

9.2 Approve Absence Request (Fluid)

Purpose: Use this document to approve requests for absence within ctcLink.

Audience: Managers.

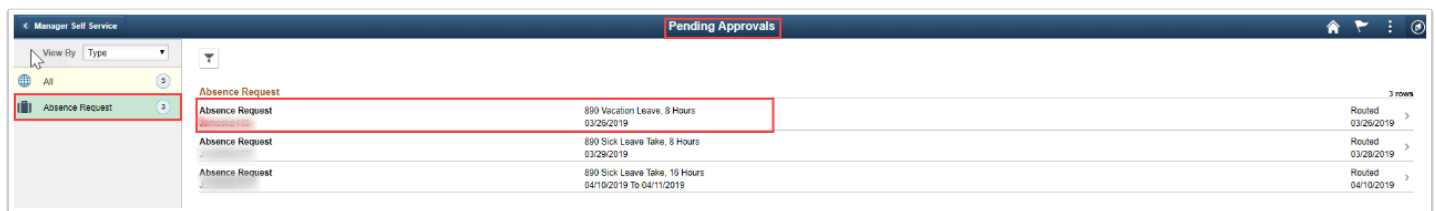
❗ You must have at least one of these local college managed security roles:

- ZZ HCM Manager

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

Navigation: Manager Self Service (Fluid Page) > Approvals (Tile)

1. The **Pending Approvals** page displays.
2. Select the **Absence Request** folder on the left side of screen.



3. The **Absence Request** page displays.
4. Select the absence you want to approve.
5. Review the request, add an approver comment, then select **Approve**.
6. The **Approve** pagelet displays.
7. Review comments and select **Submit**.
8. The process to approve an absence request is now complete.

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