

ctcLink Tutorial

How to Approve Work Schedules

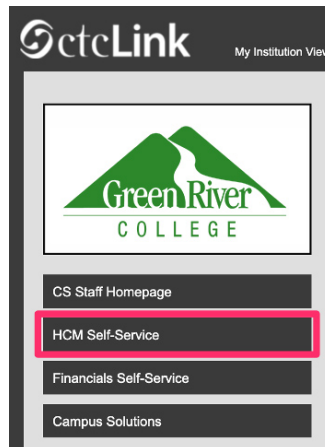
This guide will show managers how to assign work schedules to employees. (Managers are often referred to as “supervisors” in certain Green River documents, such as contracts.) Employees who report payable time or report leave need to have an accurate work schedule assigned in ctcLink. The [Green River College IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

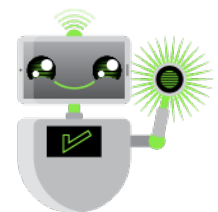
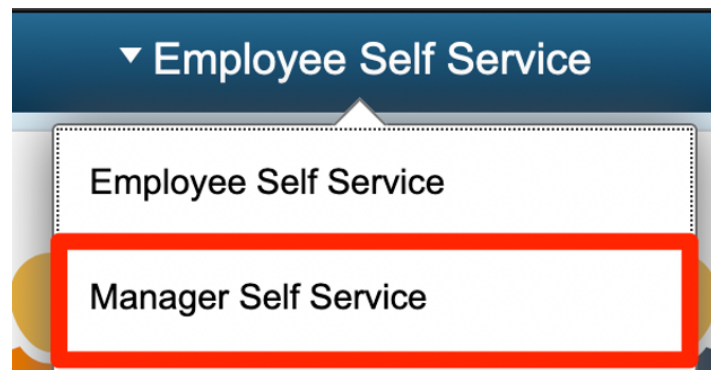
When a classified employee’s schedule is in need of a change, you must work with HR to provided 21 days advanced notification. Once approved the manager must apply the new schedule in the system before the first day of the schedule change.

Exempt employees schedule changes the manager must apply the new schedule in the system before the first day of the Schedule change.

