



How to Enter Time

Classified and Exempt Overtime-Eligible Employees

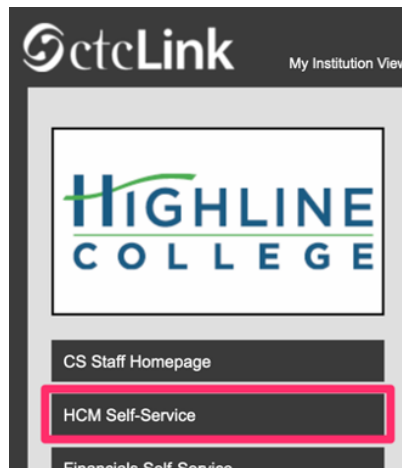
This guide will show you how to enter time (submit a timesheet) if you are a classified or exempt overtime-eligible employee. Hourly employees should use the “How to Enter Time: Hourly Employees” guide. Student employees should use the “How to Enter Time: Student Employees” guide.

Two reminders:

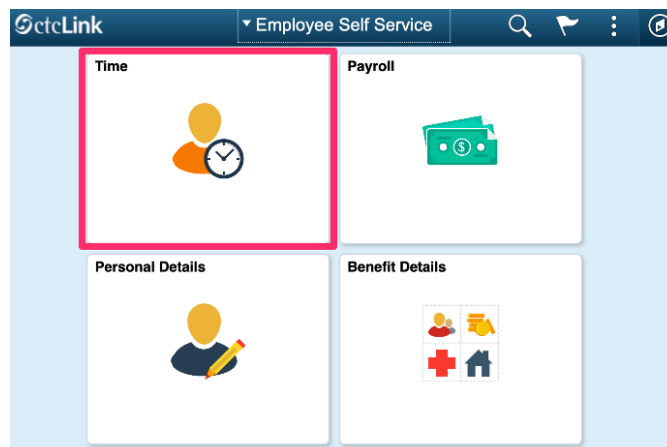
- In ctLink, timesheets submitted late have the potential to not be paid in the proper time period.
- The [Highline ITS Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

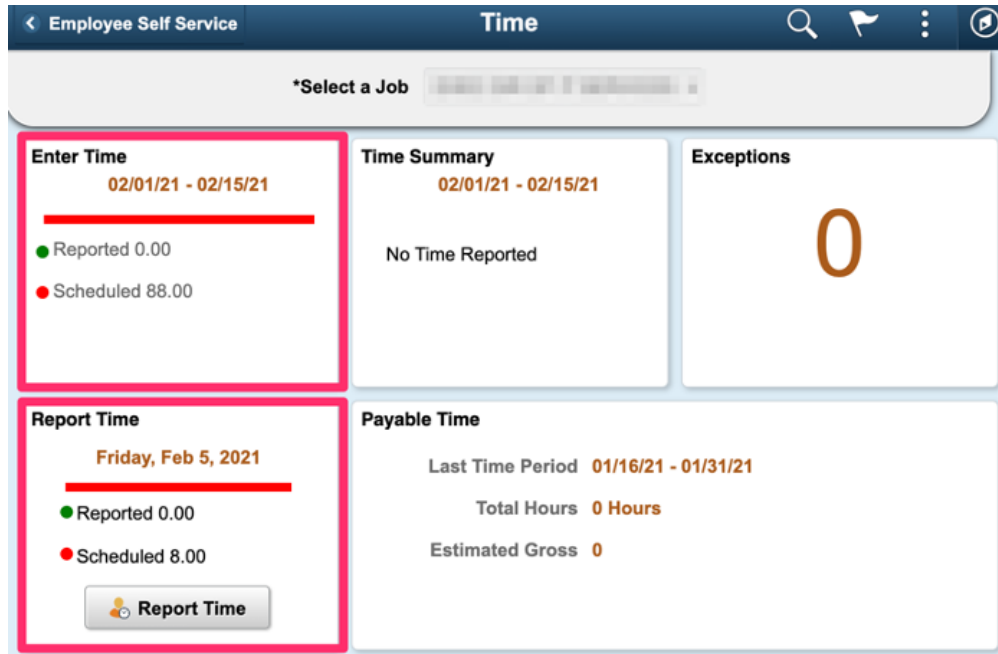
1. Once you have logged in to [ctLink](#), click **HCM Self-Service** from the menu on the left-hand side.



