

WORK STUDY TIMESHEETS

www.ctclink.spokane.edu



WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID

Password

Sign In

[Forgot your password?](#) [First Time User?](#)

SELECT SPOKANE FALLS COMMUNITY COLLEGE

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



SELECT HCM

HCM

FSCM

CS

Tiles

Sign Out



My Institution View

Welcome



Canvas

Student Homepage

Advisor Homepage

HCM Self-Service

Financials Self-Service

Your Gateway to etcLink

Welcome!

You have arrived at the etcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to

How Do I...?

If you need help with how to use some of the etcLink tools, check out the [etcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way.

This link is misleading. Do not use this to create or submit your timesheet!!

even if you go from student to employee or from employee to student, your user ID will never change.

EMPLOYEE SELF SERVICE

The dashboard features a dark blue header with a dropdown menu labeled "Employee Self Service". Below the header are four white panels:

- Time**: Contains an icon of a person and a clock. A red arrow points to this panel from below.
- Payroll**: Contains an icon of a stack of money and the text "Last Pay Date 10/10/2019". A red arrow points to this panel from above.
- Personal Details**: Contains a placeholder icon for a person's profile picture.
- Benefit Details**: Contains a grid of four icons: a person with a list, a red cross, and a house.

SELECT ENTER TIME

The screenshot shows a web application interface for 'Employee Self Service' with a 'Time' section. The user is logged in as 'PROGRAM SPECIALIST 2'. The interface contains several tiles:

- Enter Time** (10/01/19 - 10/15/19): Shows a progress bar with 0.00 reported and 88.00 scheduled. A green arrow points to this tile with the text 'Use this tile! 😊'.
- Time Summary** (10/01/19 - 10/15/19): Shows 'No Time Reported'.
- Exceptions**: Shows a large '0'.
- Report Time** (Friday, Oct 13, 2019): Shows 0.00 reported and scheduled. A large black 'X' is over this tile, with a red arrow pointing to it from the text 'Don't be fooled by these areas!'.
- Payable Time** (Last Time Period: 09/16/19 - 09/30/19): Shows Total Hours: 93.5 Hours and Estimated Gross: 1987.507168 USD.
- Request Absence**: Shows a briefcase icon.
- Cancel Absences**: Shows a briefcase icon with a red 'X'.
- View Requests**: Shows a briefcase and calendar icon.
- Absence Balances**: Shows a briefcase icon.
- CTC Time**: Shows a green circle with a large black 'X' over it, with a red arrow pointing to it from the text 'Don't be fooled by these areas!'.

Annotations include a green arrow pointing to the 'Enter Time' tile and two red arrows pointing to the 'Report Time' and 'CTC Time' tiles, both accompanied by the text 'Don't be fooled by these areas!'.

CALENDAR PERIOD

Job Title: OFFICE ASSIST I

1 October - 15 October 2019
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00

View Legend

Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Tuesday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02 Wednesday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03 Thursday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Friday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 Saturday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06 Sunday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The timesheet is defaulted to View By *Calendar Period* because you will submit your timesheet *semi-monthly*.

ENTERING YOUR TIME

Time can be entered in 2 ways:
24-hour standard OR AM/PM

Example of 24-hour standard
= 13:00 (1 o'clock in the afternoon)

Example of
AM/PM

= 1PM

= 1 PM

= 1:00PM

= 1:00 PM

1 October - 15 October 2019
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00

[View Legend](#) Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Details	Comments
01 Tuesday Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02 Wednesday Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03 Thursday Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Friday Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Be careful of AM/PM errors!!
If you simply put "2"
it will default to
2:00:00AM

ONE SHIFT

EXAMPLE 1: Started work at 10:15AM. Ended work at 1:45PM.

	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity
01	Tuesday Reported 0.00 / Scheduled 8.00	10:15:00AM			1:45:00PM		3.50
02	Wednesday Reported 0.00 / Scheduled 8.00	One Shift					

EXAMPLE 2: Worked 12PM to 5PM. Not required to take a lunch break so did not take one.

