semi-Monthly Period". Below this, there are buttons for "Clear" and "Submit". The main part of the interface is a table with columns: "Day Summary", "In", "Lunch", "In", "Out", "Time Reporting Code", "Quantity", "Time Details", and "Comments". The table has four rows for days 01 (Friday), 02 (Saturday), 03 (Sunday), and 04 (Monday). Each row has input fields for the "In", "Lunch", "In", and "Out" columns. Red arrows point to these input fields, indicating where to enter the time values.

8. Izaberite „Time Reporting Code“ (Kôd za prijavljivanje vremena) i postavite ga na vrednost „01 HRY – Hourly“ (Na sat). Ostavite prazno polje „Quantity“ (Količina).



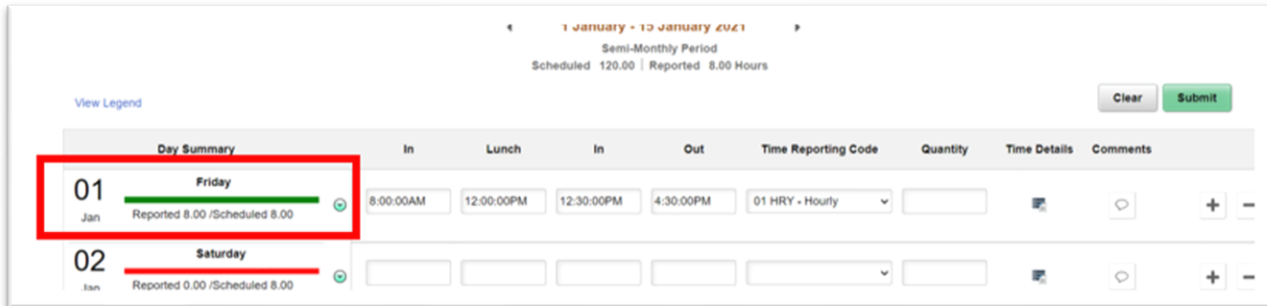
This screenshot is similar to the previous one, but now the "Time Reporting Code" dropdown menu for the first row (Friday) is open, and the option "01 HRY - Hourly" is selected. A red arrow points to this dropdown menu. The "Quantity" field remains empty.

9. Kada unesete sve svoje sate za taj dan, kliknite na dugme „Submit“ (Pošalji) u gornjem desnom uglu.



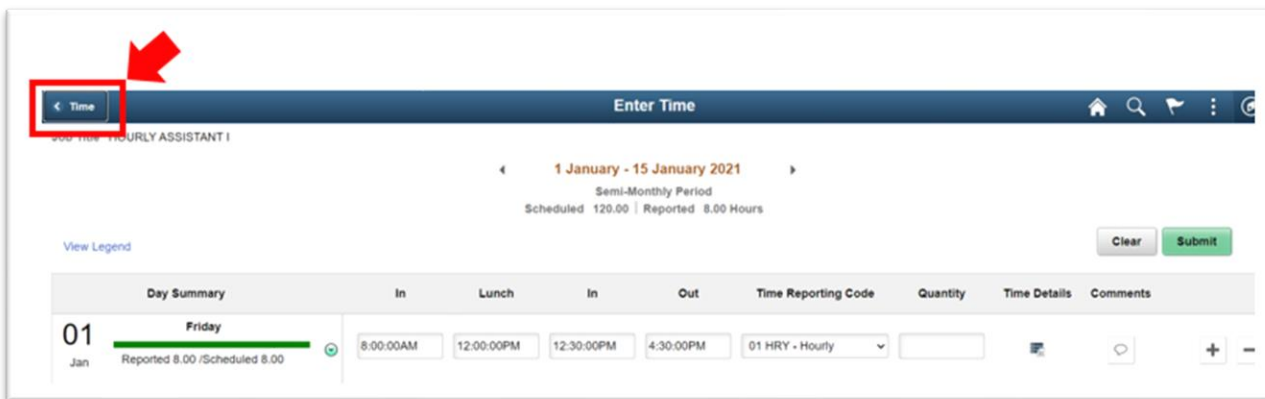
This screenshot shows the "Submit" button in the top right corner of the interface, highlighted with a red box and a red arrow pointing to it. The "Time Reporting Code" dropdown menu is still open, showing "01 HRY - Hourly".

10. Kada se dani za koje ste prijavili vreme pošalju, biće prikazani u zelenoj boji. Time se označava da je vašem rukovodiocu upravo poslata e-poruka sa informacijom da ste poslali svoje vreme za taj dan.



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

11. Kada završite, možete da kliknete na dugme „Time“ (Vreme) u gornjem levom uglu da biste se vratili na glavnu stranicu za vreme. Moraćete da unosite vreme svog rada za svaki dan.



← Time

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

