

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

The screenshot shows the ctcLink Gateway interface. At the top, a dark navigation bar contains links for HCM, FSCM, CS, Tiles, and Sign Out. A red arrow points to the HCM link. Below the navigation bar, the ctcLink logo and 'My Institution View' are on the left, and a 'Welcome' message with a user name is on the right. The main content area features a large blue banner with the ctcLink GATEWAY logo. On the left side, there is a vertical menu with links: Canvas, Student Homepage, Advisor Homepage, HCM Self-Service, and Financials Self-Service. A large black callout box with white text points to the HCM Self-Service link, stating: 'This link is misleading. Do not use this to create or submit your timesheet!!'. The main content area is divided into two columns. The left column, titled 'Your Gateway to ctcLink', contains a 'Welcome!' message and a paragraph: 'You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to'. The right column, titled 'How Do I...?', contains a paragraph: 'If you need help with how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way.' At the bottom of the main content area, there is a small text block: 'even if you go from student to employee or from employee to student, your user ID will never change.'

ctcLink My Institution View Welcome [User Name]

Community Colleges of Spokane
Spokane Falls Community College

ctcLink GATEWAY

Canvas

Student Homepage

Advisor Homepage

HCM Self-Service

Financials Self-Service

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

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink 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 ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way.


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

EMPLOYEE SELF SERVICE


Employee Self Service

Time






Payroll




Last Pay Date 10/10/2019

Personal Details



Benefit Details



SELECT ENTER TIME

Use the
Enter
Time tile!



Don't be
fooled by
these areas!



Enter Time
10/01/19 - 10/15/19
Reported 0.00
Scheduled 88.00

Time Summary
10/01/19 - 10/15/19
No Time Reported

Exceptions
0

Report Time
Oct 13
Reported
Scheduled
Report Time

Payable Time
Last Time Period 09/16/19 - 09/30/19
Total Hours 93.5 Hours
Estimated Gross 1987.507168 USD

Request Absence
Suitcase icon

Cancel Absences
Suitcase icon with X

View Requests
Suitcase icon with calendar

Absence Balances
Suitcase icon

CTC Time
Large X icon

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 | | | | | | | | |
| 02 | Wednesday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | | | | | | | | |
| 03 | Thursday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | | | | | | | | |
| 04 | Friday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | | | | | | | | |
| 05 | Saturday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | | | | | | | | |
| 06 | Sunday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | | | | | | | | |

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 Oct Reported 0.00 / Scheduled 8.00 | <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"/> | | | |
| 03 | Thursday Oct Reported 0.00 / Scheduled 8.00 | <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"/> | | | |
| 05 | Saturday | | | | | | | | |

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 | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | 10:15:00AM | | | 1:45:00PM | | 3.50 |
| 02 | Wednesday | | | | | | |
| Oct | 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.


| | | | | | | | |
|-----|-------------------------------|------------|--|--|-----------|--|------|
| 01 | Tuesday | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | 12:00:00PM | | | 5:00:00PM | | 5.00 |
| 02 | Wednesday | | | | | | |
| Oct | 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 | Tuesday | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | 8:00:00AM | 10:00:00AM | 1:00:00PM | 5:00:00PM | | 6.00 |
| 02 | Wednesday | | | | | | |
| Oct | 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 | Tuesday | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | 8:00:00AM | 12:00:00PM | 12:30:00PM | 5:00:00PM | | 6.00 |
| 02 | Wednesday | | | | | | |
| Oct | 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 | |
|---|-----------|------------|------------|-----------|---|--|
| 01 Tuesday Oct Reported 0.00 /Scheduled 8.00 | 8:00:00AM | 12:00:00PM | 12:30:00PM | 5:00:00PM | <div>01 FWS - Federal Work-Study 02 IWS - Institutional Work-Study 03 SWS - State Work Study 04 WFS - Workfirst/Workstudy</div> | |
| 02 Wednesday Oct | | | | | | |
| 03 Thursday Oct | | | | | | |
| 04 Friday Oct | | | | | | |

