



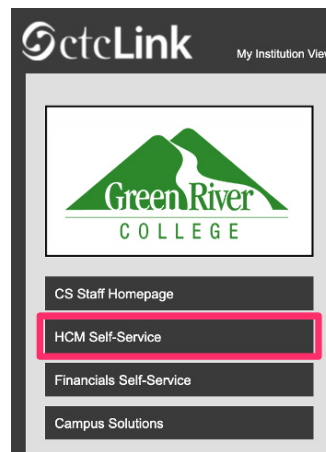
# ctcLink Tutorial

## How to Change or Cancel an Absence Request

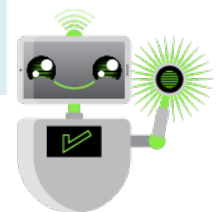
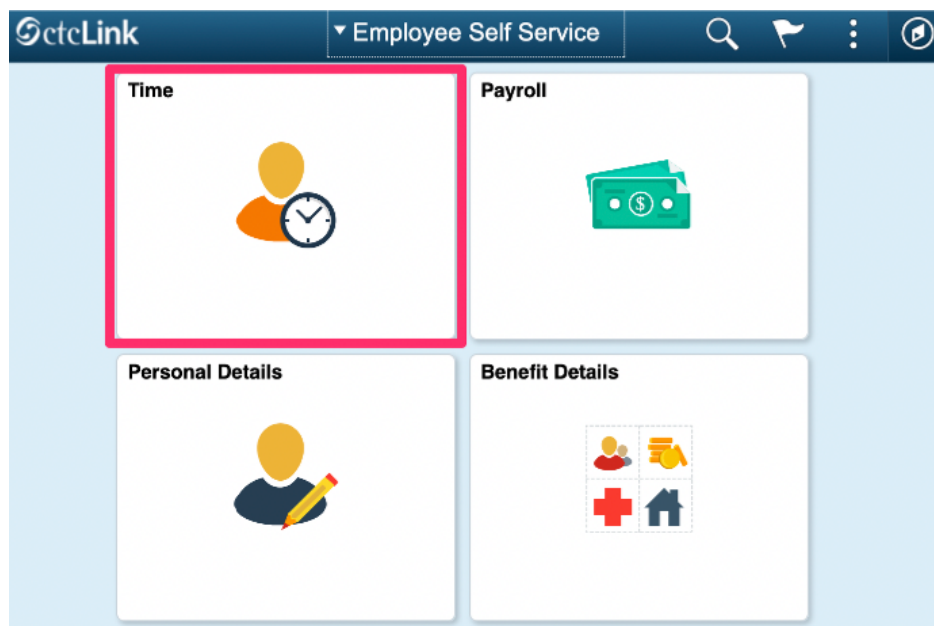
This guide will show you how to change or cancel an absence request you previously submitted, such as for a sick or vacation day. The [Green River College IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

### 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. Click the **Cancel Absences** tile.

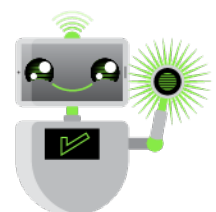
The screenshot shows the 'Time' page in Employee Self Service. At the top, there's a navigation bar with 'Employee Self Service' and 'Time'. Below that, a dropdown menu shows '\*Select a Job' with 'EXEC DIR OF IT SERVICES' selected. The main content area is divided into several tiles:

- Enter Time** (02/01/21 - 02/15/21): Shows a progress bar with 'Reported 15.00' (green) and 'Scheduled 88.00' (red).
- Time Summary** (02/01/21 - 02/15/21): Shows '8.00 Hours' and '7.00 Hours'.
- Exceptions**: Shows a large '0'.
- Report Time** (Thursday, Feb 4, 2021): Shows 'Reported 0.00' (green) and 'Scheduled 8.00' (red), with a 'Report Time' button.
- Payable Time**: Shows 'Last Time Period 01/16/21 - 01/31/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Request Absence**: Icon of a briefcase.
- Cancel Absences**: Icon of a briefcase with a red 'X', highlighted with a red border.
- View Requests**: Icon of a briefcase and a calendar.
- Absence Balances**: Icon of a briefcase and scales.
- CTC Time**: Icon of a green checkmark.

4. The **Cancel Absences** page will display. Click on the absence that you would like to change or cancel.

The screenshot shows the 'Cancel Absences' page. At the top, there's a blue header with a back arrow, 'Cancel Absences', and a menu icon. Below the header, there's a 'View Requests' section with a dropdown arrow and '3 rows'.

