



How to Enter Time

Hourly Employees

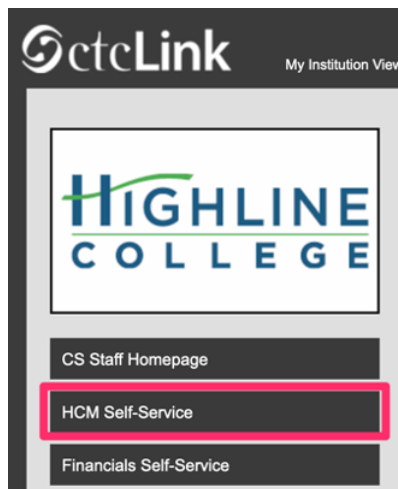
This guide will show you how to enter time (submit a timesheet) if you are an hourly employee. Student employees should use the “How to Enter Time: Student Employees” guide. Classified and exempt overtime-eligible employees should use the “How to Enter Time: Classified and Exempt Overtime-Eligible Employees” guide.

A few tips and reminders:

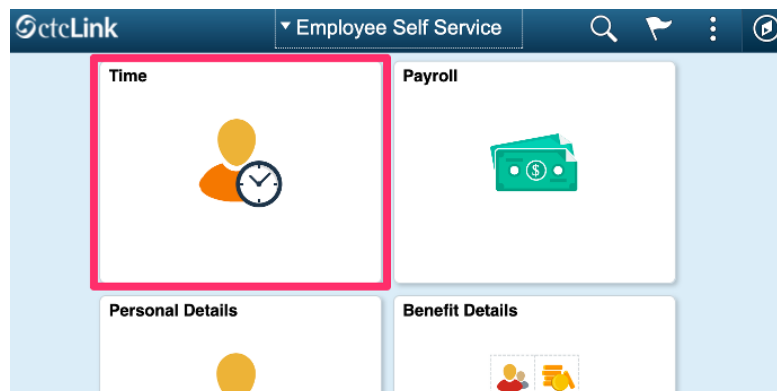
- In ctclink, timesheets must be submitted and approved by the payroll deadline in order to be paid.
- Late timesheets will not be accepted and will not be processed until the next pay period.
- The [Highline ITS Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

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



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



- The **Time** page will display. Click the **Enter Time** tile.

Employee Self Service Time

*Select a Job

Enter Time
02/01/21 - 02/15/21

Reported 3.00

Scheduled 88.00

Time Summary
02/01/21 - 02/15/21

3.00 Hours

Exceptions

0

Report Time
Wednesday, Feb 10, 2021

Reported 0.00

Scheduled 8.00

Report Time

Payable Time

Last Time Period 01/16/21 - 01/31/21

Total Hours 0 Hours

Estimated Gross 0

- The **Enter Time** page will display.

- 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.

Time Enter Time

Job Title IT TECH II

1 February - 15 February 2021
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00 Hours

View Legend Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Monday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02 Tuesday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03 Wednesday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Thursday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 Friday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

From 02/01/2021 to 02/15/2021

6. 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. Discuss with your manager which method to use. Both options are demonstrated below. (Managers are often referred to as “supervisors” in certain Highline documents, such as contracts.)

Date	Day	Reported	Scheduled	Time Reporting Code	Quantity
20	Saturday	1.00	8.00	01 HRY - Hourly	1.00
21	Sunday	0.00	8.00		
22	Monday	5.00	8.00	01 HRY - Hourly	
23	Tuesday	5.00	8.00	01 HRY - Hourly	
24	Wednesday	5.00	8.00	01 HRY - Hourly	
25	Thursday	5.00	8.00	01 HRY - Hourly	
26	Friday	4.00	8.00	01 HRY - Hourly	
27	Saturday				

7. When time is reported, the portion of the bar will turn green. Choose **01 HRY - Hourly** for the **Time Reporting Code**.
8. If you need to provide a comment for any day, click on the **Comment** icon at the right of the row.



9. 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.

10. 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.
11. After time has been submitted and processed overnight, you will be able to view your payable time 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.

