



How to Request Leave and Absences

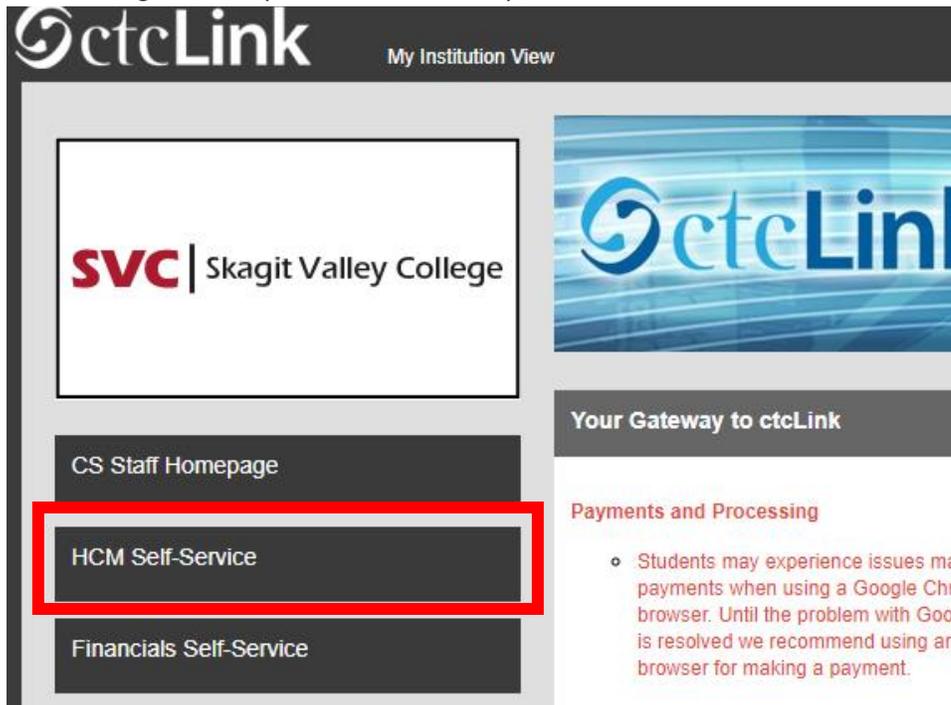
1. Sign into **ctcLink** at <https://gateway.ctclink.us/>

A screenshot of the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. Underneath is the label "ctcLink ID" followed by a text input field. A blue "Next" button is positioned below the input field. At the bottom left, there is a blue link for "Password Help".

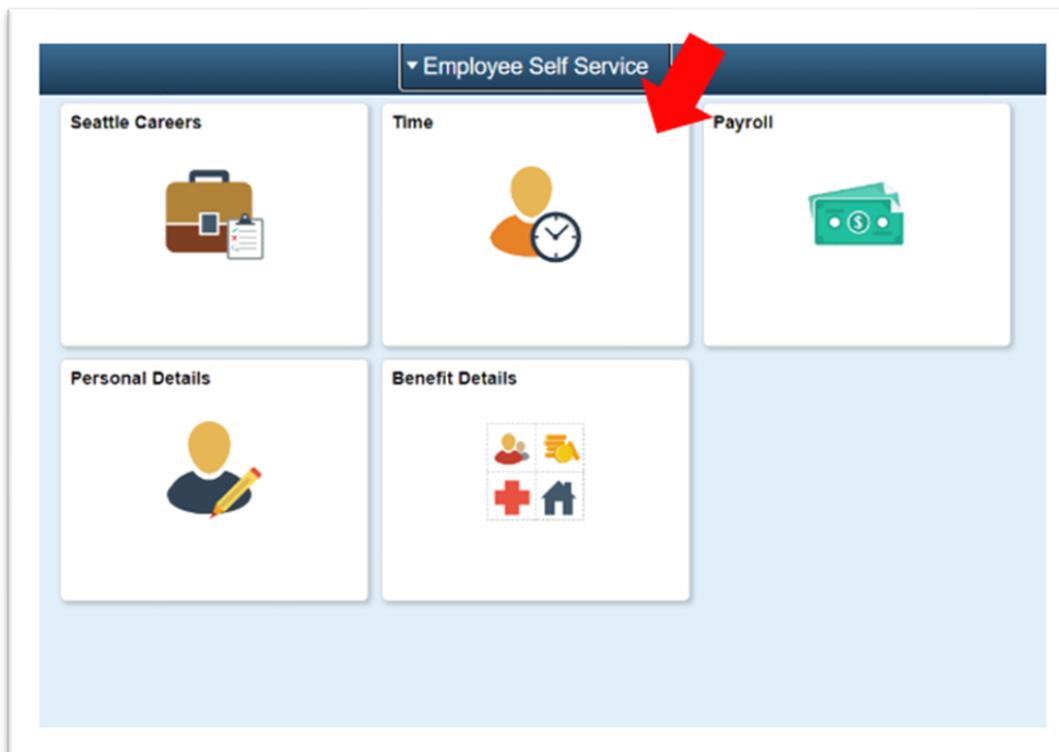
2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC.



