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.

Two reminders:

- In ctcLink, timesheets submitted late have the potential to not be paid in the proper time period.
- The SVC IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

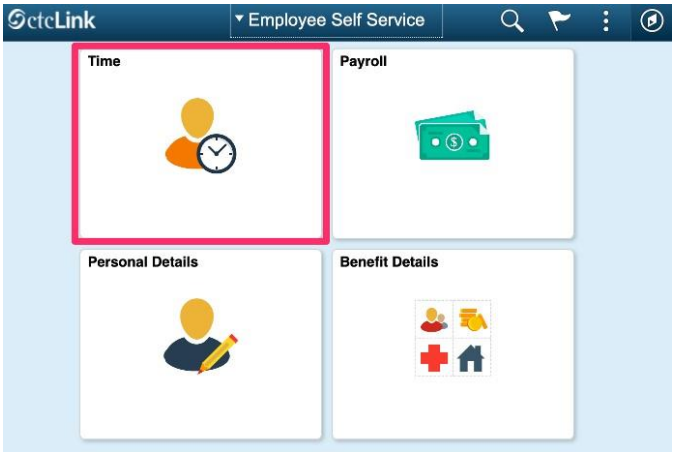
Directions

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

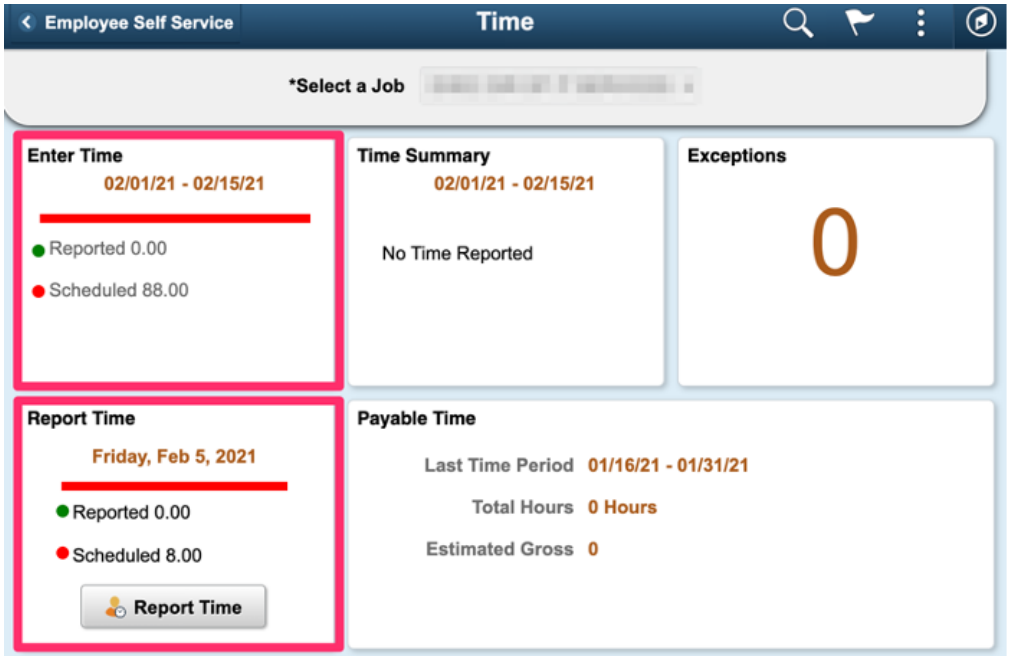
2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC.

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

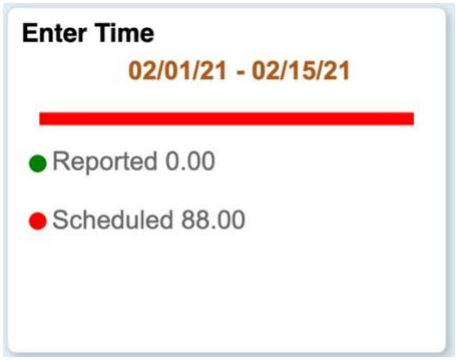
4. The **Employee Self Service** page will display. Click the **Time** tile.