	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity
01	Tuesday Reported 0.00 / Scheduled 8.00	12:00:00PM			5:00:00PM		5.00
02	Wednesday Reported 0.00 / Scheduled 8.00	One Shift					

SPLIT SHIFT

EXAMPLE 1: Started work at 8AM. Ended work at 10AM and went to class. Came back to work at 1PM and ended work at 5PM.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity
01 Oct Tuesday Reported 0.00 / Scheduled 8.00	8:00:00AM	10:00:00AM	1:00:00PM	5:00:00PM		6.00
02 Oct Wednesday Reported 0.00 / Scheduled 8.00						

Split Shift

EXAMPLE 2: Worked 8AM to 5PM which is over 5 hours in one shift so took a lunch break (12PM - 12:30PM)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity
01 Oct Tuesday Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM		6.00
02 Oct Wednesday Reported 0.00 / Scheduled 8.00						

Split Shift

SELECT THE CORRECT TIME REPORTING CODE

Semi-Monthly Period
Scheduled 120.00 | Reported 0.00

[View Legend](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Q
01 Tuesday Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	<input type="text"/>	
02 Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 01 FWS - Federal Work-Study
- 02 IWS - Institutional Work-Study
- 03 SWS - State Work Study
- 04 WFS - Workfirst/Workstudy

Refer to the **Time Reporting Code** section on your COE.

Selecting the wrong Time Reporting Code will cause errors and may result in a late paycheck.

Please click **Submit** when you are ready to submit your timesheet for the day.

Remember:

Pay period A: 1st to the 15th

Pay period B: 16th to the last day of the month

CLICK SUBMIT!

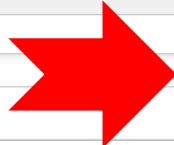
1 October - 15 October 2019
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00



[View Legend](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Tuesday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> + -
02 Wednesday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> + -
03 Thursday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> + -
04 Friday Oct Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> + -
05 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> + -


Do not enter values in Quantity, this will auto-calculate



SOME HELPFUL TIPS

If you worked more than two shifts in one day, you can add another row by clicking the + on the very right of the timesheet.

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Time	Comments	
01 Oct	Tuesday Reported 0.00 / Scheduled 8.00	8:00:00AM	9:00:00AM	12:00:00PM	1:00:00PM					+
		1:30:00PM			4:30:00PM					+
02 Oct	Wednesday Reported 0.00 / Scheduled 8.00									+



CHECK FOR VIOLATIONS

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity
01 Tuesday Oct Reported 0.00 / Scheduled 8.00				4:30:00PM		5.25
02 Wednesday Oct Reported 0.00 / Scheduled 8.00				4:30:00PM		4.50
03 Thursday Oct Reported 0.00 / Scheduled 8.00	12:30:00PM			4:30:00PM		4.00
04 Friday Oct Reported 0.00 / Scheduled 8.00	12:30:00PM			4:30:00PM		4.00
05 Saturday						

If you work more than 5 hours, you must take a 30 minute lunch break

07 Monday Oct Reported 0.00 / Scheduled 8.00	11:00:00AM		2:15:00PM		3.25			
08 Tuesday Oct Reported 0.00 / Scheduled 8.00	9:15:00AM		11:15:00AM		2.00			
09 Wednesday Oct Reported 0.00 / Scheduled 8.00	11:00:00AM		2:15:00PM		3.25			
10 Thursday Oct Reported 0.00 / Scheduled 8.00	12:30:00PM		2:00:00PM		1.50			
11 Friday Oct Reported 0.00 / Scheduled 8.00	11:00:00AM		2:00:00PM		3.00			
12 Saturday Oct Reported 0.00 / Scheduled 8.00								
13 Sunday Oct Reported 0.00 / Scheduled 8.00								

The total hours worked during any Monday - Sunday cannot exceed 19 hours!

READY TO SUBMIT YOUR TIMESHEET?

◀ 1 October - 15 October 2019 ▶
Semi-Monthly Period
Scheduled 120.00 | Reported 0.00