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

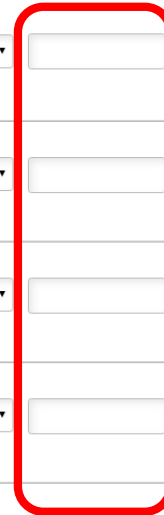
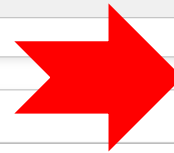
[View Legend](#)



Submit

| Day Summary | | In | Lunch | In | Out | Time Reporting Code | Quantity | Time Details | Comments |
|-------------|-------------------------------|----|-------|----|-----|---------------------|----------|--------------|----------|
| 01 | Tuesday | | | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | | | | | | | | |
| 02 | Wednesday | | | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | | | | | | | | |
| 03 | Thursday | | | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | | | | | | | | |
| 04 | Friday | | | | | | | | |
| Oct | Reported 0.00 /Scheduled 8.00 | | | | | | | | |
| 05 | Saturday | | | | | | | | |


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!

IS THERE AN ERROR MESSAGE?



| | | | | | | |
|---|------------|--|--|-----------|------|-----------------------------------|
|  | 2:30:00PM | | | 4:30:00PM | 2.00 | 02 IWS - Institutional Work-Study |
|  | 12:00:00PM | | | 2:00:00PM | 2.00 | 02 IWS - Institutional Work-Study |

If you see the red clock, this will not go through to your supervisor and may not be paid on-time if uncorrected!

You can click on the clock or Exceptions Tab, to see what the error is and correct the issue.

Summary

Exceptions

Payable Time

Exceptions ?

| Date | Exception ID | Exception Source | Status | Exception Severity | Explanation |
|------------|--------------|---------------------|------------|--------------------|--|
| 04/14/2020 | CTC00003 | Time Administration | Unresolved | High | Incorrect work study TRC reported IWS. |
| 04/15/2020 | CTC00003 | Time Administration | Unresolved | High | Incorrect work study TRC reported IWS. |

MADE A MISTAKE? CORRECT THE ERROR AND RESUBMIT! 😊

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

[View Legend](#)

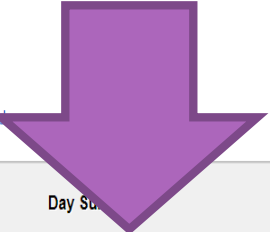
| Day Summary | | In | Lunch | In | Out | Time Reporting Code | Quantity | Time Details | Comments |
|-------------|--------------------------------|-----------|-------|----|-----------|------------------------------|----------|--------------|----------|
| 01 | Tuesday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | 9:00:00AM | | | 1:00:00PM | 02 IWS - Institutional Work- | | | |
| 02 | Wednesday | | | | | | | | |
| Oct | Reported 0.00 / Scheduled 8.00 | 9:00:00AM | | | 1:30:00PM | 02 IWS - Institutional Work- | | | |
| 03 | Thursday | | | | | | | | |

Make sure entries, breaks and Reporting Codes are entered correctly!

COMMUNICATE WITH YOUR SUPERVISOR!!

- ◉ Let your supervisor know you've submitted your timesheet, either by email or in person, or both! Review your submitted timesheets in case there are any errors, and fix asap!
- ◉ 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



1 October - 15 October 2019
Semi-Monthly Period
Scheduled 120.00 | Reported 16.50

[View Legend](#) Clear Submit

| Day | Su | Mo | Tu | We | Th | Fr | Sa | Su | In | Lunch | In | Out | Time Reporting Code | Quantity | Time Details | Comments |
|-----|----|----|--------------------------------|----|----|----|----|----|-----------|-------|----|-----------|------------------------------|----------|--------------|----------|
| 01 | | | Tuesday | | | | | | | | | | | | | |
| Oct | | | Reported 4.00 / Scheduled 8.00 | | | | | | 9:00:00AM | | | 1:00:00PM | 02 IWS - Institutional Work- | | | |
| 02 | | | Wednesday | | | | | | | | | | | | | |
| Oct | | | Reported 4.50 / Scheduled 8.00 | | | | | | 9:00:00AM | | | | | | | |
| 03 | | | Thursday | | | | | | | | | | | | | |
| Oct | | | Reported 4.00 / Scheduled 8.00 | | | | | | 9:00:00AM | | | | | | | |
| 04 | | | Friday | | | | | | | | | | | | | |
| Oct | | | 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](#)

