

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.

Employee Self Service

CTC Time

Request Absence

*Absence Name: 890 Sick Leave Take

Reason: Compensable Sick 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: You have not added any Attachments.

Balance Information: As Of 01/31/2019: 189.50 Hours

View Balances

View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

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

Request Absence

*Absence Name: 890 Sick Leave Take

Reason: Compensable Sick 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: You have not added any Attachments.

Balance Information: As Of 01/31/2019: 189.50 Hours

View Balances

View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

Are you sure you want to Submit this Absence Request?

Yes No

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.

Employee Self Service

CTC Time

Submitted Successfully

ABSENCE NAME: 890 Sick Leave Take

Reason: Compensable Sick Leave

Start Date: 04/10/2019

End Date: 04/11/2019

Duration: 16.00 Hours

Partial Days: None

Status: Submitted

Comments: Request to approve my Sick Leave.

Attachments: You have not added any Attachments.

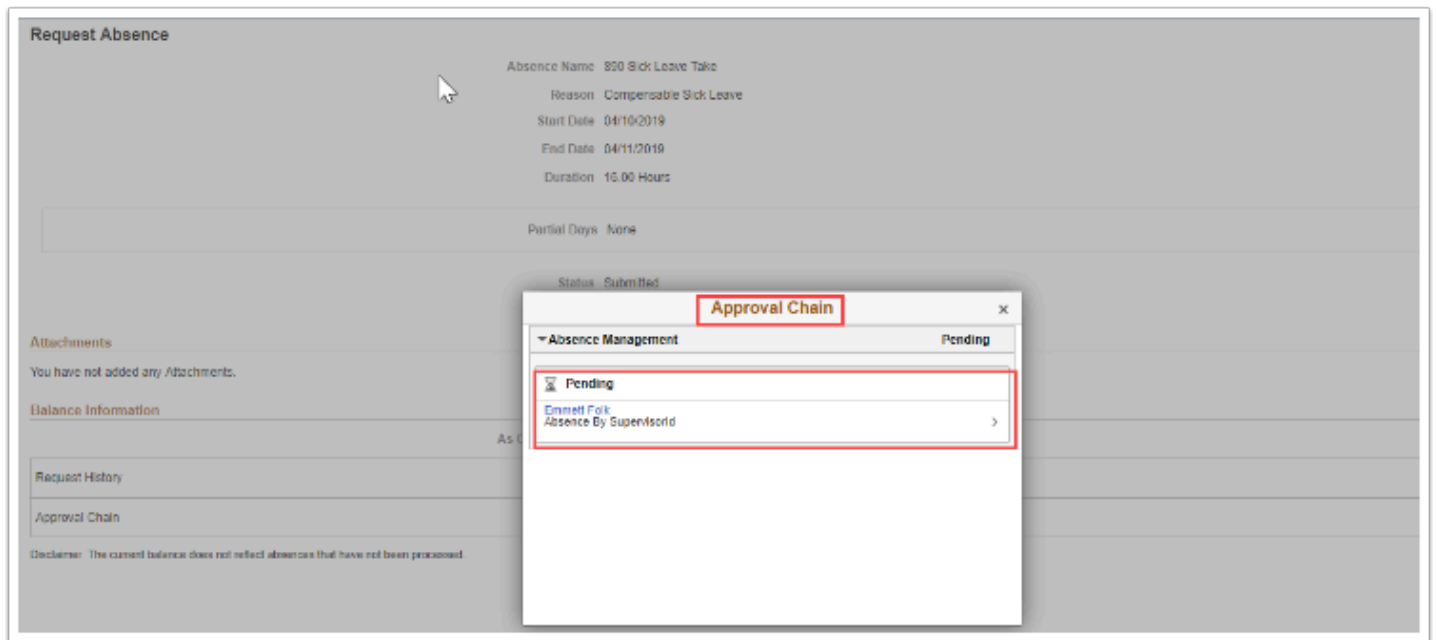
Balance Information: As Of 01/31/2019: 189.50 Hours

Request History

Approval Chain

Disclaimer: The current balance does not reflect absences that have not been processed.

