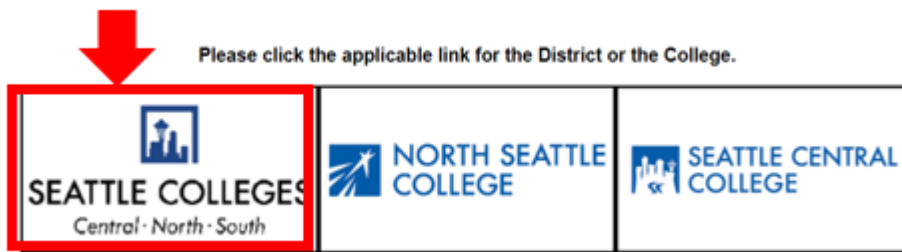


如需访问西雅图学院的 CTCLINK 相关信息，请前往 www.seattlecolleges.edu/ctclink

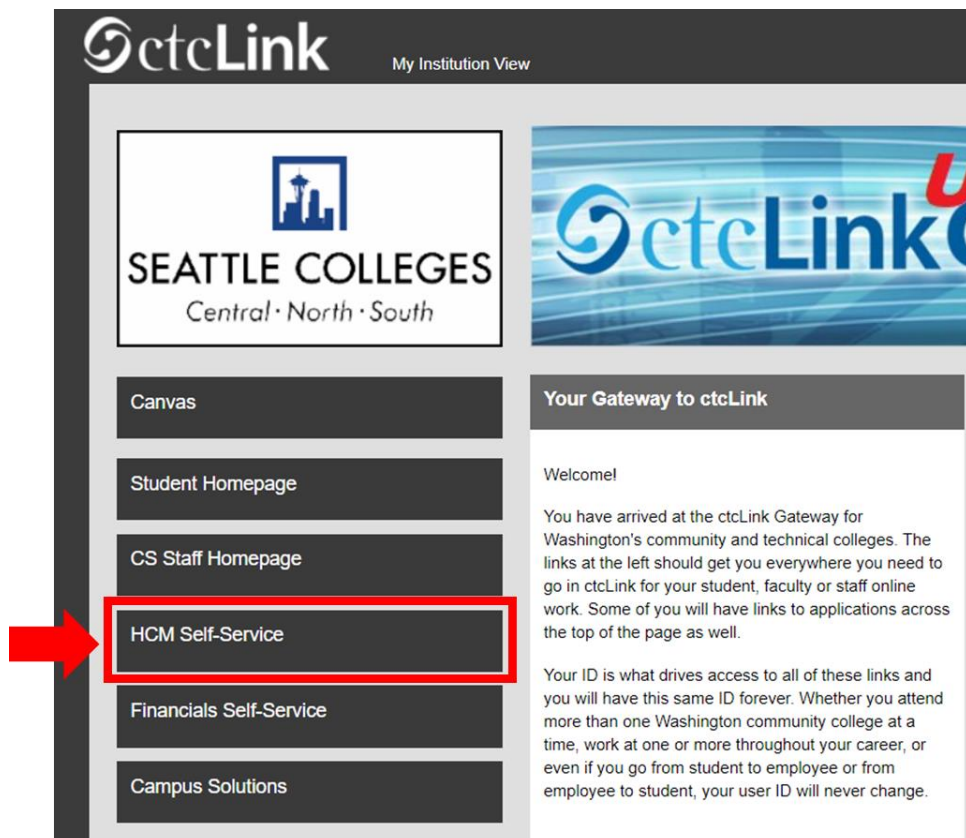
如何报告小时工的工作时间

1. 前往 <https://gateway.ctclink.us/> 登录 ctcLink

