9.2 Enter Absence Request for Employee Self Service, Manager Self Service & Workforce Administrator

Purpose: Use this document to enter an absence request if using Self Service functions for an employee or manager, or if a Workforce Administrator within ctcLink.

Audience: Employees, Managers, Workforce Administrators.

- 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.

Enter Absence Request for Employee Self Service, Manager Self Service & Workforce Administrator

Employee Self Service Option

Navigation: Employee Self Service (Fluid Page) > Time (Fluid Tile) > Request Absence

- 1. The CTC Time page displays.
- 2. Select the **Absence Request** from left side navigation menus.
- 3. The Request Absence page displays to the right.
- 4. Enter the absence details from **Absence Name** drop-down menu.
- 5. Enter the **End Date.**
- 6. Review the duration.
- 7. Select the **Submit** button.

CEMPloyee Self Service	CTC Time	🏫 Q 🏲 🗄 @
🕹 Timesheet 🗸 🗸	Request Absence	
18 Weekly Time Summary	*Absence Name 890 Sick Leave Take •	Submit
Payable Time	Reason Select Absence Reason	
(Comp Time Balances	*Start Date 04/10/2019 📾	
(iii) Request Absence	End Date	
🚯 Cancel Absences	Duration 8.00 Hours	
I View Absence Requests	Partial Days None	>
Absence Balances	Comments	
	Attachments	
	You have not added any Allachments.	
	Add Attachment	
	Balance Information	
	As Of 01/31/2019 189.50 Hours**	
	View Balances	>
	View Requests	,
	Disclarmer The current balance does not reflect absences that have not been processed.	43 ²

- 8. A confirmation message displays.
- 9. Select Yes.

Request Absence	
Téhence Name	Submit
Reason	Concernable Stick Leave
*Start Date	04/10/2019
End Date	04/11/2019
Duration	16.00 Hours
Partial Days	None
Comments	Request to approve my Sick Leave.
Attachments	
Yeu have not added any Attachments. Add Attachment	Are you sure you want to Submit this Absence Request?
Balance Information As Of 01/31/2019	Yes No
View Balances	*
View Requests	3
Disclarmer. The current balance does not reflect absences that have not been processed.	

- 10. The Request Absence page displays.
- 11. You will see a message that the Absence Request was submitted successfully.
- 12. Select the **Approval Chain** to see the details.

C Employee Self Service	CTC Time	Â	, q	۲	÷	Ø
	Submitted Successfully					×
🔞 Weekly Time Summary	ADDER NUME 'BVI DAVI AND ADDE ADDE ADDE ADDE ADDE ADDE ADDE					
Payable Time	Start Date 04/10/2019					
III Come Time Palances	End Date 04/11/2019					
Hit comp rime balances	Duration 18.00 Hours					
I Request Absence	Datid Date Man					7
🔣 Cancel Absences	ratio Ugs. (Ma					
P View Absence Requests	Status Submitted					
	Comments Request to approve my Sick Leave.					
Absence Balances	Attachments					
	You have not added any Attachments.					
	Balance Information					
	As 07(01312019 189.50					
	Request Hotoy					>
	Approval Chain					>
	Disclaimer The current balance does not reflect absences that have not been processed.					

13. The Approval Chain pagelet displays.

Request Absence	
	Absence Name 800 Sick Loave Take
N	Basen, Permanyaha Sek Lana
A7	Stort Data 04/10/2019
	End Date 04/19/2010
	Duration 45 to Name
	Denetori retor Holes
	Partial Days None
	Status Submitted
	Approval Chain ×
Attachments	*Absence Management Pending
You have not added any Attachments.	
	Rending
Balance Information	Emmeti Folk Absence By Supervisorid >>
	As1
Request History	
Approval Chain	
Disclemen The current belance does not reflect absences that have not been processed.	

- 14. This completes the employee Absence Request process.
- 15. The employee can see the approval chain of their Absence Request transaction.

