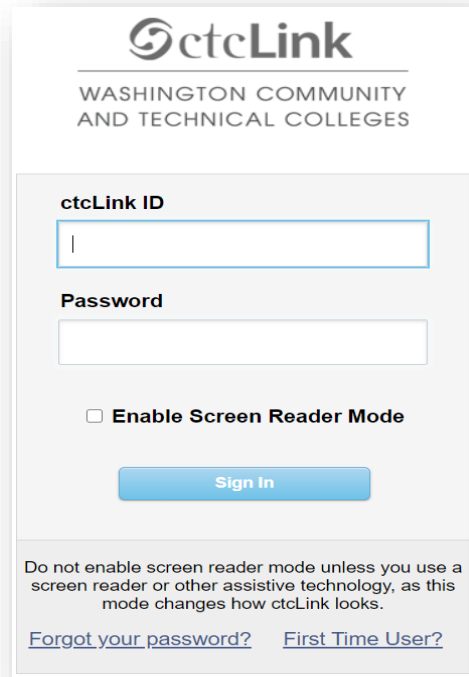






ብሰዓታት ንዝሰርሑ ሰራሕተኛታት ዝሰርሑዎ ሰዓታት ብኸመይ ከም ትጽብጽቦ

1. ኣብዚ ፈርም ctcLink ኣብ <https://gateway.ctclink.us/>

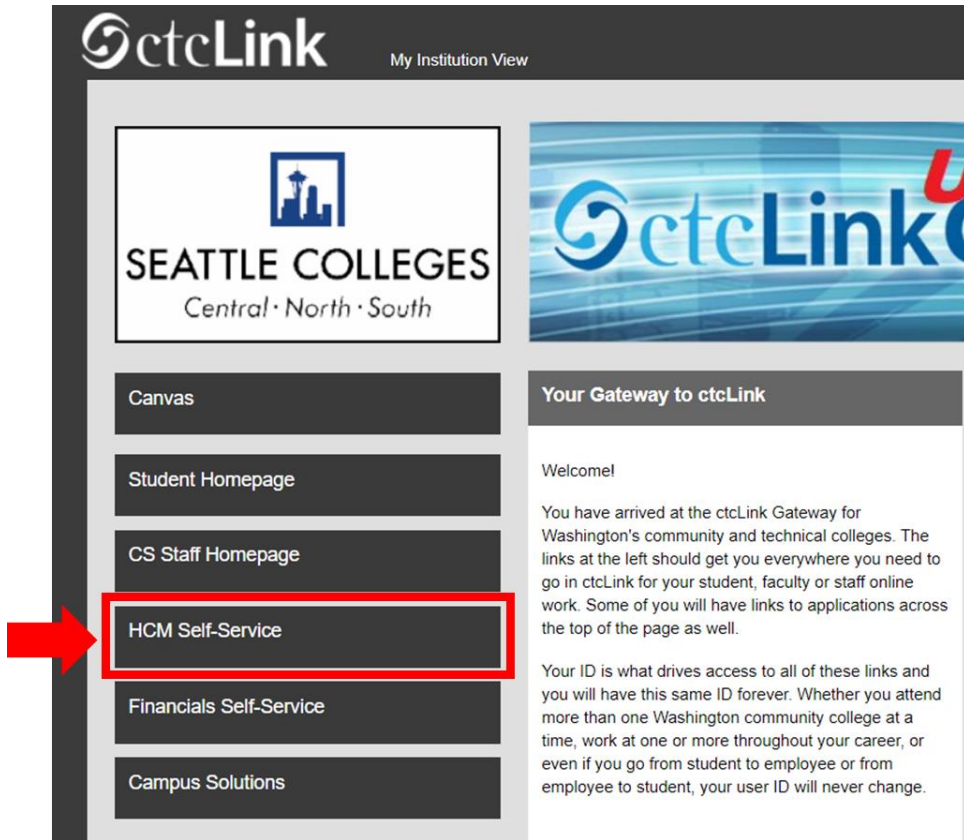