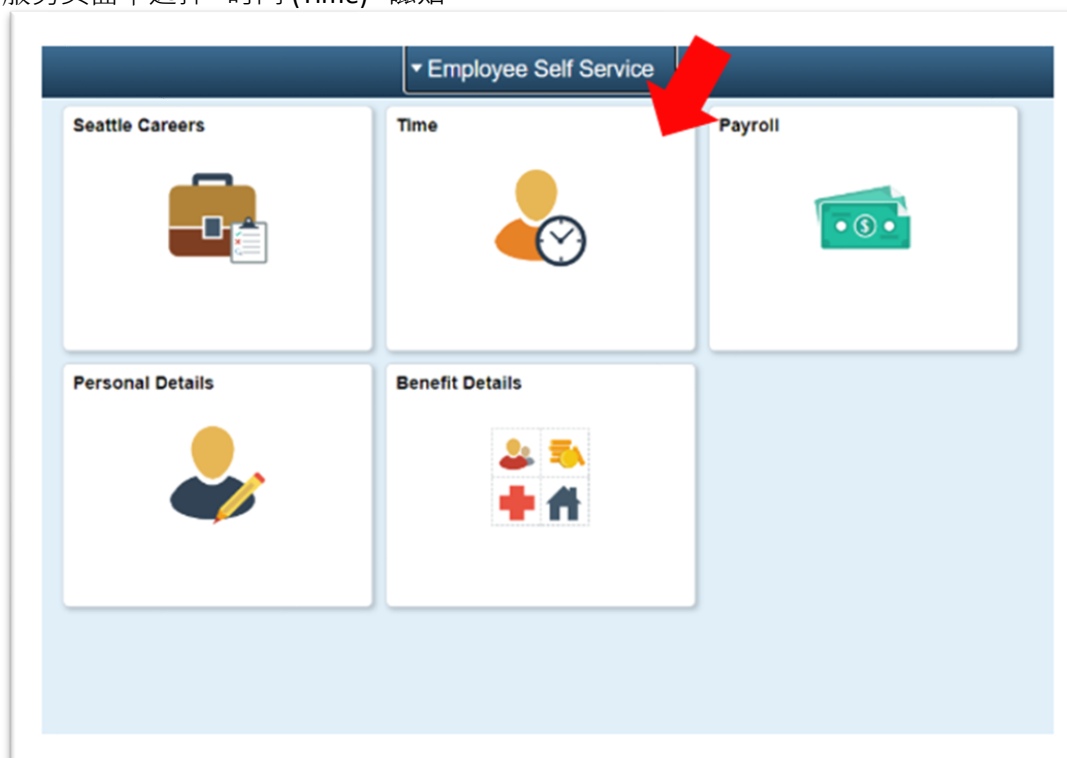
2. 您将前往一个页面来选择磁贴。选择适当磁贴。



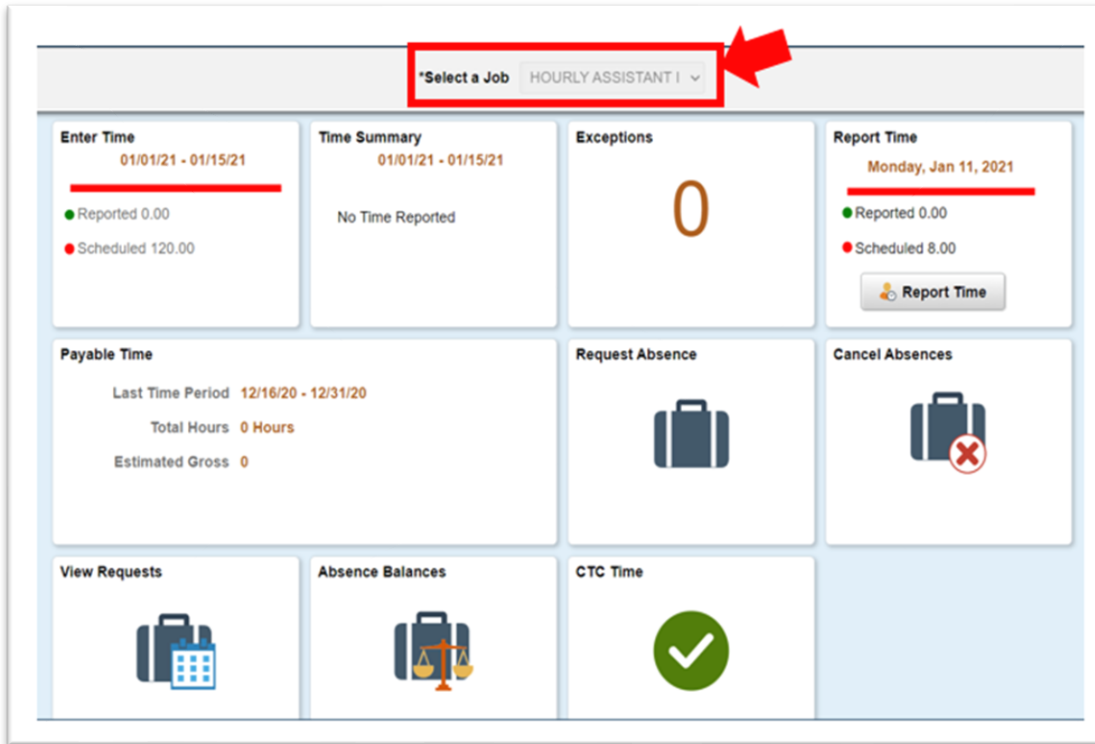
3. 登录至 ctcLink 网关页面后，选择 HCM 自助服务以访问您的员工自助服务页面。



