How to Approve Timesheets

Proceed to ctcLink Login Page:
1. Open a web browser and go to gateway.ctclink.us
   Preferred Chrome or Firefox, NO Internet Explorer
Enter ctcLink Credentials:

2. Enter your ctcLink ID and click Next. Enter your password and click Verify.

Select HCM Self-Service:

3. Select HCM Self-Service

Employee Self-Service:

4. The Employee Self-Service page will display. Click on Employee Self-Service at the top to switch to Manager Self-Service
Manager Self-Service:
5. The Manager Self-Service page will display. Click the Approvals Tile.

Pending Approvals:
6. The Pending Approvals page will display. Click Payable Time on the left panel. Select the employee who needs time approved. NOTE: The filter button may be used to locate a specific employee.
Payable Time:

7. The **Payable Time** page will display.

- Review submitted time for accuracy of both hours in the **Quantity** column and the time codes in the **Time Reporting Code** column. You can click on individual lines to see details of that line. If you want to review the employee’s timesheet in the full timesheet view before approving, see “How to View and Edit Payable Time.”

- You can either select individual lines to approve or check the box above the **Select** column to select all lines.

- Comments can be entered in the **Approver Comments** box.

- When you have selected all lines to be approved, click **Approve** in the upper right-hand corner. If any lines cannot currently be approved, contact the employee to adjust and re-submit their time for those days. If you are unable to contact the employee, the manager may edit the employee’s timesheet; see “How to View and Edit Payable Time.”

- **Important**: Do not use the **Deny** button or the employee will not be paid for those days without a manual override from Human Resources staff.
**Time Reporting Codes:**

- **Normally,** most employees will only report **Regular (01 REG)** time. For full-time overtime-eligible employees, overtime that is pre-approved by the manager should also be entered as **Regular** time; the system will automatically calculate the overtime when the timesheet is processed. In the manager view, there will be a row to approve for the regular time for the day, and an additional row for the overtime for that day.

- **Holiday pay** will be calculated by the system and automatically applied. Any row using **HOL – Holiday Pay** has been calculated by the system and should be approved.

- 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.
Notes:

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

- Deadlines

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Normal Pay Date</th>
<th>Timesheet Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st to 15th of month</td>
<td>25th day of month</td>
<td>16th day of month</td>
</tr>
<tr>
<td>16th to end of month</td>
<td>10th day of month</td>
<td>1st day of month</td>
</tr>
</tbody>
</table>

- Timesheets for a pay period can be submitted and approved multiple times if changes need to be made.

- HR encourages hourly and student employees to submit their time worked each day. Managers can approve time as it is submitted or weekly, and do not need to wait until the end of the pay period to approve.

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