

ESS Request Absence (Fluid)

Purpose: Use this document as a reference for requesting time off for employees in ctcLink.

Audience: Employees

Navigation: HCM Employee Self Service > Time > Manage Absences

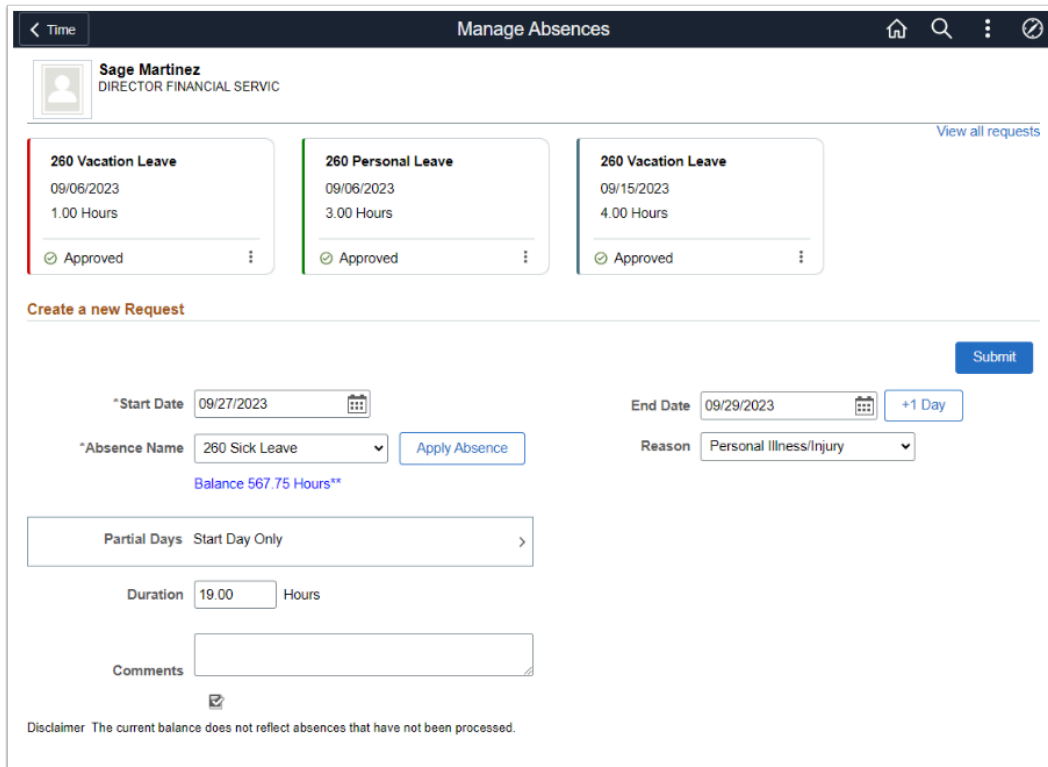
i NOTE: If the user has multiple jobs, select the appropriate job by clicking the **Select Another Job** link under the employee name and title in the upper-left corner of the page. The **Change Job Selection** window displays with the available jobs to select. Click the appropriate job from the list.

1. The **Manage Absences** page displays.
If there are any recent requests, they will display with Absence Name, date, duration and status.
There are also **Related Actions** associated with these existing requests to **View Absence** or **Cancel Absence** if necessary.
2. In the **Create a new Request** section, enter or select a **Start Date** and **End Date** for the absence.
3. Select **Absence Name** from the drop-down menu.
4. Click the **Apply Absence** button.
5. The **Balance** for the selected **Absence Name** displays along with some additional fields.
6. Use the **Reason** drop-down menu to select an appropriate reason for the absence. (This is an *optional* field in most situations.)
NOTE: If the Absence has to do with FMLA, the Absence Reason is required.
7. Based on the Start Date and End Date, the **Duration** will dynamically generate.
8. If the Absence is not for a full day, select **Partial Days**.
NOTE: PTF will always submit Partial Day absences.

From the **Partial Days** drop-down menu, the available options (depending on the duration) are:

- **None:** no part of the absence is a partial day
 - **All Days:** every day of the absence is a partial day.
 - **End Day Only:** the last day of the absence is a partial day.
 - **Start and End Days:** both the start and the end days of the absence are partial days.
 - **Start Day Only:** the first day of the absence is a partial day.
9. If **Partial Days** is chosen the user must indicate: Is the day a Half Day? (Yes or No).
 10. If the answer is no, enter the **Duration** (number of hours for the partial day absence).

11. Select the **Done** button to return to the **Manage Absences** page.
12. **Comments** are available for the employee and typically are used to provide information to support the request. These are *optional*.
NOTE: these cannot be deleted from the system and are considered public records).
13. Click the **Submit** button.
14. Select the **Yes** (Status will change to Submitted).



Manage Absences

Sage Martinez
DIRECTOR FINANCIAL SERVIC

[View all requests](#)

260 Vacation Leave 09/06/2023 1.00 Hours Approved	260 Personal Leave 09/06/2023 3.00 Hours Approved	260 Vacation Leave 09/15/2023 4.00 Hours Approved
---	---	---

Create a new Request

*Absence Name:

Reason:

Balance 567.75 Hours**

Partial Days:

Duration: Hours

Comments:

Disclaimer: The current balance does not reflect absences that have not been processed.

End of procedure.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [ESS Request Absence](#). This link will open in a new tab/window.