

# Absence Request

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

## Employee Self Service Request Absence

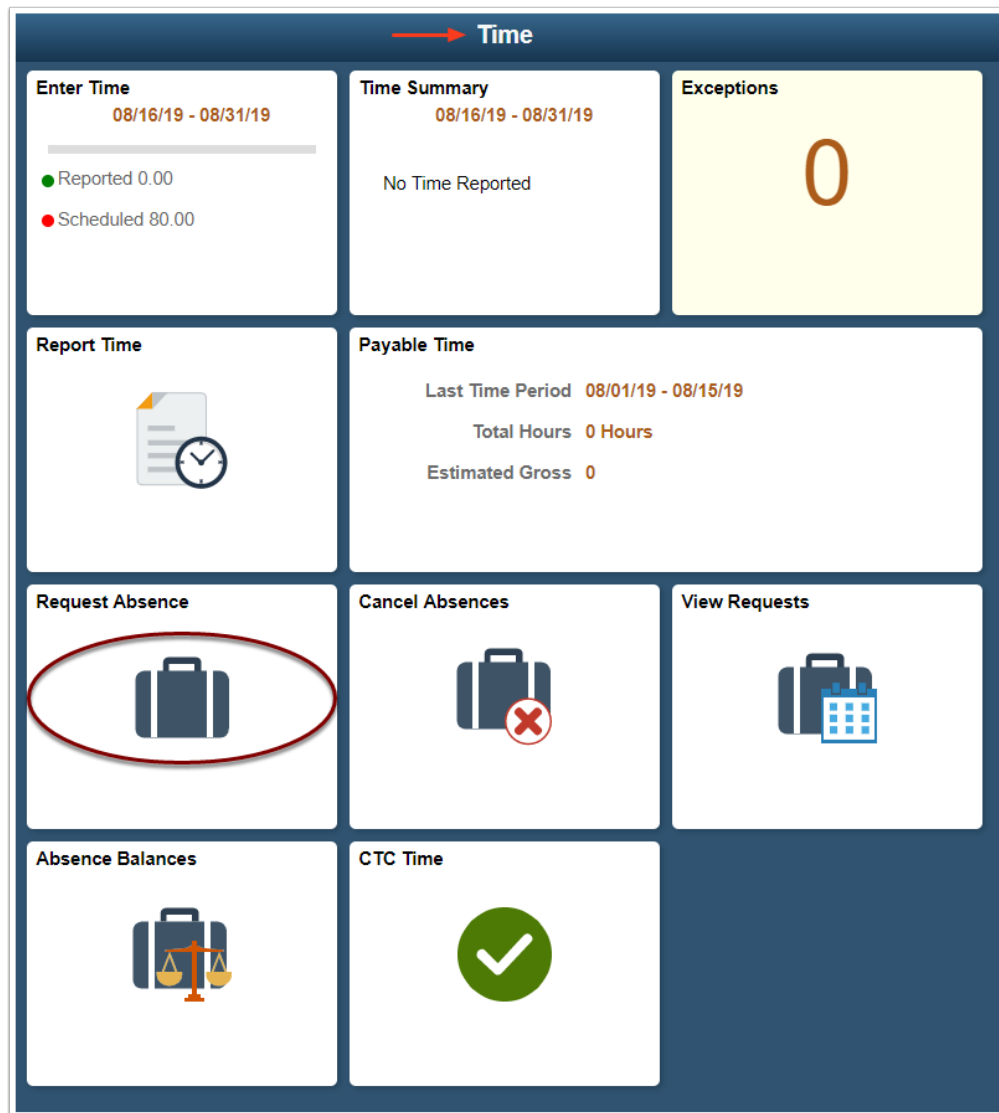
### 9.2 ESS request Absence (fluid)