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 |
| Total | 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...**

Employee Self Service

Time Payroll Personal Details Benefit Details

Employee Self Service

Paychecks

Tax Withholding

W-2/W-2c

Direct Deposit

Paycheck Modeler

Paychecks

Check Date

10/10/2019

09/25/2019

Last Pay Date 10/10/2019

The diagram illustrates the navigation path for checking paychecks. It starts with a 'Time' icon (person and clock) in the 'Time' section, followed by an orange arrow pointing to the 'Payroll' section (stack of money). Another orange arrow points from 'Payroll' to the 'Paychecks' option in the 'Employee Self Service' menu. A third orange arrow points from the 'Paychecks' menu item to the 'Paychecks' table on the right, which lists check dates.

Want to setup Direct Deposit?

You can do it online! **Extra privacy of your information:** Only you and payroll can see this information!

Don't worry about your check getting lost in the mail!

DIRECT DEPOSIT!!!

The screenshot displays the 'Employee Self Service' portal. A navigation bar at the top contains a back arrow and the text 'Employee Self Service'. Below this, a 'Paychecks' section is highlighted in green. To the right, a 'Paychecks' sidebar shows a funnel icon and a table with 'Check Date' entries: '10/10/2019' and '09/25/2019'. The main content area lists several options: 'Tax Withholding' (with a pie chart icon), 'W-2/W-2c' (with a 'W2' icon and a dropdown arrow), 'Direct Deposit' (with a check icon), and 'Paycheck Modeler' (with a computer monitor icon). Two large orange arrows are overlaid on the image: one points from the 'Time' tab to the 'Payroll' tab, and the other points from the 'Payroll' tab to the 'Direct Deposit' option in the list.

Employee Self Service

Paychecks

Tax Withholding

W-2/W-2c

Direct Deposit

Paycheck Modeler

Paychecks

Check Date

10/10/2019

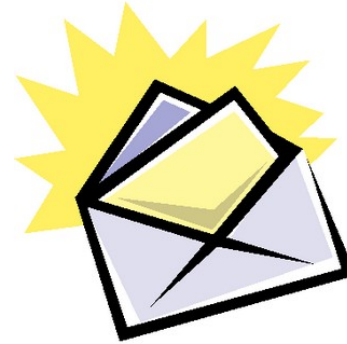
09/25/2019

Time

Payroll

Last Pay Date 10/10/2019

IF YOU NEED TO UPDATE YOUR MAILING ADDRESS



Navigate to the following page and click Edit:


Employee Self Service > Personal Details > Addresses

Address

Don't forget to
click 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 

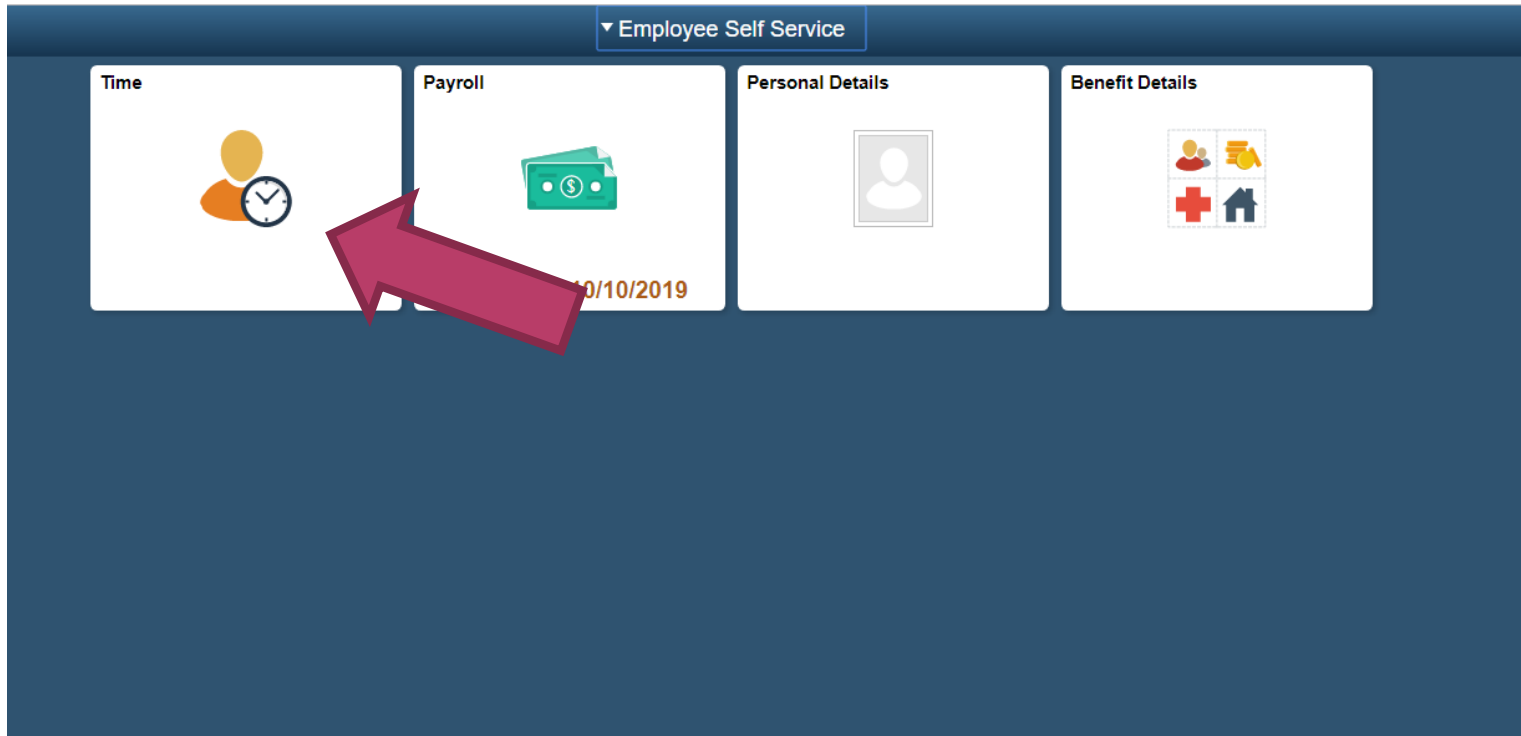
Postal

County

PAID SICK LEAVE BALANCE LOCATE

Navigate to the following page:








Employee Self Service > Time > Absence Balances



PAID SICK LEAVE BALANCES

Navigate to the following page:

Employee Self Service > Time > Absence Balances

| | | |
|---|--|---|
| Enter Time 10/01/19 - 10/15/19  ● Reported 16.50 ● Scheduled 120.00 | Time Summary 10/01/19 - 10/15/19 Institutional Work-Study Reported 16.50 Hours | Exceptions 0 |
| Report Time Monday, Oct 14, 2019  ● Reported 0.00 ● Scheduled 8.00 Report Time | Payable Time Last Time Period 09/16/19 - 09/30/19 Total Hours 8 Hours Estimated Gross 104.96 USD | |
| Request Absence  | Cancel Absences  | View Requests  |
| Absence Balances  | CTC Time  | |

PAID SICK LEAVE BALANCE CONT.

Navigate to the following page:

Employee Self Service > Time > Absence Balances

| | |
|------------------------------|-------------|
| < Time | Balances |
| *Job Title OFFICE ASSIST I ▼ | |
| SPOKANE Hry Sick Iv | |
| As Of 09/30/2019 | 15.68 Hours |

**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.