



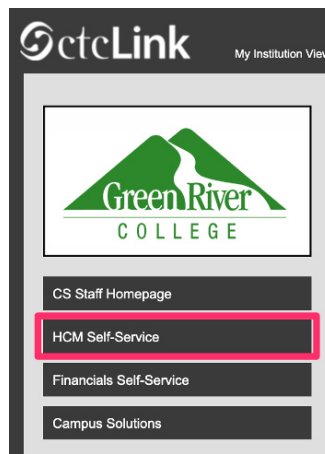
ctcLink Tutorial

How to Submit an Absence Request

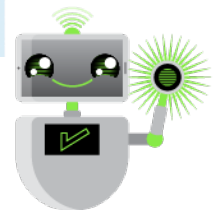
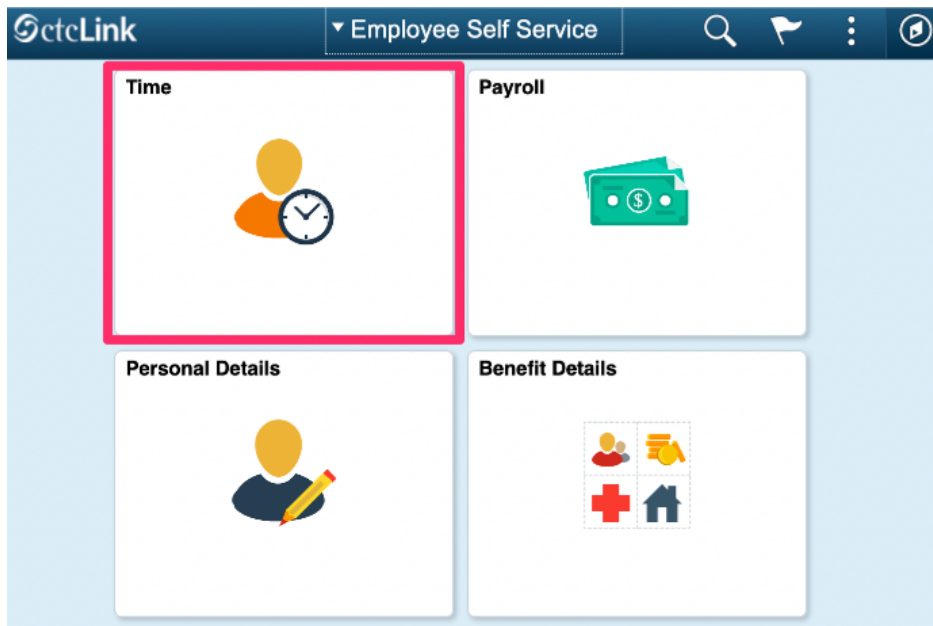
This guide will show you how to submit an absence request, such as a sick or vacation day. The [Green River College IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