5. The **Time** page will display. You have two options: **Enter Time** (per time period) or **Report Time** (per day).



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.



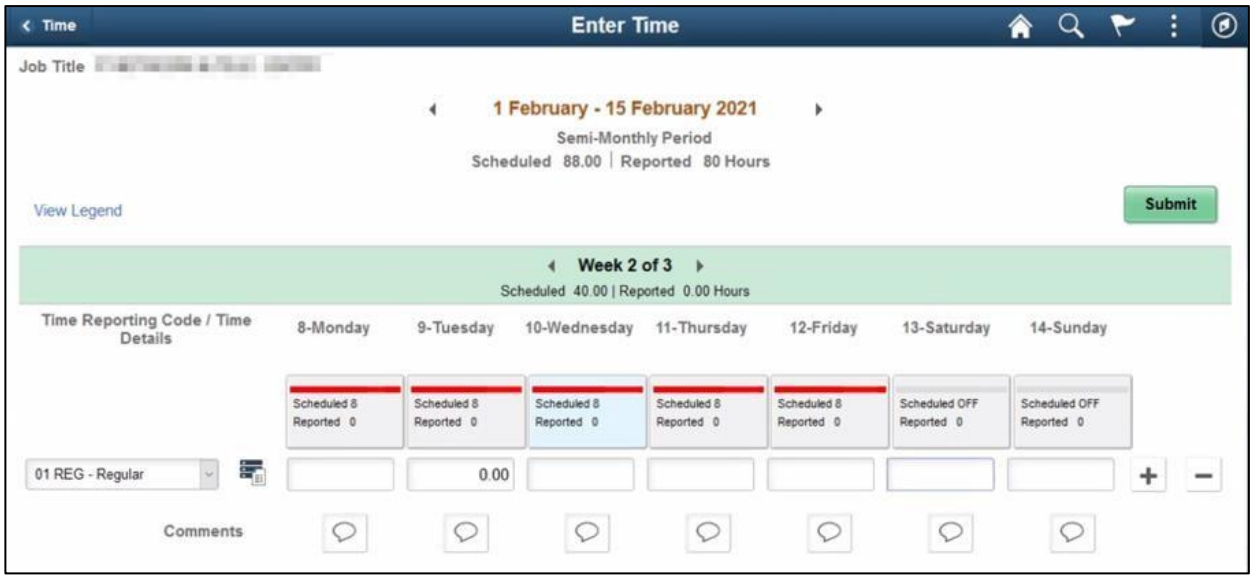
The **Report Time** tile shows today's date, with the number of hours scheduled today and the number of hours reported. This is the tile to use when reporting time one day at a time. Note you are able to enter more than just the current day using this tile. This tile is the recommended method when reporting time from a mobile device.

6. To use the **Enter Time** method, go to Section 1. To use the **Report Time** method, go to Section 2.

Section 1: 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.

