ESS Reporting Time Using Report Time/Enter Time (Fluid)

Purpose: Use this document as a reference for reporting time in ctcLink. The instructions in this guide support assistive devices as well.

Audience: Exempt and Hourly Employees.

ℹ️ For detailed information on setting up your ctcLink account with accessibility options, please review the following QRG: Enable Screen Reader Mode.

HCM Employee Self Service Report Time/Enter Time

Navigation: HCM Employee Self Service (Homepage) > Time (Tile)

Exempt Employees

1. The **Time** homepage displays.
2. Select the **Report Time** tile.

Enter Elapsed Time

3. The **Report Time** page displays.
4. If the user has more than one job, a link displays under the employee name and job description. If not, proceed to Step 5.
   Select the **Select Another Job** link.
   The **Change Job Selection** window that displays.
   Click the appropriate job from the job selection list.
5. Select a **Time Reporting Code** (TRC) from the drop-down menu.
6. Enter the number of hours in **Quantity**.
   (*Partial* hours must be represented in the decimal format, for instance eight and a half hours would be 8.5).
7. Select the **Submit** button.

8. An **Employee Affirmation** message displays.
9. Select **OK** to acknowledge and close.
10. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
11. If an additional TRC was worked in the period:
    - Select the **TRC** on the left side of the screen.
    - Enter the number of hours worked on the new TRC in **Quantity.**
    - Select **Submit** and **OK**.

12. If Comp Time was earned in the period:
    - Select **Compensatory Time Earned** from the TRC drop-down menu on the left.
    - Enter the number of hours to accrue under CTE in **Quantity.**
    - Select **Submit** and **OK**.

13. If Comp Time was taken in the period:
    - Select **Compensatory Time Taken** from the TRC drop-down menu on the left.
    - Enter the number of hours used under CMP in **Quantity.**
    - Select **Submit** and **OK**.

14. If time needs to be changed:
    - Select the correct **Day** at the top.
    - Select the TRC under the **Summary/Detail** tabs.
    - Enter a new hour value in **Quantity.**
    - Select **Submit** and **OK**.

15. If a TRC needs to be removed from the timesheet:
    - Select the correct **Day** at the top.
    - Select the TRC under the **Summary/Detail** tabs.
    - Select **Delete** at the bottom of the page.

> **ℹ NOTE:** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

The process to enter elapsed time for exempt employees is now complete.

Enter Punch Time

1. The **Time** homepage displays.
2. Select the **Report Time** tile.
3. The **Report Time** page displays.
4. If the user has more than one job, a link displays under the employee name and job description. If not, proceed to Step 5.
   - Select the **Select Another Job** link.
   - The **Change Job Selection** window that displays.
   - Select the appropriate job from the job selection list.
5. Select the **Punch Type** from the drop-down menu on the left:
   - **In**: time that the employee started work for the day.
   - **Meal**: time that the employee left for their meal.
   - **In (from Lunch)**: time that the employee returned to work.
   - **Out:** time that the employee finished work for the day.

6. If no meal is taken enter the following:
   - **In**: time the employee started work for the day.
   - **Out**: time the employee finished work for the day.

7. Select a **Time Reporting Code (TRC)** on the right from the drop-down menu.
8. Select the **Submit** button.

9. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
10. If time needs to be changed:
    - Contact a Manager to edit the time in MSS Timesheet.

11. If a TRC or Punch Type needs to be removed from the timesheet:
    - Select the **(>)** for the row of the Punch Type.
    - Select **Delete**.

12. The system will prompt a question if necessary as punch logic dictates.

ℹ **NOTE:** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

13. The process to enter punch time for exempt employees is now complete.

Hourly Employees

1. The **Time** homepage displays.
2. Select the **Enter Time** tile.

Enter Elapsed Time

3. The **Enter Time** page displays.

4. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
5. Select a **Time Reporting Code (TRC)** from the drop-down on the left.
6. Enter the number of hours worked on the day selected. (Partial hours must be represented in the decimal, for instance eight and a half hours would be 8.5).
7. Select the **Submit** button.

8. An **Employee Affirmation** message displays.
9. Select the **OK** button.

10. The **Enter Time** page displays.
11. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
12. If an **additional TRC** was worked in the period:
    • Select the **(+)** on the right hand side of the screen to add a row.
    • Select the new TRC from the drop-down on the left.
    • Enter the number of hours worked on the new TRC.
    • Select **Submit** and **OK.**

13. If **Comp Time** was earned in the period:
    • Select the **(+)** on the right hand side of the screen to add a row.

- Select **CTE** from the TRC drop-down on the left.
- Enter the number of hours to accrue under CTE.
- Select **Submit** and **OK.**

14. If **Comp Time** was taken in the period:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select **CMP** from the TRC drop-down on the left.
    - Enter the number of hours used under CMP.
    - Select **Submit** and **OK.**

15. If time needs to be changed:
    - Enter a new hour value under the relevant day.
    - Select **Submit** and **OK.**

16. If a TRC needs to be removed from the timesheet:
    - Select the **(-)** on the right hand side of the screen to remove a row.
    - The system will prompt a question, select either **Yes Delete** or **No Do Not Delete.**
    - If **Yes Delete** was chosen and the employee wishes to finalize their choice, select **Submit** and **OK.**

17. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment.**
    - Comments, once entered, cannot be altered or removed. Additionally, all comments recorded by employees are considered discoverable.

18. *NOTE:* Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

19. The process to enter elapsed time for hourly employees is now complete.

Enter Punch Time

1. The **Enter Time** page displays.

2. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
3. Select a **Time Reporting Code (TRC)** from the drop-down on the right.
4. Enter the following:
   - **In**: time that the employee started work for the day.
   - **Lunch**: time that the employee left for their meal.
   - **In (from Lunch)**: time that the employee returned to work.
   - **Out:** time that the employee finished work for the day.

5. If no meal is taken enter the following:
   - **In**: time the employee started work for the day.
   - **Out**: time the employee finished work for the day.

6. Time is assumed to be 24 time if no AM or PM entry is indicated.
   - For example, 8:00 AM can be entered as either 8 or 8AM in the timesheet.
   - For example, 2:00 PM can be entered as either 14 or 2PM in the timesheet (i.e. if 2 is entered without the PM then the system will assume that means 2 AM).

7. Select **Submit.**
8. An **Employee Affirmation** message displays.
9. Select **OK** to acknowledge and close.

10. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
11. If an additional TRC was worked in that day:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the new TRC from the drop-down on the right.
    - Enter the hours worked on the new TRC.
    - Select **Submit** and **OK.**

12. If time needs to be changed:
    - Enter a new hour ranges on the day that needs to be altered.
    - Select **Submit** and **OK.**

13. If there is a large break in the day this is not a meal:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the same TRC as before from the drop-down on the right.

- Enter the hours worked.
- Select **Submit** and **OK.**

14. If a TRC needs to be removed from the timesheet:
    - Select the **(-)** on the right hand side of the screen to remove a row from the day.
    - The system will prompt a question, select either **Yes Delete** or **No Do Not Delete.**
    - If **Yes Delete** was chosen and the employee wishes to finalize their choice, select **Submit** and **OK.**

15. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment.**
    - Comments, once entered, cannot be altered or removed. Additionally, all comments recorded by employees are considered discoverable.

16. *NOTE:* Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

ℹ️ Example of changed hours in screenshot below.

17. The process to enter punch time for hourly employees is now complete.
18. End of procedures.