Manager Self Service Option

Navigation: Manager Self Service (Fluid Page) > Select the Team Time tile

- 1. From the Manager Self-Service page displays.
- 2. Select the **Team Time** tile.

SctcLink	▼ Manager Self Service	🏫 🤇 🏲 E 🕖							
Recruiting Activities	Approvals	Delegations							
		ب ك ك ك							
	10								
Remote Worker	My Team	Team Time							
3	<u>දි</u> දු*ද								
		74 Exceptions							
Team Profiles	Open Jobs	CTC Team							
	0								
	00000								

- 3. The Team Time page displays.
- 4. Select the direct report for whom you want to enter the absence request.

	Go to My Team
Andrew Palm CTCLINK FUNCTIONAL AMALYST	
Effan Lanier 🛞 CTCLINK PROJECT LEAD	
Christyanna Dawson 😔	
Jameeka IIIII 🛞 CTCLIRK FUNCTIONAL AMALYST	
CTCLIRK FUNCTIONAL ANALYST	
Saket Bihari © MPLEMENT TECH ANALYST	
Swije-Kenner Blauget © MAPLENENT TECH ANALYST	
Tysha Toldfree S CTCLIRK FUNCTIONAL ANALYST	
William Cabiling @ CTCLINK FUNCTIONAL ANALYST	

5. Select the **Action** icon and navigate to **Time Management > Request Absence**

	Josephine Lomax CTCLINK FUNCTIONAL AN	Actions ×	
	253/324-6859	Time Management >	
	Saket Bihari	Job and Personal Information >	
\sim	901/264-3874	Compensation >	
0	Sanjiv Kumar Bhagat () IMPLEMENT TECH ANALY	View Employee Snapshot	
	408/242-3764		



- 6. The Request Absence page displays.
- 7. Enter the **Absence Details**.
- 8. Select the **Submit** button.

My Town	Request Absence
Sanjiv Kumar Bhagat 💿 ANULUNENT TECH ANALIZET	
*Absence Name Reason *Start Date End Date Duration	800 Stok Lazes Taka Compensaté Siok Lesee
Partial Days	Nona
Comments	Absence Requested on behalf of Sargix.
Attachments	
You have not added any Attachments. Add Attachment Workflow	
Allow Request By Request As	Employee and Nenager Employee
tasance internation As of 0101/2019	123 00 Hours**
View Balances	1
View Requests	2
Disclaimer The current balance does not reflect absences that have not been processed.	

- 9. A confirmation message displays.
- 10. Select the **Yes** button to submit an absence request for the direct report.

Are you sure you want to Submit this Absence Request?									
	Yes	No							

11. This completes the process of submitting an Absence Request for a direct report employee.

Workforce Administrator Option

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

<there are no college-assignable roles>

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

Navigation: Workforce Administrator (Fluid Page) > Absence Administration (Fluid Tile)

ଡିctcLink	▼ Workforce A	e Administrator 🛛 🏫 🔍 🏲									
Remote Worker	Absence Administration	Compensation Administration	HR Administration								
8			요 요*요								
New Hire Tasks	Manage Human Resources	Position Management	Profile Administration								
21	<u> </u>	ñññ V _ø u	ÎÎÎ								
Manage Health and Safety	U.S. Payroll WorkCenter	Payroll Insights	Payroll Administration								
	0										
Time & Labor Admin	Benefits Admin	Maintain EE Pay Data									
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- 1. The Absence Administration page displays.
- 2. Select **Absence Event** from left-side navigation pane.
- 3. The Absence Event search page displays.
- 4. Enter search criteria to look up employee.
- 5. Select the **Search** button.

