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.

4. The Cancel Absences page will display. Click on the absence that you would like to change or cancel.
5. Enter any comments in the **Comments** box.
6. Click **Cancel Absence**.

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.
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.

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

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.

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.