Employee Self Service Request Absence

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



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

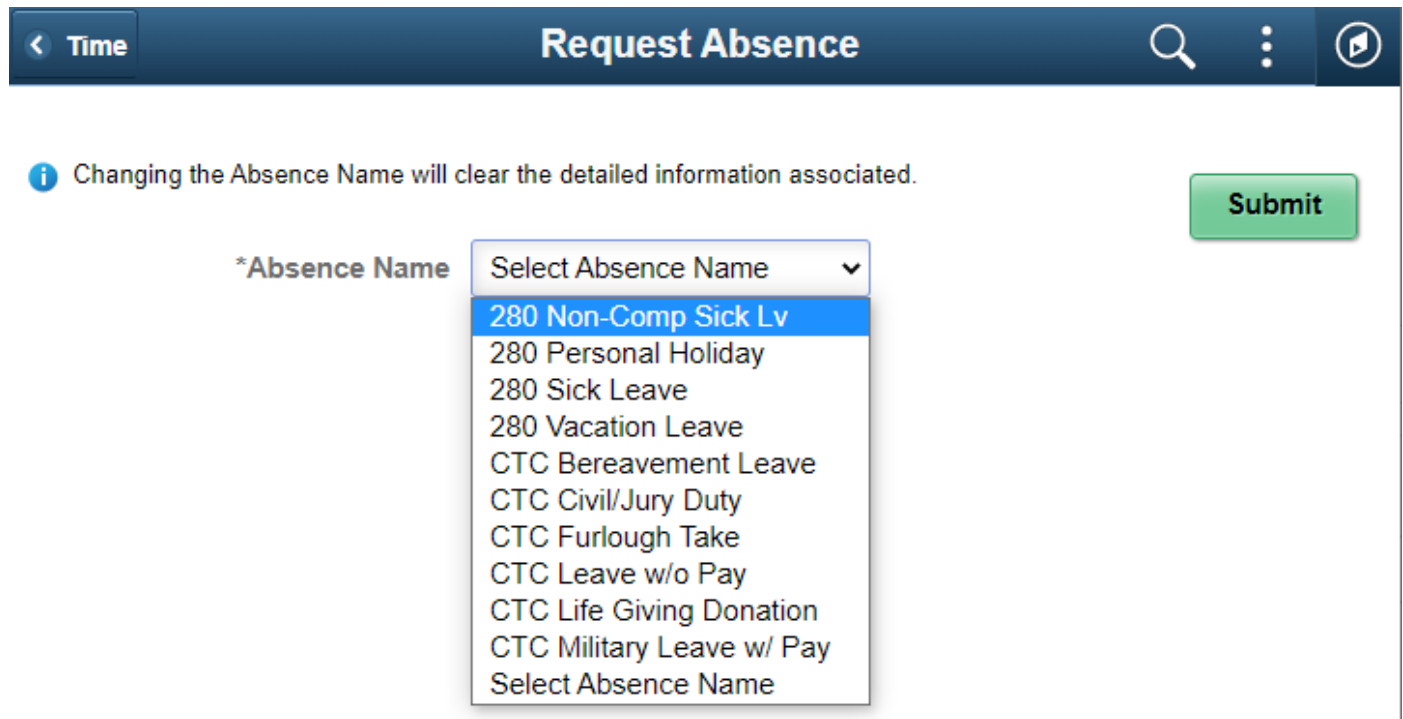


The screenshot shows the 'Time' dashboard with the following sections:

- Enter Time** (08/16/19 - 08/31/19): Shows a progress bar with 0.00 Reported (green dot) and 80.00 Scheduled (red dot).
- Time Summary** (08/16/19 - 08/31/19): Displays 'No Time Reported'.
- Exceptions**: Shows a large '0' on a yellow background.
- Report Time**: Contains an icon of a document and a clock.
- Payable Time**: Shows 'Last Time Period 08/01/19 - 08/15/19', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Request Absence**: Contains a briefcase icon, which is circled in red.
- Cancel Absences**: Contains a briefcase icon with a red 'X' over it.
- View Requests**: Contains a briefcase icon and a calendar icon.
- Absence Balances**: Contains a briefcase icon and a scale of justice icon.
- CTC Time**: Contains a green checkmark icon.

## Request Absence

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.



The screenshot shows the 'Request Absence' page header with a 'Time' button, a search icon, and a play icon. Below the header, an information icon and text state: 'Changing the Absence Name will clear the detailed information associated.' To the right is a green 'Submit' button. The main form area contains a label '\*Absence Name' followed by a dropdown menu. The dropdown menu is open, showing a list of absence types: '280 Non-Comp Sick Lv', '280 Personal Holiday', '280 Sick Leave', '280 Vacation Leave', 'CTC Bereavement Leave', 'CTC Civil/Jury Duty', 'CTC Furlough Take', 'CTC Leave w/o Pay', 'CTC Life Giving Donation', 'CTC Military Leave w/ Pay', and 'Select Absence Name'.



