

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.

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

The screenshot displays the 'Manage Absences' interface within a 'Team Time' system. The sidebar on the left contains navigation options: Timesheet, Report Time, Weekly Time Entry, Weekly Time Summary, Payable Time, Leave / Comp Time, **Manage Absences** (highlighted with a red box), Cancel Absences, View Requests, Absence Balances, Attendance Violations, Manage Exceptions, Reporting Locations, Workforce Availability, and Time and Labor WorkCenter. The main header shows the user's name 'Austen Brooks' and title 'FISCAL SPECIALIST'. Below the header, there are three cards representing different types of leave: '260 Vacation Leave' (09/01/2023, 2.00 Hours, Approved), '260 Sick Leave' (08/10/2023, 8.00 Hours, Approved), and '260 Personal Leave' (07/27/2023, 2.00 Hours, Approved). A 'View all requests' link is located to the right of these cards. Below the cards, there is a 'Create a new Request' section. This section includes a 'Start Date' field (09/20/2023), an 'End Date' field (09/22/2023) with a '+1 Day' button, an 'Absence Name' dropdown (260 Sick Leave) with an 'Apply Absence' button, and a 'Reason' dropdown (Personal Illness/Injury). There is also a 'Duration' field (24.00 Hours) and a 'Comments' text area (Input 24 hours Sick Leave by request of employee 9/20/23). A 'Submit' button is highlighted with a red box. At the bottom, there is a 'Disclaimer' stating 'The current balance does not reflect absences that have not been processed.'

The process to submit an absence request is now complete.

End of procedure.