Report Time: Hourly & Student Employees

Reporting Time Using a Timesheet

This guide will show you how to enter time (submit a timesheet) if you are an hourly or student employee. First, 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.**

Navigation: Employee Self Service (homepage) > Time (tile/homepage) > Enter Time (tile)

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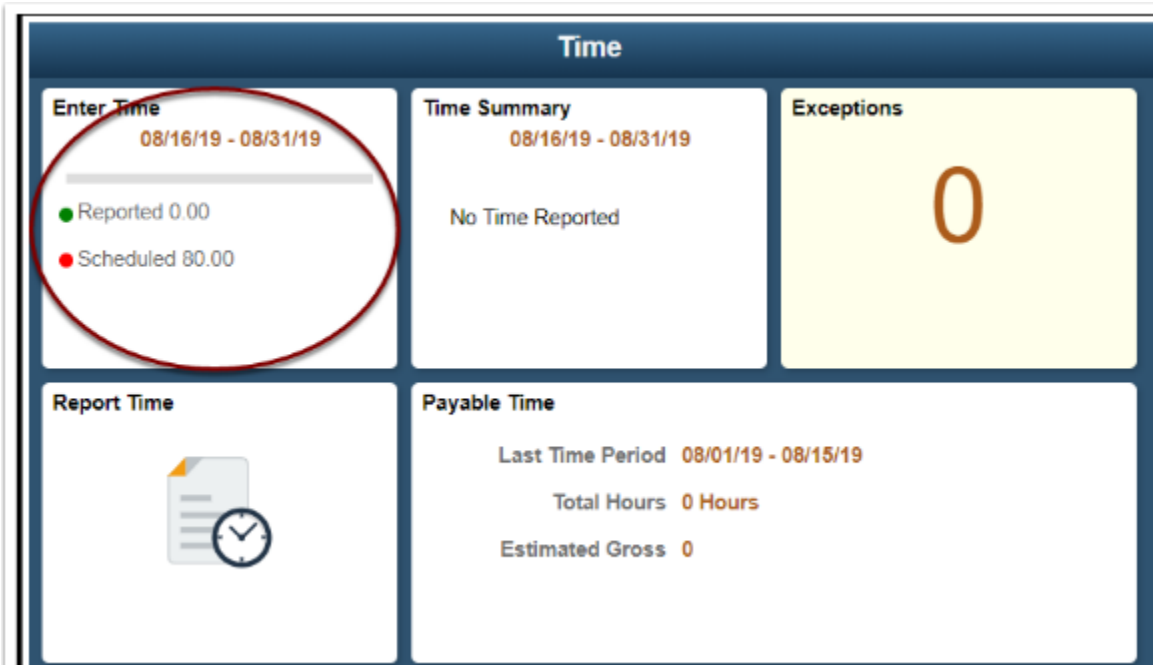
1. The **Time** tile page displays.
2. Select the **Enter Time** tile.



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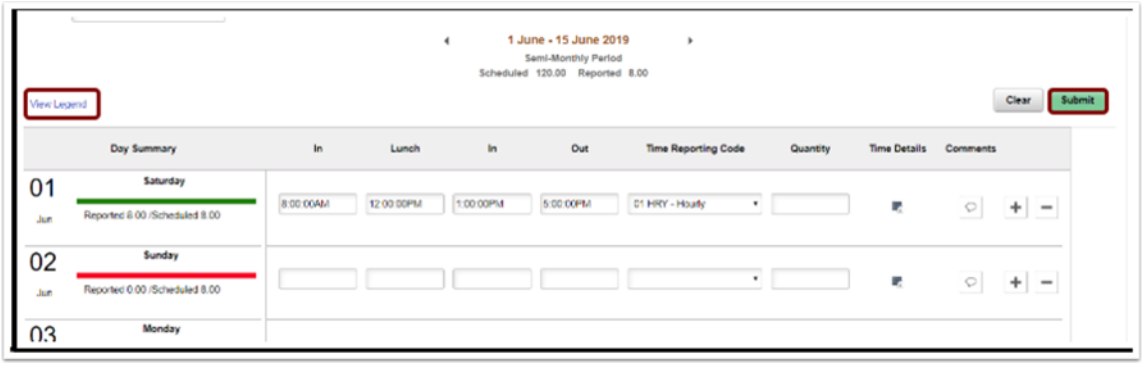
1. The **Timesheet** page displays.
2. Change the date to the appropriate time period.
3. Select the **Refresh** button to update the date.
4. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
5. Select a **Time Reporting Code (TRC)** from the drop-down on the right.
6. Navigate to prior or future timesheets by select the **Previous Week** and **Next Week** links.
5. Enter the hours worked for each day in the **Time Reporting** section.
    - In the **In** field, enter the time arrived.
    - In the **Lunch** field, enter the lunch start time.
    - In the second **In** field, enter lunch end time.
    - In the **Out** field, enter the departure time.
6. If no meal is taken enter the following:
    - **In**: time the employee started work for the day.
    - **Out**: time the employee finished work for the day.
7. Time is assumed to be 24 time if no AM or PM entry is indicated.
    - For example, 8:00 AM can be entered as either 8 or 8AM in the timesheet.
    - For example, 2:00 PM can be entered as either 14 or 2PM in the timesheet (i.e. if 2 is entered without the PM then the system will assume that means 2AM).
8. **Note**: Select the **Save for Later** button to calculate hours before submitting them, or to just save the time just entered.
9. Select the **Submit** button when complete.



