Employee Self-Service (ESS)
Absence Guide

How to Setup Your Account
Go to the ctcLink login page. As a new user, you need to click the First Time User? link. That will direct you to the page where you will enter your first and last name, DOB, and EMP ID. You’ll then be directed to a page where you can setup your security questions and password. Be sure to use security questions you will remember the answers to.

If you forgot or can’t locate your EMP ID, contact Payroll (x2220) or Human Resources (x2120).

Return to the ctcLink login page and login with your EMP ID and the password you just setup.
This is the Employee Self Service Page. To enter absences you will select the Time tile.

Then, you will click on the Request Absence tile.
Click the drop down list and select the appropriate **Absence Name**. You will have different absence names depending on your employee type.

**Cyclical Classified Employees:** Do not select CTC Leave w/o Pay Cyclic as an absence reason or type. All cyclic days will be entered by Payroll at the beginning of the fiscal year. **You do NOT need to submit absence request for cyclical days.**

**Employees on FMLA, PFML, shared leave:** Contact Human Resources for guidance on processing FMLA, PFML, and shared leave absences. There are specific instructions for processing these types of absences.

The next section is **Absence Reason.** Choose a reason that fits your absence. (Please be aware that some reasons listed may not be available to you. This is a list agreed upon by all colleges in the State.)
Next, you will enter **Start Date** and **End Date**. If the absence is for a full day, the hours are listed. If it is for a partial day, then you will click the **Partial Days** box. **NOTE:** Adjunct, Hourly and Students will always have to choose partial day to enter all absences.

A new window will open and you will choose **All Days**. Then, you will click on the Yes/No toggle for the **All Days are Half Days** and change it to **No**. Next, you will enter the hours you are absent and select **Done**.
There is a place to write comments. We ask that you keep your comments brief and to the point. Comments are NOT required except for leaves that are taken for another person. Example: Bereavement leave will need a comment with just the relationship of the person.

You can also View Balances and View Requests.

View Balances is helpful to see your leave balance for all leave types available to you. You may have a low sick leave balance and need to enter two absence types for a day.
**View Requests** is helpful to see which requests you have already submitted.

Once you are satisfied with your request, you will click the **Submit** button on the top right. An email will be sent to your supervisor that your leave needs to be reviewed and approved.
If you need to cancel or change an absence, you will follow these steps. Click on **Cancel Absences**.

A screen will open listing all absences that you have submitted. You will click on the absence you want to cancel.

Then, you will click the **Cancel Absence** button.
Any changes that need to be made to any absence that has been submitted or canceled will need to be done in the **View Requests** tile.

![View Requests Tile](image)

A list of all leave requests you’ve submitted will show on the screen. You can select a leave day that has been canceled and either resubmit or make changes.

### View Requests

<table>
<thead>
<tr>
<th>View Requests</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>130 Vacation Leave</td>
<td>03/10/2020</td>
</tr>
<tr>
<td>Cancelled</td>
<td>1-30/2020</td>
</tr>
<tr>
<td></td>
<td>4-Hours</td>
</tr>
<tr>
<td>130 Vacation Leave</td>
<td>03/15/2020</td>
</tr>
<tr>
<td>Cancelled</td>
<td>1-30/2020</td>
</tr>
<tr>
<td>2-5 Hours</td>
<td></td>
</tr>
<tr>
<td>130 Sick Leave</td>
<td>03/11/2020</td>
</tr>
<tr>
<td>Submitted</td>
<td>1-30/2020</td>
</tr>
<tr>
<td>2-Hours</td>
<td></td>
</tr>
<tr>
<td>130 Sick Leave</td>
<td>03/10/2020</td>
</tr>
<tr>
<td>Submitted</td>
<td>1-30/2020</td>
</tr>
<tr>
<td>3-Hours</td>
<td></td>
</tr>
<tr>
<td>130 Sick Leave</td>
<td>03/09/2020</td>
</tr>
<tr>
<td>Submitted</td>
<td>1-30/2020</td>
</tr>
<tr>
<td>2-Hours</td>
<td></td>
</tr>
<tr>
<td>130 Vacation Leave</td>
<td>03/04/2020</td>
</tr>
<tr>
<td>Cancelled</td>
<td>1-30/2020</td>
</tr>
<tr>
<td>8-Hours</td>
<td></td>
</tr>
<tr>
<td>130 Sick Leave</td>
<td>03/03/2020</td>
</tr>
<tr>
<td>Submitted</td>
<td>1-30/2020</td>
</tr>
<tr>
<td>8-Hours</td>
<td></td>
</tr>
</tbody>
</table>
When you select the day, this screen will open and you make any changes to the absence. **Remember:** If it is for a partial day, you need to select the **Partial Day** box and follow the instructions listed above.

Once all changes are made you will click the **Submit** button.