Clear Submit

Day Summary In Lunch In Out Time Reporting Code Quantity Time Details Comments

01

Oct

02

Oct

03

Oct

04

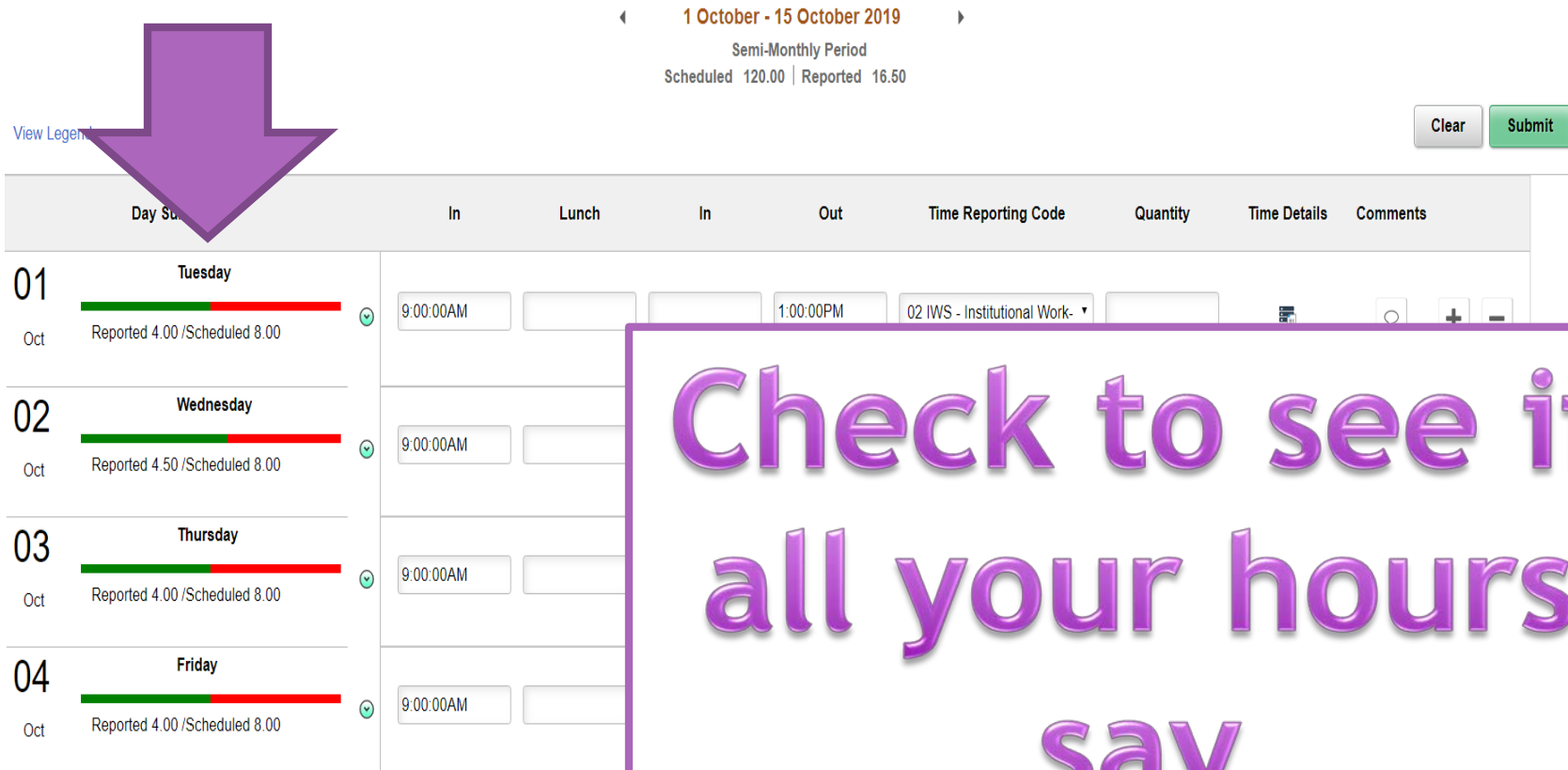
Oct

Make sure all time and breaks are entered before you click Submit if you do not do this daily.

COMMUNICATE WITH YOUR SUPERVISOR!!

- ◉ There is an e-mail notification that goes out to your supervisor when you submit your timesheet but it may get lost. Therefore, when you submit your timesheet, let him/her know.
- ◉ Your supervisor will not see your timesheet immediately, he/she may see it the next day or in a few hours.

CHECK ON YOUR TIMESHEET STATUS THE DAY AFTER YOU SUBMIT YOUR TIMESHEET



The screenshot shows a timesheet interface for the period of 1 October to 15 October 2019. At the top, it indicates a 'Semi-Monthly Period' with 'Scheduled 120.00' and 'Reported 16.50' hours. There are 'Clear' and 'Submit' buttons on the right. A purple arrow points to the 'Day Submitted' column in the table below.

Day Submitted	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Oct Tuesday	Reported 4.00 / Scheduled 8.00		9:00:00AM	1:00:00PM	02 IWS - Institutional Work			
02 Oct Wednesday	Reported 4.50 / Scheduled 8.00		9:00:00AM					
03 Oct Thursday	Reported 4.00 / Scheduled 8.00		9:00:00AM					
04 Oct Friday	Reported 4.00 / Scheduled 8.00		9:00:00AM					

*There will be a "Scheduled 8 hours". This is a default setting and should not affect you submitting your hours.

Check to see if
all your hours
say
Submitted.

