



How to Request Leave and Absences

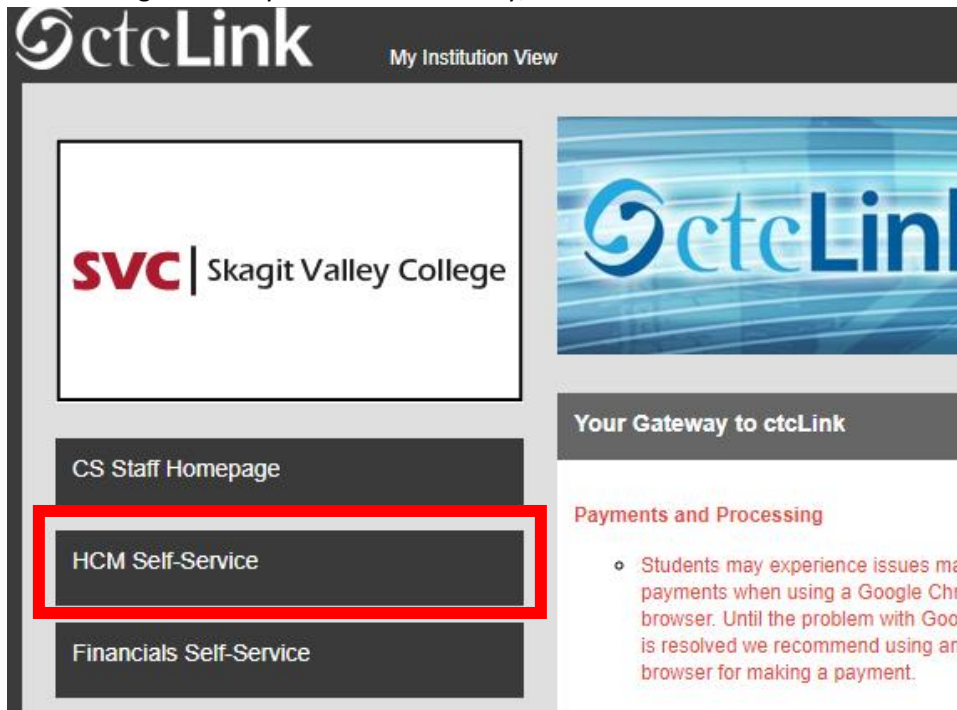
1. Sign into **ctcLink** at <https://gateway.ctclink.us/>

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. Below the input field is a blue "Next" button. At the bottom left, there is a link for "Password Help".

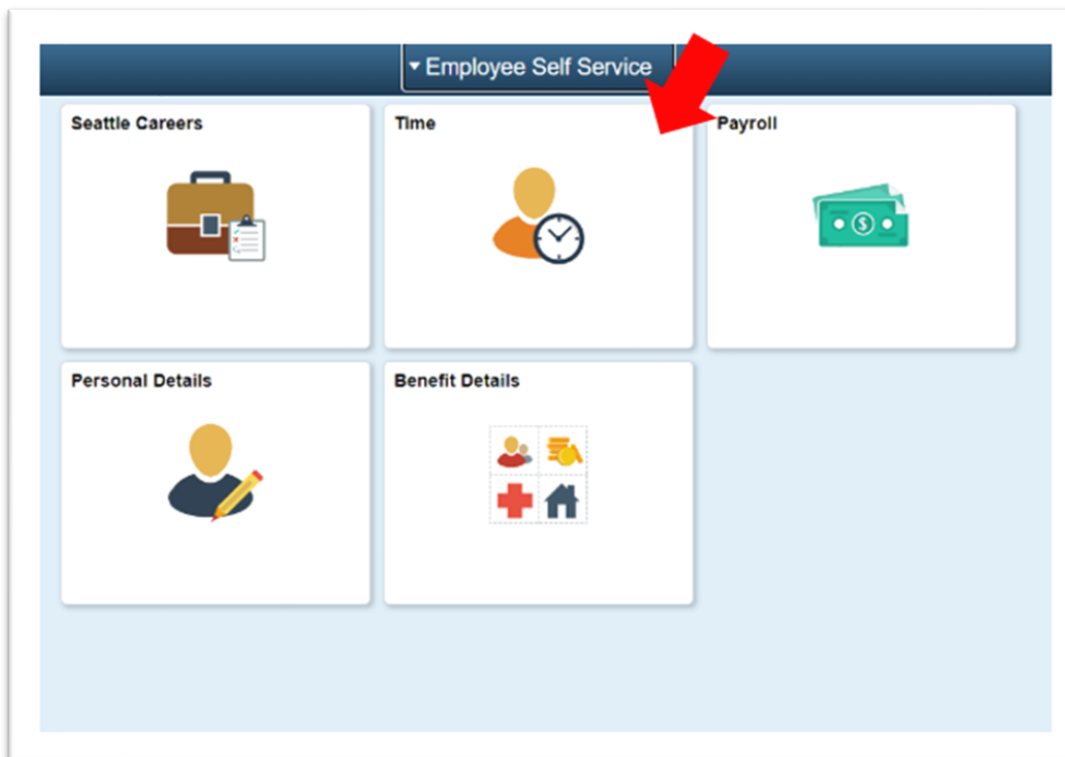
2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC.



