



## How to Enter Time

### Classified and Exempt Overtime-Eligible Employees

This guide will show you how to enter time (submit a timesheet) if you are a classified or exempt overtime-eligible employee. Hourly employees should use the “How to Enter Time: Hourly Employees” guide. Student employees should use the “How to Enter Time: Student Employees” guide.

#### Reminders:

- Timesheets cannot be submitted in ctcLink after the timesheets have been locked at the end of the pay period. Late timesheets need to be submitted via a paper form to be paid on the following payroll. Emergency off-cycle checks will not be issued for timesheets that are submitted late.
- The [SVC IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

### Table of Contents

<b>Step 1: Login and Navigate ctcLink .....</b>	<b>1</b>
<b>Step 2A: Using the Enter Time Tile .....</b>	<b>4</b>
<b>Step 2B: Using the Report Time Tile .....</b>	<b>8</b>
<b>Section 3: Special Holiday Pay situations .....</b>	<b>11</b>
Classified employees who work on the holiday .....	11
Civil service exempt employees who work on the holiday .....	11
Employees who report alternate holiday dates .....	12

### Step 1: Login and Navigate ctcLink

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

ctcLink

Washington State Community and  
Technical Colleges

ctcLink ID

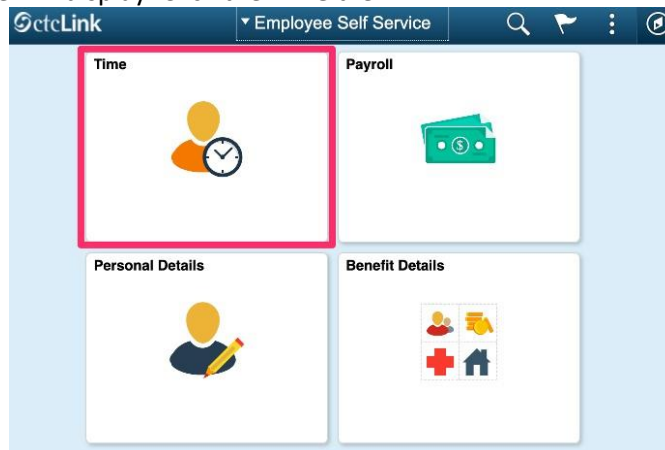
Next

[Password Help](#)

1. You will be brought to a screen to select a tile. Select the appropriate tile for SVC.
2. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.



3. The **Employee Self Service** page will display. Click the **Time** tile.



4. The Time page will display. You have two options:

- **Enter Time** (covers the whole time period.) Most employees should use this tile. Hourly and student employees should use this tile.
- **Report Time** (covers just one day.) Use this tile with assistive technology. This tile does not provide for punch time reporting for hourly workers.

Employee Self Service Time

\*Select a Job

**Enter Time**  
02/01/21 - 02/15/21

Reported 0.00  
Scheduled 88.00

**Time Summary**  
02/01/21 - 02/15/21

No Time Reported

**Exceptions**

0

**Report Time**  
Friday, Feb 5, 2021

Reported 0.00  
Scheduled 8.00

Report Time

**Payable Time**

Last Time Period 01/16/21 - 01/31/21

Total Hours 0 Hours

Estimated Gross 0

The **Enter Time** tile will show the full pay period, with a summary of the number of hours reported and the number of hours scheduled. This is the tile to use when entering time for multiple days at once. This can be a week at a time, or for the full pay period at once. We recommend you use a computer when using this tile to enter your time.

**Enter Time**  
02/01/21 - 02/15/21

Reported 0.00  
Scheduled 88.00

The **Report Time** tile shows today's date, with the number of hours scheduled today and the number of hours reported. This is the tile to use when reporting time one day at a time. Note you are not able to enter more than just the current day using this tile. This tile is the recommended method when reporting time from a mobile device.

**Report Time**  
Tuesday, Feb 9, 2021

Reported 0.00  
Scheduled 8.00

Report Time

5. To use the **Enter Time** method, go to Step 2A. To use the **Report Time** method, go to Step 2B.

## Step 2A: Using the Enter Time Tile

If you are entering time for a full week or an entire pay period at once, you can use the **Enter Time** tile. **Enter Time** does not allow you to save a timesheet; it must be completed and submitted in the same session. If you need to enter time for a day at a time, use the **Report Time** tile.

1. The current pay period will display at the top of the page. You can switch to view a different pay period using the arrow buttons to the left or right. Days are displayed seven (7) days at a time starting with the first day of the pay period. You can switch weeks using the arrow buttons to the left or right of the week title, located in the green bar.

Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
01 REG - Regular		0.00					
Comments							

2. Your default schedule will display with the scheduled number of hours on each day.
3. Days without time reported will display a red bar. When time is reported, the bar will turn green.
4. If reported hours are less than the scheduled hours for a day, a portion of the bar will display green, and the remainder will display red. See **Tuesday** in the example below.
5. If reported hours are more than the scheduled hours for a day, a portion of the bar will display hashes. See **Monday** in the example below.

Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 10	Scheduled 8 Reported 6	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0
01 REG - Regular	10.00	6.00	8.00	8.00	8.00		
Comments							

6. If you report an absence (due to vacation, illness, etc.), it must be requested and approved by your manager using the **Request Absence** tile. After approved by your manager, your absence will display automatically in a separate (grayed out) row on the **Enter Time** page. In the example below, the absence is shown as **CSL - Compensable Sick Leave**.

- To enter time for the rest of the week, click the plus [+] symbol at the end of the row.

The screenshot shows the 'Enter Time' interface for the period 1 February - 15 February 2021. The interface displays a table for time entry across the days of the week. A red arrow points to a plus sign at the end of the row, indicating where to click to add more time entries.

*Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
CSL - Compensable Sick Le			8.00				
Comments							

- A new row will display. Choose **01 REG - Regular** to report regular time. If you are reporting other time types, such as Compensatory Time Taken, you will need to add an additional row for each reported type of time.

The screenshot shows the 'Enter Time' interface with a dropdown menu open for selecting a time reporting code. The dropdown menu lists various codes, and '01 REG - Regular' is selected. A red arrow points to the plus sign at the end of the row, indicating where to click to add more time entries.

*Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
CSL - Compensable Sick Le			8.00				
Comments							

- If an approved absence exists for a particular day, the **Regular (01 REG)** pay line for the day related to the absence should be left blank; do **not** enter 0.00 in these cases. In the example below, **Wednesday** is an approved sick day (**CSL - Compensable Sick Leave**).

**Enter Time**

Job Title: [Redacted]

**1 February - 15 February 2021**  
Semi-Monthly Period  
Scheduled 88.00 | Reported 80 Hours

View Legend Submit

**Week 2 of 3**  
Scheduled 40.00 | Reported 40.00 Hours

*Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0
01 REG - Regular	8.00	8.00		8.00	8.00		
CSL - Compensable Sick L			8.00				
Comments							

10. To report a holiday, add a row by selecting the “+” button. On the new row, select the “HOL-Holiday Pay” time reporting code. Report the hours of holiday pay on the “HOL” row according to your work schedule. For example:

- If your scheduled hours for the day is 8, report “8” hours of holiday.
- If your scheduled hours for the day is 4, report “4” hours of holiday.
- If your work schedule is incorrect, work with your supervisor to have it fixed.

On the date of the holiday, you should only have hours reported in the “HOL” row. There should not be “REG” hours reported for that date.

See “Section 3” below for Special Holiday Pay situations and instructions.

00 HOL - Holiday Pay

00 HOL - Holiday Pay

01 REG - Regular

02 CTE - Compensatory Time Earned

03 CMP - Compensatory Time Taken

04 SOV - Straight Overtime

05 SBP - Standby Pay

06 CBP - Call Back Pay

07 SWP - Suspended Operations- WPEA

08 HWK - Holiday Worked

**Week 1 of 2**  
Scheduled 40.00 | Reported 40.00 Hours

Time Reporting Code / Time Details	16-Wednesday	17-Thursday	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday
Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	
00 HOL - Holiday Pay					8.00		
01 REG - Regular	8.00	8.00	8.00			8.00	
Comments							

11. Normally, most employees will only report **Regular (01 REG)** time. For full-time overtime-eligible employees, overtime that is pre-approved by your manager should also be entered as **Regular** time; the system will automatically calculate the overtime when the timesheet is processed.



