Absence Request

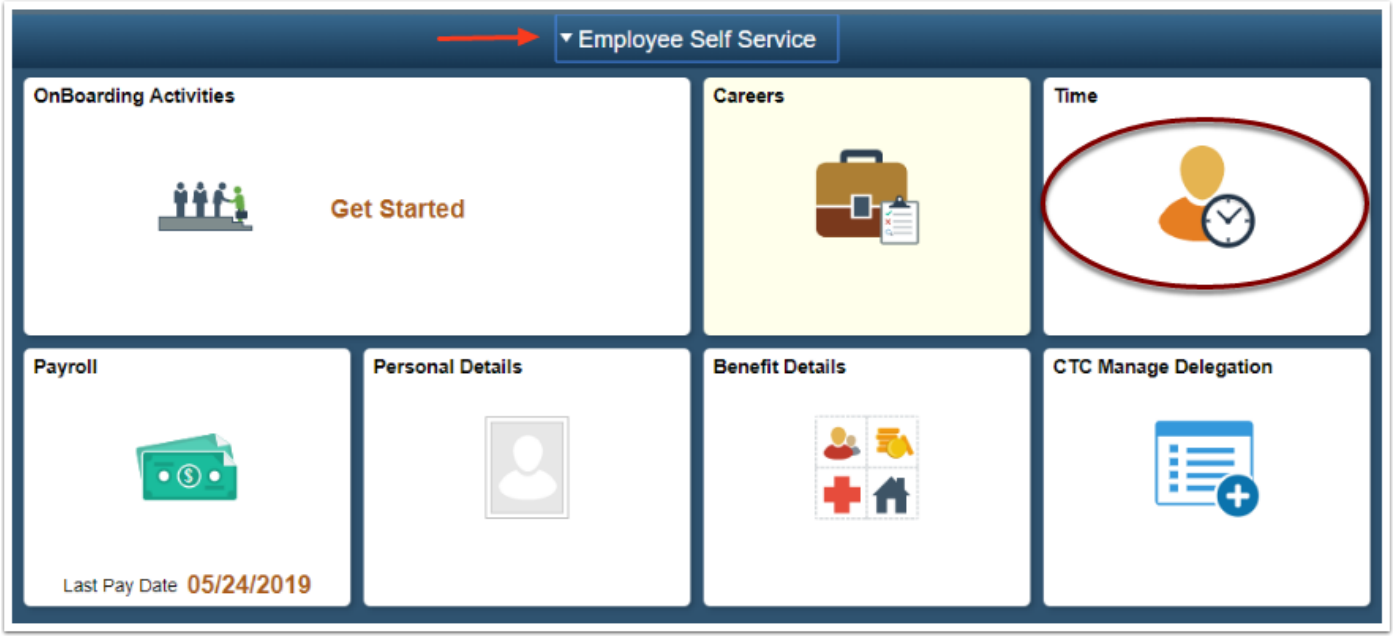
This guide will show you how to submit leave request in ctcLink.

Employee Self Service Request Absence

9.2 ESS request Absence (fluid)

Employee Self Service Request Absence

Navigation: Employee Self Service (Homepage) > Time (Tile) > Request Absence (tile).