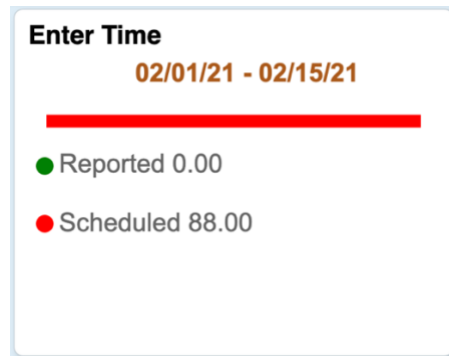
2. The **Employee Self Service** page will display. Click the **Time** tile.



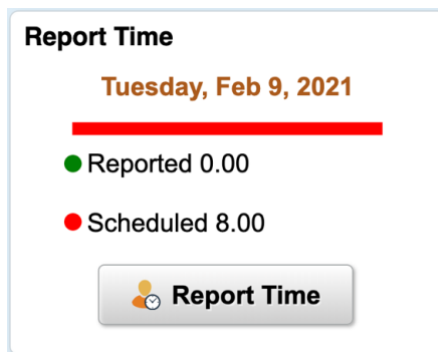
3. The **Time** page will display. You have two options: **Enter Time** (per time period) or **Report Time** (per day).



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.



4. 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.

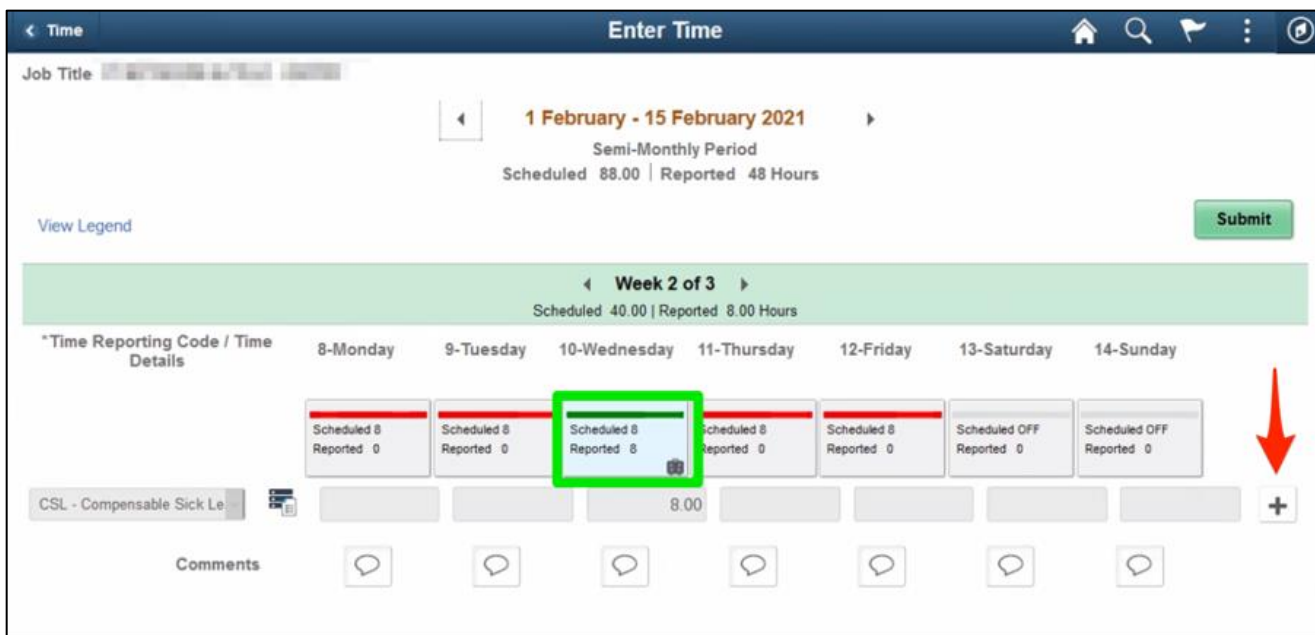
Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
01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