3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.



4. Select the "Time" Tile from your Employee Self Service page



5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.

The screenshot shows a dashboard for a user with the job title 'HOURLY ASSISTANT I'. At the top, a red box highlights the job selection dropdown menu, which is currently set to 'HOURLY ASSISTANT I'. The dashboard is divided into several sections:

- Enter Time:** 01/01/21 - 01/15/21. Reported 0.00, Scheduled 120.00.
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0.
- Report Time:** Monday, Jan 11, 2021. Reported 0.00, Scheduled 8.00. A 'Report Time' button is visible.
- Payable Time:** Last Time Period 12/16/20 - 12/31/20. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Represented by a briefcase icon.
- Cancel Absences:** Represented by a briefcase icon with a red 'X' over it.
- View Requests:** Represented by a briefcase and calendar icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- CTC Time:** Represented by a green checkmark icon.

6. Click on the "Request Absence" Tile

The screenshot shows a dashboard for a user with the job title 'SPEC, FINANCE & HCM'. At the top, the job selection dropdown menu is set to 'SPEC, FINANCE & HCM'. A red arrow points to the 'Request Absence' tile. The dashboard is divided into several sections:

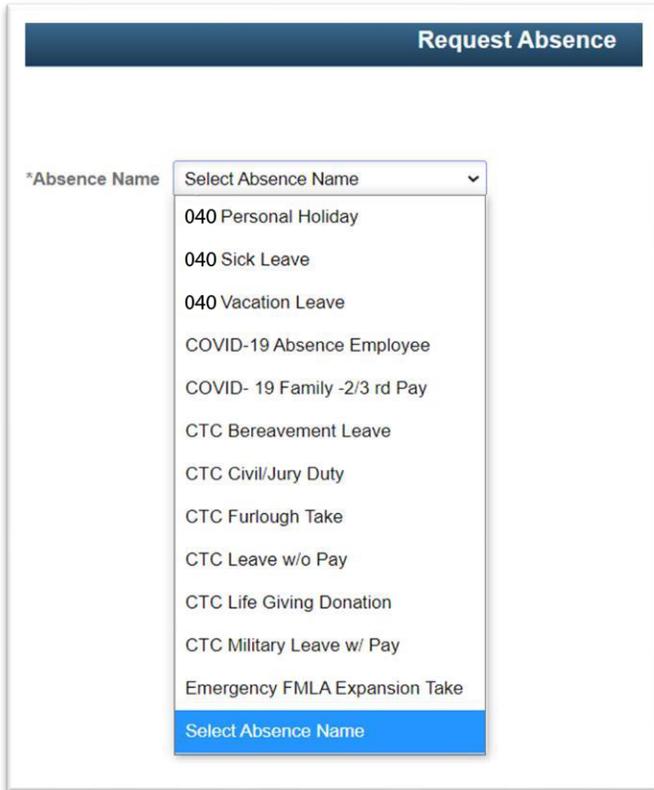
- Enter Time:** 01/16/21 - 01/31/21. Reported 42.50, Scheduled 80.00.
- Time Summary:** 01/16/21 - 01/31/21. Regular 40.00, 2.50 Hours.
- Exceptions:** 0.
- Report Time:** Friday, Jan 22, 2021. Reported 8.00, Scheduled 8.00. A 'Report Time' button is visible.
- Payable Time:** Last Time Period 01/01/21 - 01/15/21. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Represented by a briefcase icon. A red arrow points to this tile.
- Cancel Absences:** Represented by a briefcase icon with a red 'X' over it.
- View Requests:** Represented by a briefcase and calendar icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- CTC Time:** Represented by a green checkmark icon.