2. ኣርእስቲ ንኸትመርጽ ናብ መካላኸሊ ክትውሰድ ኢኻ ነቲ ቅኑዕ ኣርእስቲ ምረጽ

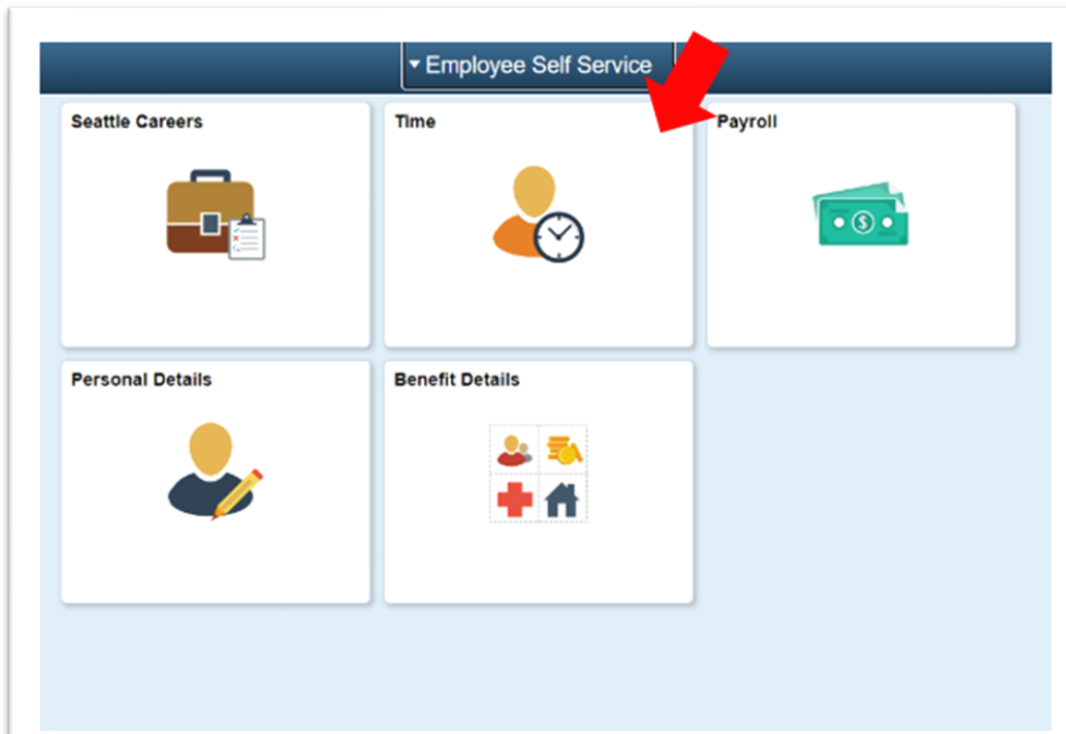
 Please click the applicable link for the District or the College.

