

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

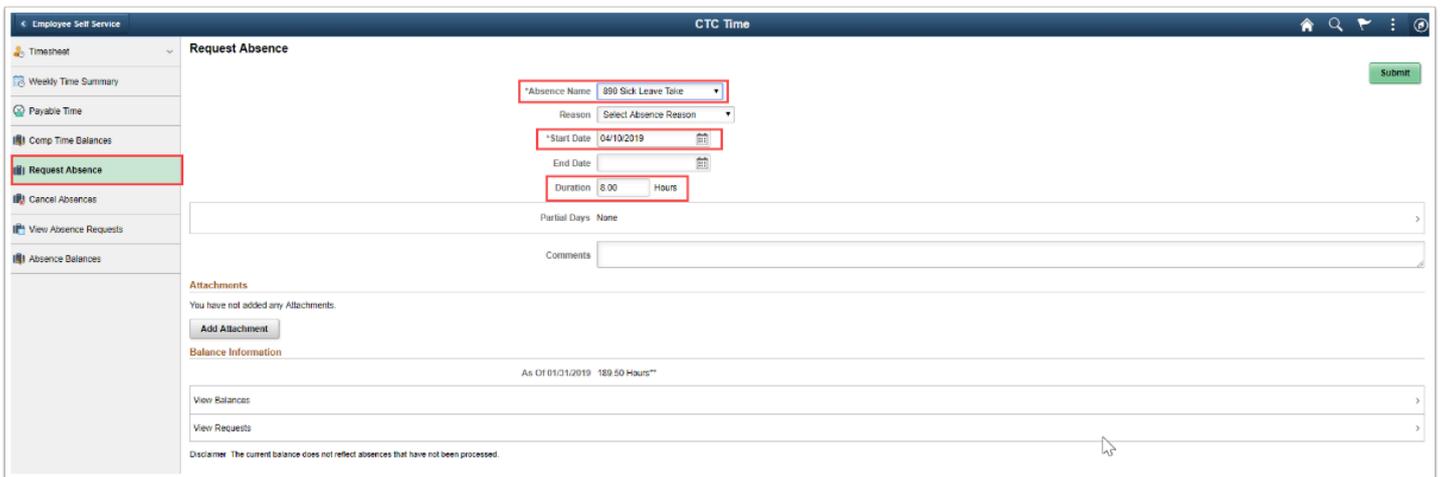
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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

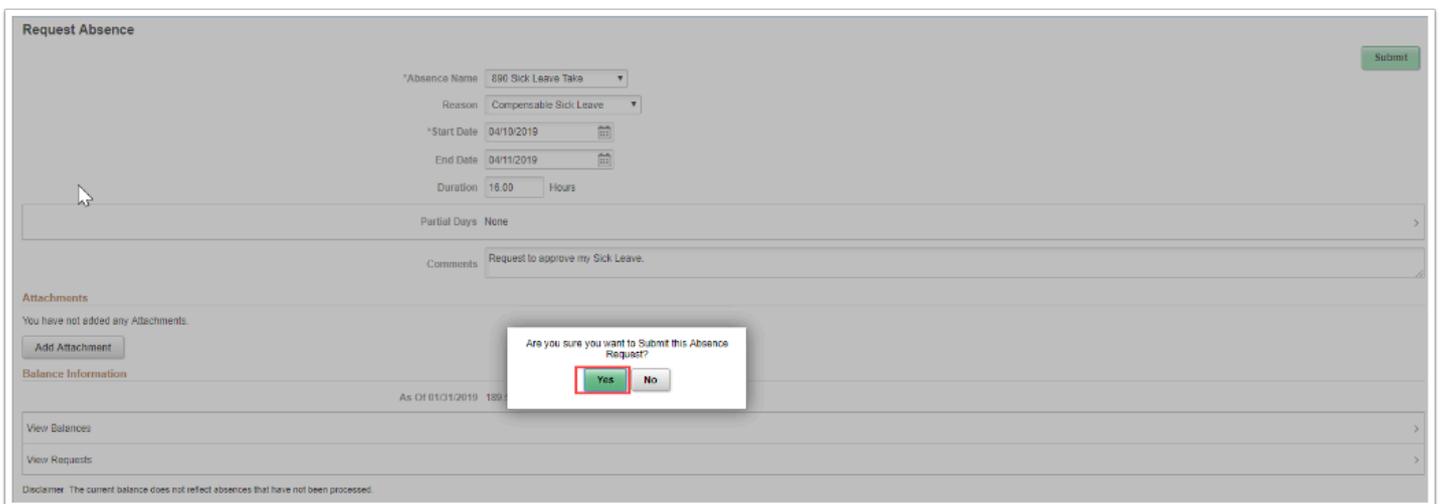
Employee Self Service Option

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.