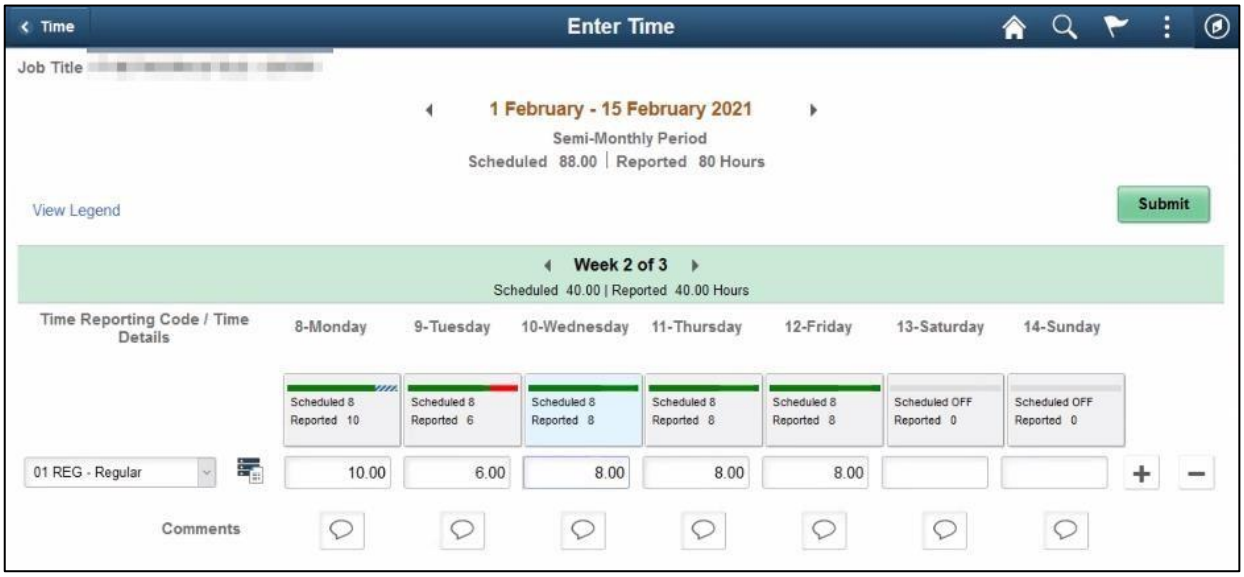


2. Your default schedule will display with the scheduled number of hours on each day.

3. Days without time reported will display a red bar. When time is reported, the bar will turn green.

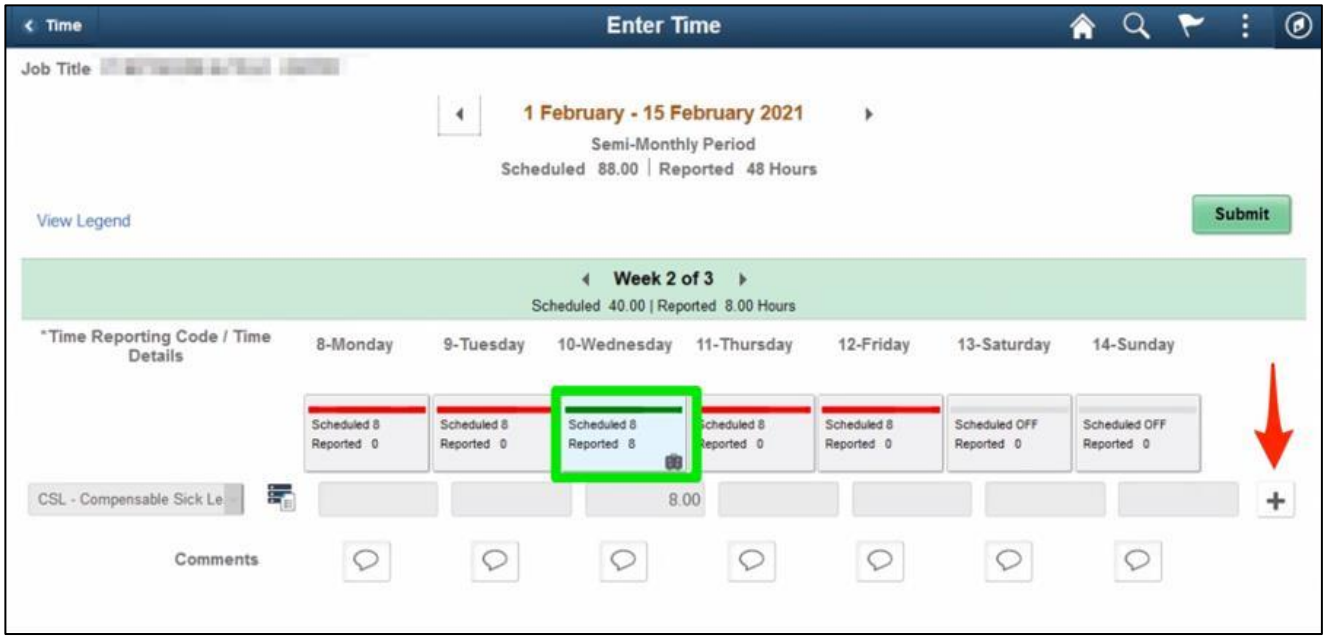
4. If reported hours are less than the scheduled hours for a day, a portion of the bar will display green, and the remainder will display red. See **Tuesday** in the example below.