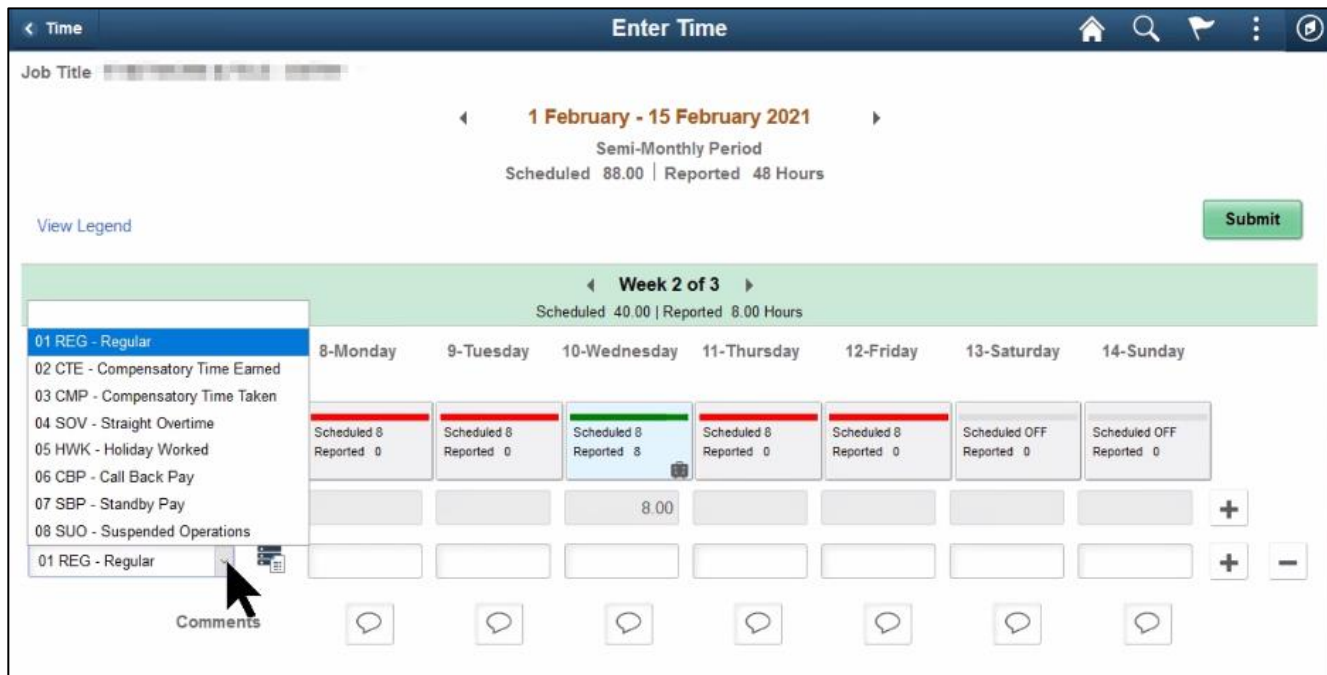
Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
Scheduled 8 Reported 10	Scheduled 8 Reported 6	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0
01 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. (Managers are often referred to as “supervisors” in certain Highline 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**).

*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. 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.

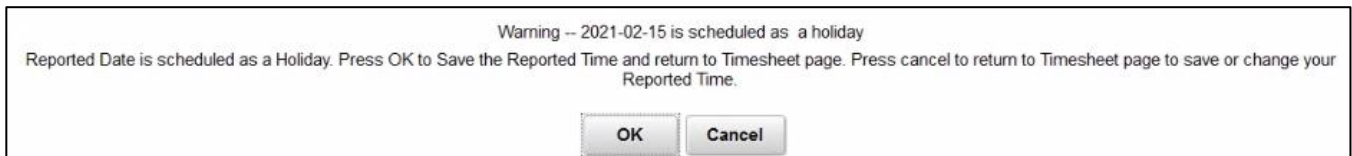


12. Click the **Submit** button after you have entered time on the **Enter Time** page. If you add time and try to move to another page before clicking **Submit**, you will see this error message:

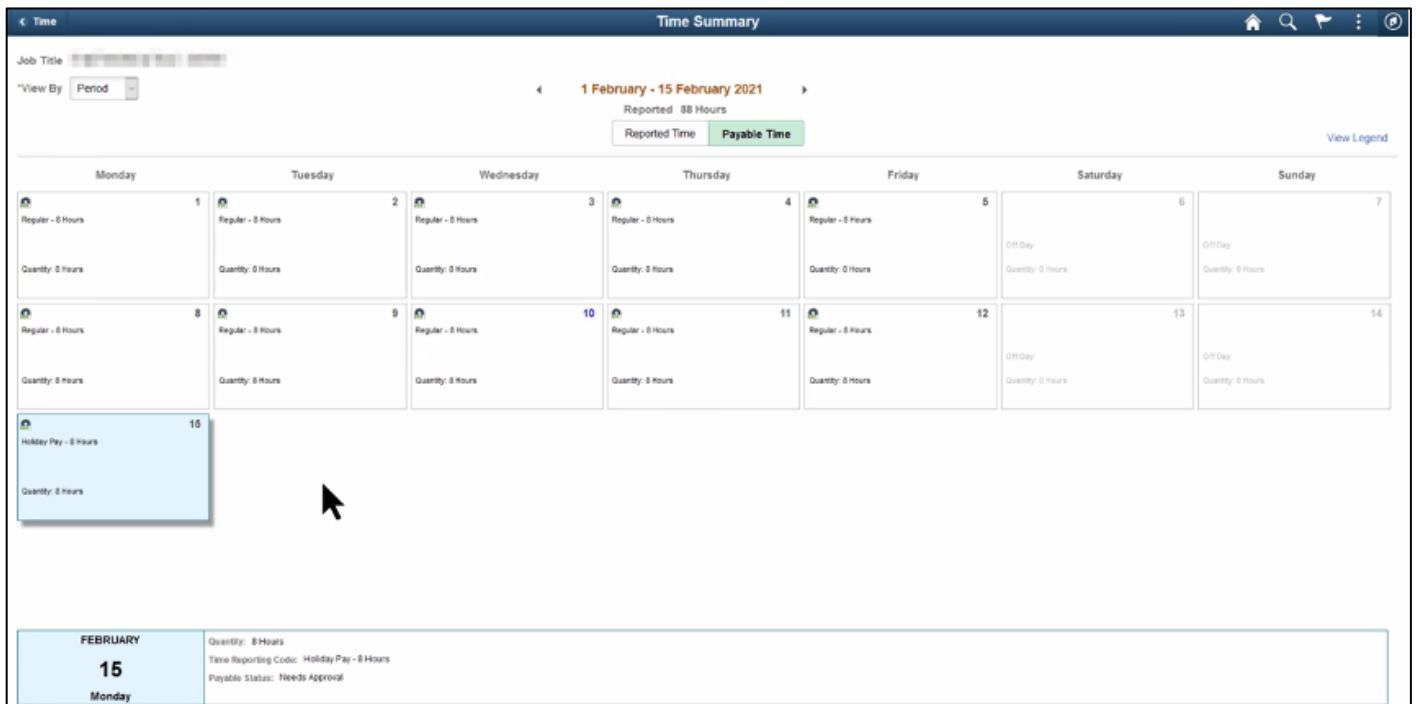
You have unsaved Data on this page. Select OK to go back and save, Cancel to continue.

13. 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.

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.



14. 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.