Workforce Administrator	Absence Administration	🚽 🗛 🏲 ।
l∎∫™lbsence Management		New Window
Generate Absence Payable Time	Absence Event Enter any Information you have and click Search. Leave fields blank for a list of all values.	
Time and Labor Exceptions	Find an Existing Value	
Absence Exceptions	▼Search Criteria	
Absence Event	Empl ID begins with •	
Review Absence Balances	Empl Record = •	
Calculate Absence and Payroll	Name begins with 🔻	
Positive Input by Calendar	Last Name begins with *	
Results by Calendar Group	Second Last Name begins with 🔻	
Absence Analytics Dashboard	Alternate Character Name begins with V	
Off Cycle On Demand	Middle Name begins with •	
Leave Donations	Case Sensitive	
Absence Configuration	Search Clear Basic Search 🖉 Save Search Offeria	

- 6. The Absence Event page displays.
- 7. Select the + (plus sign) to add a new Absence Event row.
- 8. Enter the **Absence Take**.
- 9. Enter the **Begin Date**.
- 10. Enter the **End Date.**
- 11. Enter the **Original Begin** date.

C Workforce Administrator					At	sence Administr	ation							🏫 🏲 i
Absence Management	Absence Event Entry	Forecast Messages				6							New W	indow Help Personalize Page
Generate Absence Payable Time						N.								
Time and Labor Exceptions	Employee ID 1010 From 01/1	13139	Empl Record Through	0	Name Sa	njiv Kumar Bhagat Refresh		Forecast						
Absence Exceptions	Absence Events (7)				_									
Absence Event	m; q									н	< 1-2 of 2 ♥ →)i - I	View All	
Review Absence Balances	Absence Take Proces	s Status Forecast Value III												
Calculate Absence and Payroll	*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status			
Positive Input by Calendar	CSL T 890 Q	890 Sick Leave Take	04/10/2019	04/11/2019		Normal		04/10/2019	Details	Administrator Absence Event	Approved	+	-	
Results by Calendar Group	٩					Normal			Details	Administrator Absence Event	Needs Approval	+	-	
Absence Analytics Dashboard														
Off Cycle On Demand	Save Return to Search	Notify Refresh												
📦 Leave Donations 🔍 🗸	Absence Event Entry Forecast	Messages												
😪 Absence Configuration 🛛 🗸														
🙀 Extended Absence 🗸 🗸														

- 12. Select the **Details** link.
- 13. The Detail pagelet displays.
- 14. Choose Absence Reason.
- 15. Select **OK** to close pagelet.
- 16. The **Absence Event** page displays.

17. Select Save.

Absence Administration														
Absence Event Entry	Eorecast Messages											New		
Employee ID 10 From 01	1013139 /11/2019	Empl Record Through	0 07/10/2019 III	Name Sa	njiv Kumar Bhagat Refresh		Forecast	ecast						
Absence Events ⑦ 루 Q Absence Take Proc	ess <u>S</u> tatus <u>F</u> orecast Value	▶							И	1-2 of 2) I	View All		
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status				
CSL T 890 Q,	890 Sick Leave Take	04/10/2019	04/11/2019		Normal		04/10/2019	Details	Administrator Absence Event	Approved	+			
VAC T 890 Q	890 Vacation Leave	04/16/2019	04/19/2019		Normal		04/16/2019	Details	Administrator Absence Event	Needs Approval	+	-		
Save Return to Sear Absence Event Entry Foreca	ch Notify Refresh					6								

18. The Absence Event is saved and the workflow status changes to **Approved**.

Absence Administration													â 🚩
			Γ	Saving Page									
Employee ID 101013139 Employee ID 101013139 Employee ID Name Sangle Kumar Rhaget From [11112019 Through 07/10/2019 Refresh Forecast													
Absence Take Proces Absence Take	s Status Forecast Value	*Begin Date	End Date	Partial Hours	'Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status			
CSL T 890 Q,	890 Sick Leave Take	04/10/2019	04/11/2019		Normal] .	04/10/2019	Details	Administrator Absence Event	Approved	+	-	
VAC T 890 Q.	890 Vacation Leave	04/16/2019	04/19/2019		Normal]	04/16/2019	Details	Administrator Absence Event	Approved	+ •	-	
Save Return to Search Absence Event Entry : Forecast	Notify Refresh Mossages												

19. Process complete.