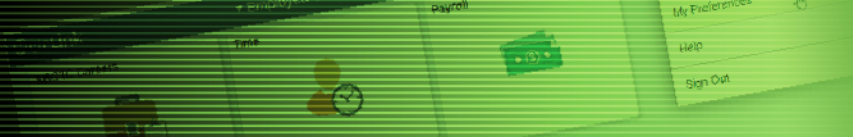
Directions

1. Once you have logged in to [ctcLink](#), click **HCM Self-Service** from the menu on the left-hand side.

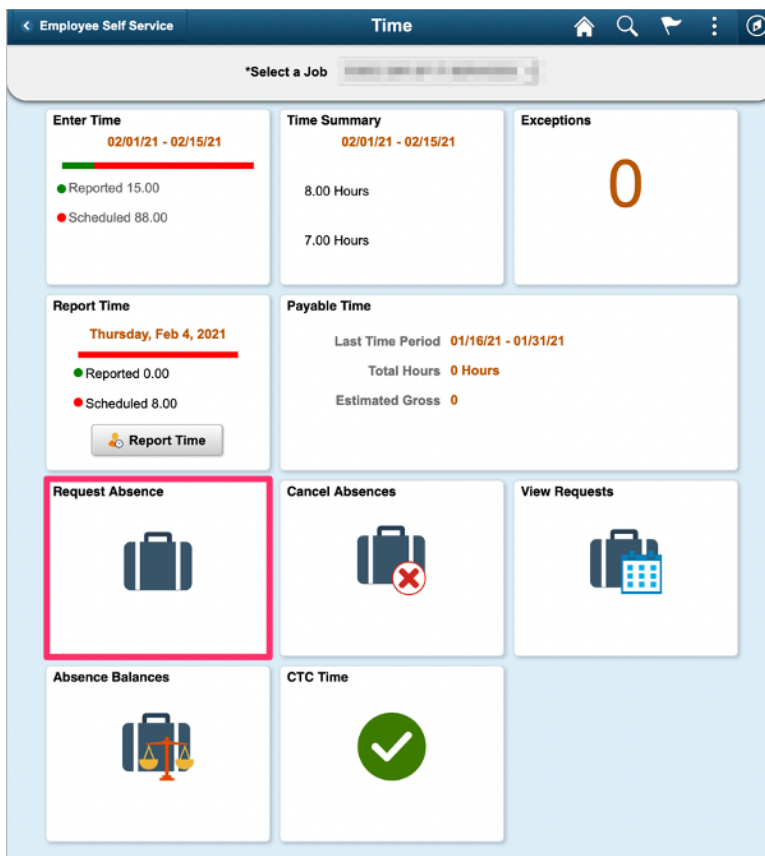


2. The **Employee Self-Service** page will display. Click the **Time** tile.

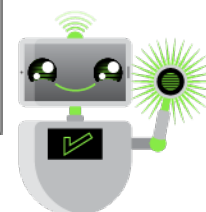
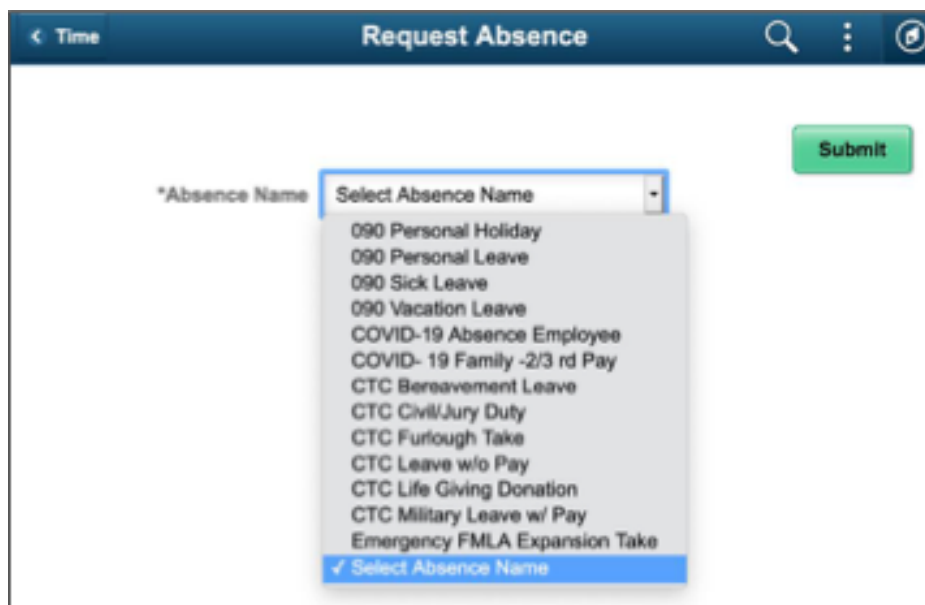


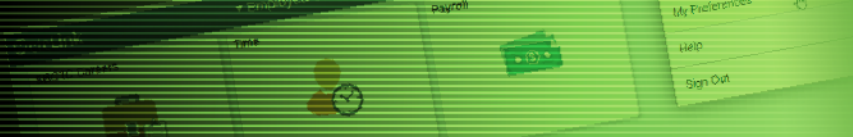


3. The **Time** page will display. Click the **Request Absence** tile.



4. The **Request Absence** page will display. Use the **Absence Name** drop-down menu to select the type of absence you are requesting. Employees may have different absence options depending on their employee type.





Notes:

- **Cyclical Classified Employees:** You will report cyclic leave without pay for each day you are on your cyclic break.
- **Employees on FMLA, PFML and Shared Leave:** Contact HR for guidance on processing of FMLA, PFML and Shared Leave absences. There are different, specific instructions for processing these types of absences.

5. Use the **Reason** drop-down menu to select the reason that fits your absence. Each absence type will have different reason options.

*Absence Name

Reason

*Start Date

End Date

Duration 8.00 Hours

6. Enter the **Start Date** and **End Date**. The total hours of absence will be calculated based on your work schedule in the system.

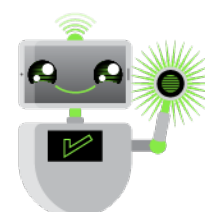
*Absence Name 100 Vacation Leave

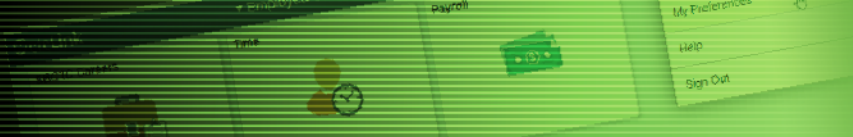
Reason Vacation Leave Taken

*Start Date 02/04/2021

End Date 02/05/2021

Duration 16.00 Hours





7. If any of your absence request is for a partial day, click the **Partial Days** option.

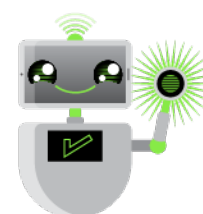
*Absence Name 100 Vacation Leave
Reason Vacation Leave Taken
*Start Date 02/04/2021
End Date 02/05/2021
Duration 16.00 Hours
Partial Days None

8. When you choose **Partial Days**, a new dialog box will open. Use the **Partial Days** drop-down menu to select which of your absence days are partial days: **All Days**, **End Day Only**, **Start and End Days**, or **Start Day Only**.

Partial Days
All Days
End Day Only
✓ None
Start and End Days
Start Day Only

9. Once you've selected which of your absence days are partial days, the system assumes the partial days are half days. If any of your partial days are more or less than a half day, change that indicator to **No**.

Partial Days Start and End Days
Start Date 02/04/2021
Start Day is Half Day Yes
End Date 02/05/2021
End Day is Half Day Yes





10. Use the **Duration** field to indicate the number of hours you will be absent that day.
11. Click **Done**.

12. The system will automatically calculate the total **Duration** hours based on your **Partial Days** selections. In this example, one half day (4 hours) plus 3 hours equals 7 hours.

Note: Part-time faculty, hourly, and student employees will always have to use the **Partial Days** option to enter all absences. For other employee types, any absence of less than 8 hours will require you to use the **Partial Days** option.

13. Enter any details 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.
14. 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 request for approval.
15. Use Absence Balances or View Requests to review your current leave balances and existing requests and their status. This information is also available through the **View Requests** and **Absence Balances** tiles on the **Time** page.