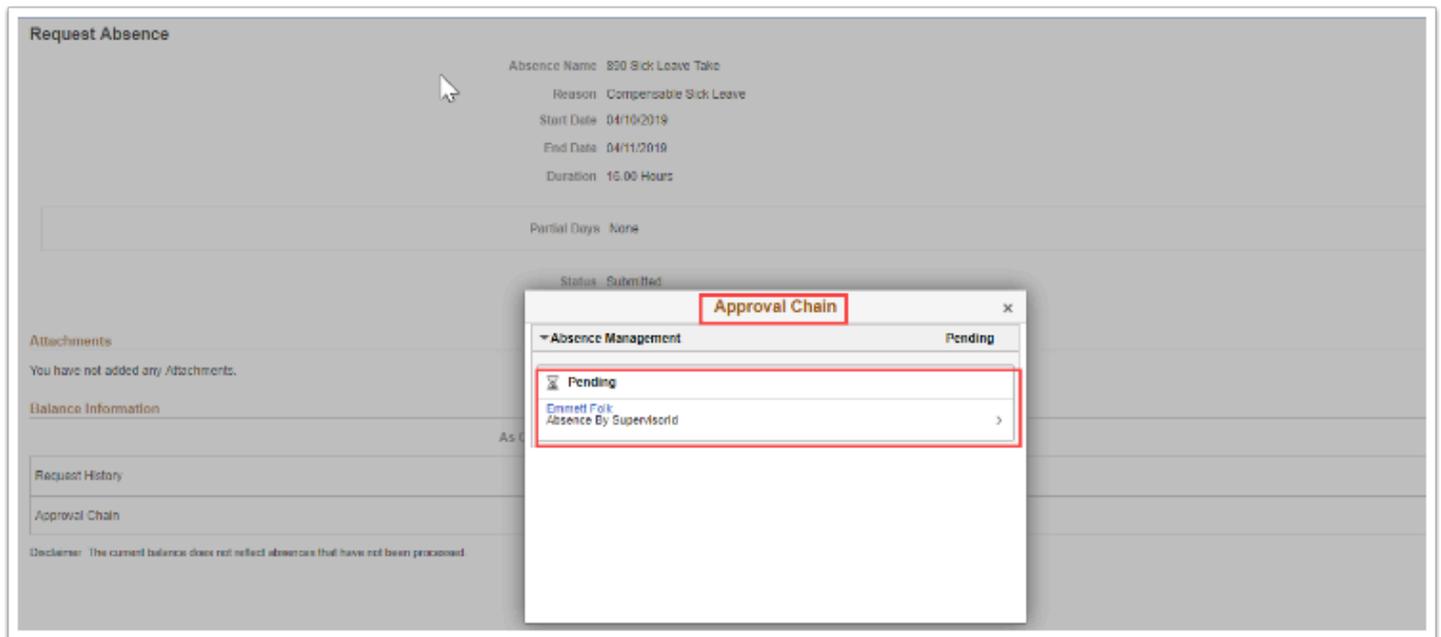
8. A confirmation message displays.
9. Select **Yes**.



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.



13. The Approval Chain pagelet displays.



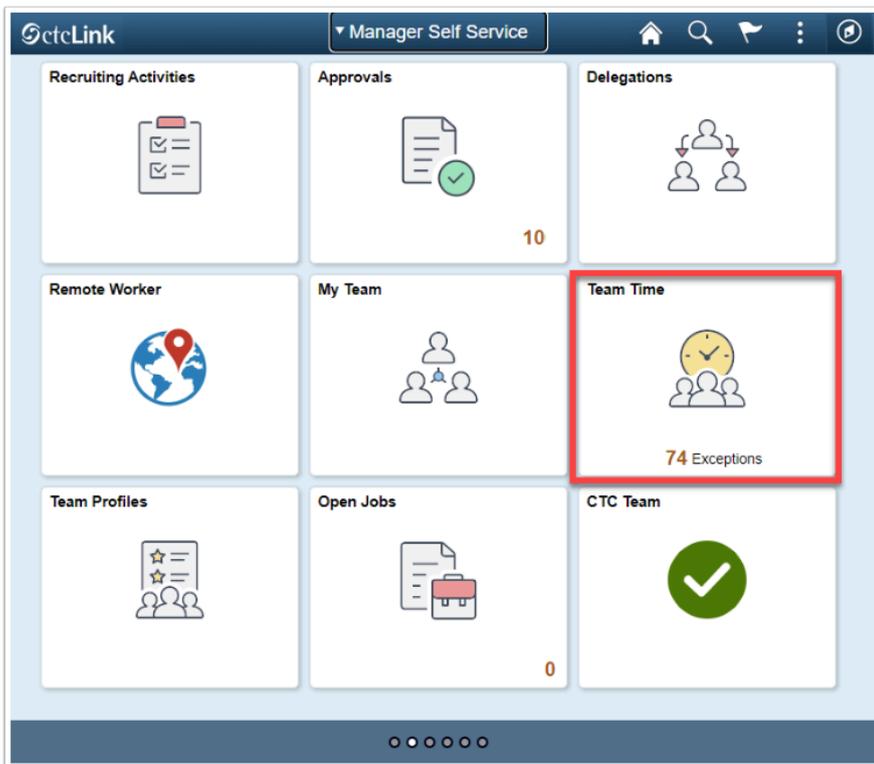
14. This completes the employee Absence Request process.