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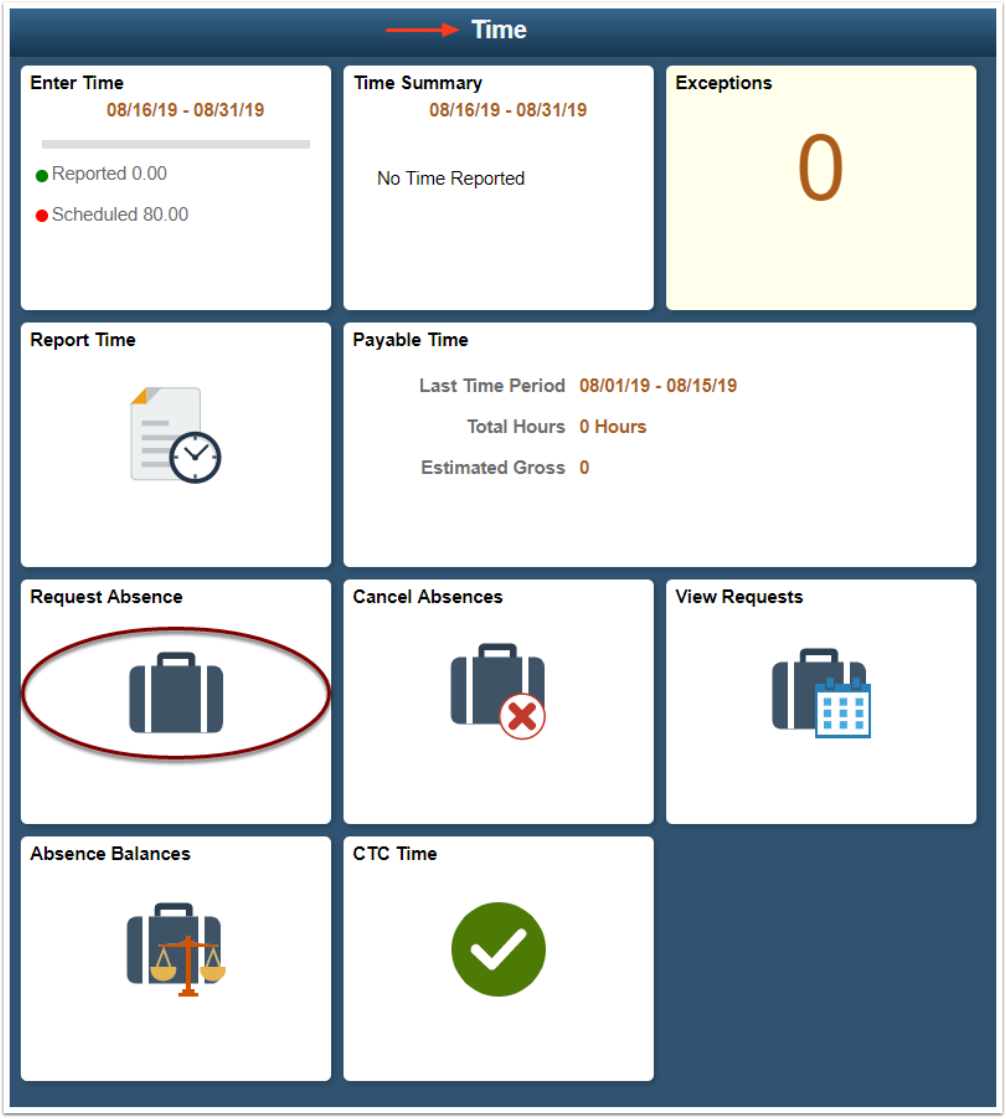
1. The **Time** tile page displays.
2. Select the **Request Absence** tile.



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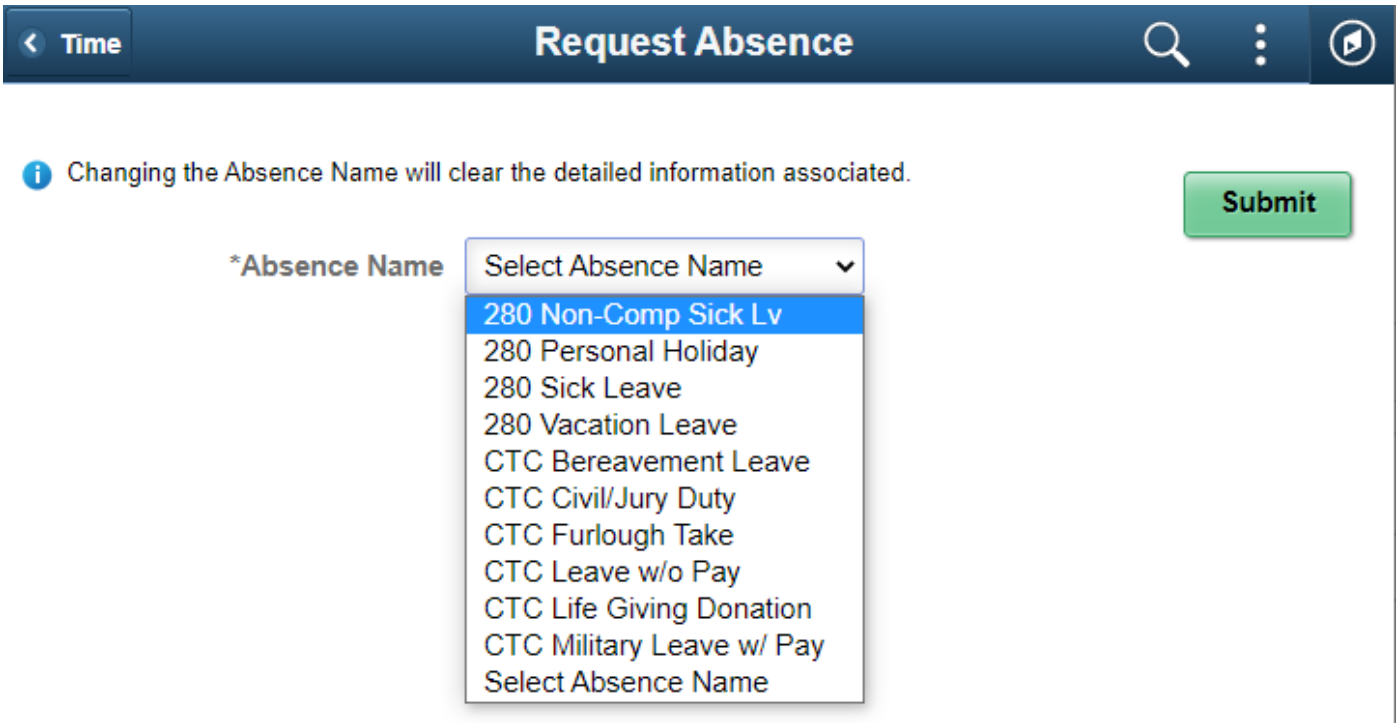
Request Abscence

