



# ctcLink Tutorial

## How to Enter Time

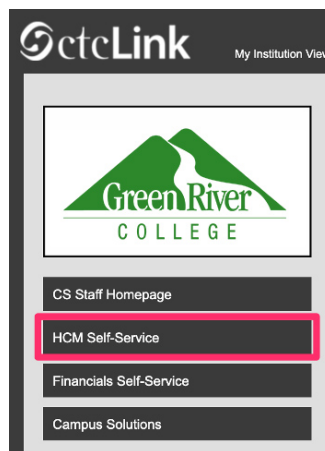
### Student Employees

This guide will show you how to enter time (submit a timesheet) if you are a student employee. A few tips and reminders:

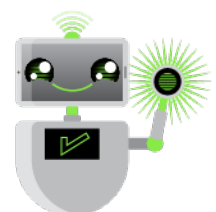
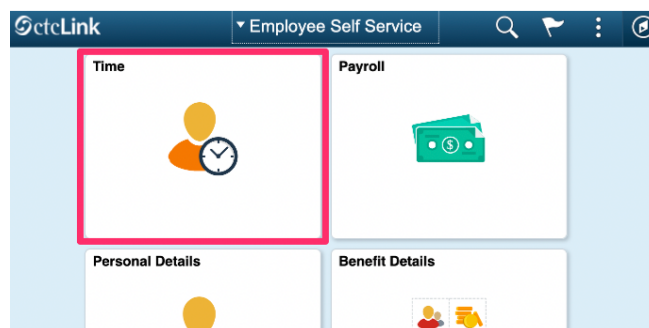
- In ctcLink, timesheets must be submitted and approved by the payroll deadline in order to be paid.
- Employees cannot create Late timesheets; employees and supervisor must make an appointment with Payroll for Administrative adjustments on a future pay period.
- The [Green River College IT Help Desk](#) 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.

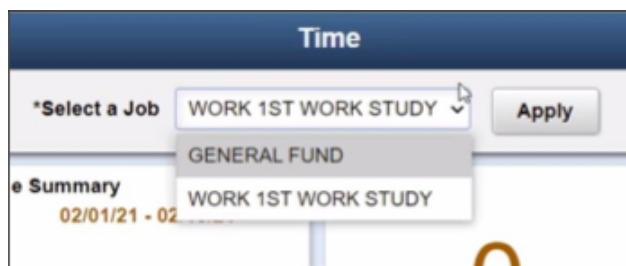


2. The **Employee Self Service** page will display. Click the **Time** tile.

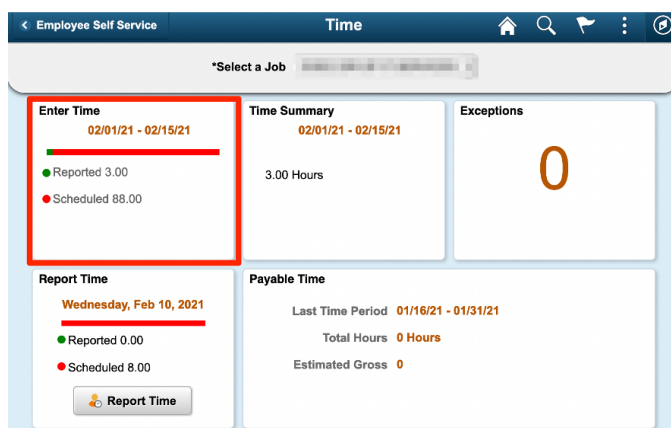




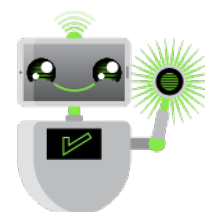
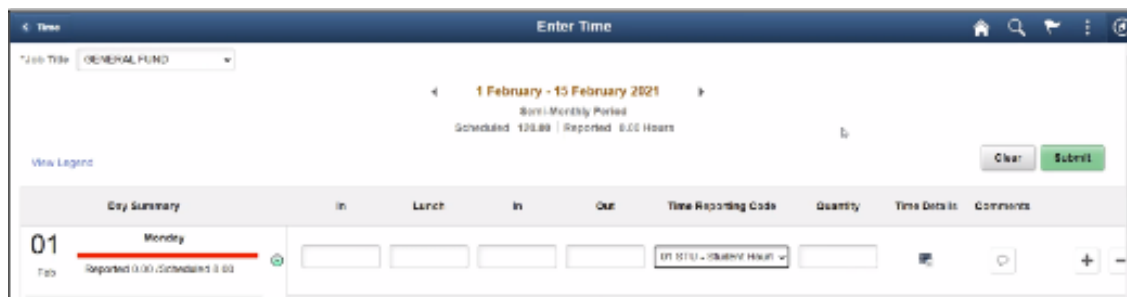
3. The **Time** page will display.
4. Some student employees may have more than one job assigned to them. Talk to your manager to make sure you are entering time for the correct job. (Managers are often referred to as “supervisors” in certain Green River documents, such as contracts.) Use the **Select a Job** drop-down menu to choose the correct job.
5. Make sure to click **Apply** to switch jobs.

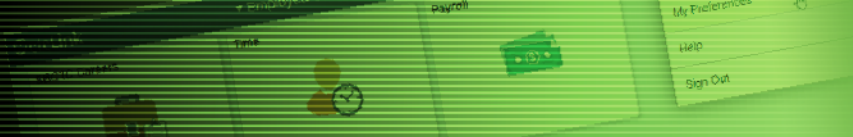


6. Click the **Enter Time** tile to report time.



7. The **Enter Time** page will display.
8. For student employees, 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.





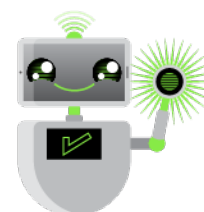
9. Student employees must post actual hours worked each day by entering time In, Lunch Break, and time Out. Unpaid lunch break must be taken if your schedule is more than 5 hours. Waiving a lunch break must be preapproved by your supervisor, per the Department of Labor and Industries (see L&I website)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Rep
16 Tuesday Feb Reported 0:00 / Scheduled 8:00	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	01 STU - Student				
17 Wednesday Feb Reported 0:00 / Scheduled 8:00	9:00:00AM			1:00:00PM	01 STU - Student				
18 Thursday Feb Reported 0:00 / Scheduled 8:00					01 STU - Student	4.00			

10. Student employees must choose the appropriate **Time Reporting Code** for their job. General Fund jobs must use **01 STU - Student Hourly Pay** for the time reporting code. For Work Study jobs, ask your manager which is the appropriate code for your job. It is important that the correct time reporting code for the job is selected.

Time Reporting Code	Quantity
01 STU - Student Hourly Pay	
02 FWS - Federal Work-Study	
03 SWS - State Work Study	
04 WFS - Workfirst/Workstudy	
05 SOT - Student Overtime-No OAS	

11. If you need to provide a comment for any day, click on the **Comment** icon at the right of the row.





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.
14. 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.