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.

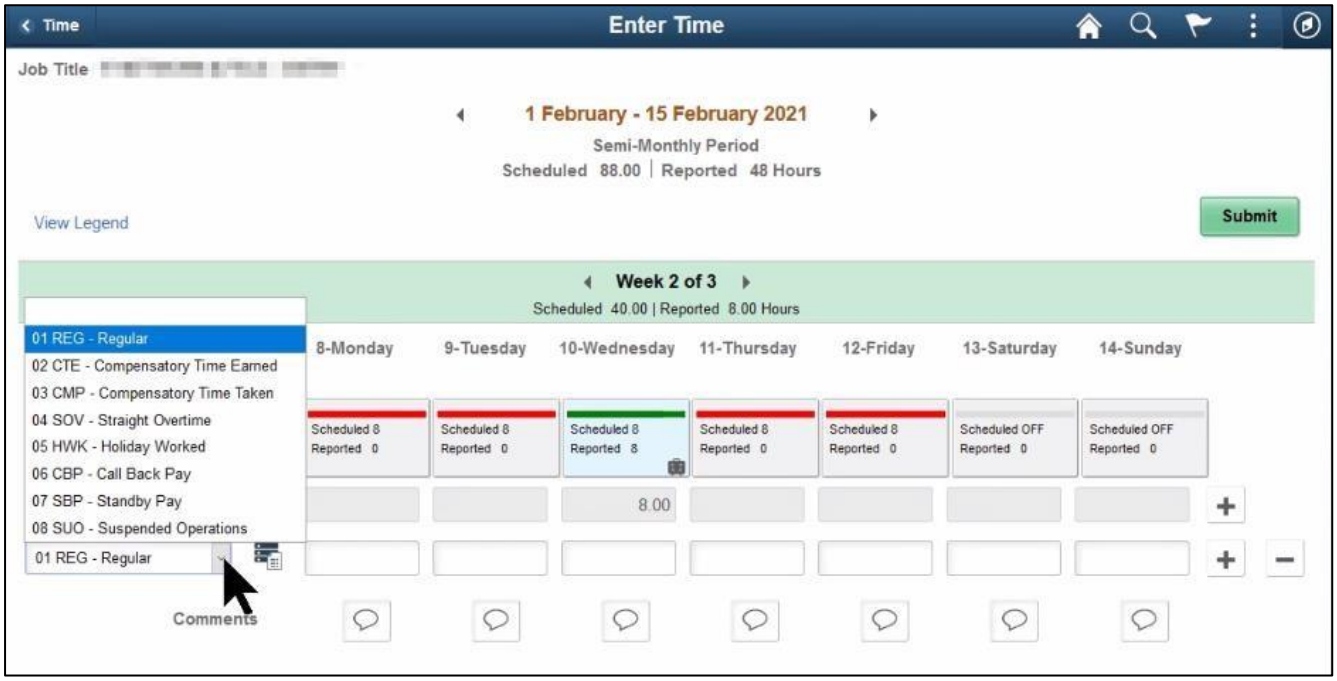


6. If you report an absence (due to vacation, illness, etc.), it must be requested and approved by your manager using the **Request Absence** tile. (Managers are often referred to as "supervisors" in certain Bellevue College documents, such as contracts.) After approved by your manager, your absence 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**.