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

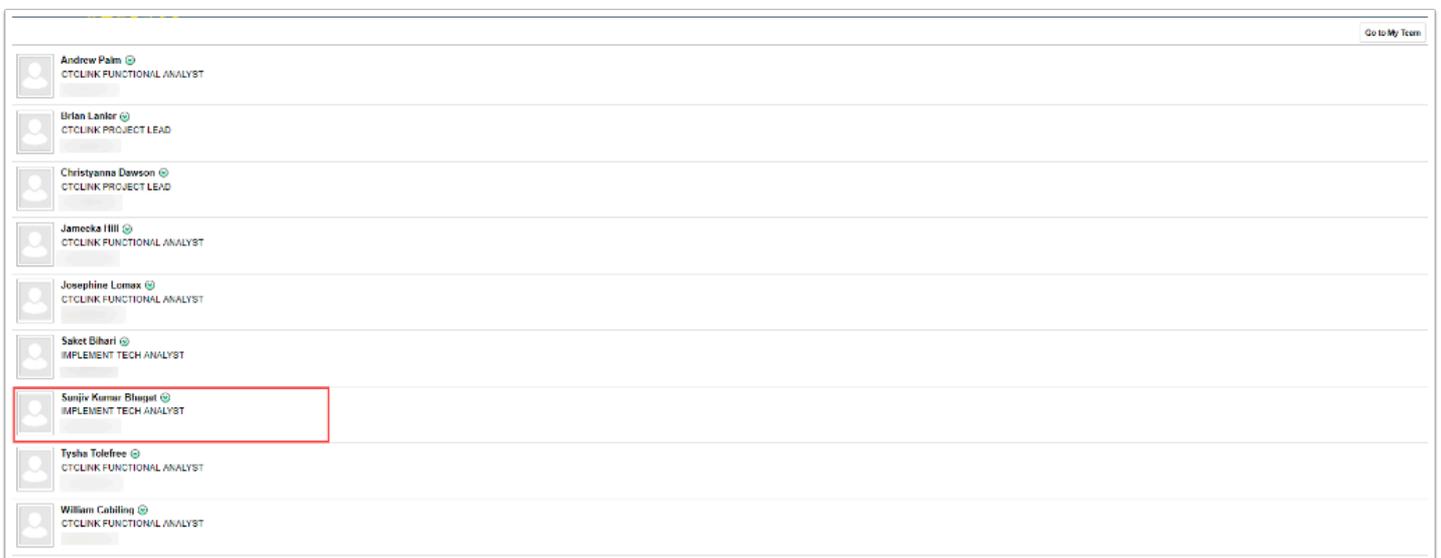
Manager Self Service Option

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

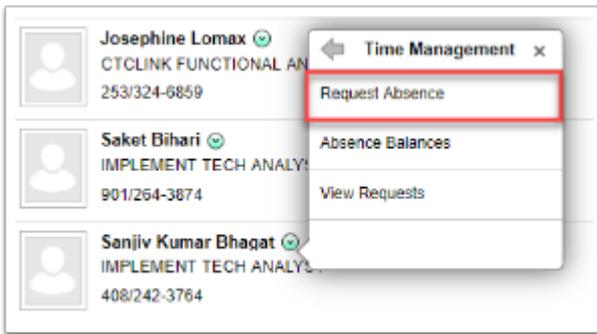
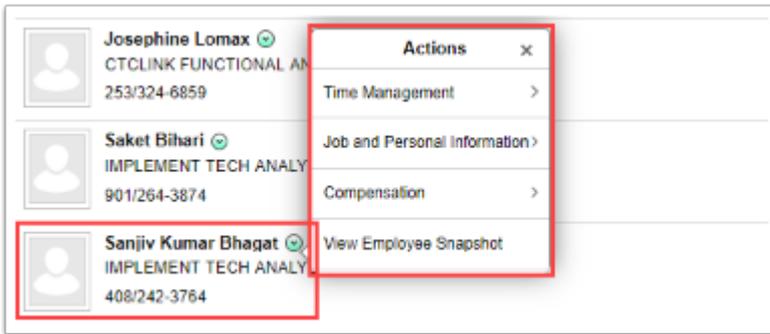
1. From the Manager Self-Service page displays.
2. Select the **Team Time** tile.