Notes on additional time codes:

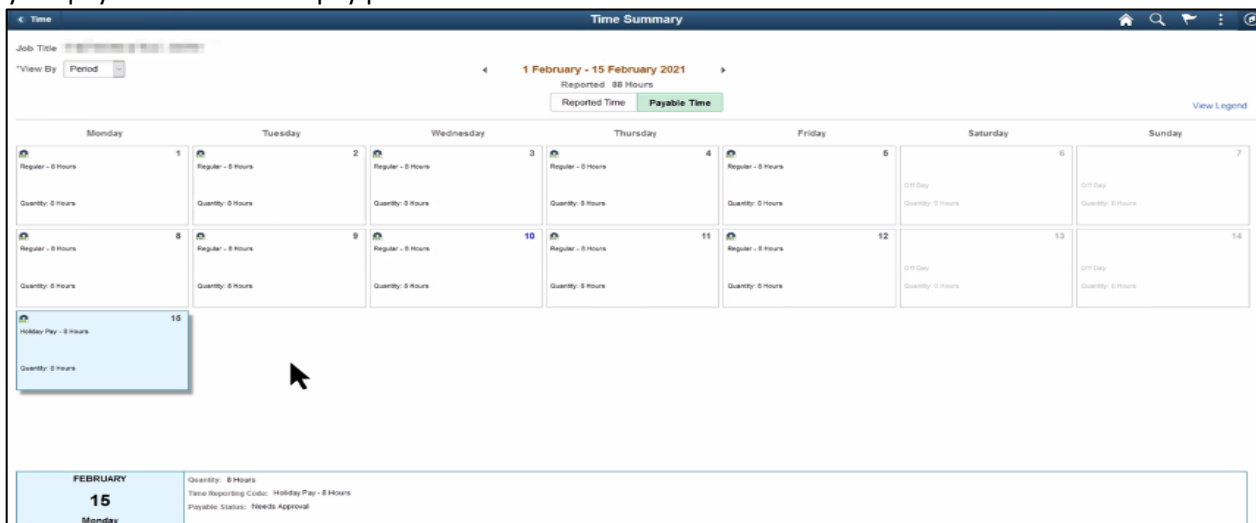
- If compensatory time is preferred by an employee (instead of paid overtime) and agreed upon by the manager, **02 CTE - Compensatory Time Earned** should be used.
- If an employee is using compensatory time, **03 CMP - Compensatory Time Taken** should be reported here as well, not as an absence. For questions about compensatory time, contact HR.
- **04 SOV - Straight Overtime** should only be used by employees whose assigned work schedule is less than 40 hours a week to report hours worked over their normal schedule up to 40 hours.
- The remaining time codes (**Holiday Worked, Call Back Pay, Standby Pay** and **Suspended Operations**) should only be used in limited conditions with manager pre-approval. These codes are normally used only by employees in Public Safety and Facilities.

12. If you need to provide a comment for any day, click on the **Comment** icon in the column for that day.

13. Click the **Submit** button after you have entered time on the **Enter Time** page. If you add time and try to move to another page before clicking **Submit**, you will see this error message: “You have unsaved Data on this page. Select OK to go back and save, Cancel to continue.”

14. Once time is submitted, it will be processed by the system overnight, and your manager will be able to approve your time the following day. Before the end of the pay period, you can update and resubmit your timesheet as often as you need, but all work hours for the pay period must be submitted by noon on the last business day of the pay period (unless an earlier deadline is announced). Managers can approve submitted work hours as they are received throughout the pay period, but must approve all submitted time by 5:00 pm on the last business day of the pay period (unless an earlier deadline is announced).

15. After time has been submitted and processed overnight, you will be able to view your payable time, including any holidays, in the **Time Summary** tile. In **Time Summary**, choose **Payable Time** at the top of the page to see a summary of your payable time for the pay period.