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

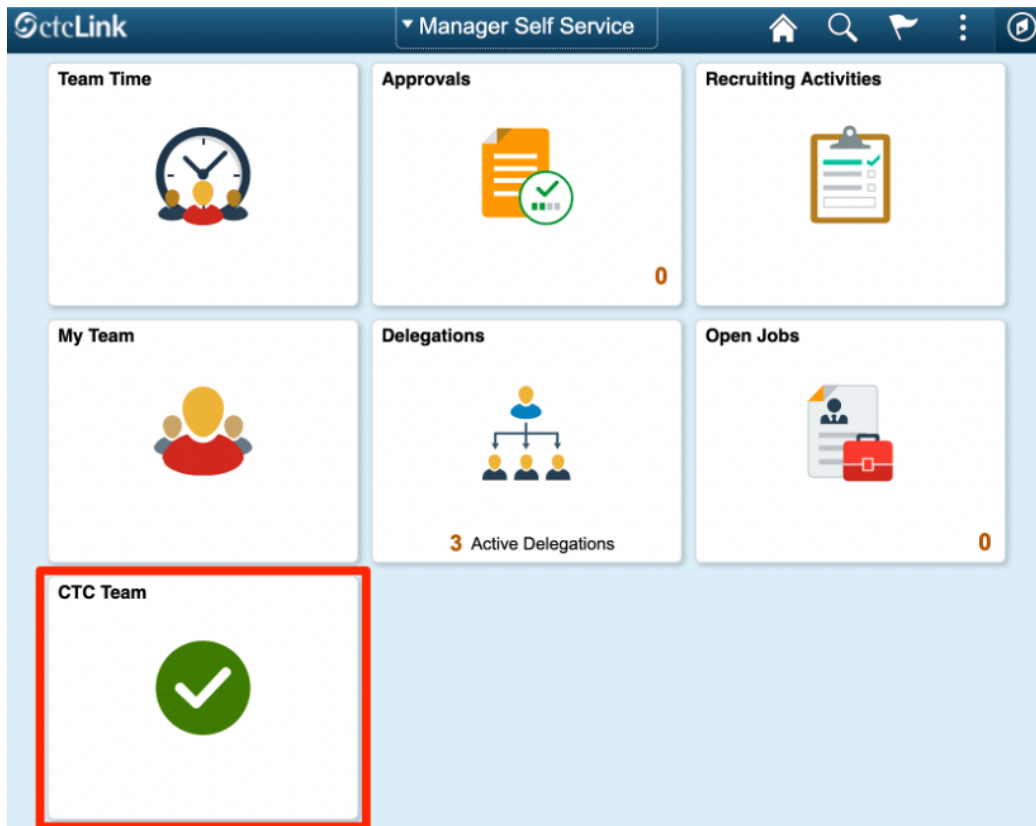


2. The **Employee Self Service** page will display. Click on **Employee Self Service** at the top to switch to **Manager Self Service**.

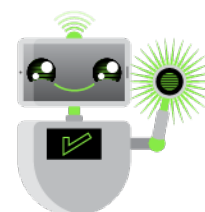
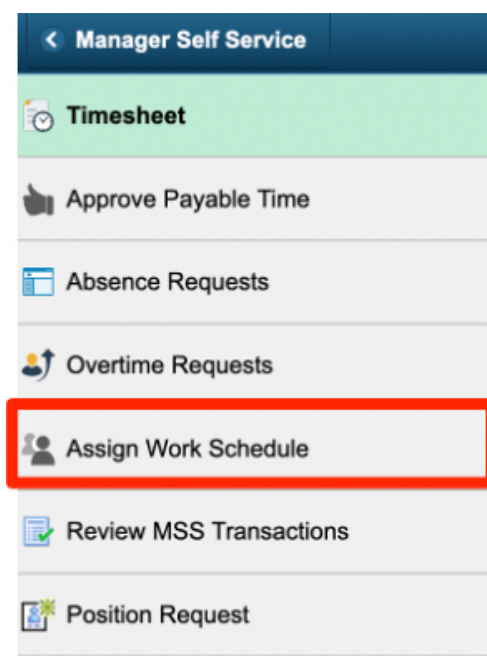


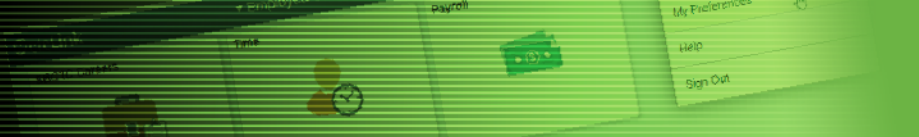


3. The **Manager Self Service** page will display. Click the **CTC Team** tile.



4. On the left-hand menu, click **Assign Work Schedule**.





- Use the **Empl ID** field or **Last Name** field to search for the employee whose schedule you are assigning. (**Note:** An employee's Empl ID is the same as their ctclink ID.) Click **Search**.

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with []

Empl Record: []

Name: begins with []

Last Name: begins with []

Business Unit: begins with []

Department: begins with []

Organizational Relationship: []

Include History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Important: If there are multiple matching employees or job records, **Search Results** will display at the bottom of the page. Make sure you select the correct employee and job.

- The **Assign Work Schedule** page will display. Click the **Plus Sign (+)** icon on the right-hand side of the screen to add a new row. **Note:** If there is already more than one row, use the **Plus Sign (+)** icon on the top row.