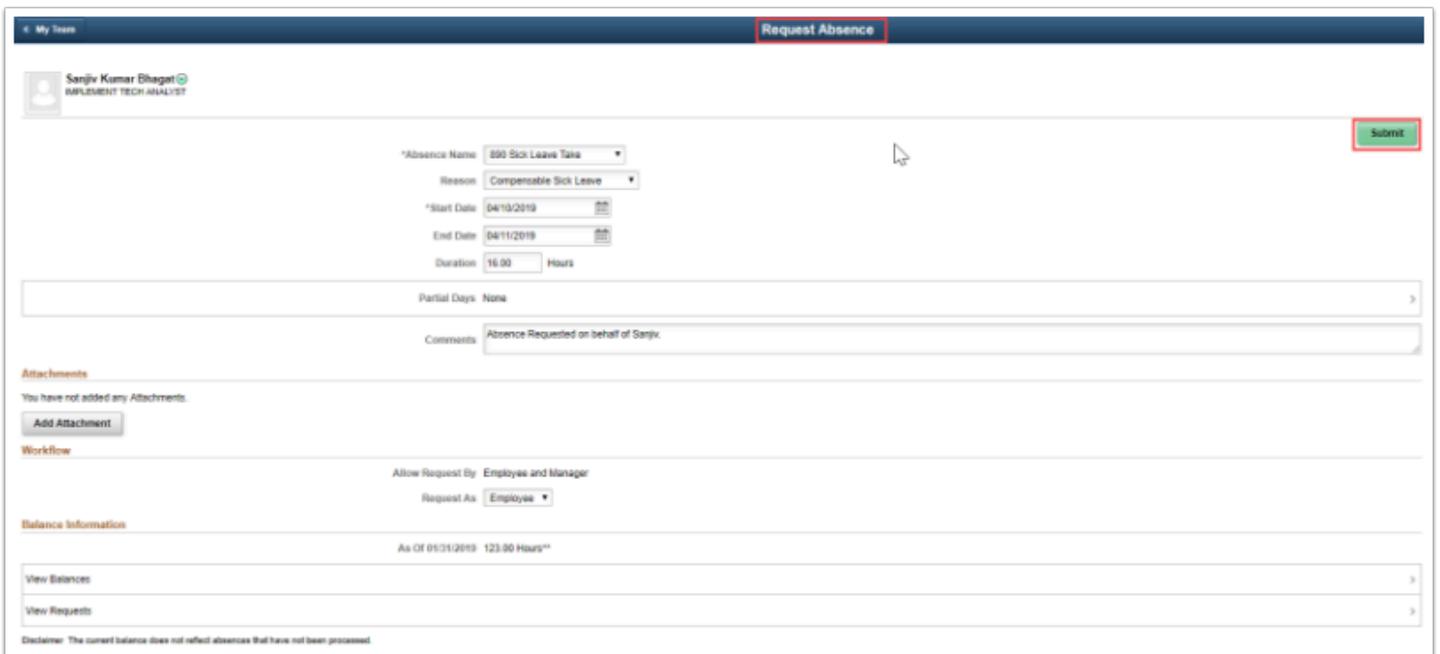
3. The Team Time page displays.
4. Select the direct report for whom you want to enter the absence request.



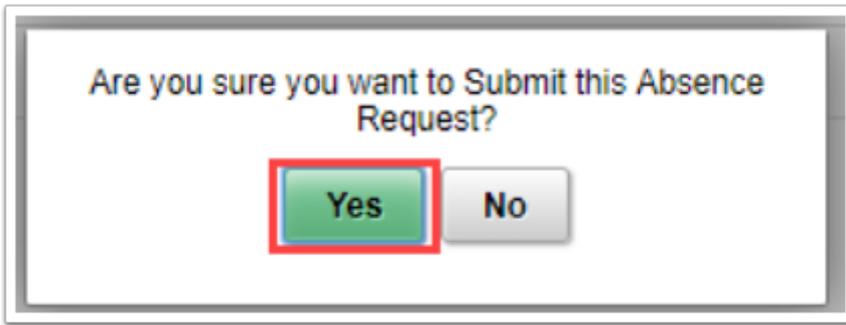
5. Select the **Action** icon and navigate to **Time Management > Request Absence**