13. The Approval Chain pagelet displays.



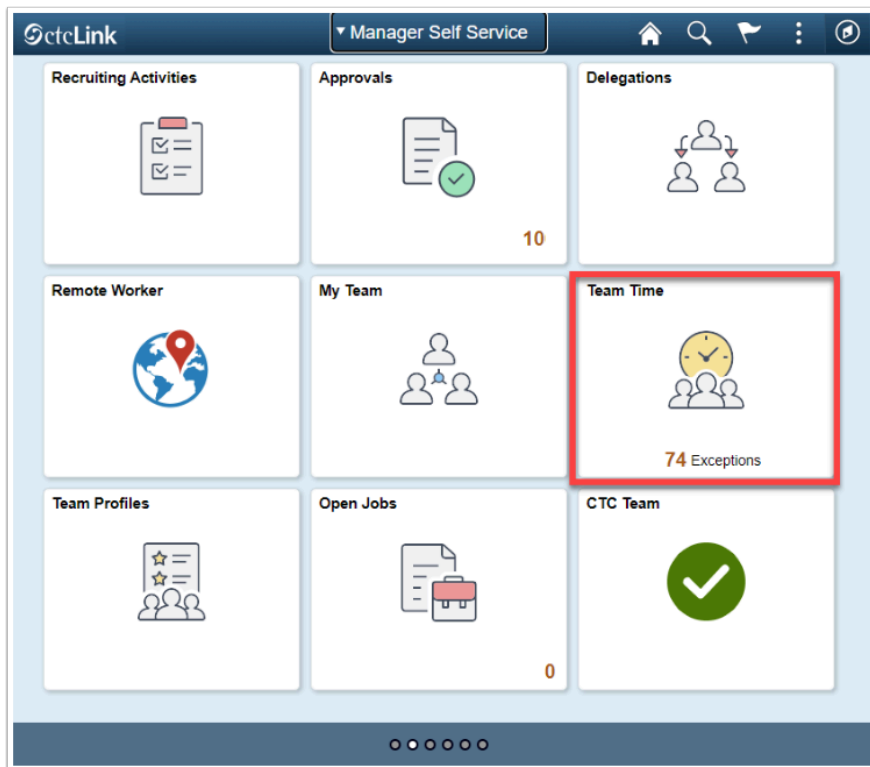
14. This completes the employee Absence Request process.

