



## How to Assign Work Schedules

This guide will show managers how to assign work schedules to employees. (Managers are often referred to as “supervisors” in certain SVC documents, such as contracts.) Employees who report payable time or report leave need to have an accurate work schedule assigned in ctcLink. Contact the [SVC IT Help Desk](#) if you have problems with sign-in credentials, usernames, passwords or student ID numbers.

### Directions

When a classified or exempt employee’s schedule changes, the manager must apply the new schedule in the system in order for timesheet and leave calculations to process correctly. This is important for all classified and exempt employees when switching between normal year and summer schedules.

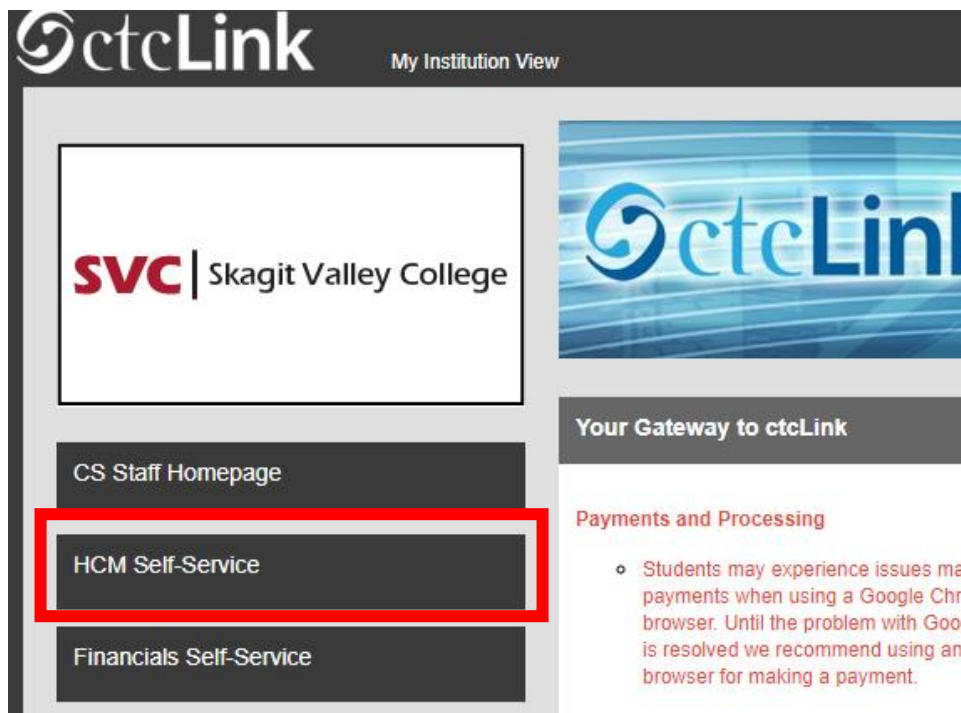
1. Sign into **ctcLink** at <https://gateway.ctclink.us/>

The screenshot shows the login interface for ctcLink. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". There is a label "ctcLink ID" above a text input field. Below the input field is a blue button labeled "Next". At the bottom left of the form area is a link for "Password Help".

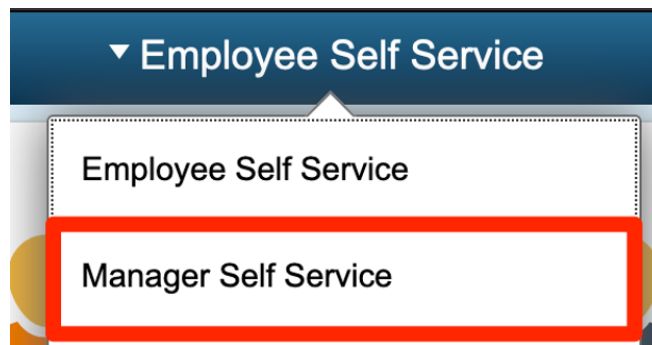
2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC.



