

MSS Request Absence (Fluid)

Purpose: Use this document as a reference for request absences for employees in ctcLink.

Audience: Managers.

Manager Self Service Absence Request

Navigation: Manager Self Service (Homepage) > Team Time (tile)

1. The **Team Time** homepage displays.
2. Select the **Manage Absences** heading on the side bar.
3. Select the employee from the list of **Team Members**.
4. In the **Create a new Request** section, enter or select a **Start Date** and an **End Date** for the absence.
5. Select **Absence Name** from the drop-down menu.
6. Click the **Apply Absence** button.
7. The **Balance** for the selected **Absence Name** displays along with some additional fields.
8. Use the **Reason** drop-down menu to select an appropriate reason for the absence. (This is an *optional* field in most situations.)

NOTE: If the Absence has to do with FMLA, the Absence Reason is *required*.

9. Based on the Start and End Dates, the **Duration** will dynamically generate.
10. If the Absence is not for a full day, select **Partial Days**.

NOTE: PTF will always need to have Partial Day absences.

11. From the **Partial Days** drop-down menu, the available options (depending on duration) are:
 - **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.
12. If Partial Days is chosen the user must indicate: Is the Day a Half Day? (Yes or No).
13. If the answer is no, enter the Duration (number of hours for the partial day absence).
14. Click the **Done** button to return to the **Manage Absences** page.
15. **Comments** are available and are typically used to provide information to support the request. These are *optional*.

NOTE: these cannot be deleted from the system and are considered public records.
16. Click the **Request As** drop-down to submit as **Employee or Manager** as per your college's policy.
17. Click the **Submit** button.

18. A confirmation message displays.
19. Click the **Yes** button to confirm.

The screenshot displays the 'Manage Absences' page for Austen Brooks, a Fiscal Specialist. The page shows three approved absence requests: 260 Vacation Leave (2.00 Hours), 260 Sick Leave (8.00 Hours), and 260 Personal Leave (2.00 Hours). Below these, there is a 'Create a new Request' form. The form includes fields for Start Date (09/20/2023), End Date (09/22/2023), Absence Name (260 Sick Leave), Reason (Personal Illness/Injury), Duration (24.00 Hours), and Comments (Input 24 hours Sick Leave by request of employee 9/20/23). A 'Submit' button is highlighted with a red box.

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