Assign Work Schedule

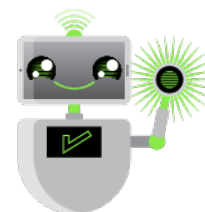
Employee ID: []
Employment Record: []

Assign Schedules

Primary Schedule | Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
02/01/2021	Select Predefined Schedule	VACTC	8AM7WTF	8hrs M through F	Show Schedule +

Save **Return to Search** **Refresh** **Update/Display** **Include History**





7. Using the new (top) row, click the **Calendar** icon in the **Effective Date** column.

Assign Work Schedule

Employee ID: [REDACTED]
Employment Record: [REDACTED]

Assign Schedules

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/07/2021	Select Predefined Schedule	WACTC	EXSMTWTHF	8hrs M through F	Show Schedule + -
02/01/2021	Select Predefined Schedule	WACTC	EXSMTWTHF	8hrs M through F	Show Schedule + -

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History

8. The **Calendar** will display. Use the date picker to select the date that the new schedule will become active for the employee.

Important: Make sure this date makes sense in the context of both the employee’s schedule and the time reporting period.

- The effective date should always be at the beginning of the employee’s work week.
- Do not alter someone’s schedule in the middle of a week, or after time has been submitted for a week.
- When in doubt, consult with HR.

*Effective Date: 06/28/2021

*Assignment Method: Select Predefined Schedule

02/01/2021

View history

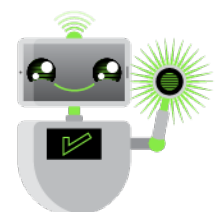
Save

Calendar

June 2021

S	M	T	W	T	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	29	30			

Current Date





- On the same row, verify the **Assignment Method** is set to **Select Predefined Schedule** and the **Schedule Group** is **WACTC**. In the **Schedule ID** column, click the **Magnifying Glass** icon.

Assign Work Schedule

Employee ID: [redacted]
Employment Record: [redacted]

Assign Schedules

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/07/2021	Select Predefined Schedule	WACTC	8X5MTWTHF	8hrs M through F	Show Schedule
02/01/2021	Select Predefined Schedule	WACTC	8X5MTWTHF	8hrs M through F	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History

- Look Up Schedule ID** will display. In the **Search Results** section, click on the new work schedule* in either the **Schedule ID** column or the **Description** column. This will assign the schedule.

Look Up Schedule ID

Set ID: WACTC

Schedule ID: begins with [input field]

Description: begins with [input field]

Search Clear Cancel Basic Lookup

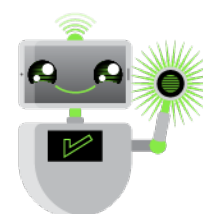
Search Results

View 100 1-241 of 241

Schedule ID	Description
10.5M8TW6.5TH7F	10.5M, 8T, W, 6.5TH, 7F
10M,7.5 T,W,TH,F	10M, 7.5 T-F
10M,8.5T,W,7.5TH	10 M, 8.5 T, W, 7.5 TH
10M,8T,9W,7TH,6F	10M, 8T, 9W, 7TH, 6F

***Note:** There are a lot of schedule options (241 as of the writing of this document). The most common for Green River are **8X5MTWTHF** (which means 8 hours a day, 5 days a week, Monday-Friday) and **10X4MTWTH** (which means 10 hours a day, 4 days a week, Monday- Thursday) as shown below. Some employees may have more complex schedules. If you have difficulty locating the correct schedule for your employee, consult with HR or submit a ticket to the IT Help Desk under the ctcLink category.

8X5MTWTHF	8hrs M through F
10X4MTWTH	10hrs M through Th





11. When you have confirmed that the information in the **Effective Date** column and **Schedule ID** column are correct, click the **Save** button to finish.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedules
06/01/2021	Select Predefined Schedule	WACOTD	1044MTWT	10hrs M through Th	Show Schedules
06/01/2021	Select Predefined Schedule	WACOTD	000NTHWF	8hrs M through F	Show Schedules

View history of Schedule Assignments, including default changes

Save Returns to Research Methods Update Display Include History

12. If you are making a temporary schedule change, such as for summer schedules, and know when the employee will change back to their standard schedule, you may repeat this process to set the future effective date when the next schedule change will occur.

