

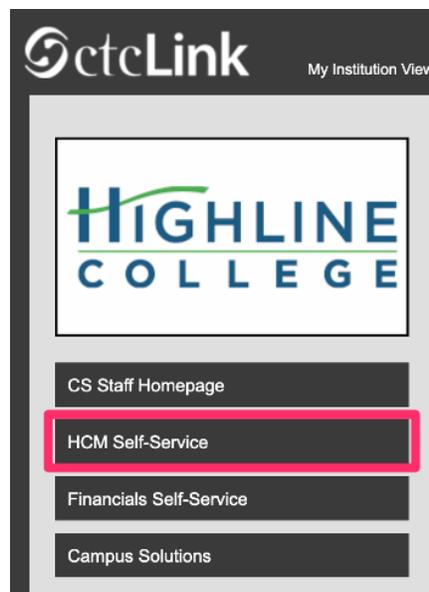


How to Submit an Absence Request

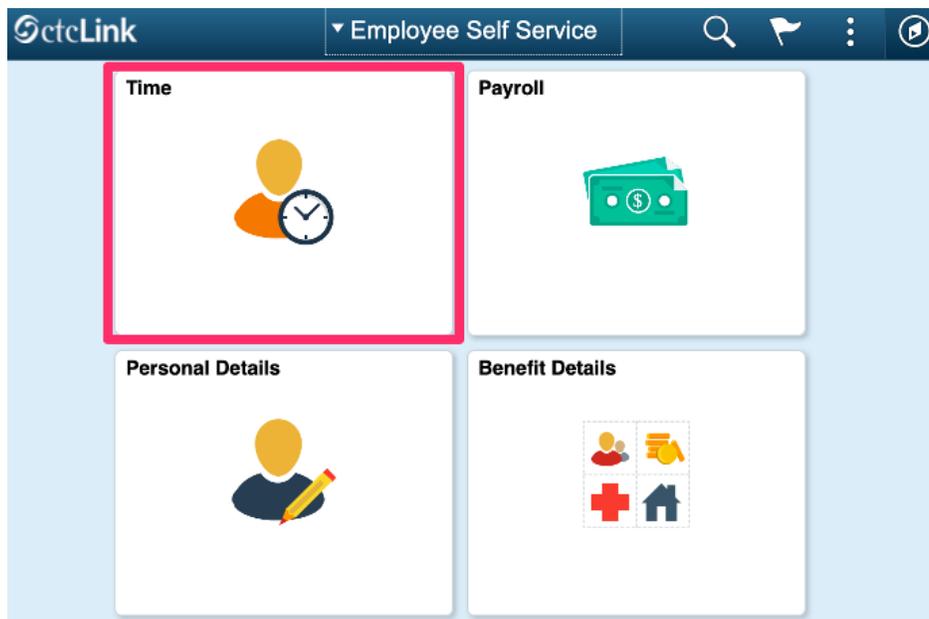
This guide will show you how to submit an absence request, such as a sick or vacation day. Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.