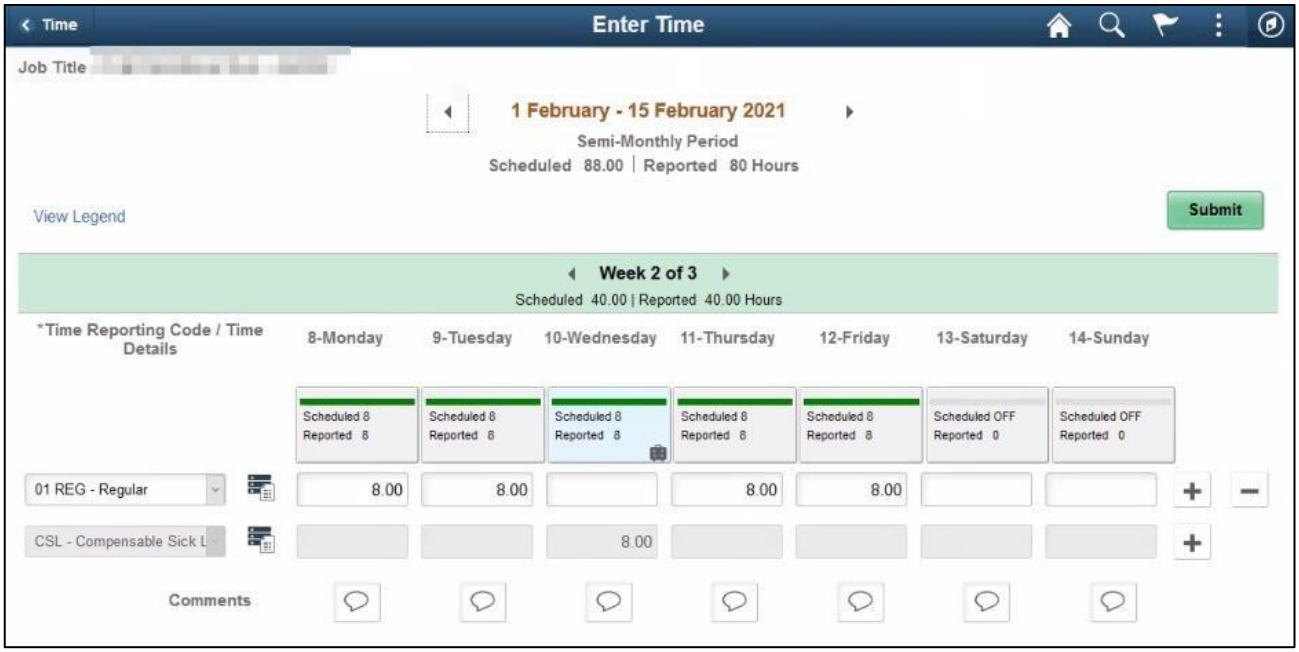
7. To enter time for the rest of the week, click the plus [+] symbol at the end of the row.



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



9. 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**).



10. 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.

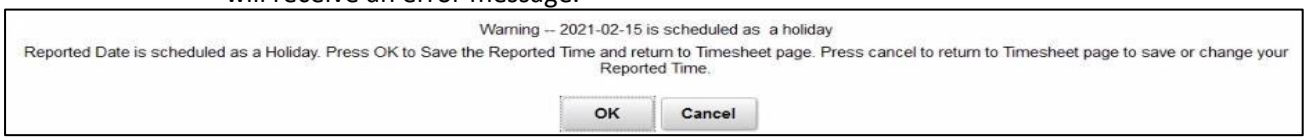
11. If you need to provide a comment for any day, click on the **Comment** icon in the column for that day.

12. 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:

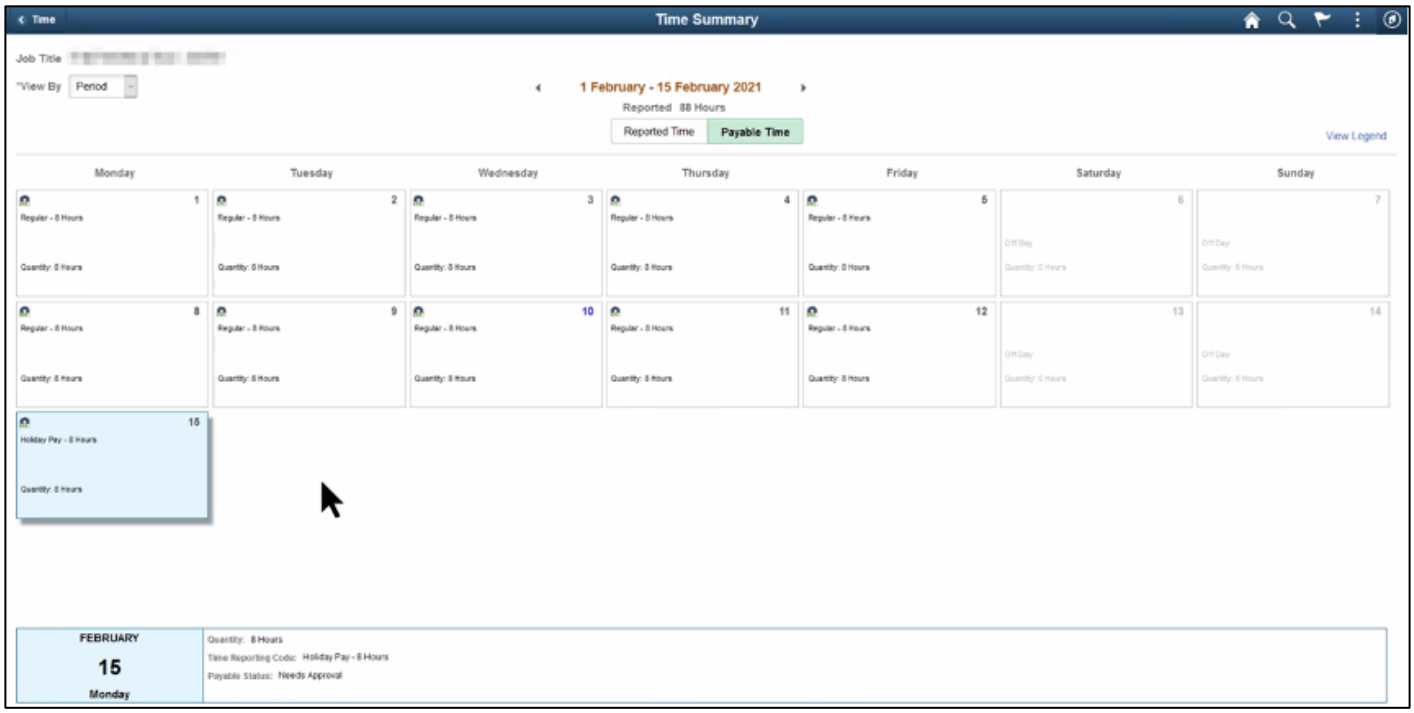
13. You have unsaved Data on this page. Select OK to go back and save, Cancel to continue.

14. When time is submitted, it will be processed by the system overnight, and your manager will receive a request to approve in the system. Before the payroll deadline, you can update and resubmit your timesheet. Managers only need to approve once at the end of the pay period.

i. **Note:** While holidays are programmed into the system, they do **not** appear in the **Enter Time** tile. Do **not** enter regular time on a holiday. If you attempt to do so you will receive an error message.



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.