### 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.

\*Absence Name  ▼

Reason  ▼

\*Start Date

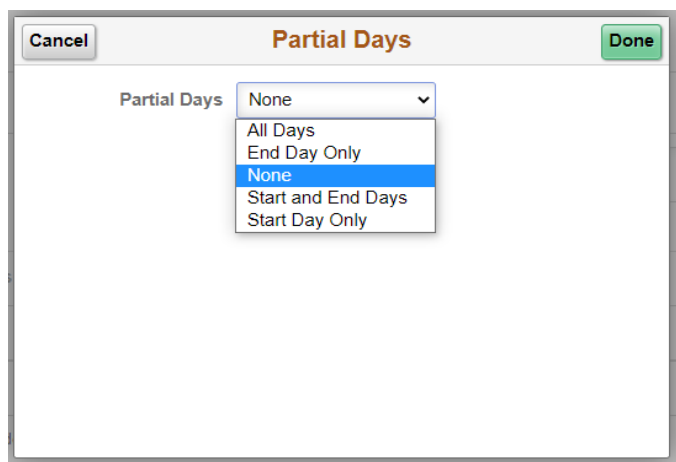
End Date

Duration  Hours

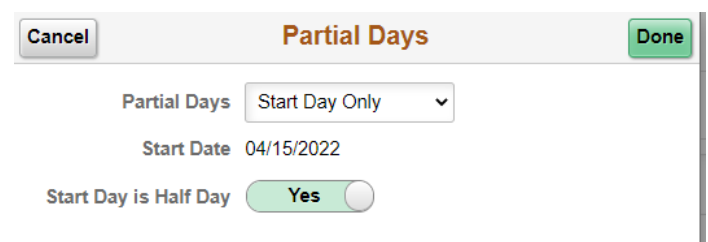
Partial Days  Start Day Only

## 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.



A screenshot of a software interface titled "Partial Days". It features a "Cancel" button on the top left and a "Done" button on the top right. Below the title, there is a label "Partial Days" followed by a dropdown menu. The dropdown menu is open, showing five options: "None", "All Days", "End Day Only", "Start and End Days", and "Start Day Only". The "None" option is currently selected and highlighted in blue.



A screenshot of a software interface titled "Partial Days". It features a "Cancel" button on the top left and a "Done" button on the top right. Below the title, there is a label "Partial Days" followed by a dropdown menu. The dropdown menu is open, showing five options: "None", "All Days", "End Day Only", "Start and End Days", and "Start Day Only". The "Start Day Only" option is currently selected and highlighted in blue. Below the dropdown menu, there is a label "Start Date" followed by the date "04/15/2022". At the bottom, there is a label "Start Day is Half Day" followed by a toggle switch that is currently set to "Yes".



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.

**Request Absence**

Changing the Absence Name will clear the detailed information associated.

**\*Absence Name** 280 Sick Leave

**Reason** Compensable Sick Leave

**\*Start Date** 04/15/2022

**End Date** 04/15/2022

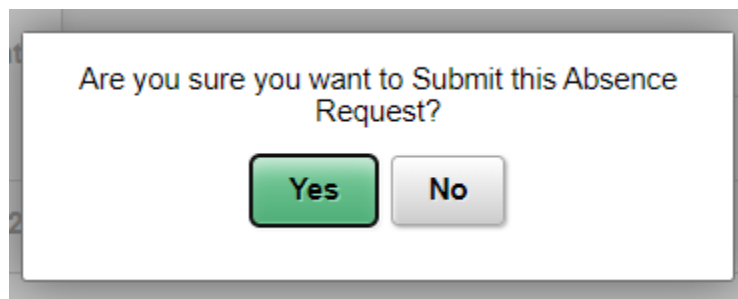
**Duration** 4.00 Hours

**Partial Days** Start Day Only

**Comments**

**Submit**

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





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

**Request Absence**

**Absence Name** 280 Sick Leave

**Reason** Compensable Sick Leave

**Start Date** 04/15/2022

**End Date** 04/19/2022

**Duration**  Hours

**Partial Days** Start Day Only

**Status** Submitted

**Comments**

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