15. The employee can see the approval chain of their Absence Request transaction.

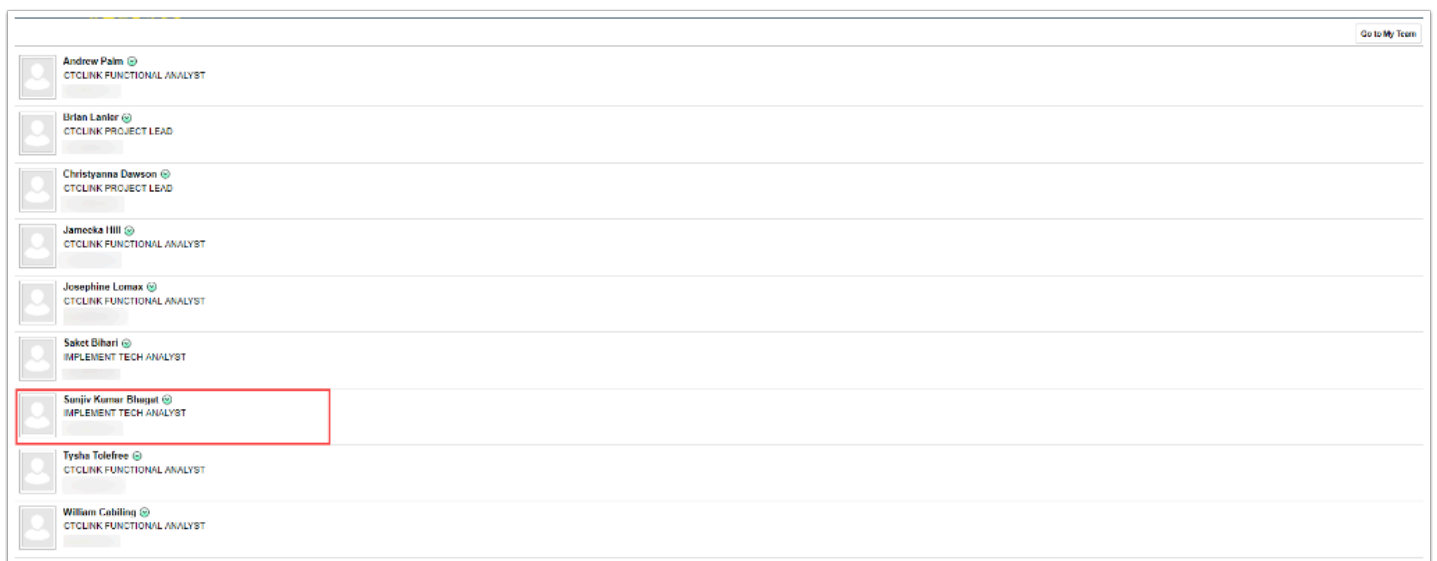
Manager Self Service Option

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

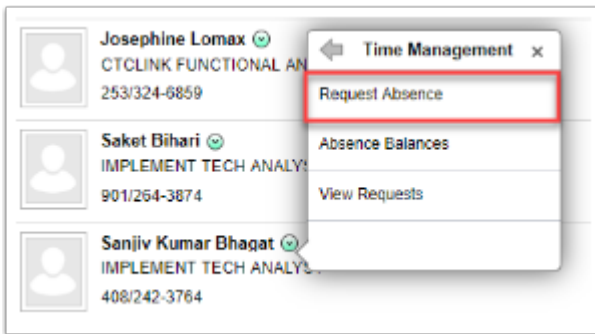
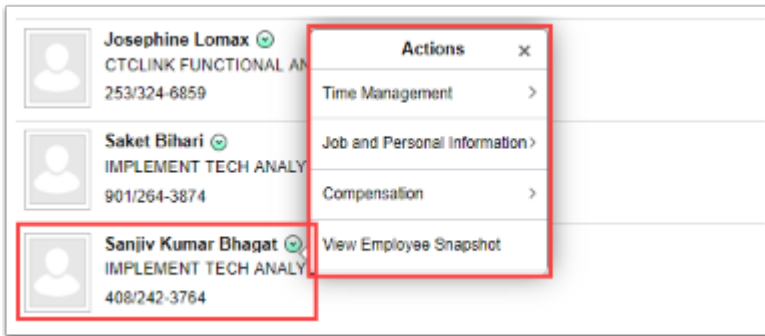
1. From the Manager Self-Service page displays.
2. Select the **Team Time** tile.



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



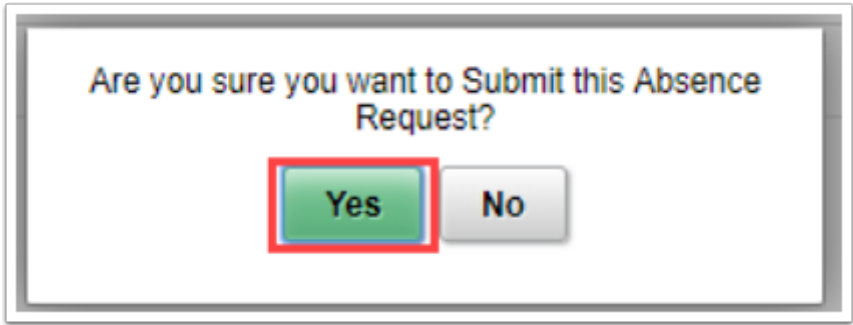
5. Select the **Action** icon and navigate to **Time Management > Request Absence**



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

This screenshot shows the 'Request Absence' form for Sanjiv Kumar Bhagat. The form includes fields for 'Absence Name' (S90 Sick Leave Take), 'Reason' (Compensable Sick Leave), 'Start Date' (04/10/2019), 'End Date' (04/11/2019), 'Duration' (16.00 Hours), 'Partial Days' (None), and 'Comments' (Absence Requested on behalf of Sanjiv). A red box highlights the 'Submit' button in the top right corner. Below the form, there are sections for 'Attachments', 'Workflow' (Allow Request By: Employee and Manager, Request As: Employee), and 'Balance Information' (As Of 01/31/2019: 123.80 Hours**).