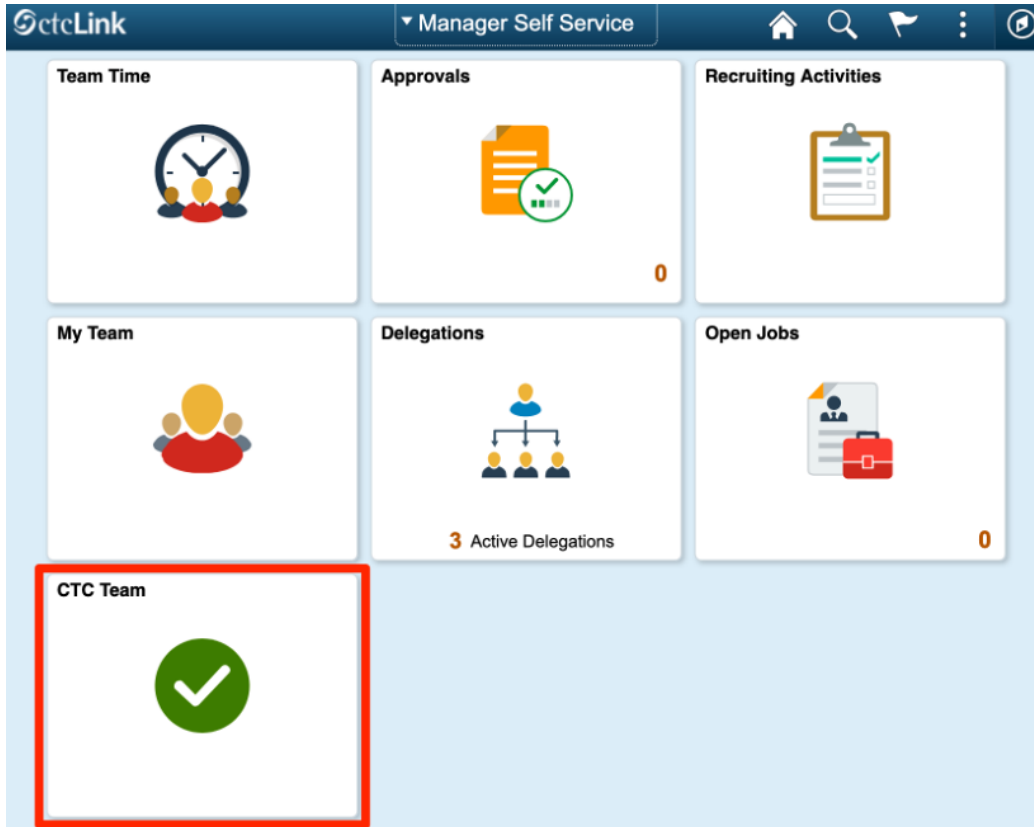
3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.



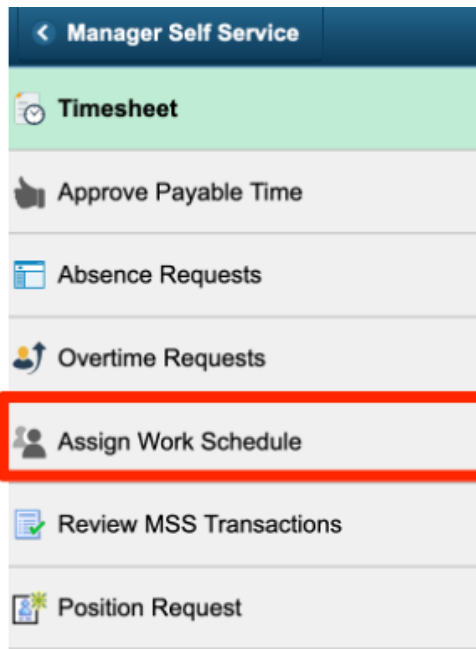
4. The **Employee Self Service** page will display. Click **Employee Self Service** at the top to switch to **Manager Self Service**.



5. The **Manager Self Service** page will display. Click the **CTC Team** tile.



6. On the left-hand menu, click **Assign Work Schedule**.



7. Use the **Empl ID** field or **Last Name** field to search for the employee whose schedule you are assigning. (**Note:** An employee's Empl ID is the same as their ctcLink ID.) Click **Search**.

**Assign Work Schedule**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID begins with [ ]

Empl Record = [ ]

Name begins with [ ]

Last Name begins with [ ]

Business Unit begins with [ ]

Department begins with [ ]

Organizational Relationship = [ ]

Include History  Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Important:** If there are multiple matching employees or job records, **Search Results** will display at the bottom of the page. Make sure you select the correct employee and job.

- The **Assign Work Schedule** page will display. Click the **Plus Sign (+)** icon on the right-hand side of the screen to add a new row. **Note:** If there is already more than one row, use the **Plus Sign (+)** icon on the top row.

**Assign Work Schedule**

Employee ID [ ]  
Employment Record 0

**Assign Schedules**

| *Effective Date | *Assignment Method         | Schedule Group | Schedule ID | Description      | Show Schedule            |
|-----------------|----------------------------|----------------|-------------|------------------|--------------------------|
| 02/01/2021      | Select Predefined Schedule | WACTC          | 8X5MTWTHF   | 8hrs M through F | Show Schedule <b>+</b> - |

**View history of Schedule Assignments, including default changes**

**Save** **Return to Search** **Refresh** **Update/Display** **Include History**

- Using the new (top) row, click the **Calendar** icon in the **Effective Date** column.

New Window | Help | Personalize Page

### Assign Work Schedule

Employee ID: [REDACTED]  
Employment Record: 0

Actions -

Assign Schedules ?

