

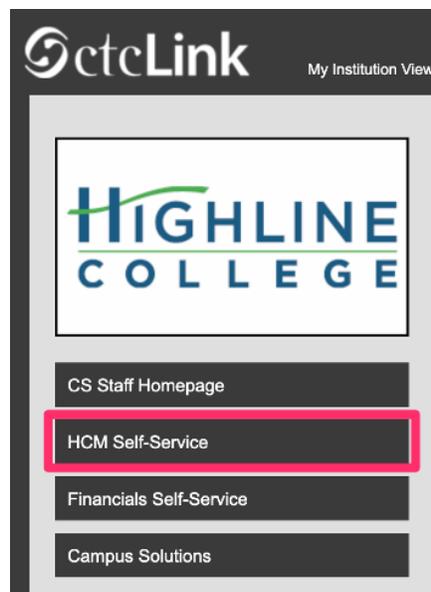


## How to Change or Cancel an Absence Request

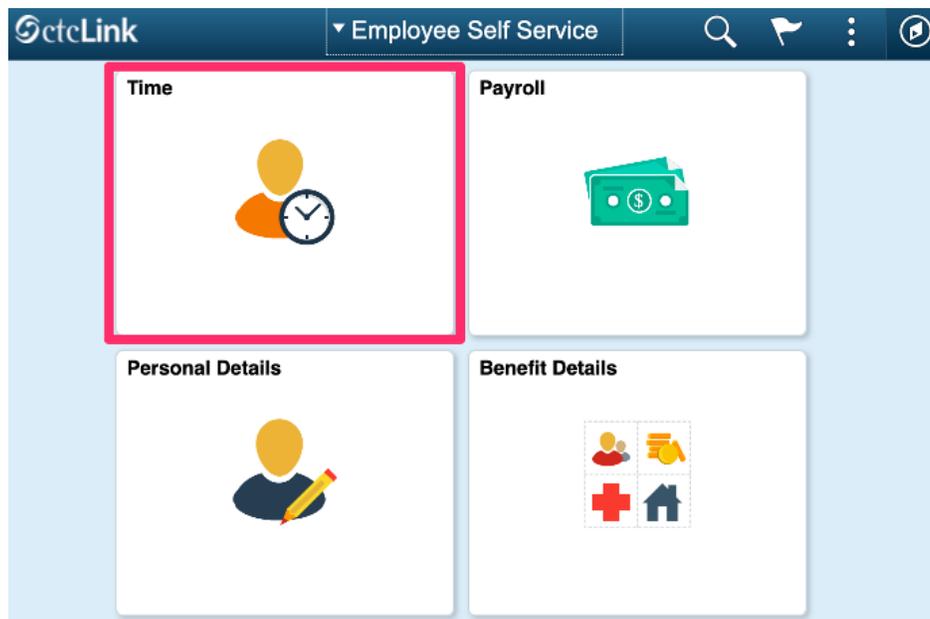
This guide will show you how to change or cancel an absence request you previously submitted, such as for a sick or vacation day. Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.

### 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 **Cancel Absences** tile.

The screenshot shows the 'Time' page in Employee Self Service. At the top, there's a navigation bar with 'Employee Self Service' and 'Time'. Below that, a dropdown menu shows '\*Select a Job' with 'EXEC DIR OF IT SERVICES' selected. The main content area is divided into several tiles:

- Enter Time** (02/01/21 - 02/15/21): Shows a progress bar with 'Reported 15.00' (green dot) and 'Scheduled 88.00' (red dot).
- Time Summary** (02/01/21 - 02/15/21): Shows '8.00 Hours' and '7.00 Hours'.
- Exceptions**: Shows a large '0'.
- Report Time** (Thursday, Feb 4, 2021): Shows 'Reported 0.00' (green dot) and 'Scheduled 8.00' (red dot), with a 'Report Time' button.
- Payable Time**: Shows 'Last Time Period 01/16/21 - 01/31/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Request Absence**: Shows a briefcase icon.
- Cancel Absences**: Shows a briefcase icon with a red 'X', highlighted with a red border.
- View Requests**: Shows a briefcase icon with a calendar.
- Absence Balances**: Shows a briefcase icon with a scale.
- CTC Time**: Shows a green checkmark icon.