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



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

Workforce Administrator Option

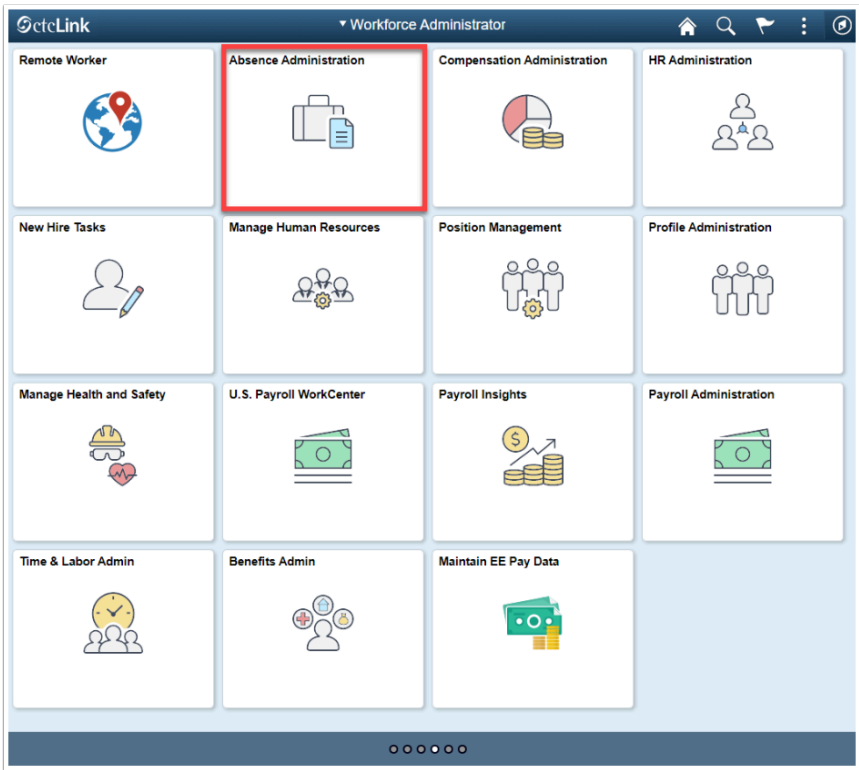
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You must have at least one of these local college managed security roles:

- <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)



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

Absence Event

Enter any Information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Emp ID begins with

Emp Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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.

Workforce Administrator Absence Administration

Absence Event Entry [Forecast Messages](#)

Employee ID 101013139 Emp Record 0 Name Sanjiv Kumar Bhagat

From 01/11/2019 Through 07/10/2019 [Refresh](#) [Forecast](#)

Absence Events

Absence Take	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
CSLT 890	890 Sick Leave Take	04/10/2019	04/11/2019		Normal		04/10/2019	Details	Administrator Absence Event	Approved	+	-
					Normal			Details	Administrator Absence Event	Needs Approval	+	-

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Absence Event Entry](#) [Forecast Messages](#)

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**.

The screenshot shows the 'Absence Administration' interface. At the top, there's a header bar with 'Absence Administration' and a 'New Window' link. Below the header, there are two tabs: 'Absence Event Entry' (selected) and 'Forecast Messages'. The main area displays employee information: Employee ID 101013139, Empl Record 0, Name Sanjiv Kumar Bhagat, From 01/11/2019, and Through 07/10/2019. There are 'Refresh' and 'Forecast' buttons. Below this, there's a section for 'Absence Events' with a search bar and filters. A table lists two events: 'CSL T 890' (Sick Leave Take) and 'VAC T 890' (Vacation Leave). The 'VAC T 890' event is highlighted with a red box. Below the table, there are buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Notify', and 'Refresh'. At the bottom, there's a status bar with 'Absence Event Entry' and 'Forecast Messages'.

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
CSL T 890	890 Sick Leave Take	04/10/2019	04/11/2019		Normal		04/10/2019	Details	Administrator Absence Event	Approved
VAC T 890	890 Vacation Leave	04/16/2019	04/19/2019		Normal		04/16/2019	Details	Administrator Absence Event	Needs Approval

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

The screenshot shows the 'Absence Administration' interface after saving. A green banner at the top says 'Saving Page'. The employee information and table are the same as in the previous screenshot. However, the 'Workflow Status' for the 'VAC T 890' event has changed from 'Needs Approval' to 'Approved', which is highlighted with a red box. The 'Save' button is no longer highlighted.

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
CSL T 890	890 Sick Leave Take	04/10/2019	04/11/2019		Normal		04/10/2019	Details	Administrator Absence Event	Approved
VAC T 890	890 Vacation Leave	04/16/2019	04/19/2019		Normal		04/16/2019	Details	Administrator Absence Event	Approved

19. Process complete.