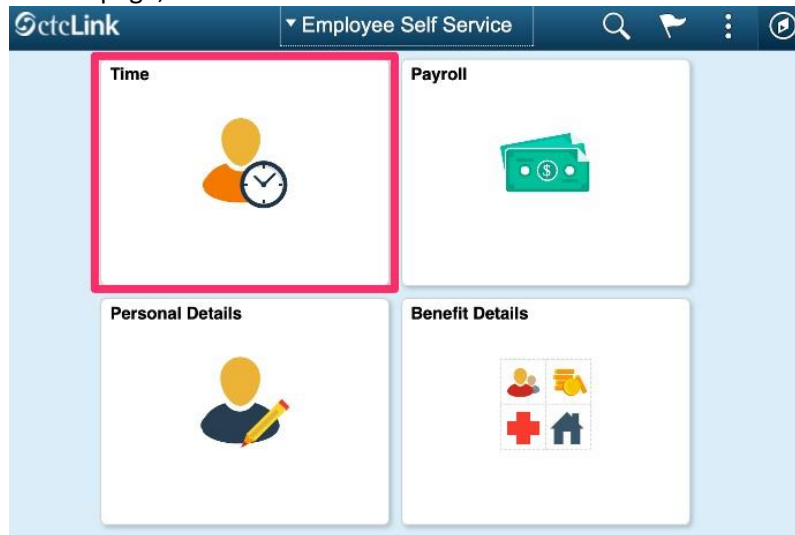


## Step 2B: Using the Report Time Tile

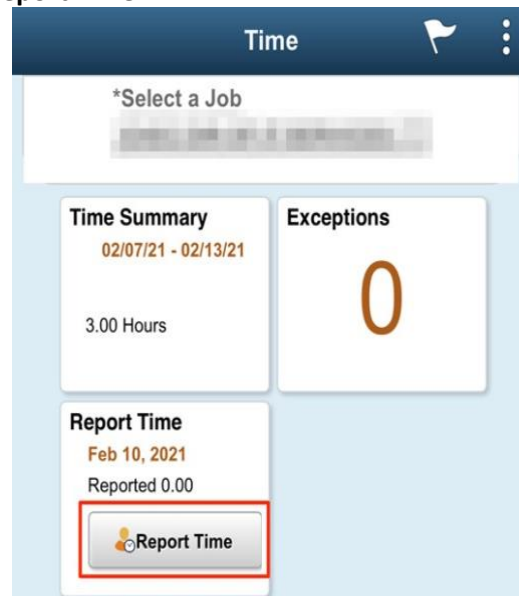
While most classified employees will use **Enter Time**, **Report Time** is more accessible if you are using ctcLink on a mobile device. This is also the recommended way to enter time using assistive technology, whether you are using a mobile device or desktop. Additionally, your manager may ask you to use the **Report Time** tile and report your time daily.

This section shows screenshots from a mobile device, but the functionality will be the same if using **Report Time** from a computer.

1. From the **Employee Self Service** page, click the **Time** tile.



2. The **Time** screen will display. Click **Report Time**.





3. The current date will appear at the top. Use the arrows to the left and right of the date to go back or forward a day and report time for another day.

Report Time

Wednesday, Feb 10, 2021

Reported Status

Reported 0.00 Scheduled 8.00

\*Time Reporting Code

Quantity

Time Details

Submitted 0 Hours

Comments (0)

Submit

You can also click on the date to get a calendar date chooser.

Report Time

Wednesday, Feb 10, 2021

Calendar

February 2021

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

Current Date

4. Choose **01 Regular** to report regular time. Enter the number of hours you are reporting in the **Quantity** field.

The screenshot shows the 'Report Time' app interface. At the top, it says 'Report Time' with a back arrow and a menu icon. Below that is the date 'Wednesday, Feb 10, 2021'. Under 'Reported Status', there is a progress bar and indicators for 'Reported 0.00' (green dot) and 'Scheduled 8.00' (red dot). The '\*Time Reporting Code' dropdown is set to '01 Regular'. The 'Quantity' field is set to '8.00' with 'Hours' as the unit. Below this is a 'Time Details' section showing 'Submitted 0 Hours' and a 'Comments (0)' field. At the bottom, it says 'Last reported time was on Monday, Feb 8,' and a 'Done' button.

5. Click **Submit** to save your hours. Your reported time will display at the bottom of the screen. If you are reporting other time types, such as Compensatory Time Taken, you will need to submit an additional time for each reported type of time for that day.

The screenshot shows the 'Report Time' app interface after submission. The 'Reported Status' section now shows 'Reported 8.00' (green dot) and 'Scheduled 8.00' (red dot). The '\*Time Reporting Code' dropdown is still set to '01 Regular'. The 'Quantity' field is empty. Below this is a 'Time Details' section showing 'Submitted 8.00 Hours'. There are two tabs: 'Summary' (selected) and 'Detail'. The 'Summary' tab shows a table with one row: 'Regular' and '8.00 Hours'. Below this is a 'Comments (0)' field. At the bottom, there is a green 'Submit' button.

6. Once time is submitted, it will be processed by the system overnight, and your manager will be able to approve your time the following day. Before the end of the pay period, you can update and resubmit your timesheet as often as you need, but all work hours for the pay period must be submitted by noon on the last business day of the pay period (unless an earlier deadline is announced). Managers can approve submitted work hours as they are received throughout the pay period, but must approve all submitted time by 5:00 pm on the last business day of the pay period (unless an earlier deadline is announced).

- After time has been submitted and processed overnight, you will be able to view your payable time, including any holidays, in the **Time Summary** tile. In **Time Summary**, choose **Payable Time** at the top of the page to see a summary of your payable time for the pay period.