Primary Schedule | Alternate Schedule |>

| *Effective Date | *Assignment Method         | Schedule Group | Schedule ID | Description      | Show Schedule     |
|-----------------|----------------------------|----------------|-------------|------------------|-------------------|
| 06/07/2021      | Select Predefined Schedule | WACTC          | 8X5MTWTHF   | 8hrs M through F | Show Schedule + - |
| 02/01/2021      | Select Predefined Schedule | WACTC          | 8X5MTWTHF   | 8hrs M through F | Show Schedule + - |

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History

10. The **Calendar** will display. Use the date picker to select the date that the new schedule will become active for the employee.

**Important:** Make sure this date makes sense in the context of both the employee’s schedule and the time reporting period.

- The effective date should always be at the beginning of the employee’s work week.
- Do not alter someone’s schedule in the middle of a week, or after time has been submitted for a week.
- When in doubt, consult with HR.

\*Effective Date: 06/28/2021  
\*Assignment Method: Select Predefined Schedule

02/01/2021

View history

Save

**Calendar**

June 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

Current Date

11. On the same row, verify the **Assignment Method** is set to **Select Predefined Schedule** and the **Schedule Group** is **WACTC**. In the **Schedule ID** column, click the **Magnifying Glass** icon.

**Assign Work Schedule** New Window | Help | Personalize Page

Employee ID XXXXXXXXXX  
 Employment Record 0

Actions -

**Assign Schedules** 1-2 of 2 | View All

Primary Schedule | Alternate Schedule

| *Effective Date | *Assignment Method         | Schedule Group | Schedule ID | Description      | Show Schedule |
|-----------------|----------------------------|----------------|-------------|------------------|---------------|
| 06/07/2021      | Select Predefined Schedule | WACTC          | 8X5MTWTHF   | 8hrs M through F | Show Schedule |
| 02/01/2021      | Select Predefined Schedule | WACTC          | 8X5MTWTHF   | 8hrs M through F | Show Schedule |

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh Update/Display | Include History

12. **Look Up Schedule ID** will display. In the **Search Results** section, click on the new work schedule\* in either the **Schedule ID** column or the **Description** column. This will assign the schedule.

**Look Up Schedule ID** X

[Help](#)

Set ID WACTC

Schedule ID begins with

Description begins with

Search Clear Cancel [Basic Lookup](#)

Search Results

View 100 1-241 of 241

| Schedule ID                      | Description            |
|----------------------------------|------------------------|
| <a href="#">10.5M8TW6.5TH7F</a>  | 10.5M, 8T,W, 6.5TH, 7F |
| <a href="#">10M,7.5 T,W,TH,F</a> | 10M, 7.5 T-F           |
| <a href="#">10M,8.5T,W,7.5TH</a> | 10 M, 8.5 T, W, 7.5 TH |
| <a href="#">10M,8T,9W,7TH,6F</a> | 10M, 8T, 9W, 7TH, 6F   |

**\*Note:** There are a lot of schedule options (241 as of the writing of this document). The most common for Highline are **8X5MTWTHF** (which means 8 hours a day, 5 days a week, Monday-Friday) and **10X4MTWTh** (which means 10 hours a day, 4 days a week, MondayThursday) as shown below. Some employees may have more complex schedules. If you have difficulty locating the correct schedule for your employee, consult with HR or submit a ticket to the IT Help Desk under the ctLink category.

|                           |                    |
|---------------------------|--------------------|
| <a href="#">8X5MTWTHF</a> | 8hrs M through F   |
| <a href="#">10X4MTWTh</a> | 10hrs M through Th |

13. When you have confirmed that the information in the **Effective Date** column and **Schedule ID** column are correct, click the **Save** button to finish.

The screenshot shows the 'Assign Schedules' interface. At the top, there are tabs for 'Primary Schedule' and 'Alternate Schedule'. Below the tabs is a table with the following columns: \*Effective Date, \*Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. The table contains two rows of data. The first row has an effective date of 06/28/2021, an assignment method of 'Select Predefined Schedule', a schedule group of WACTC, a schedule ID of 10X4MTWTH, and a description of '10hrs M through Th'. The second row has an effective date of 02/01/2021, an assignment method of 'Select Predefined Schedule', a schedule group of WACTC, a schedule ID of 8X5MTWTHF, and a description of '8hrs M through F'. Below the table, there is a link to 'View history of Schedule Assignments, including default changes' and a 'Save' button. The 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Refresh', 'Update/Display', and 'Include History'.

| *Effective Date | *Assignment Method         | Schedule Group | Schedule ID | Description        | Show Schedule |
|-----------------|----------------------------|----------------|-------------|--------------------|---------------|
| 06/28/2021      | Select Predefined Schedule | WACTC          | 10X4MTWTH   | 10hrs M through Th | Show Schedule |
| 02/01/2021      | Select Predefined Schedule | WACTC          | 8X5MTWTHF   | 8hrs M through F   | Show Schedule |

14. If you are making a temporary schedule change, such as for summer schedules, and know when the employee will change back to their standard schedule, you may repeat this process to set the future effective date when the next schedule change will occur.