MSS Request Absence (Fluid)

Purpose: Use this document as a reference for request absences for employees in ctcLink.

Audience: Managers.

Manager Self Service Absence Request

Navigation: Manager Self Service (Homepage) > Team Time (tile)

- 1. The **Team Time** homepage displays.
- 2. Select the **Manage Absences** heading on the side bar.
- 3. Select the employee from the list of **Team Members**.
- 4. In the **Create a new Request** section, enter or select a **Start Date** and an **End Date** for the absence.
- 5. Select **Absence Name** from the drop-down menu.
- 6. Click the **Apply Absence** button.
- 7. The **Balance** for the selected **Absence Name** displays along with some additional fields.
- 8. 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*.

- 9. Based on the Start and End Dates, the **Duration** will dynamically generate.
- 10. If the Absence is not for a full day, select **Partial Days**.

NOTE: PTF will always need to have Partial Day absences.

- 11. From the **Partial Days** drop-down menu, the available options (depending on duration) are:
 - **None**: no part of the absence is a partial day.
 - End Day Only: the last day of the absence is a partial day.
 - **Start Day Only**: the first 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.
 - All Days: every day of the absence is a partial day.
- 12. If Partial Days is chosen the user must indicate: Is the Day a Half Day? (Yes or No).
- 13. If the answer is no, enter the Duration (number of hours for the partial day absence).
- 14. Click the **Done** button to return to the **Manage Absences** page.
- 15. **Comments** are available and are typically used to provide information to support the request. These are *optional*.

NOTE: these cannot be deleted from the system and are considered public records.

- 16. Click the **Request As** drop-down to submit as **Employee or Manager** as per your college's policy.
- 17. Click the **Submit** button.

- A confirmation message displays.
 Click the **Yes** button to confirm.

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The process to submit an absence request is now complete.

End of procedure.