9.2 MSS Time Summary (Fluid)

Purpose: Use this document as a reference for viewing Time Summary for employees in ctcLink.

Audience: Managers and Time Administrators.

Manager Self Service Time Summary

Navigation: Manager Self Service (homepage) > Team Time (tile) > Time Summary

1. The **Team Time** page displays.
2. Select the **Time Summary** heading on the sidebar.
3. The **Time Summary** page displays.
4. Select **Get Employees** to return all direct reports, or use the **Filter** button to select a specific employee.
5. *Note: If a Time Admin selects Get Employees it will return all time reporters in a college.*
6. The **Search Results** display.
7. Select the **Name/Title** of the employee.
8. At the top of the Time Summary page there is a **View By** drop-down menu.
   - **Bi-Weekly**: displays two weeks.
   - **Monthly**: displays the current month.
   - **Period**: displays the current pay period.
   - **Weekly**: displays the current week.

9. At the top of the screen, where the dates display, there are two arrows **(<)** and **(>)** which allow the manager to navigate to past and future time periods depending on the **View By** selection they chose.
10. In the upper right hand corner of the screen there is a **View Legend** link that clarifies what the manager is looking at on the page.
11. There are two tabs at the top of the page, **Reported Time** and **Payable Time**. Selecting a tab will change the view of the time to indicate different relevant details.
12. If the manager is looking at **Reported Time** and selects a specific day, it will be highlighted in light blue and the day selected will also be represented at the bottom of the page. In the day row at the bottom of the page there is an **Action** button, which allows the manager to select **Edit Time**. Selecting Edit Time will redirect the manager to Enter Time for that period.
    - *Note:* if the Edit Time button is selected for a day in a previous pay period, then they will not be allowed to edit their time entry.
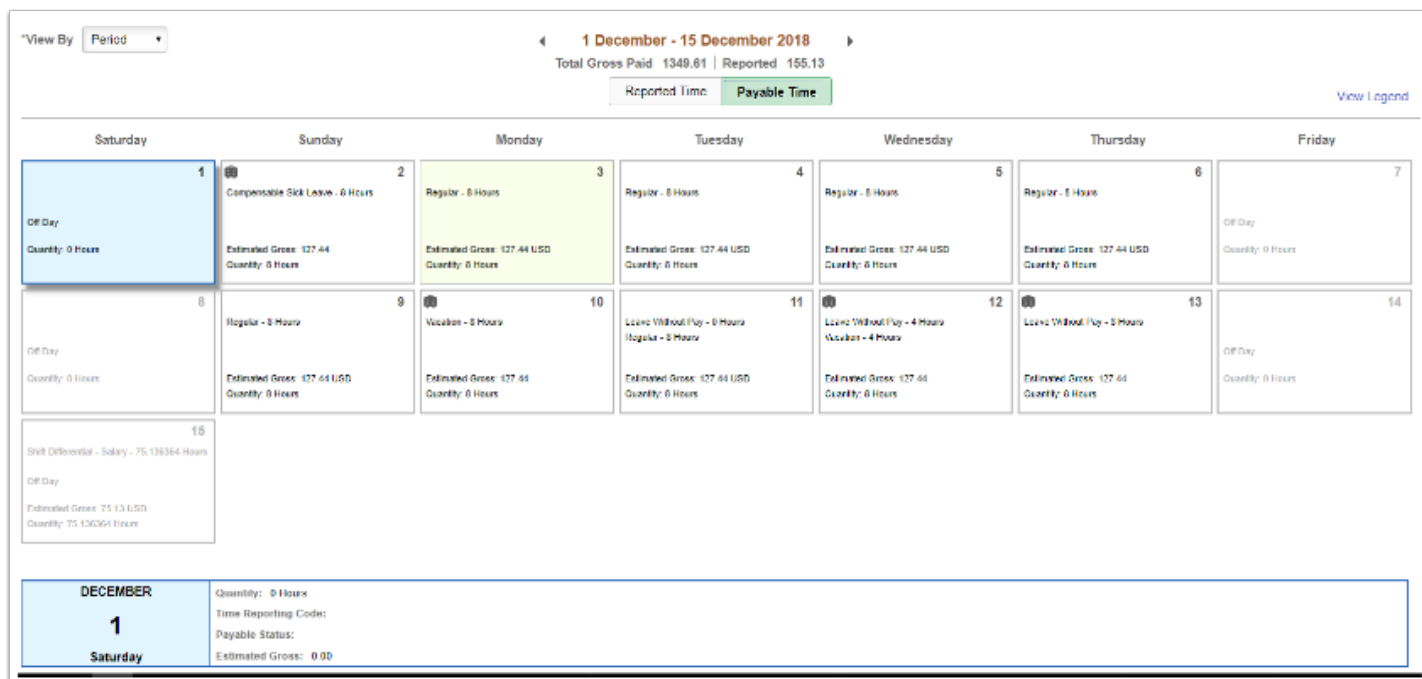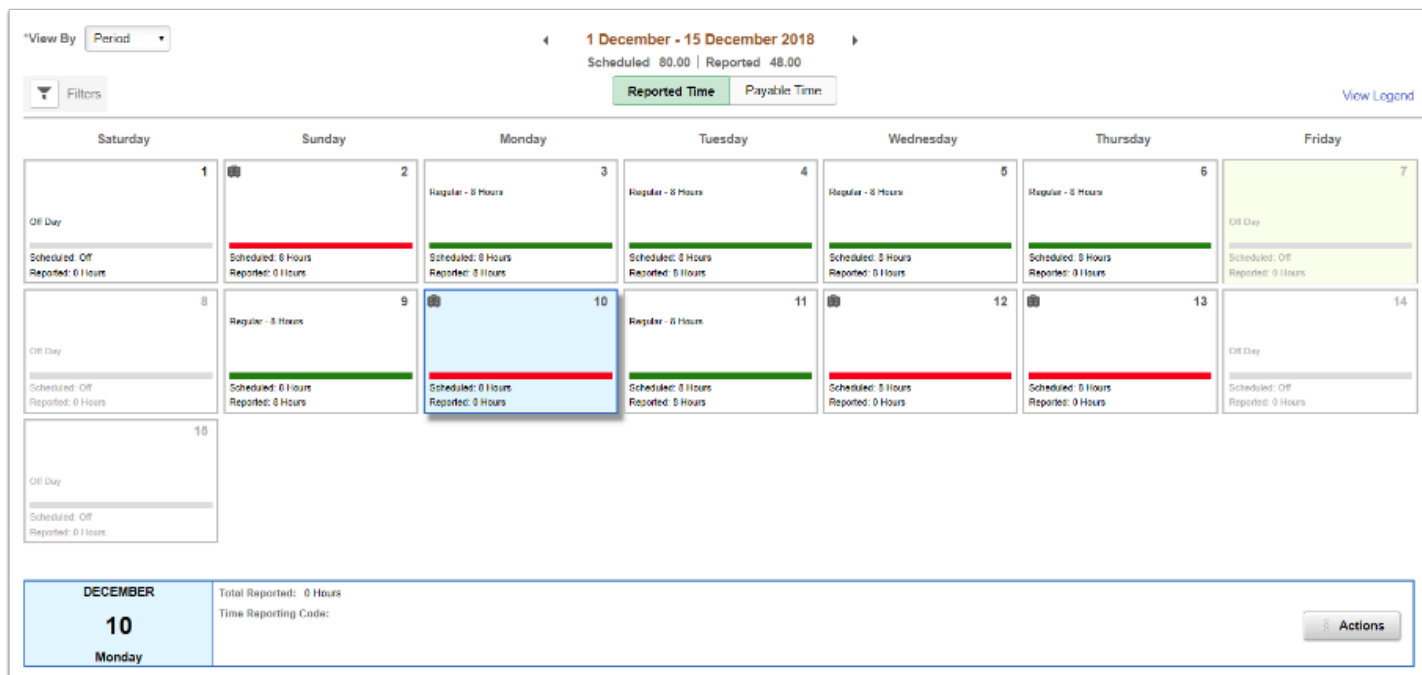
End of procedure.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to **MSS Time Summary (Fluid)**. This link will open in a new tab/window.