

Absence Request (Fluid)


Purpose: Use this document as a reference for how to submit leave requests in ctcLink.

Audience: Employees

 You must have at least one of these local college managed security roles:

- ZZ Former Employee
- ZZ HCM Manager
- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 If the employee has more than one active job record, then the correct job must be selected prior to viewing the request screen.

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

1. Select the **Absence Name** from the drop-down menu. (NOTE: Only leave types that the employee has been associated with will be displayed).
2. Enter the **Start Date** and **End Date** of the absence.
3. Select a **Reason** from the drop-down menu (*optional*). (NOTE: **Reasons** are unique to the **Absence Name** chosen and will change based on the **Absence Name** selection).
4. Select the **Partial Days** grid link if applicable. (If the request contains FULL days, this step can be skipped).
 - On the **Partial Days** pagelet, 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.

- 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.
 - Select the **Done** button.
5. Enter the **Duration** hours if needed. The system should automatically calculate hours depending on your start and end date. (**TIP:** Typically, it's easier to fill in the date range and then allow the program to calculate hours based on your schedule).
 6. Enter a note in the **Comments** field at this time. This is optional.
 7. Scroll to the right and select the **Submit** button. You will be taken to a screen that asks you to confirm your decision.
 8. Select the **Yes** button. The **Request Absence** page displays to show the **Status** has been changed to **Submitted**.

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 Absence Request.](#) This link will open in a new tab/window.