How to Submit Time (Classified Employees)

Important Information:

• Please work with your supervisor to determine which option is preferred to submit your work hours using the **Entry Time** tile or the **Report Time** tile.
• You will **ONLY** be paid for time that you enter using the **Time Tile** found on your Employee Self Service page.
• It is your responsibility to input your **TIME** before/or on the last day of the pay period.
• Timesheets must be **SUBMITTED** and **APPROVED** by the payroll deadline in order to be paid.
• **Late** timesheets will not be accepted and will not be processed until the next pay period. If you forget to input your time after the pay period has ended and the timecards are locked (midnight on the last day of the pay period, for example the 15th and the 30th of the month), you must report it to your supervisor. You will be paid for those hours on the next pay period. This will result in a delay in pay of the hours not input, for up to 2 weeks.
• **No emergency checks will be issued!**
• If you have problems with sign-in credentials, usernames or passwords, please email helpdesk@lwtech.edu.

**Enter Time or Report Time Options:**
You have two options: Enter Time (per time period) or Report Time (per day).
Enter Time versus Report Time:
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.

![Enter Time](image)

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. 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.

![Report Time](image)
Using the Enter Time Option:
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.

Proceed to ctcLink Login Page
1. Open a web browser (NO Internet Explorer, preferred Chrome or Firefox) and go to gateway.ctclink.us
2. Enter your ctcLink ID and click **Next**. Enter your password and click **Verify**.

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**HCM Self-Service:**

3. **Select HCM Self-Service**
Time Tile:

4. Select the **Time Tile**

Select a job

5. At the top of the page, make sure the correct job is selected. For most people, there is only one job so this drop-down menu box will be grayed out. Click **Apply** once correct position is selected.
Enter Time Tile:

6. Click on the **Enter Time** tile. The **Enter Time** tile allows you to enter more than one day of entries. The **Report Time** tile only allows you to enter the current day time punches. Please work with your supervisor to determine which option is preferred.

![Enter Time Tile Image]

Time Entry Page:

7. The **Enter Time** page will display. Employees can either enter time using the **In**, **Out**, and **Lunch** options or simply enter their **total hours** worked for the day in the **Quantity** column. If entering **In**, **Out**, and **Lunch** times, make sure to indicate **AM** or **PM**. Unpaid lunches must be taken if your schedule is more than 5 hours. Waiving a lunch break must be preapproved by your supervisor, per the Department of Labor and Industries. For employees paid by the hour, all days in the pay period are displayed on one page. The top of the page displays the current pay period. You can switch to view a different pay period using the arrow buttons to the left or right. If you didn’t click **Apply**, it will switch to defaulted position (job instance 0).

![Time Entry Page Image]
8. Select the **Time Reporting Code** of **Hourly**. The Quantity can be left blank. You should always select **Hourly** from the drop-down options. Although you may see other options, never select anything other than **Hourly**, unless specifically directed by HR to do so.

**Student Hourly Worker Time Reporting Code:**
If you are a **Student Hourly Worker**, the **Time Reporting Code** you will select will be **Student Hourly**. Do no select anything other than **Student Hourly** without being directed by HR to do so.
International Student Time Reporting Code:
If you are an International Student Employee, the Time Reporting Code you will select will be **00 OEX-OASI Excludable Pay**.

Work Study Employee Time Reporting Code:
If you are a Work Study Employee, the Time Reporting Code you will select will be one of the three below. If you are unsure of what type of Work Study Employee you are, please contact your supervisor of Human Resources.
Comment Button:
9. If you need to provide a comment for any day, click on the Comment icon in the column for that day.

Submit Button:
10. Once all your hours have been entered for the day, click the Submit button on the upper right-hand corner.

Note: 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.

11. Once submitted, the days you entered time on will turn green and will be processed by the system overnight. Your supervisor will receive a request to approve in the system. Before the payroll deadline, you can update and resubmit your timesheet. Supervisors only need to approve once at the end of the payperiod.
Using the Correct Fields:

- Report time worked at the end of the shift in the OUT field. If the LUNCH field is used, the system will think you are on a shift break. End time will not be reported correctly. This causes time reporting errors.

- Time is assumed to be 24 time if no AM or PM entry is indicated.
  
  o For example, 8:00 AM can be entered as either 8 or 8AM in the timesheet
  
  o For example, 2:00 PM can be entered as either 14 or 2PM in the timesheet (i.e. if 2 is entered without the PM then the system will assume that means 2AM).

Viewing Payable Time:

- 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

Changing Time:
• If time needs to be changed:
  o Enter the new time on the day that needs to be altered.
  o Select Submit and OK

Removing Time:
• If a time entry needs to be removed from the timesheet:
  o Select the (-) on the right-hand side of the screen to remove the row from the day.
  o The system will prompt a question, select either Yes Delete or No Do Not Delete.
If Yes Delete was chosen and the employee wishes to finalize their choice, select Submit and OK

No Lunch Break:
• If no lunch break is taken, enter the following:
  o **In**: time the employee started work for the day
  o **Out**: time the employee finished work for the day
Large Break During the Day:
• If there is a large break in the day, this is not a lunch break.
  o On the first row, enter your In and Out times.
  o Select the (+) on the right-hand side of the screen to add a row.
  o Select the same Time Reporting Code as before from the drop-down on the right.
  o Enter the additional In and Out times.
  o Select Submit and OK.

Holidays:
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.

If you have any questions or need further assistance, please submit a help desk ticket at helpdesk@lwtech.edu