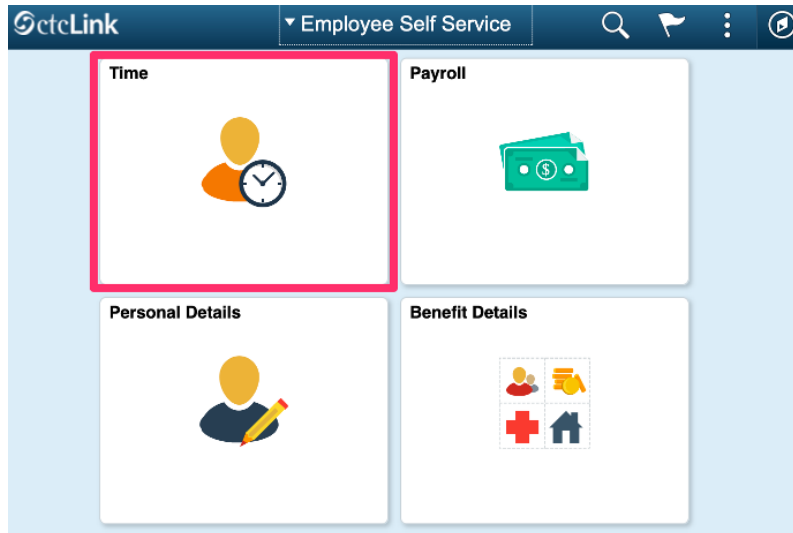


Section 2: Using the Report Time Tile

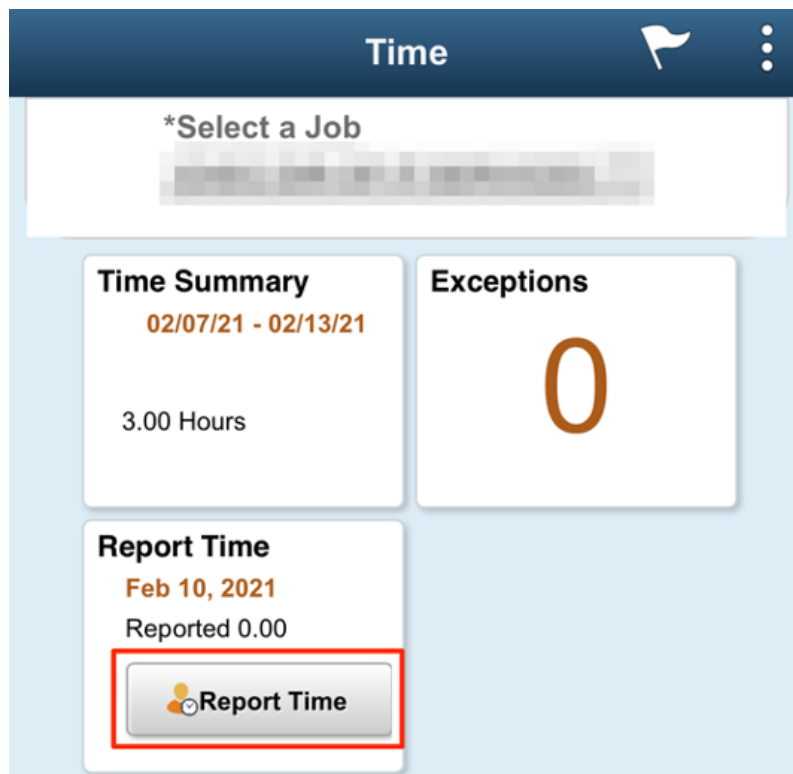
While most classified employees will use **Enter Time**, **Report Time** is more accessible if you are using ctcLink on a mobile device. This is also the recommended way to enter time using assistive technology, whether you are using a mobile device or desktop. Additionally, your manager may ask you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



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

Report Time

Wednesday, Feb 10, 2021

Reported Status

Reported 0.00 Scheduled 8.00

*Time Reporting Code

01 Regular

Quantity

8.00 Hours

Time Details

Submitted 0 Hours

Comments (0)

Last reported time was on Monday, Feb 8,

01 Regular

02 Compensatory Time Earned

03 Compensatory Time Taken

04 Straight Overtime

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.

Report Time

Wednesday, Feb 10, 2021

Reported Status

Reported 8.00 Scheduled 8.00

*Time Reporting Code

Quantity

Time Details

Submitted 8.00 Hours

Summary Detail

Regular	8.00 Hours
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Comments (0)

Submit

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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.

8. 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.

