

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:

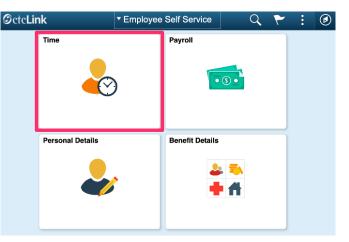
- In ctcLink, timesheets submitted late have the potential to not be paid in the proper time period.
- The <u>Highline ITS Help Desk</u> can help if you have problems with sign-in credentials, usernames or passwords.

Directions

1. Once you have logged in to <u>ctcLink</u>, 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).

C Employee Self Service	Time	९ 🏲 🗄 🙆
*Sele	ct 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
Report Time Friday, Feb 5, 2021 Reported 0.00 Scheduled 8.00 Report Time	Payable Time Last Time Period 01/16/21 Total Hours 0 Hours Estimated Gross 0	- 01/31/21

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 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 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							

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			Enter 1	īme		-	â Q	۲	: @
Job Title	a 10								
			Semi-Monti Semi-Monti Semi-Monti	nly Period	5				ıbmit
View Legend								SL	DMIT
		Sc	Week 2						
Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday	Y	
	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	Q	0	0	0	0	0	0		

- 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			Enter T	īme			A Q 1	۲	
View Legend			ebruary - 15 F Semi-Month uled 88.00 Re	nly Period				Sub	mit
Ten Legena		Sci	Week 2 Meduled 40.00 Rep						
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 OFF Reported 0	Scheduled OFF Reported 0		
01 REG - Regular	10.00	6.00	8.00	8.00	8.00			+	-
Comments	\bigcirc	Q	Q	Q	Q	Q	Q		

- 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.

< Time			Enter T	ime			A Q	~	:	٥
Job Title										
		i	February - 15 Fe Semi-Month duled 88.00 Rep	ly Period						_
View Legend									Submit	
		S	Week 2 of the duled 40.00 Rep							
"Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sun	day		
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	icheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled C Reported 0	10 C C C		1
CSL - Compensable Sick Le			8.0	00						+
Comments	0	0	\bigcirc	0	Q	0	0	3		

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.

< Time			Enter T	īme			^ Q	7	:	٢
Job Title	-									
View Legend			February - 15 F Semi-Month duled 88.00 Rej	nly Period				SI	ubmit	
		s	Week 2 of the second se							
01 REG - Regular 02 CTE - Compensatory Time Earned 03 CMP - Compensatory Time Taken	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunda	iy.		
04 SOV - Straight Overtime 05 HWK - Holiday Worked 06 CBP - Call Back Pay	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			
07 SBP - Standby Pay 08 SUO - Suspended Operations			8.00					+		
01 REG - Regular								+		-
Comments	0	Q	Q	\bigcirc	0	0	0			

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			Enter T	īme		-	A Q 1	~ :	(
bb Title		L	ebruary - 15 F Semi-Month Juled 88.00 Re	ly Period	\$			Submit	
		Sch	Week 2						
*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 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	0	0	0	0	0	0	0		

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.

01 REG - Regular	
02 CTE - Compensatory	Time Earned
03 CMP - Compensatory	Time Taken
04 SOV - Straight Overtin	ne
05 HWK - Holiday Worke	d
06 CBP - Call Back Pay	-
07 SBP - Standby Pay	
08 SUO - Suspended Op	erations
01 REG - Regular	

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.

Warning 2021-02-15 i	5 is scheduled as a holiday
	eturn to Timesheet page. Press cancel to return to Timesheet page to save or change your rted Time.
ок	Cancel
24 million and a second se	

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.

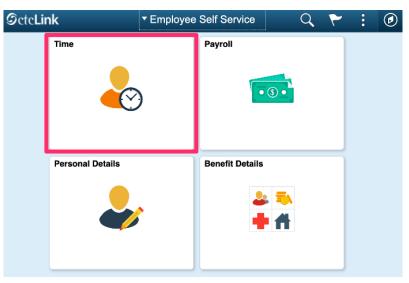
< Time			Time Summary			n 🔒	۰ : ۲
Job Title							
"View By Period •		4 1F	ebruary - 15 February 2021 Reported 88 Hours Reported Time Payable Tim	•			View Legend
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sur	ıday
Reguler - 8 Hours	2 Replet - 8 Hours	Degular - 8 Hours	Degular - 8 Hours	Repular - 8 Hours	6 OttOny	OffDay	7
Quantity: 8 Hours	Quantity: 8 Hours	Quartity: 8 Hours	Quantity: & Hours	Quantity: 0 Hours	Quantity: 0 Hours	Quantity: 0 Hours	
Regular - 8 Hours	D 9 Regular - B Hours	D 10 Regular - 8 Hours	Regular - 8 Hours	Reputer - & Hours	13 OttDay	Off Day	14
Quantity: 8 Hours	Quantity: 8 Hours	Quantity: 8 Hours	Quantity: 8 Hours	Duantity: 8 Hours	Duartity: 0 Hours	Quantity: 0 Hours	
n 15 Holday Pay - 8 Heure Geantly: 8 Heure	•						
FEBRUARY	Quantity: 8 Hours						
15	Time Reporting Code: Holiday Pay - 8 Hours Poyable Status: Needs Approval						
Monday							

Section 2: Using the Report Time Tile

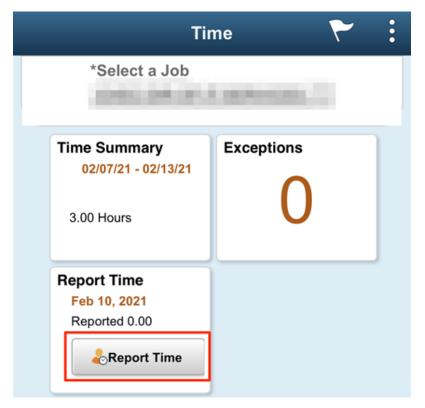
While most classified employees will use **Enter Time**, **Report Time** is more accessible if you are using ctcLink on a mobile device. This is also the recommended way to enter time using assistive technology, whether you are using a mobile device or desktop. Additionally, your manager may ask you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

<	Report Time	:							
< W	ednesday, Feb 10, 2021	•							
▼ Reported	d Status								
• Re	ported 0.00 Scheduled 8.00)							
*Time Rep Quantity	*Time Reporting Code Quantity								
Time D									
Submitte	d 0 Hours								
Commen	ts (0)	>							
	Submit								

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

• 1	Nedn	esda	y, Fe	b 10,	2021	•
Calendar ×						×
February			v 2021			V
s	м	т	w	т	F	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
	Current Date					۲

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 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,
∧ ∨ Done
01 Regular
02 Compensatory Time Earned

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 8.00 Scheduled 8.00								
*Time Reporting Code Quantity ▶ Time Details								
Submitted 8.00 Hours								
Summary Detail								
Regular 8.00 Hours								
Comments (0)								
Submit								

7. 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.

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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.