 SEATTLE COLLEGES Central · North · South	 NORTH SEATTLE COLLEGE	 SEATTLE CENTRAL COLLEGE
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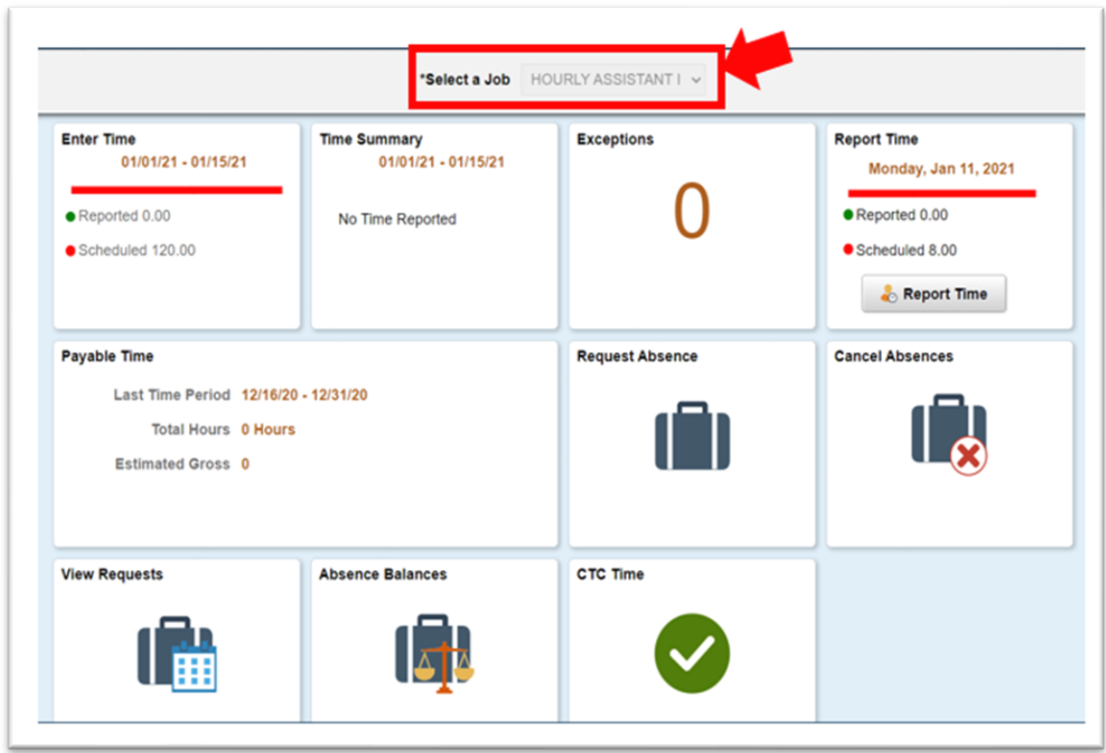
3. ኣብቲ ናይ ሲቲሲሊንክ Gateway ናትካ ምስ ፈረምካ፡ ነቲ ናብ HCM ሰራሕተኛ ባዕለ-ኣገልግሎት ናብ (Employee Self-Service) ገጽ ዝወስደካ HCM ናትካ ምረጽ።



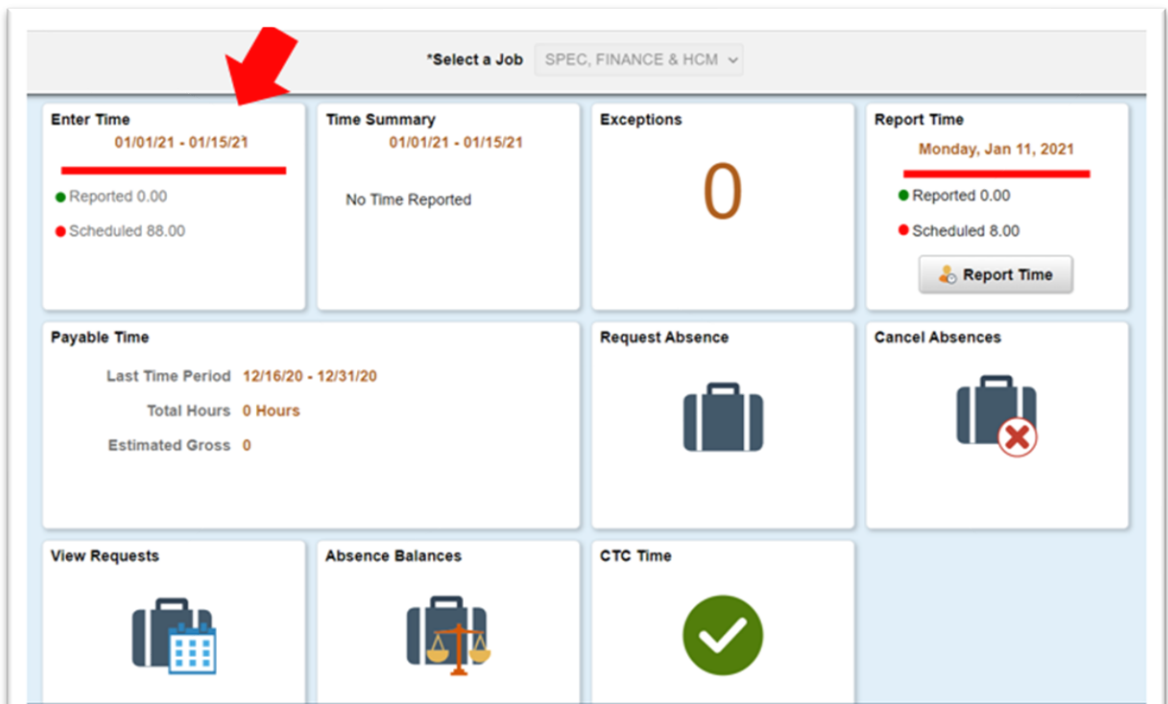
4. ነቲ “ሰዓት” ኣርእስቲ ካብቲ ገጽ ናይቲ ሰራሕተኛ ባዕለ-ኣገልግሎት (Employee Self Service) ናትካ ምረጽ።