Directions

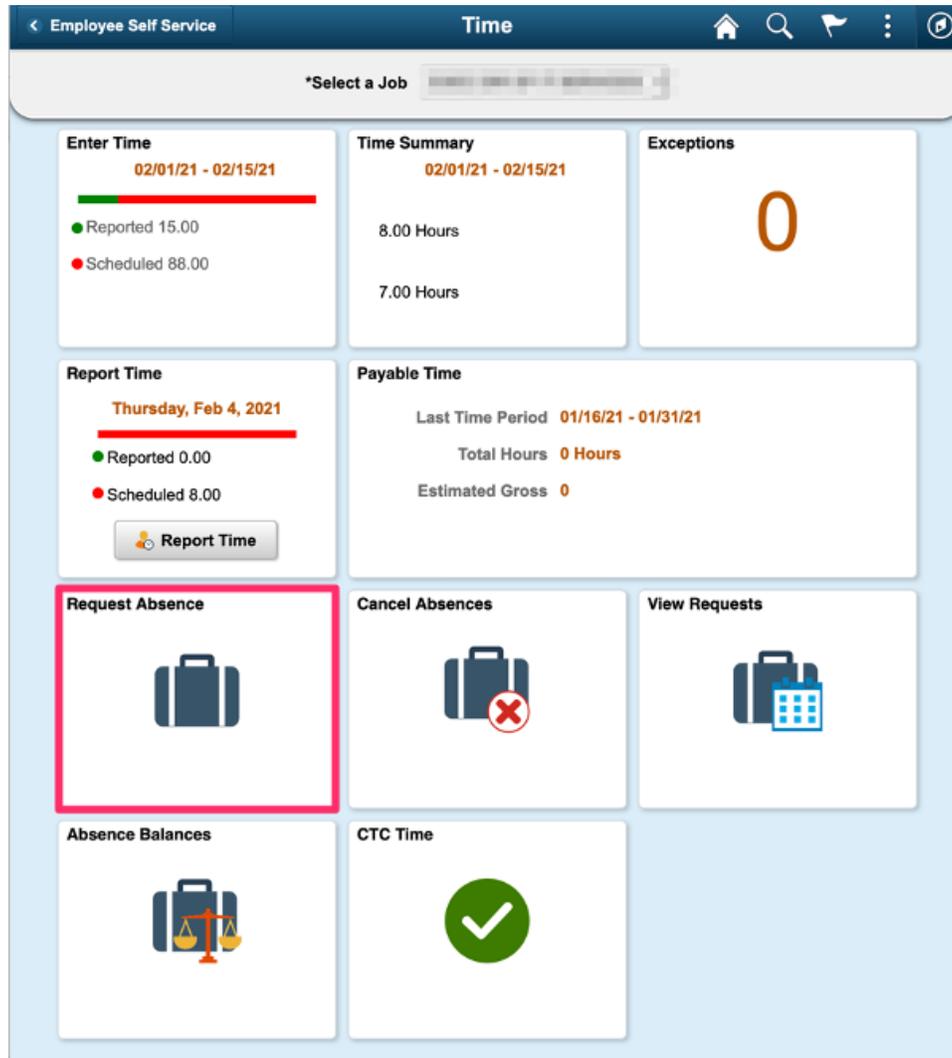
1. Once you have logged in to [ctcLink](#), click **HCM Self-Service** from the menu on the left-hand side.



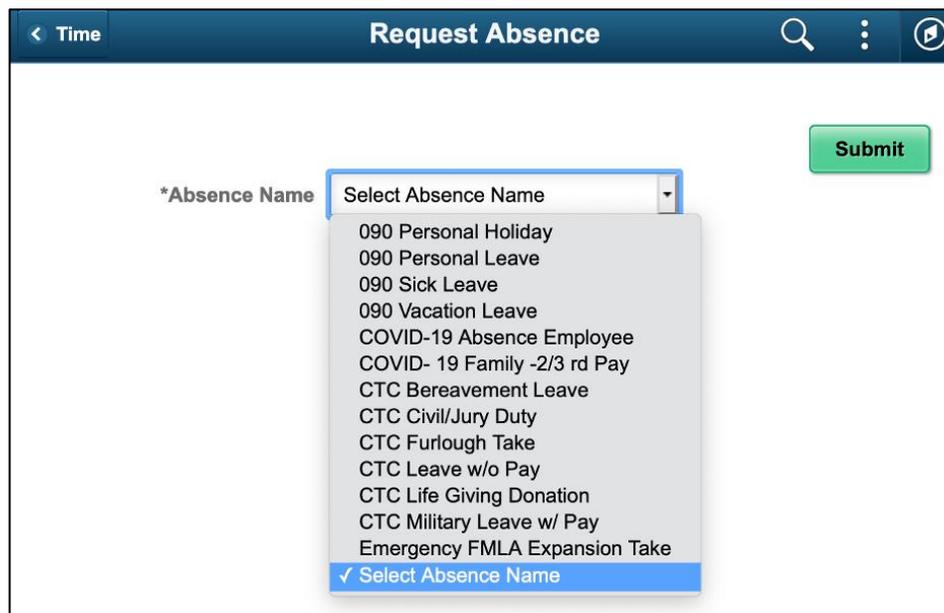
2. The **Employee Self-Service** page will display. Click the **Time** tile.



