

ESS Reporting Time Using Enter Time Tile (Multiple Jobs with Same Descriptions)

Purpose: Use this document as a reference for entering time for employees in ctcLink.


Audience: Employees

HCM Employee Self-Service Reporting Time Using Enter Time Tile (Multiple Jobs with Same Descriptions)

Enter Punch Time

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

1. The **Time** homepage displays.
2. Select the **Enter Time** tile.
3. The **Enter Time** page displays.
4. At the top of the page, the system displays the Employee Record Number, Hourly Rate and Supervisor Name for the job record.

 If the employee has more than one active job, a link displays under the employee name and job description. To report time in another job, click the **Select Another Job** link and select the appropriate job from the **Change Job Selection** window. The system displays the updated Record Number, Hourly Rate and Supervisor Name.

5. Click the **Calendar** icon to select the start date of the time reporting period or start of a week within the period.
6. The **View By** field offers a drop-down menu with two calendar options: **Period** and **Weekly** to view the time-sheet based on the selected calendar view option.

Job Information

Please check the Employee Record, Hourly Rate and Supervisor Name for the selected Job Title before entering time.

Empl Record 0
Hourly Rate 15.740000
Supervisor Name

PT MAINTENANCE CUSTODIAN

Select Another Job

August 16, 2023 - August 22, 2023

Scheduled 56.00 | Reported 0.00

View By Weekly

Submit Clear Print Timesheet

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Wednesday Aug Reported 0.00 / Scheduled 8.00								
17 Thursday Aug Reported 0.00 / Scheduled 8.00								
18 Friday Aug Reported 0.00 / Scheduled 8.00								
19 Saturday Aug Reported 0.00 / Scheduled 8.00								
20 Sunday								

7. Select the **Time Reporting Code** (TRC) from the drop-down on the right.

8. 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.

9. 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.

10. Time is assumed to be 24hr 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).

11. Select **Submit**.

Job Information

Please check the Employee Record, Hourly Rate and Supervisor Name for the selected Job Title before entering time.

Empl Record 0
Hourly Rate 15.740000
Supervisor Name

PT MAINTENANCE CUSTODIAN

Select Another Job

August 16, 2023 - August 31, 2023

Scheduled 128.00 | Reported 0.00

Submit Clear Print Timesheet

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Wednesday Aug Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	01 HRY - Hourly			
17 Thursday Aug Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	01 HRY - Hourly			
18 Friday								

12. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
13. 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 menu on the right.
 - Enter the hours worked on the new TRC.
 - Select **Submit** and **OK**.
14. If time needs to be changed:
 - Enter a new hour range on the day that needs to be altered.
 - Select **Submit** and **OK**.
15. 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**.
16. 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.

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.

Time

Enter Time

Home

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Job Information

Please check the Employee Record, Hourly Rate and Supervisor Name for the selected Job Title before entering time.

Empl Record: 0

Hourly Rate: 15.740000

Supervisor Name: [Redacted]

PT MAINTENANCE CUSTOMER

Select Another Job

August 16, 2023 - August 22, 2023

Scheduled: 56.00

Reported: 32.00

Submit

Clear

Print Timesheet

16

Wednesday

Aug

Reported 8.00 / Scheduled 8.00

In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	01 HRV - Hourly			+
3:00:00PM			5:00:00PM	02 OVT - Premium Overtime			+

17

Thursday

8:00:00AM

12:00:00PM

1:00:00PM

5:00:00PM

01 HRV - Hourly

+

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

End of procedure.