View Requests		3 rows
<b>090 Vacation Leave</b> Submitted	02/08/2021 - 02/09/2021	7 Hours >
<b>090 Vacation Leave</b> Submitted	01/22/2021	8 Hours >
<b>CTC Furlough Take</b> Submitted	01/04/2021	8 Hours >





5. Enter any comments in the **Comments** box.
6. Click **Cancel Absence**.

[Return to Cancel Absences](#)

**Cancel Absence**

**Absence Details**

Absence Name **100** Vacation Leave  
Reason: Vacation Leave Taken  
Start Date: 02/08/2021  
End Date: 02/09/2021  
Duration: 7.00 Hours  
Status: Submitted  
Comments

**Cancel Details**

Comments

Request History >

7. A confirmation message will display. Click **Yes** to confirm.
8. The **Status** of your request will now show **Cancelled**.
9. Click **Return to Cancel Absences** or the left arrow button to return to the previous screen.

[Return to Cancel Absences](#)

**Cancel Absence**

**Absence Details**

Absence Name **100** Vacation Leave  
Reason: Vacation Leave Taken  
Start Date: 02/08/2021  
End Date: 02/08/2021  
Duration: 7.00 Hours  
Status: **Cancelled**  
Comments

**Cancel Details**

Comments

Request History >





10. If you are cancelling the absence request, you are now finished.
11. If you need to change the request, return to the **Time** page. Click the **View Requests** tile.

The screenshot shows the 'Time' page in Employee Self Service. At the top, there's a navigation bar with 'Employee Self Service' and 'Time'. Below that, a dropdown menu shows '\*Select a Job' with 'EXEC.DIR OF IT SERVICES' selected. The main content area is divided into several sections: 'Enter Time' (02/01/21 - 02/15/21) with a progress bar showing 15.00 Reported and 88.00 Scheduled; 'Time Summary' (02/01/21 - 02/15/21) showing 8.00 Hours and 7.00 Hours; 'Exceptions' showing 0; 'Report Time' (Thursday, Feb 4, 2021) with 0.00 Reported and 8.00 Scheduled, and a 'Report Time' button; 'Payable Time' (Last Time Period: 01/16/21 - 01/31/21) showing 0 Hours Total and 0 Estimated Gross; 'Request Absence' (briefcase icon); 'Cancel Absences' (briefcase with X icon); 'View Requests' (briefcase with calendar icon, highlighted with a red border); 'Absence Balances' (scales icon); and 'CTC Time' (checkmark icon).

12. The **View Requests** page will display. Click the cancelled request that you would like to edit.

The screenshot shows the 'View Requests' page. At the top, there's a navigation bar with a back arrow, 'View Requests', and a menu icon. Below that, the page title 'View Requests' is followed by '4 rows'. A filter icon is visible. The main content is a table with the following data:

Request Type	Status	Dates	Hours	Action
100 Vacation Leave	Canceled	02/08/2021 - 02/09/2021	7 Hours	>
CTC Furlough Take	Canceled	02/05/2021	8 Hours	>
100 Vacation Leave	Submitted	01/22/2021	8 Hours	>
CTC Furlough Take	Submitted	01/04/2021	8 Hours	>







13. Edit the request following the How to Submit an Absence Request instructions. In this example, the **End Day** has been changed from 3 hours to 5 hours.
14. Click **Done**.

**Partial Days**

Partial Days: Start and End Days

Start Date: 02/08/2021

Start Day is Half Day: Yes

End Date: 02/09/2021

End Day is Half Day: No

Duration: 5.00 Hours

15. The system will automatically calculate the total **Duration** hours based on your **Partial Days** selections. In this example, one half day (4 hours) plus 5 hours equals a total absence of 9 hours.

**Request Absence**

[Return to View Requests](#)

Submit

\*Absence Name: 100 Vacation Leave

Reason: Vacation Leave Taken

\*Start Date: 02/08/2021

End Date: 02/09/2021

Duration: 9.00 Hours

Partial Days: Start and End Days

Status: Canceled

Comments:

16. Enter any details about your requested change in the **Comments** box. Details are only required with certain types of absence requests, such as bereavement leave, where you would need to specify your relationship to the deceased.
17. When your request is complete, click the **Submit** button at the upper right. Your supervisor will receive an email notification that you have submitted a changed request for approval.

