How to Enter Time
Student Employees

This guide will show you how to enter time (submit a timesheet) if you are a student employee. A few tips and reminders:

- In ctcLink, timesheets must be submitted and approved by the payroll deadline in order to be paid.
- Employees cannot create Late timesheets; employees and supervisor must make an appointment with Payroll for Administrative adjustments on a future pay period.
- The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

Directions

1. Once you have logged in to ctcLink, click HCM Self-Service from the menu on the left-hand side.

2. The Employee Self Service page will display. Click the Time tile.
3. The **Time** page will display.

4. Some student employees may have more than one job assigned to them. Talk to your manager to make sure you are entering time for the correct job. (Managers are often referred to as “supervisors” in certain Green River documents, such as contracts.) Use the **Select a Job** drop-down menu to choose the correct job.

5. Make sure to click **Apply** to switch jobs.

6. Click the **Enter Time** tile to report time.

7. The **Enter Time** page will display.

8. For student employees, all days in the pay period are displayed on one page. The top of the page displays the current pay period. You can switch to view a different pay period using the arrow buttons to the left or right.
9. Student employees must post actual hours worked each day by entering time In, Lunch Break, and time Out. Unpaid lunch break must be taken if your schedule is more than 5 hours. Waiving a lunch break must be preapproved by your supervisor, per the Department of Labor and Industries (see L&I website).

10. Student employees must choose the appropriate **Time Reporting Code** for their job. General Fund jobs must use **01 STU - Student Hourly Pay** for the time reporting code. For Work Study jobs, ask your manager which is the appropriate code for your job. It is important that the correct time reporting code for the job is selected.

11. If you need to provide a comment for any day, click on the **Comment** icon at the right of the row.
12. Click the **Submit** button after you have entered time on the **Enter Time** page. If you add time and try to move to another page before clicking **Submit**, you will see this error message:

   **You have unsaved Data on this page. Select OK to go back and save, Cancel to continue.**

13. When time is submitted, it will be processed by the system overnight, and your manager will receive a request to approve in the system. Before the payroll deadline, you can update and resubmit your timesheet. Managers only need to approve once at the end of the pay period.

14. After time has been submitted and processed overnight, you will be able to view your payable time in the **Time Summary** tile. In **Time Summary**, choose **Payable Time** at the top of the page to see a summary of your payable time for the pay period.