3. The **Time** page will display. Click the **Request Absence** tile.



4. The **Request Absence** page will display. Use the **Absence Name** drop-down menu to select the type of absence you are requesting. Employees may have different absence options depending on their employee type.



Notes:

- **Cyclical Classified Employees:** You should not have to submit an absence request when on your unpaid cyclic time off. HR/Payroll will indicate your position to be on a “short work break” during the dates of your cyclic leave, which will stop a paycheck from generating for you during your cyclic leave dates.
- **Employees on FMLA, PFML and Shared Leave:** Contact HR for guidance on processing of FMLA, PFML and Shared Leave absences. There are different, specific instructions for processing these types of absences.

5. Use the **Reason** drop-down menu to select the reason that fits your absence. Each absence type will have different reason options.

*Absence Name	COVID-19 Emergency Child Care - VAC Faith and Conscience Family Medical Leave Act(FMLA) PFML-Family Leave PFML-Medical Leave
Reason	✓ Select Absence Reason
*Start Date	Suspended Operations Vacation Leave Taken Vacation Used as LWC
End Date	Vacation used as Sick Leave Work Related Illness/Injury Work Related Injuries & FMLA
Duration	8.00 Hours

6. Enter the **Start Date** and **End Date**. The total hours of absence will be calculated based on your work schedule in the system.

*Absence Name	090 Vacation Leave
Reason	Vacation Leave Taken
*Start Date	02/04/2021 
End Date	02/05/2021 
Duration	16.00 Hours

7. If any of your absence request is for a partial day, click the **Partial Days** option.

The screenshot shows a form for submitting an absence request. The fields are: *Absence Name (090 Vacation Leave), Reason (Vacation Leave Taken), *Start Date (02/04/2021), End Date (02/05/2021), and Duration (16.00 Hours). At the bottom, there is a yellow bar with the text "Partial Days None" and a right-pointing arrow. This bar is highlighted with a red border.

8. When you choose **Partial Days**, a new dialog box will open. Use the **Partial Days** drop-down menu to select which of your absence days are partial days: **All Days**, **End Day Only**, **Start and End Days**, or **Start Day Only**.

The screenshot shows a dialog box titled "Partial Days" with "Cancel" and "Done" buttons. A dropdown menu is open, showing the following options: "All Days", "End Day Only", "None" (which is selected with a checkmark), "Start and End Days", and "Start Day Only".

9. Once you've selected which of your absence days are partial days, the system assumes the partial days are half days. If any of your partial days are more or less than a half day, change that indicator to **No**.

The screenshot shows the "Partial Days" dialog box with the dropdown menu set to "Start and End Days". Below the dropdown, there are two toggle switches: "Start Day is Half Day" and "End Day is Half Day", both of which are currently set to "Yes".

10. Use the **Duration** field to indicate the number of hours you will be absent that day.

11. Click **Done**.

Partial Days

Partial Days Start and End Days

Start Date 02/04/2021

Start Day is Half Day Yes

End Date 02/05/2021

End Day is Half Day No

Duration 3 Hours

12. The system will automatically calculate the total **Duration** hours based on your **Partial Days** selections. In this example, one half day (4 hours) plus 3 hours equals 7 hours.

Submit

*Absence Name 090 Vacation Leave

Reason Vacation Leave Taken

*Start Date 02/04/2021

End Date 02/05/2021

Duration 7.00 Hours

Partial Days Start and End Days

Comments

Note: Part-time faculty, hourly, and student employees will always have to use the **Partial Days** option to enter all absences. For other employee types, any absence of less than 8 hours will require you to use the **Partial Days** option.

13. Enter any details in the **Comments** box. Details are only required with certain types of absence requests, such as bereavement leave, where you would need to specify your relationship to the deceased.

14. When your request is complete, click the **Submit** button at the upper right. Your supervisor will receive an email notification that you have submitted a request for approval.

15. Use **Absence Balances** or **View Requests** to review your current leave balances and existing requests and their status. This information is also available through the **View Requests** and **Absence Balances** tiles on the **Time** page.