5. አብቲ ላዕሊዎይ ገጽ እቲ ቅኑዕ ስራሕ ከም ዝመረጽካ ኣረጋግጽ። ንምብዛሕትኦም ሰባት ኣብዚ ድሮፕ ዳውን ቦክስ ሓደ ስራሕ ጥራሕ ስለዘለዎም ሓምኹሽታይ ክኸውን እዩ።



6. ነቲ ቅኑዕ ስራሕ ምስ መረጽካ ኣብቲ “Enter Time” ዝብል ኣርእስቲ ጠውቅ።



7. ናብቲ መእተዊ ሰዓት ገጽ ክትምራሕ ኢኻ፡፡ ነቲ እትጅምረሉን፡ እትምሰሓሉን፡ እትኣትወሉን፡ እትወጸሉን ሰዓታት ኣካትት፡፡

- “እትኣትወሉ”፡ እዚ እቲ ስራሕ እትጅምረሉ ሰዓት እዩ፡፡
- “ምሰሕ”፡ እዚ እቲ ናይ ምሰሕካ ዕረፍቲ ዝጅምረሉ እዩ፡፡
- “እትኣትወሉ”፡ ካብ ናይ ምሰሕ ዕረፍቲ እትምለሰሉ ሰዓት እዩ፡፡
- “እትወጸሉ”፡ ካብ ስራሕ እትፍደሰሉ እዋን እዩ፡፡

ናይ ምሰሕ ዕረፍቲ እንተዘይወስድካ፡ ብክብረትካ እታ ናይ መጀመርያ “እትኣትወሉ”ን “እትወጸሉ”ን ጥርሕ ምላእ፡፡

The screenshot shows a time reporting interface for the period of 1 January to 15 January 2021. The interface includes a 'View Legend' link, 'Clear' and 'Submit' buttons, and a table with the following columns: Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. The table has four rows corresponding to Friday, Saturday, Sunday, and Monday. Red arrows point to the 'In', 'Lunch', 'In', and 'Out' columns for Friday.

8. “ግዜ ናይ እትሕብረሉ ኮድ” ምረጽን ነቲ “01 HRY – Hourly” ኮኣ ኣስተኻኽሎ፡፡ ብክብረትካ ነቲ ናይ “ዓቀን” ቦታ ጥርሒ ግደድ፡፡

The screenshot shows the same time reporting interface as above. In the 'Time Reporting Code' column for Friday, the option '01 HRY – Hourly' is selected and highlighted with a red box. A red arrow points to this selection.

9. ናይቲ መዓልቲ ሰዓታትካ ምስ ተኸተቱ ኣብ ላዕሊ የማናይ ወገን ኣብ ኣንጎሎ ዘሎ መልጎም ብምጽቃጥ ኣቅርብ፡፡

The screenshot shows the same time reporting interface as above. The 'Submit' button is highlighted with a red box, and a red arrow points to it.

10. ምስ ኣቅረብካዮ፡ ናይተን ብግቡእ ዝወዳእካዮን መዓልቲ ሰዓታት ናብ ቀጠልያ ክቕየሩ እየን። እዚ ከኣ እቲ ኣካዳሚካ ናይታ መዓልቲ ሰዓታትካ ከም ዘቅረብካዮ ዘመልክት ኢመይል ከ ምዝተላእከሎም ዝሕብር እዩ።

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Jan Friday Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			
02 Jan Saturday Reported 0.00 / Scheduled 8.00								

11. ምስ ወዳእካ፡ ነቲ ኣብ ላዕሊ ኣብ ጸጋማይ ኩርናዕ ዘሎ “ሰዓት” ምረጽ። መዓልታዊ ዘራሕካዮ ሰዓታትካ ክተእቱ ይደልየካ።

← Time

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Jan Friday Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 HRY - Hourly			