3. The **Request Absence** page displays.
   - If the employee has multiple jobs, Select the appropriate job from the drop-down menu.
4. Select the **Absence Name** from the drop-down menu.
5. Only leave types that the employee has been associated with will be displayed.



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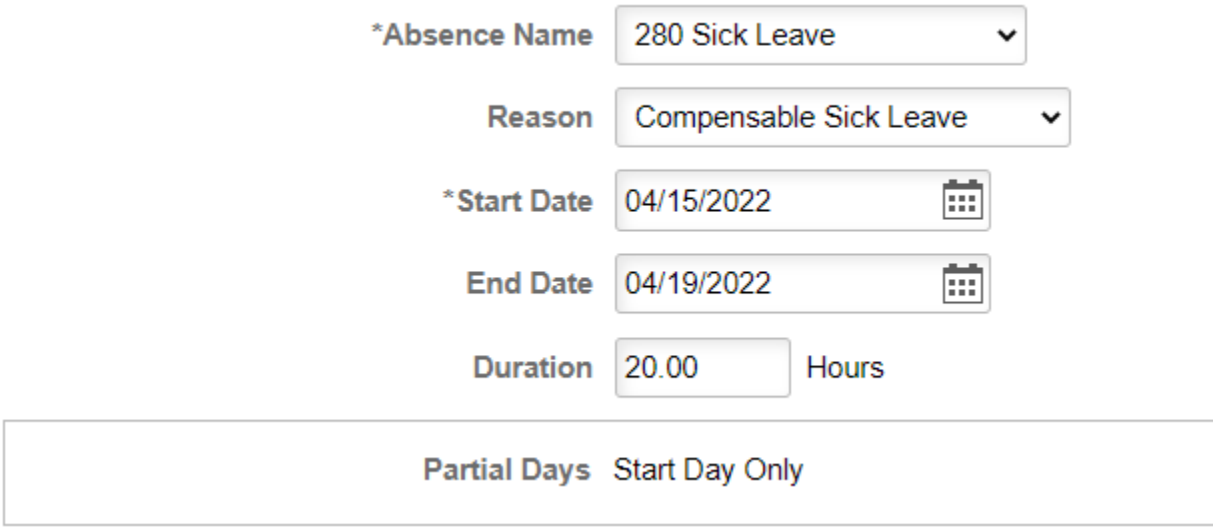
The Request Absence page is updated

6. Enter the **Start Date** and **End Date** of the absence.
7. Select a **Reason** from the drop-down menu (optional).
8. **Reasons** are unique to the **Absence Name** chosen and will change based on the **Name** selection.
   - NOTE: If the Absence has to do with FMLA, the Absence Reason is ***required.***
9. Enter the **Duration** hours if needed. The system should automatically calculate hours depending on your start and end date.
   - Typically, it's easier to fill in the date range and then allow the program to calculate hours based on your schedule.
10. Select the **Partial Days** grid link if applicable.