7. You will be taken to the Absence Request Page. From the Drop Down, select the type of Absence you would like to request, then click submit.



The screenshot shows the top of the 'Request Absence' page. A dark blue header contains the title 'Request Absence' and navigation icons. Below the header, there is a form with a dropdown menu labeled '*Absence Name' and a green 'Submit' button. A red box highlights the dropdown menu, and a red arrow points to the 'Submit' button.

8. You will need to select the type of leave you are requesting:



The screenshot shows the 'Request Absence' page with the dropdown menu open. The menu lists various leave types: 040 Personal Holiday, 040 Sick Leave, 040 Vacation Leave, COVID-19 Absence Employee, COVID- 19 Family -2/3 rd Pay, CTC Bereavement Leave, CTC Civil/Jury Duty, CTC Furlough Take, CTC Leave w/o Pay, CTC Life Giving Donation, CTC Military Leave w/ Pay, and Emergency FMLA Expansion Take. A blue bar at the bottom of the menu says 'Select Absence Name'.

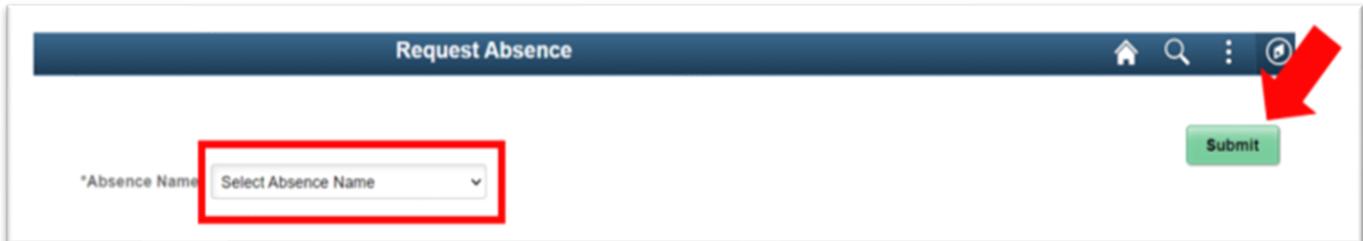
Common Leave Request Types

040 Personal Holiday: This request is to use Personal Holiday days.

040 Sick Leave: This request is to use normal Sick Leave.

040 Vacation Leave: This request is to use normal Vacation Leave.

9. After selecting the Leave Type, remember to click Submit.



The screenshot shows the 'Request Absence' page with the dropdown menu open. A red box highlights the dropdown menu, and a red arrow points to the 'Submit' button.

10. You will be taken to the Absence Request Entry Page.

For full day off requests:

- a. In the "Reason" drop down, select the appropriate reason.
- b. Select the correct Start Date
- c. Select the correct End date
- d. Type an explanation for the leave request in the "Comments" box

Request Absence

*Absence Name: 060 Vacation Leave

Reason: Select Absence Reason

*Start Date: 01/22/2021

End Date:

Duration: 8.00 Hours

Partial Days: None

Comments:

Balance Information

As Of 12/15/2020 108.00 Hours**

View Balances

View Requests

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

For partial day off requests, follow step a-c above, then proceed as instructed below.

