New Employee ctcLink Self-Service
Accessing the ctcLink System

There are 3 main locations to access the ctcLink system:

• Your desktop icon on OC campus computers:
• Through the ConnectMe links at Olympic.edu
• Student Self-Service Login on Homepage of Olympic.edu

(student and employee self service share a login to access the Gateway)
Initial Login to ctcLink

• Your supervisor will provide your new ID number

• You can also find it using the forgotMyID app with your personal email or phone number

• ctcLink ID is universal for student and employee access across all WA State Community and Technical Colleges (SBCTC). One login/One Gateway.
Access more training and help, including various Self-Service portals through the ctcLink Training Website / Reference Center!
ctcLink Reference Center

Scroll down to view The Self-Service Training in section 9.2.

You may also explore other training modules at your leisure.
Employee Self Service

- Time: Time reporting and Absence requests
- Payroll: View paycheck statements and update Payroll information:
  - W-4 and Direct Deposit
- Personal Details: initiate updates to personal information
- Benefits Details: View current benefits enrollment
2020 Pay Dates

<table>
<thead>
<tr>
<th>Friday, January 10</th>
<th>Friday, July 10</th>
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<tbody>
<tr>
<td>Friday, January 24</td>
<td>Friday, July 24</td>
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<tr>
<td>Monday, February 10</td>
<td>Monday, August 9</td>
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<td>Tuesday, August 25</td>
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<td>Tuesday, March 10</td>
<td>Thursday, September 10</td>
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<td>Wednesday, March 25</td>
<td>Friday, September 25</td>
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<td>Friday, April 10</td>
<td>Friday, October 9</td>
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<td>Friday, April 24</td>
<td>Monday, October 26</td>
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<td>Monday, May 11</td>
<td>Tuesday, November 10</td>
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<td>Friday, May 22</td>
<td>Wednesday, November 25</td>
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<td>Wednesday, June 10</td>
<td>Thursday, December 10</td>
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<tr>
<td>Thursday, June 25</td>
<td>Thursday, December 24</td>
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Pay Periods

- 1\textsuperscript{st} - 15\textsuperscript{th} of month is paid on the 25\textsuperscript{th}
- 16\textsuperscript{th} - 31\textsuperscript{st} of month is paid on 10\textsuperscript{th} of following month.

- If the pay date lands on a Saturday it will process on the Friday prior
- If on a Sunday or holiday it will process on the Monday after.
Entering Time in ctcLink

- Classified and hourly staff:
  - Positive Time Reporters
  - Enter all hours worked.
  - Including Time spent on required training

- Exempt Administrative:
  - Only report absences

- Faculty
  - Report absences
  - Hours worked outside their contract
    (Contact your Dean for more guidance on what constitutes Non-Teaching Hourly)

- Time must be entered and submitted by employee by final day of pay period.

- There may be a delay in payment if submission is late
Absence Requests in ctcLink

- All absences are reported through “Request Absence”
- They will then show up on your timesheet with the appropriate leave type
- For instructions to cancel and modify requests: Reference center: modify absences
Absence Requests in ctcLink

- Hourly employees:
  - Non-compensable sick leave
  - Always select partial day

- All other classifications:
  - Click “Partial Days” to change to partial day if less than 8 hours of leave is being requested

- **Comp-Time** is requested and used on timesheet.
Payroll Tile

- Paychecks: view/print your earnings and leave statements
- Direct Deposit must be entered by the end of your 2nd pay period or it will default to the US Bank Pay card.
  - Optional: you can now more easily enter additional accounts to create allotments for your paycheck
- Enter/modify W-4 tax withholding
W-4 & Direct Deposit

- All New employees are responsible for entering their W-4 and Direct Deposit through the Self-Service Payroll Tile

- The 2020 W-4 has been modified and updated from previous years.

- For more guidance on the W-4 and to use the IRS’s tax withholding calculator, visit: https://apps.irs.gov/app/tax-withholding-estimator
<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>Wednesday, January 1</td>
<td>New Year’s Day</td>
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<tr>
<td>Monday, January 20</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>Monday, February 17</td>
<td>President’s Day</td>
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<tr>
<td>Monday, May 25</td>
<td>Memorial Day</td>
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<tr>
<td>Friday, July 3</td>
<td>Independence Day (Observed)</td>
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<tr>
<td>Monday, September 7</td>
<td>Labor Day</td>
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<tr>
<td>Monday, October 12</td>
<td>Columbus Day (Faculty Only!)</td>
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<tr>
<td>Wednesday, November 11</td>
<td>Veteran’s Day</td>
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<tr>
<td>Thursday, November 26</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Friday, November 27</td>
<td>Native American Heritage Day</td>
</tr>
<tr>
<td>Friday, December 25</td>
<td>Christmas Day</td>
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Thank you!

Human Resources
HR@olympic.edu
360-475-7300

Payroll
Payroll@olympic.edu
360-475-7270