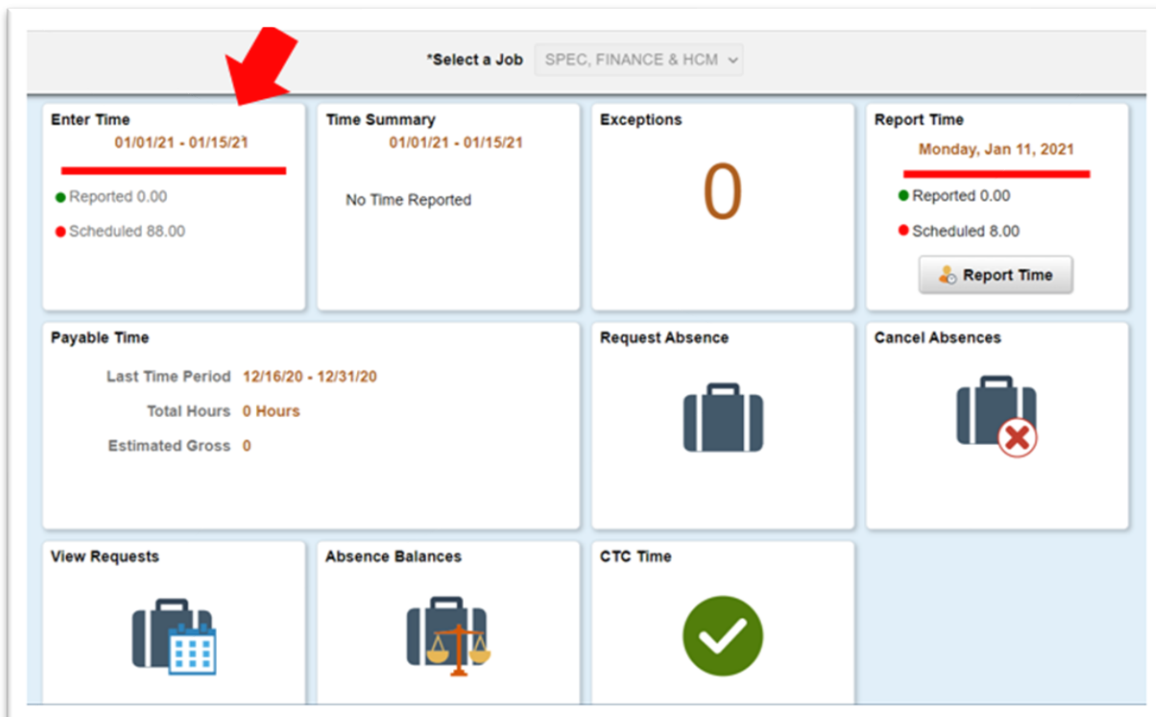
4. 从员工自助服务页面中选择“时间 (Time)”磁贴



5. 确保在页面顶部选择正确的工作岗位。大多数人只有一项工作岗位，因此该下拉框将显示为灰色。



6. 选择正确工作后，单击“输入时间 (Enter Time)”磁贴



7. 您将前往时间输入页面。 输入开始时间 (Start time)、午餐 (Lunch) 时间、到岗 (In) 和离岗 (Out) 时间。

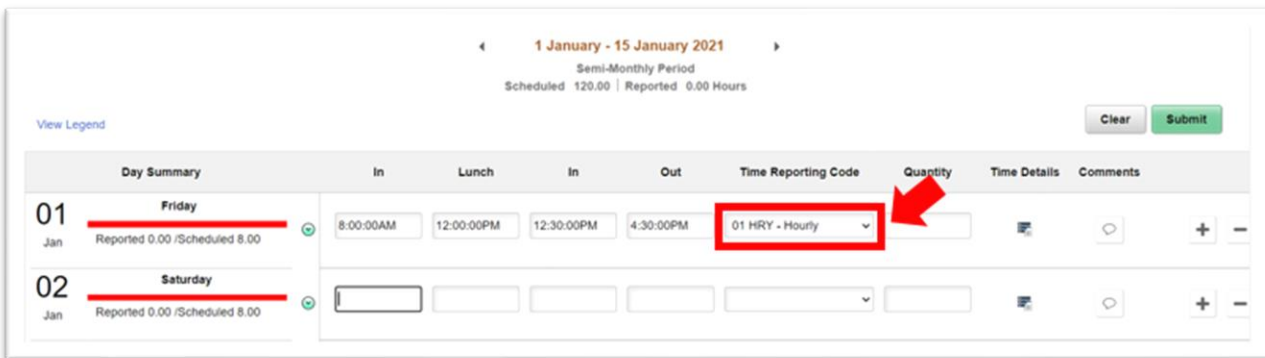
- “到岗 (In)”：表示您工作的开始时间。
- “午餐 (Lunch)”：表示您午休的开始时间。
- “到岗 (In)”：表示您午休后返回工作岗位的时间。
- “离岗 (Out)”：表示您当天的下班时间。

如果您没有午休，请仅填写首个“到岗 (In)”和“离岗 (Out)”字段。



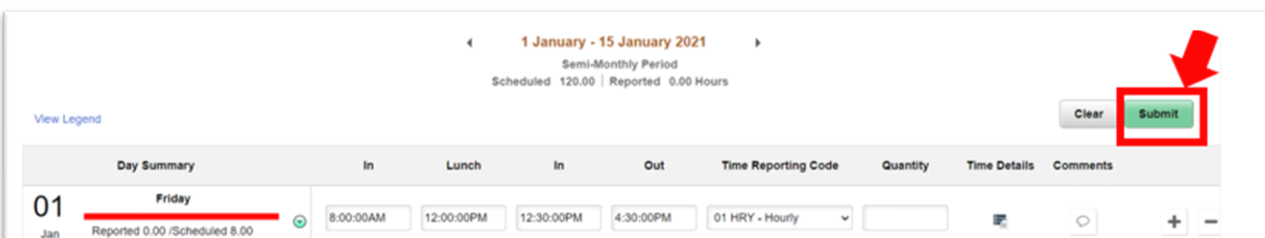
The screenshot shows a time reporting interface for the period "1 January - 15 January 2021". The interface includes a "View Legend" link, "Clear" and "Submit" buttons, and a table with columns: "Day Summary", "In", "Lunch", "In", "Out", "Time Reporting Code", "Quantity", "Time Details", and "Comments". The table has four rows for days 01 (Friday), 02 (Saturday), 03 (Sunday), and 04 (Monday). Red arrows point to the "In", "Lunch", "In", and "Out" input fields for the first row (Friday).

8. 选择“时间报告代码 (Time Reporting Code)”并将其设置为“01 以小时计算 (01 HRY – Hourly)”。请将“数量 (Quantity)”字段留空。



The screenshot shows the same time reporting interface as above. The "Time Reporting Code" dropdown menu for the first row (Friday) is highlighted with a red box and a red arrow, and is set to "01 HRY - Hourly". The "Quantity" field for the same row is empty.

9. 输入当天所有小时数后，选择右上角的提交 (Submit) 按钮。



The screenshot shows the same time reporting interface as above. The "Submit" button in the top right corner is highlighted with a red box and a red arrow.