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



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 a web interface titled "Request Absence". At the top, there is a dark blue header with the title and navigation icons (home, search, and a menu). Below the header, on the left, is a dropdown menu labeled "Absence Name" with the text "Select Absence Name" and a downward arrow. This dropdown is highlighted with a red rectangular box. On the right side of the page, there is a green button labeled "Submit". A red arrow points from the top right corner of the page towards the "Submit" button.

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

Common Leave Request Types

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

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

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

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



This screenshot is identical to the one above, showing the "Request Absence" page. It features the same header, dropdown menu for "Absence Name" (highlighted with a red box), and the "Submit" button (indicated by a red arrow).

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:

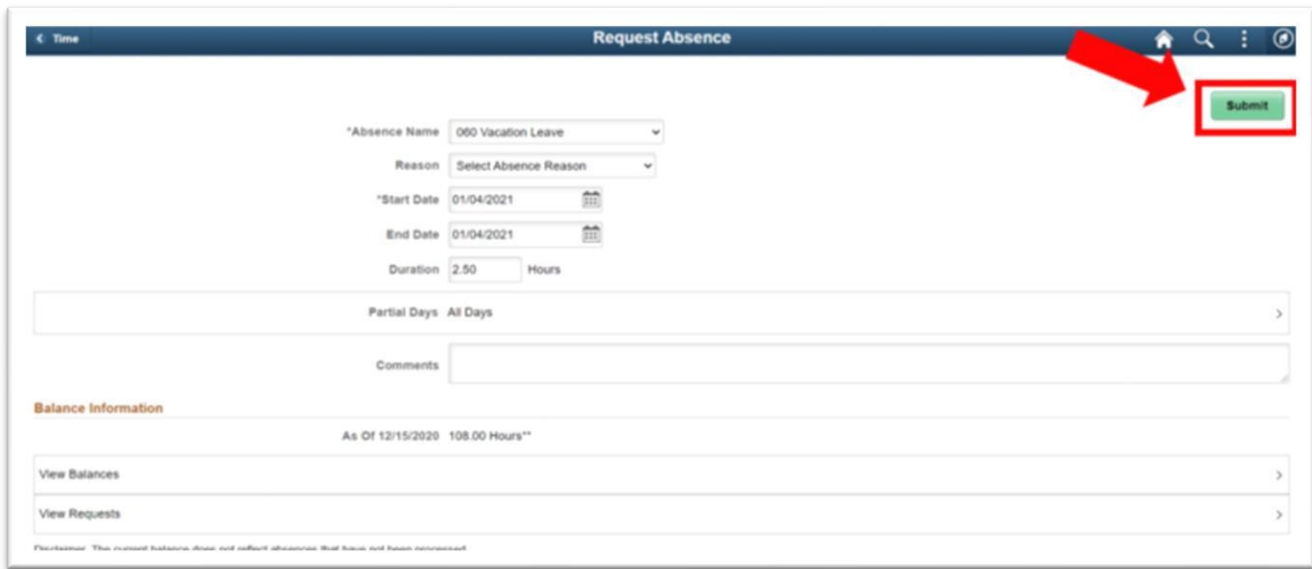
Balance Information

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' and 'End Date' (both 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.