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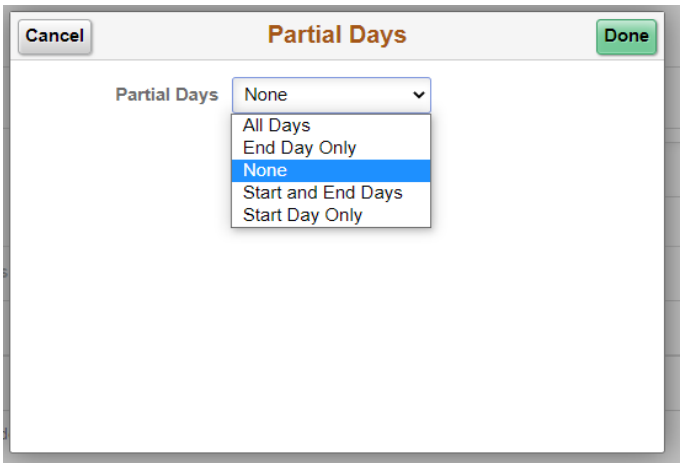
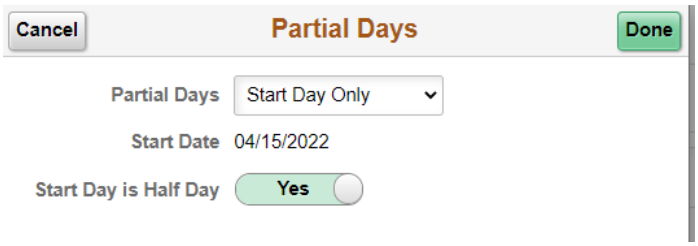
Partial Days Pagelete

11. Select an option for the **Partial Days** menu. Available choices are dependent on the Absence Name**.**
    - **All Days** - Every day of the absence is a partial day.
        - ♦ If this is chosen the employee will need to pick the number of hours each day the absence will span.
        - ♦ If there are different hour amounts each day of the absence the employee should submit multiple absence requests.
    - **End Day Only** - The last day of the absence is a partial or half day.
    - **None** - Every day of the absence is a full day out on leave.
    - **Start and End Days** - Both the Start of the absence and the End are either partial or half days.
    - **Start Day Only** - The first day of the absence is a partial or half day.
12. If the employee selected **All Days, End Day Only, Start and End Days, or Start Day Only** they will need to indicate how many hours of the day(s) they will be absent.
    - If the day of the absence is a half day, select the Start Day is Half Day slide button is moved to display the Yes value.
    - In the case of **Start and End Days**, you can indicate different hours for the **Start** day than the **End day** and either day can be updated as a **Half Day** if desired.
13. Select the Done button.





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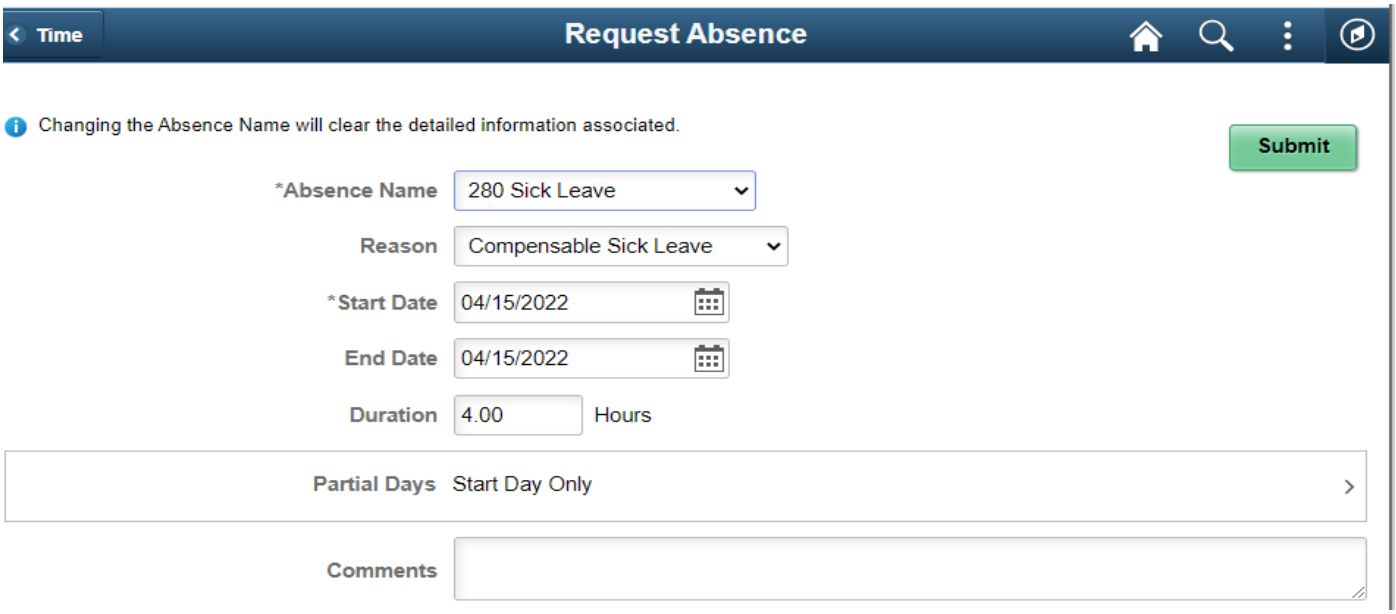
14. The **Request Absence page** displays.
15. Enter a note in the **Comments** field at this time (optional).
16. Scroll to the right and select the **Submit** button.