4. The **Cancel Absences** page will display. Click on the absence that you would like to change or cancel.

Cancel Absences

**View Requests** 3 rows

<p><b>090 Vacation Leave</b> Submitted</p>	<p>02/08/2021 - 02/09/2021 7 Hours</p>	>
<p><b>090 Vacation Leave</b> Submitted</p>	<p>01/22/2021 8 Hours</p>	>
<p><b>CTC Furlough Take</b> Submitted</p>	<p>01/04/2021 8 Hours</p>	>

5. Enter any comments in the **Comments** box.
6. Click **Cancel Absence**.

[Return to Cancel Absences](#)

**Cancel Absence**

**Absence Details**

**Absence Name** 090 Vacation Leave

**Reason** Vacation Leave Taken

**Start Date** 02/08/2021

**End Date** 02/09/2021

**Duration** 7.00 Hours

**Status** Submitted

**Comments**

**Cancel Details**

**Comments**

**Request History** >

7. A confirmation message will display. Click **Yes** to confirm.
8. The **Status** of your request will now show **Cancelled**.
9. Click **Return to Cancel Absences** or the **left arrow** button to return to the previous screen.

[Return to Cancel Absences](#)

**Cancel Absence**

**Absence Details**

**Absence Name** 090 Vacation Leave

**Reason** Vacation Leave Taken

**Start Date** 02/08/2021

**End Date** 02/09/2021

**Duration** 7.00 Hours

**Status** Cancelled

**Comments**

**Cancel Details**

**Comments**

**Request History** >

10. If you are cancelling the absence request, you are now finished.

11. If you need to change the request, return to the **Time** page. Click the **View Requests** tile.

The screenshot shows the 'Employee Self Service' interface for the 'Time' section. At the top, there's a navigation bar with a home icon, search, and flags. Below it, a dropdown menu shows '\*Select a Job' with 'EXEC DIR OF IT SERVICES' selected. The main content area is divided into several tiles:

- Enter Time** (02/01/21 - 02/15/21): Shows a progress bar with 'Reported 15.00' (green) and 'Scheduled 88.00' (red).
- Time Summary** (02/01/21 - 02/15/21): Shows '8.00 Hours' and '7.00 Hours'.
- Exceptions**: Shows a large '0'.
- Report Time** (Thursday, Feb 4, 2021): Shows 'Reported 0.00' (green) and 'Scheduled 8.00' (red), with a 'Report Time' button.
- Payable Time**: Shows 'Last Time Period 01/16/21 - 01/31/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Request Absence**: Icon of a suitcase.
- Cancel Absences**: Icon of a suitcase with a red 'X'.
- View Requests**: Icon of a suitcase and calendar, highlighted with a red border.
- Absence Balances**: Icon of a suitcase and scales.
- CTC Time**: Icon of a green checkmark.

12. The **View Requests** page will display. Click the cancelled request that you would like to edit.

The screenshot shows the header of the 'View Requests' page. It consists of a dark blue bar with a white back arrow on the left, the text 'View Requests' in white in the center, and a white three-dot menu icon on the right.

**View Requests** 4 rows

<b>090 Vacation Leave</b>	02/08/2021 - 02/09/2021	
Canceled	7 Hours	>
<b>CTC Furlough Take</b>	02/05/2021	
Canceled	8 Hours	>
<b>090 Vacation Leave</b>	01/22/2021	
Submitted	8 Hours	>
<b>CTC Furlough Take</b>	01/04/2021	
Submitted	8 Hours	>

13. Edit the request following the How to Submit an Absence Request instructions. In this example, the **End Day** has been changed from 3 hours to 5 hours.

14. Click **Done**.

**Partial Days**

Partial Days Start and End Days

Start Date 02/08/2021

Start Day is Half Day Yes

End Date 02/09/2021

End Day is Half Day No

Duration 5.00 Hours

15. The system will automatically calculate the total **Duration** hours based on your **Partial Days** selections. In this example, one half day (4 hours) plus 5 hours equals a total absence of 9 hours.

**Request Absence**

[Return to View Requests](#)

Submit

\*Absence Name 090 Vacation Leave

Reason Vacation Leave Taken

\*Start Date 02/08/2021

End Date 02/09/2021

Duration 9.00 Hours

Partial Days Start and End Days

Status Canceled

Comments

16. Enter any details about your requested change 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.

17. 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 changed request for approval.