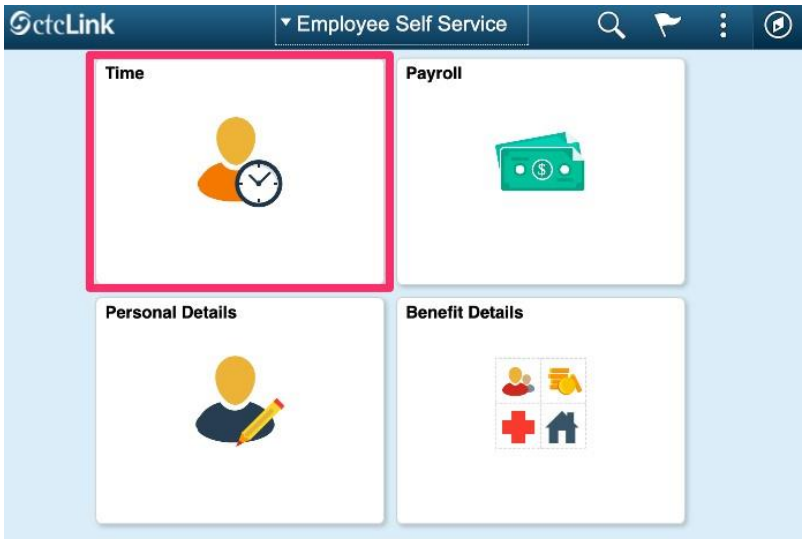

Time
Time Summary
Job Title
*View By
Period
1 February - 15 February 2021
Reported 88 Hours
Reported Time
Payable Time
View Legend
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Regular - 8 Hours
Quantity: 8 Hours
Holiday Pay - 8 Hours
FEBRUARY
15
Monday
Quantity: 8 Hours
Time Reporting Code: Holiday Pay - 8 Hours
Payable Status: Needs Approval

Section 2: Using the Report Time Tile

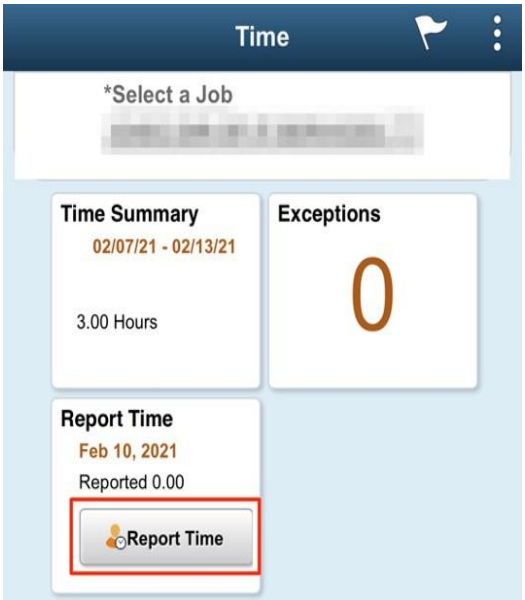
While most classified employees will use **Enter Time**, **Report Time** is more accessible if you are using ctcLink on a mobile device. This is also the recommended way to enter time using assistive technology, whether you are using a mobile device or desktop. Additionally, your manager may ask you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

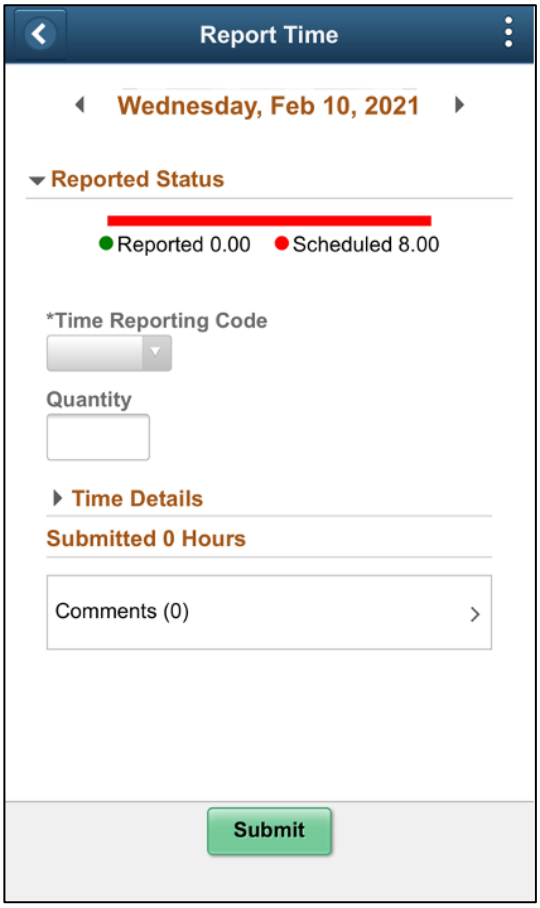
1. From the **Employee Self Service** page, click the **Time** tile.



