

9.2 ESS Request Absence (Fluid)

Purpose: Use this document as a reference for requesting time off for employees in ctclink.

Audience: Employees.

Employee Self Service Request Absence

Navigation: Employee Self Service (Homepage) > Time (Tile) > Request Absence (tile)



1. The **Time** homepage displays.
2. Select the **Request Absence** tile.

The screenshot displays the 'Employee Self Service' interface for 'Time' management. At the top, there's a navigation bar with a home icon, a search icon, and a user profile icon. Below this is a dropdown menu labeled '*Select a Job'. The main content area is divided into several sections:

- Enter Time:** Shows a progress bar for the period 08/16/22 - 08/31/22. It indicates 'Reported 40.00' (green dot) and 'Scheduled 96.00' (red dot).
- Time Summary:** Shows 'Vacation 40.00 Hours' and '32.00 Hours'.
- Exceptions:** Displays a large '0'.
- Report Time:** Shows 'Wednesday, Aug 17, 2022' and 'Reported 0.00' (green dot) and 'Scheduled 8.00' (red dot). There is a 'Report Time' button.
- Payable Time:** Shows 'Last Time Period 08/01/22 - 08/15/22' and 'Total Hours 0.000011 Hours'.
- Request Absence:** This section is highlighted with a red box and a red arrow. It contains an icon of a briefcase and a document.
- Cancel Absences:** Contains an icon of a briefcase with a red 'X'.
- View Requests:** Contains an icon of a briefcase and a calendar.
- Absence Balances:** Contains an icon of a briefcase and a scale.
- CTC Time:** Contains a green checkmark icon.

3. The **Request Absence** page displays.
4. If the user has multiple jobs, select the appropriate **Job** from the drop-down menu.
5. Select **Absence Name** from the drop-down menu.
6. (Optional) Select Absence Reason.
 - NOTE: If the Absence has to do with FMLA, the Absence Reason is required.
7. Select a **Start Date**.
8. Select an **End Date**.
9. Based on the Start and End Date, the **Duration** will dynamically generate.
10. If the Absence is not for a full day, select **Partial Days**.
 - NOTE: PTF will always submit Partial Day absences.
 - 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.

11. If **Partial Days** is chosen the user must indicate:
 - Is the End Day a Half Day? (Yes or No).
 - If the answer is no, then how many hours is the partial day absence for? (Duration in hours).
 - Select the Done button to return to the Request Absence page.
12. (Optional) **Comments** are available for the employee (NOTE: these cannot be deleted from the system and are considered public records).
13. Select the **Submit** button.
14. Select the **Yes** (Status will change to Submitted).

15. The process to request an absence is now complete.
16. End of procedure.