ctcLink Tutorial

How to Enter Time - International Student Employees

This guide will show you how to enter your time worked (submit a timesheet) as an international student employee.

A few tips and reminders:

- Timesheets must be submitted to your supervisor and approved by the payroll deadline to be paid on time
    - **Hours worked between the 1st – 15th of the month**
        - ➢ Timesheet Deadline: 15th of the month (Pay Day is the 25th of the month)
    - **Hours worked between the 16th – last day of the month**
        - ➢ Timesheet Deadline: last day of the month (Pay Day is the 10th of the next month)

- Employees **cannot** create Late timesheets;
    - Employees and their supervisor must contact Payroll if a timesheet was not submitted by the deadline

Step by Step Instructions: How to Enter Time Worked

Step 1: Log in to ctcLink, click **HCM Self-Service** from the menu on the left-hand side.

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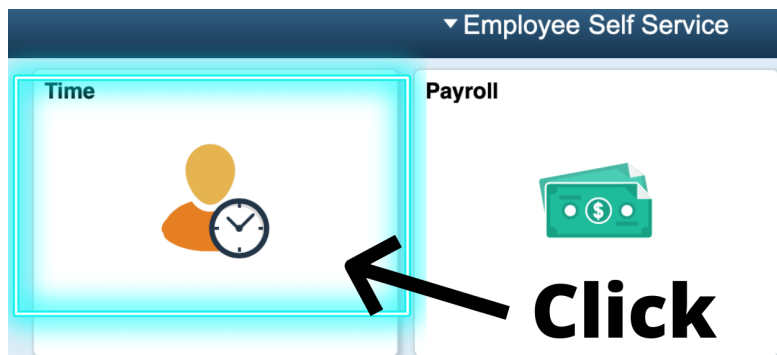
The **Time** page will display.

Step 3: Click the **Enter Time** tile to report time.

The **Enter Time** page will display.

Step 4: Enter the actual hours you worked each day, time In, Lunch Break, and time Out. Unpaid lunch break must be taken if your schedule is more than 5 hours
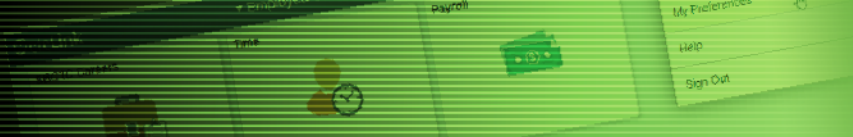

Employees with more than one job must select the correct job <u>before entering time worked</u> for a job.

➤ Select the job you want to enter time worked for by going to the **Select Another Job link** at the top of the page

➤ Change **Job Selection** to the job you want to enter time worked for and enter your time worked.
➤ Enter the actual hours worked for the job you selected

Step 5: Select the **Time Reporting Code "STR - Studying and Training"**
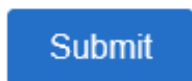
Step 6: Leave Quantity blank

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

➢ **If you work multiple shifts on a day** - you can use the **+** sign at the end of the row of your first shift that day and add additional time worked on the same day

Step 7: 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.

➢ 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.

➢ 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.