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



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

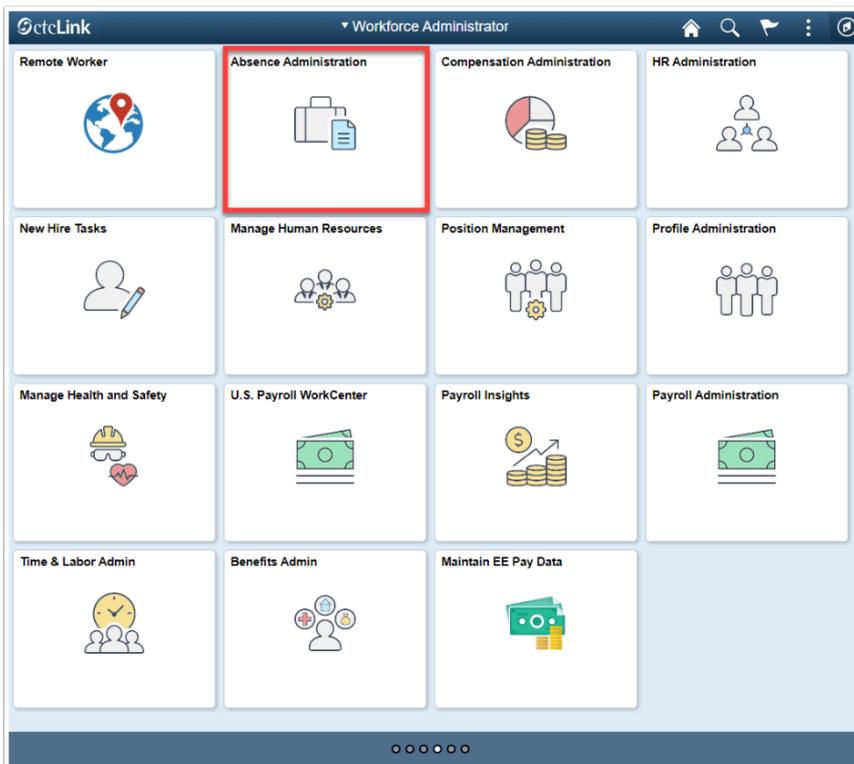


11. This completes the process of submitting an Absence Request for a direct report employee.

Workforce Administrator Option

- ! 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.

The screenshot shows the 'Absence Administration' page in the Workforce Administrator interface. The left navigation pane has 'Absence Event' selected. The main content area is titled 'Absence Event' and contains a search form. The search criteria section is highlighted with a red box and includes the following fields:

- Empl ID: begins with []
- Empl Record: = []
- Name: begins with []
- Last Name: begins with []
- Second Last Name: begins with []
- Alternate Character Name: begins with []
- Middle Name: begins with []

Below the search criteria is a 'Case Sensitive' checkbox and a 'Search' button, which is highlighted in red. Other buttons include 'Clear', 'Basic Search', and '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.

The screenshot shows the 'Absence Administration' page displaying a table of 'Absence Events'. The table has the following columns: Absence Take, Description, Begin Date, End Date, Partial Hours, Process Action, Voided, Original Begin Date, Details, Entry Source, and Workflow Status. The first row is highlighted with a red box, and the 'Details' link in the second row is also highlighted with a red box.

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
					Normal			Details	Administrator Absence Event	Needs Approval

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 are tabs for 'Absence Event Entry' and 'Forecast Messages'. Below the tabs, the employee information is displayed: 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. The main section is titled 'Absence Events' and contains a table with the following data:

*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	<input type="checkbox"/>	04/10/2019	Details	Administrator Absence Event	Approved
VAC T 890	890 Vacation Leave	04/16/2019	04/19/2019		Normal	<input type="checkbox"/>	04/16/2019	Details	Administrator Absence Event	Needs Approval

At the bottom of the table, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a red box.

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

The screenshot shows the 'Absence Administration' interface after the event has been saved. A green banner at the top indicates 'Saving Page'. The employee information remains the same. The 'Absence Events' table now shows the following data:

*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	<input type="checkbox"/>	04/10/2019	Details	Administrator Absence Event	Approved
VAC T 890	890 Vacation Leave	04/16/2019	04/19/2019		Normal	<input type="checkbox"/>	04/16/2019	Details	Administrator Absence Event	Approved

The 'Approved' status for the 'VAC T 890' event is highlighted with a red box.

19. Process complete.