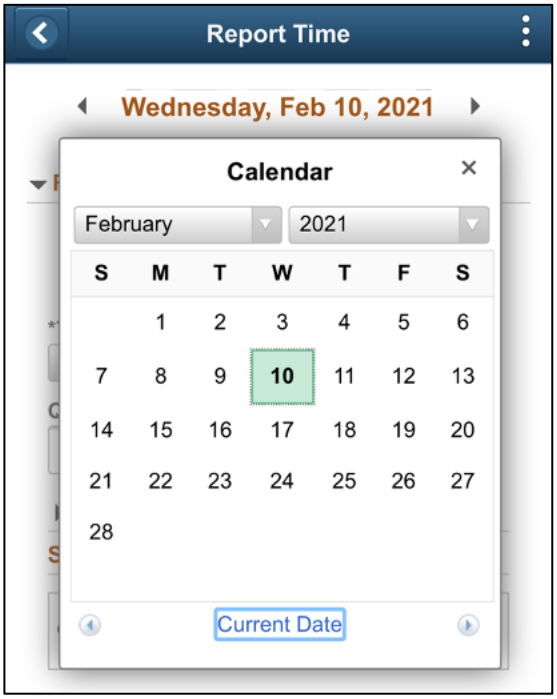
2. The **Time** screen will display. Click **Report Time**.



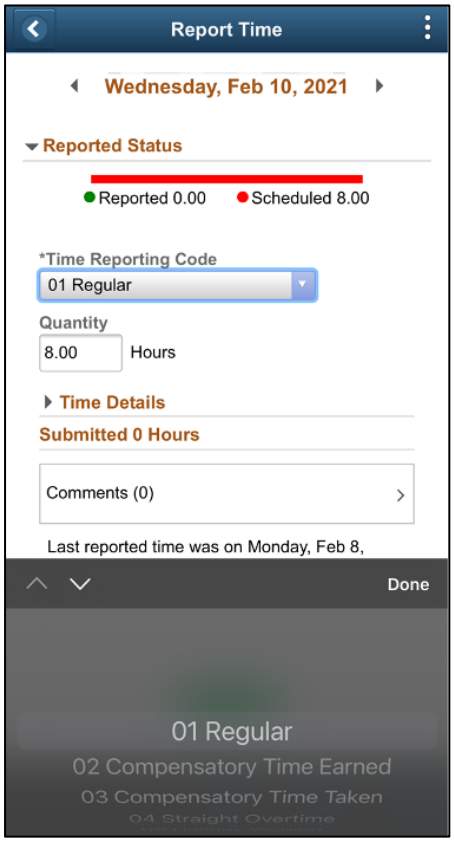
3. The current date will appear at the top. Use the arrows to the left and right of the date to go back or forward a day and report time for another day.



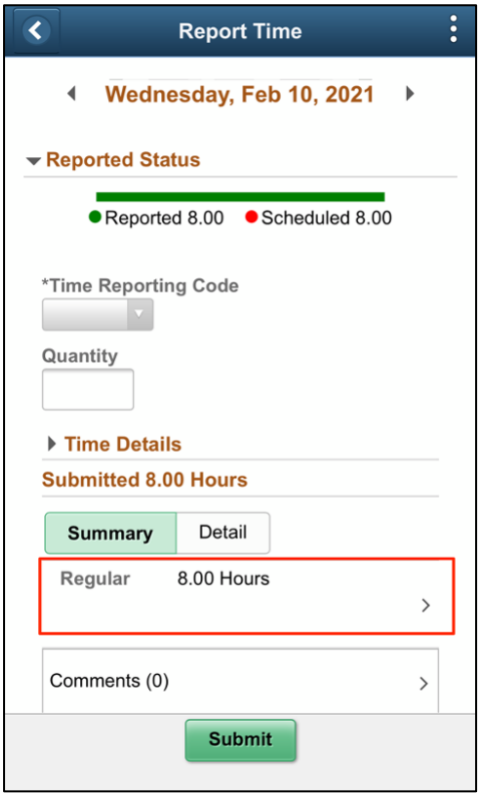
4. You can also click on the date to get a calendar date chooser.



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



6. 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 overtime, you will need to submit an additional time for each reported type of time for that day.



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