- e. Click on "None" next to Partial Days, a "Partial Days pop-up will appear.
- f. Select "All Days" from the drop down menu
- g. For half day, leave the "All Days are Half Days" toggle on "yes"
- h. For less than half days, toggle to "No", and type the number of hours needed,
- i. Click "Done"

Request Absence

*Absence Name: 060 Vacation Leave

Reason: Select Absence Reason

*Start Date:

End Date:

Duration:

Partial Days:

Comments:

As Of 12/15/2020

Partial Days

Cancel Done

Partial Days: All Days

All Days Are Half Days: No

Duration: 2.5 Hours

11. Once you have input all of your time off requests, select the Submit button on the upper right hand corner.

Request Absence

*Absence Name: 060 Vacation Leave

Reason: Select Absence Reason

*Start Date: 01/04/2021

End Date: 01/04/2021

Duration: 2.50 Hours

Partial Days: All Days

Comments:

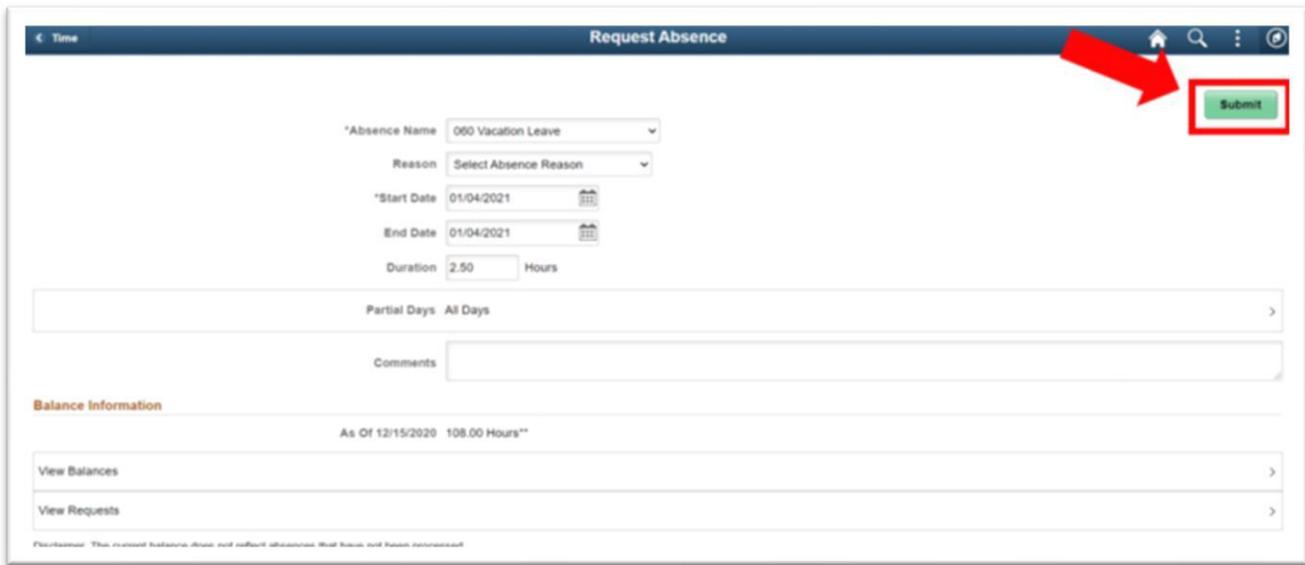
Balance Information

As Of 12/15/2020 108.00 Hours**

View Balances

View Requests

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

A screenshot of a mobile application interface for requesting absence. The title bar at the top is dark blue with a back arrow, the text 'Request Absence', and icons for home, search, and user profile. The form contains several fields: a dropdown for 'Absence Name' (060 Vacation Leave), a dropdown for 'Reason' (Select Absence Reason), date pickers for 'Start Date' (01/04/2021) and 'End Date' (01/04/2021), a text input for 'Duration' (2.50) followed by 'Hours', a dropdown for 'Partial Days' (All Days), and a text area for 'Comments'. Below the form is a 'Balance Information' section showing 'As Of 12/15/2020 108.00 Hours**' and two links: 'View Balances' and 'View Requests'. A red arrow points from the top right towards a green 'Submit' button which is highlighted with a red rectangular border.

12. Your Absence request has now been submitted. Your supervisor will receive the leave request.