# 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.
- 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.
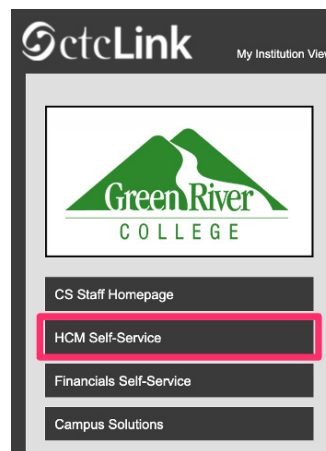
2. The **Employee Self Service** page will display. Click the **Time** tile.
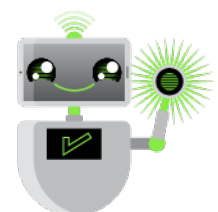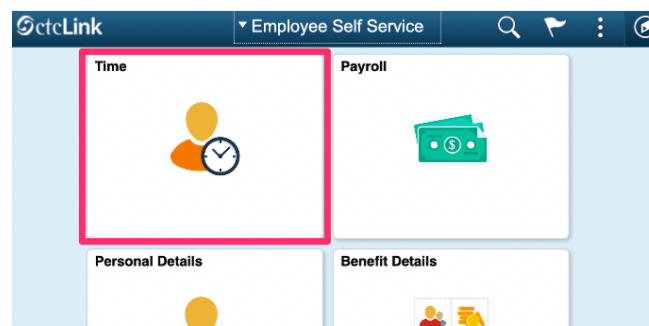
3. The **Time** page will display. Click the **Enter Time** tile.

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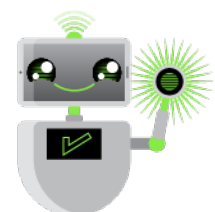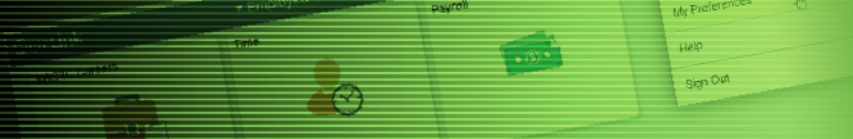
6. Employees must post actual hours worked each day by entering time In, Lunch Break, and time Out. Unpaid lunch break must be taken if your schedule is more than 5 hours. Waiving a lunch break must be preapproved by your supervisor, per the Department of Labor and Industries (see L&I website)

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.