17. You will be taken to a screen that asks you to confirm your decision.
18. Select the **Yes** button

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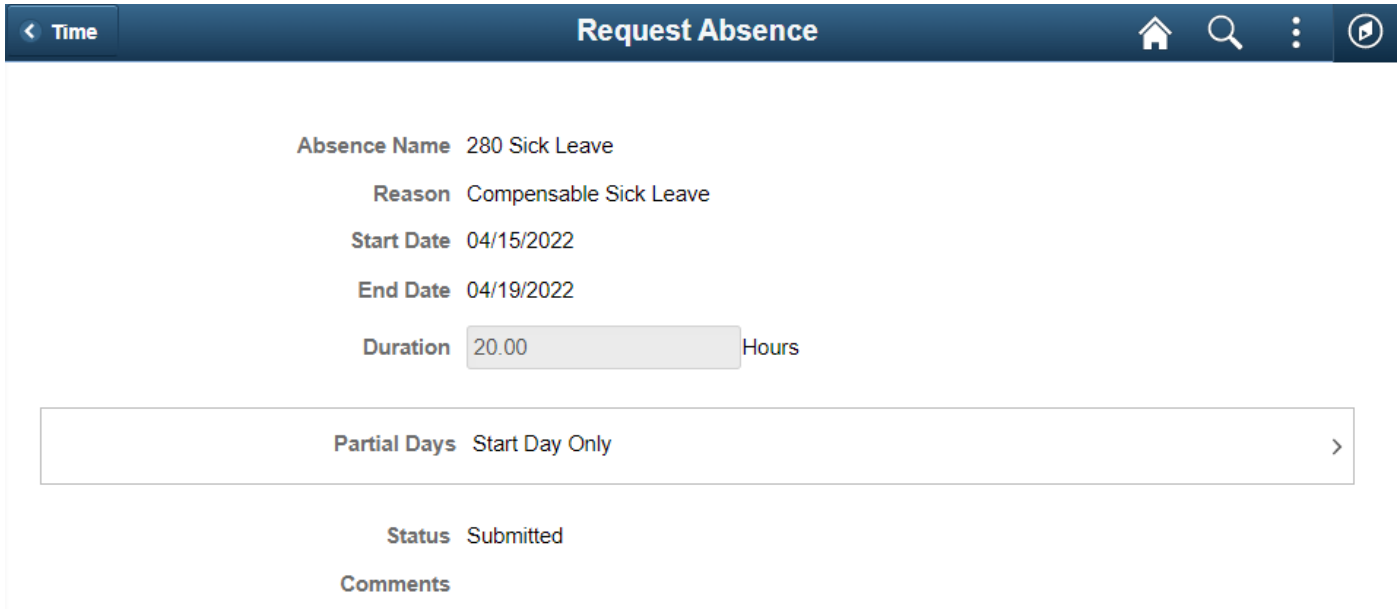
20. The Request Absence page displays.
21. Notice the Status is now Submitted.



22. The process to complete and submit an absence request is now complete.
23. End of procedure.

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