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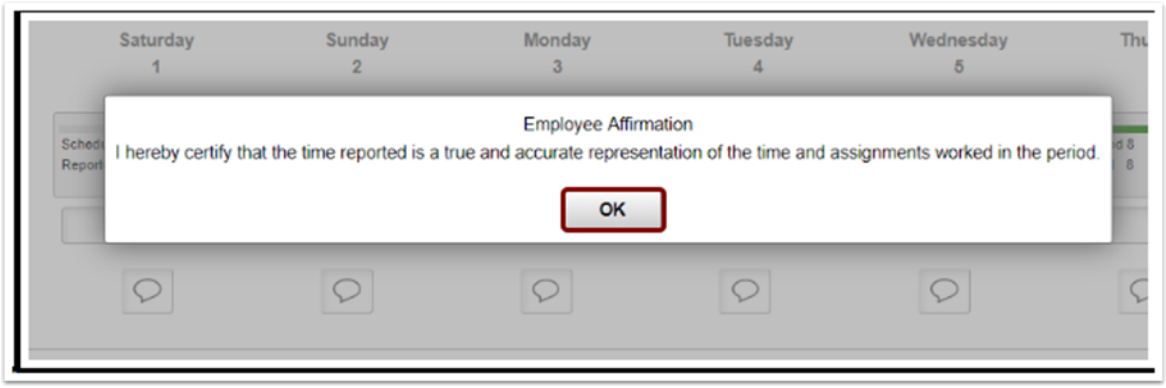
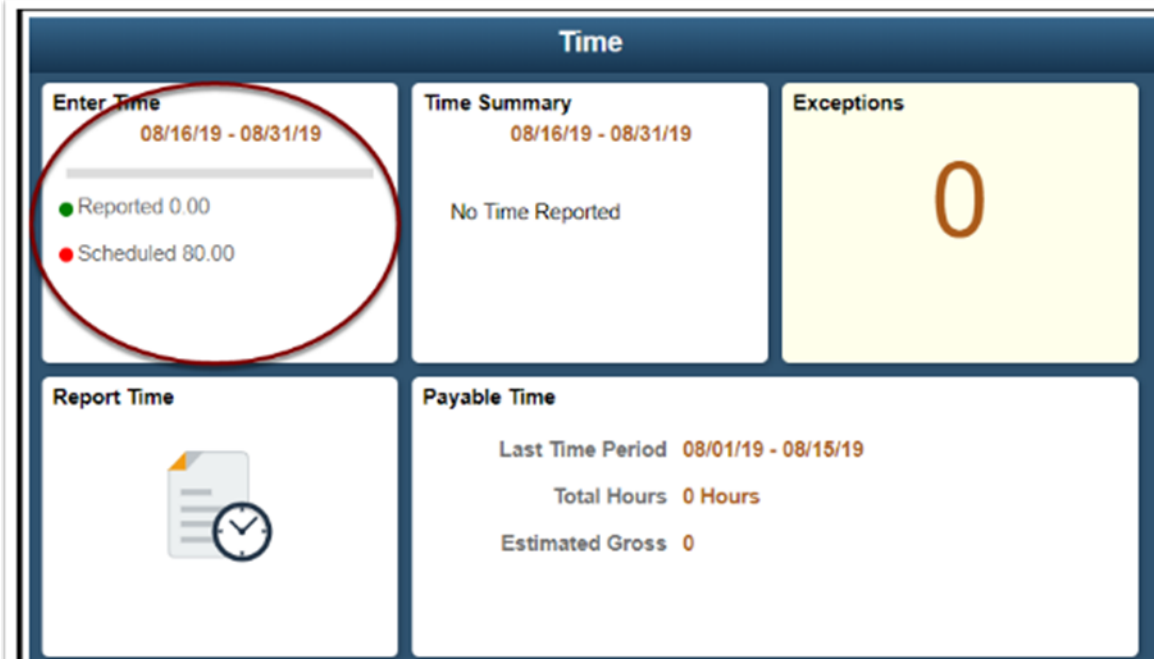
1. Select **OK** to acknowledge the affirmation statement.



2. The **Enter time** page displays.



3. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).

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4. If an additional TRC was worked in that day:

    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the new TRC from the drop-down on the right.
    - Enter the hours worked on the new TRC.
    - Select **Submit** and **OK.**

5. If time needs to be changed:

    - Enter a new hour ranges on the day that needs to be altered.
    - Select **Submit** and **OK.**

6. If there is a large break in the day this is not a meal:

    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the same TRC as before from the drop-down on the right.
    - Enter the hours worked.
    - Select **Submit** and **OK.**

7. If a TRC needs to be removed from the timesheet:

    - Select the **(-)** on the right hand side of the screen to remove a row from the day.
    - The system will prompt a question, select either **Yes Delete** or **No Do Not Delete.**
    - If **Yes Delete** was chosen and the employee wishes to finalize their choice, select **Submit** and **OK.**

8. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment.**
    1. Comments, once entered, cannot be altered or removed. Additionally, all comments recorded by employees are considered discoverable.
9. ***NOTE:*** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

The process to enter time is now complete.

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