## Section 3: Special Holiday Pay situations

This guide will show you how to enter holiday hours if you are an overtime-eligible classified or civil service exempt employee, also known as a positive time reporter.

- Classified and civil service exempt employees who are overtime-exempt (those who only request leave in ctclink and do not report work hours) will not submit timesheets and do not need to report holiday pay. It will be paid automatically unless the employee is not eligible.

### Classified employees who work on the holiday

If you are an overtime-eligible classified employee who actually worked on a college holiday, you will report hours for both the “HOL” and “HWK” time reporting codes on your timesheet. This requires two rows for the holiday hours.

- When reporting hours in the “HOL” time reporting code, you are reporting the hours for your regular holiday pay. These hours must be consistent with your work schedule. If you normally work 8 hours on the day of the week in which the holiday falls, you will report “8” for “HOL.” If you normally work 4 hours per your schedule, you will report “4” for HOL.
- When reporting hours in the “HWK” time reporting code, you are reporting the hours YOU ACTUALLY WORKED on the holiday. If you worked 8 hours on the holiday, you will report “8” hours for the “HWK” time reporting code. If you worked 4 hours on the holiday (even if your regular schedule is 8 hours, you will only report “4.” Report only actual hours worked in the “HWK” time reporting code.
- When you work on a holiday, you will have time reported on the date of the holiday for both the “HOL” and “HWK” rows. You will not have hours on the “REG” row for the date of the holiday.
- If you DID NOT work on the holiday, you should only report hours on the “HOL” row and not create the “HWK” row. No “REG” hours should be reported on the date of the holiday.

Time Reporting Code / Time Details	16-Wednesday	17-Thursday	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday
00 HOL - Holiday Pay	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 12	Scheduled 0 Reported 8	
08 HWK - Holiday Worked						4.00	
01 REG - Regular	8.00	8.00	8.00				8.00

### Civil service exempt employees who work on the holiday

If you are an overtime-eligible civil service exempt employee who actually worked on a college holiday, you will report hours for both the “HOL” and “REG” time reporting codes on your timesheet.

- When reporting hours in the “HOL” time reporting code, you are reporting the hours for your regular holiday pay. These hours must be consistent with your work schedule. If you normally work 8 hours on the day of the week in which the holiday falls, you will report “8” for “HOL.” If you normally work 4 hours per your schedule, you will

report “4” for HOL.

- When reporting hours in the “REG” time reporting code, you are reporting the hours YOU ACTUALLY WORKED on the holiday. If you worked 8 hours on the holiday, you will report “8” hours for the “REG” time reporting code on the day of the holiday. If you worked 4 hours on the holiday (even if your regular schedule is 8 hours, you will only report “4.” When reporting hours for REG on the day of the holiday, report only actual hours worked.
- When you work on a holiday, you will have time reported on the date of the holiday for both the “REG” and “HOL” rows.
- If you DID NOT work on the holiday, you should only report hours on the “HOL” row and no hours should be reported on the “REG” row.

Time Reporting Code / Time Details	16-Wednesday	17-Thursday	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday
00 HOL - Holiday Pay						8.00	
01 REG - Regular	8.00	8.00	8.00			8.00	8.00

Payroll will be processed according to the holiday pay rules associated with the employee’s classification.

### Employees who report alternate holiday dates

Employees who are not regularly scheduled to work on the date that the holiday falls may designate another day in the work week as their holiday. For example, if the employee normally works Monday – Thursday and the holiday falls on a Friday, the employee may choose to take the preceding Monday, Tuesday, Wednesday or Thursday as the holiday. To designate an alternate day as the holiday when the employee is not scheduled to work on the day of the holiday, create the “HOL” time reporting code row and enter your scheduled hours for the day in the “HOL” row.

When reporting hours in the “HOL” time reporting code, you are reporting the hours for your regular holiday pay. These hours must be consistent with your work schedule. If you normally work 8 hours on the day of the week in which you are taking the alternate holiday, you will report “8” for “HOL.” If you normally work 4 hours per your schedule, you will report “4” for HOL. Holiday hours reported must be consistent with the employee’s work schedule for the day.

Time Reporting Code / Time Details	16-Wednesday	17-Thursday	18-Friday	19-Saturday	20-Sunday	21-Monday	22-Tuesday
00 HOL - Holiday Pay		8.00					
01 REG - Regular	8.00					8.00	8.00

i

<sup>i</sup> Last update: March 10, 2022.