CLICK ON THE GREEN ARROW TO SELECT PAYABLE TIME ON YOUR TIMESHEET

[View Legend](#)




Actions ×

- Cancel Absences
- View Payable Time**
- Time Summary
- View Exceptions
- Attendance Violations

Day Summary

01 Tuesday

Oct Reported 4.00 / Scheduled 8.00 

02 Wednesday

Needs Approval means your timesheet is waiting for approval by your supervisor. Make sure all the hours you submitted have changed to Approved or Closed.

Reporting Code	Quantity (Hours)	Payable Status
Work Study	4.00	Closed
Work Study	4.00	Closed
	8.00	

On payday, if you navigate to **Paychecks**, you can see if there is a paycheck on the way.

If you see a **paycheck**, please wait 5 business days before contacting the Work Study Office about a lost check.

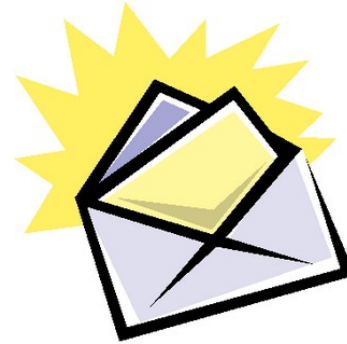
If you **DO NOT** see a **paycheck**, the Work Study Office will work with you to find out what may have happened.

**IT IS THE PAYDAY
AND YOU HAVE NOT
RECEIVED YOUR
PAYCHECK YET...**

The screenshot shows the 'Employee Self Service' portal. The 'Payroll' section is highlighted, showing a 'Last Pay Date' of 10/10/2019. A large orange arrow points from the 'Payroll' section to the 'Paychecks' link in the 'Employee Self Service' menu. Another large orange arrow points from the 'Paychecks' link to a table of paychecks.

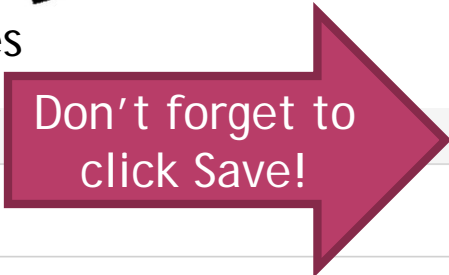
Check Date
10/10/2019
09/25/2019

IF YOU NEED TO UPDATE YOUR MAILING ADDRESS



Navigate to the following page and click Edit:

Employee Self Service > Personal Details > Addresses




Cancel

Address


Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 

Address Type


Country 

Address 1

Address 2

Address 3

City

State 

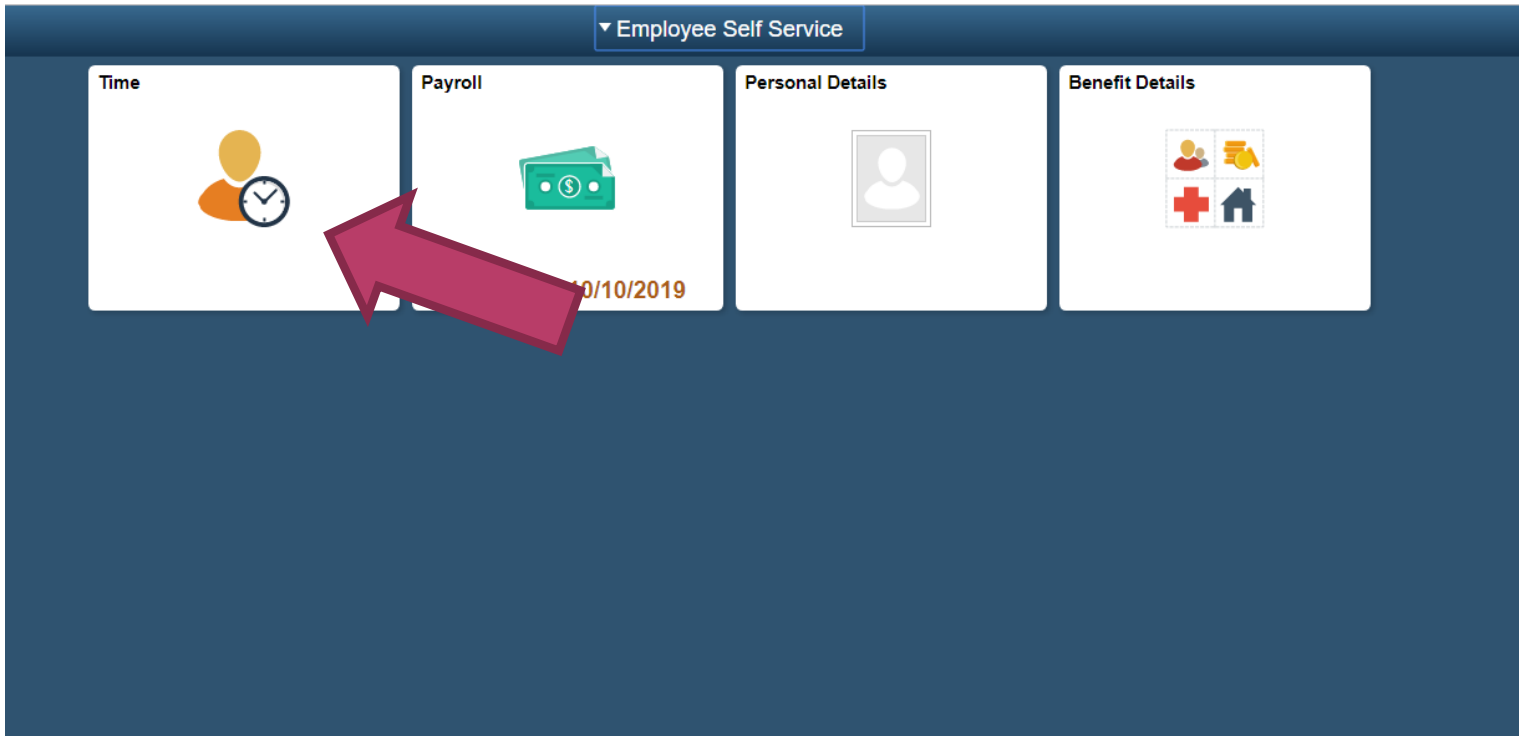
Postal

County

PAID SICK LEAVE BALANCE

Navigate to the following page:

Employee Self Service > Time > Absence Balances



PAID SICK LEAVE BALANCE

Navigate to the following page:

Employee Self Service > Time > Absence Balances

The screenshot displays a grid of seven panels for time management. The 'Enter Time' panel shows a progress bar for 10/01/19 - 10/15/19 with 16.50 hours reported and 120.00 scheduled. The 'Time Summary' panel shows 16.50 hours reported for Institutional Work-Study. The 'Exceptions' panel shows 0. The 'Report Time' panel shows 0.00 reported and 8.00 scheduled for Monday, Oct 14, 2019, with a 'Report Time' button. The 'Payable Time' panel shows 8 hours total for the period 09/16/19 - 09/30/19, with an estimated gross of 104.96 USD. The 'Request Absence', 'Cancel Absences', and 'View Requests' panels each feature a briefcase icon. The 'Absence Balances' panel features a briefcase icon with scales, and the 'CTC Time' panel features a green checkmark icon with a large pink arrow pointing left towards it.

Panel	Period	Reported	Scheduled	Other Info
Enter Time	10/01/19 - 10/15/19	16.50	120.00	
Time Summary	10/01/19 - 10/15/19	16.50 Hours		Institutional Work-Study
Exceptions				0
Report Time	Monday, Oct 14, 2019	0.00	8.00	Report Time button
Payable Time	Last Time Period: 09/16/19 - 09/30/19			Total Hours: 8 Hours Estimated Gross: 104.96 USD
Request Absence				Briefcase icon
Cancel Absences				Briefcase icon with red X
View Requests				Briefcase icon with calendar
Absence Balances				Briefcase icon with scales
CTC Time				Green checkmark icon with pink arrow pointing left

PAID SICK LEAVE BALANCE

Navigate to the following page:

Employee Self Service > Time > Absence Balances

< Time Balances

*Job Title

SPOKANE Hry Sick Iv As Of 09/30/2019	15.68 Hours
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**Disclaimer The current balance does not reflect absences that have not been processed.

Refer to the Paid Sick Leave for Student Employees e-mail for information on:

- The rate sick leave is accrued
- When you can start using your accrued sick leave
- What is a qualifying absence
- How to submit sick leave

PAID FAMILY MEDICAL LEAVE

Refer to the **Paid Family & Medical Leave program e-mail** for information on:

- **Premiums - 0.4% of gross wages**
- **Reporting periods**
- **When can I take leave under this program?**
- **What is this benefit?**
- **Can refer to www.paidleave.wa.gov for additional information**

Contact
the Work Study Office
front desk if you have
any questions 😊

(509) 533-3540

SUBMIT YOUR TIMESHEET ERROR FREE & ON TIME TO YOUR SUPERVISOR

Violations will result in being placed on
probation.

Submitting a late timesheet will result in
a late paycheck.