



Employee Self-Service (ESS) Absence Guide

How to Setup Your Account

Go to the ctLink 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).

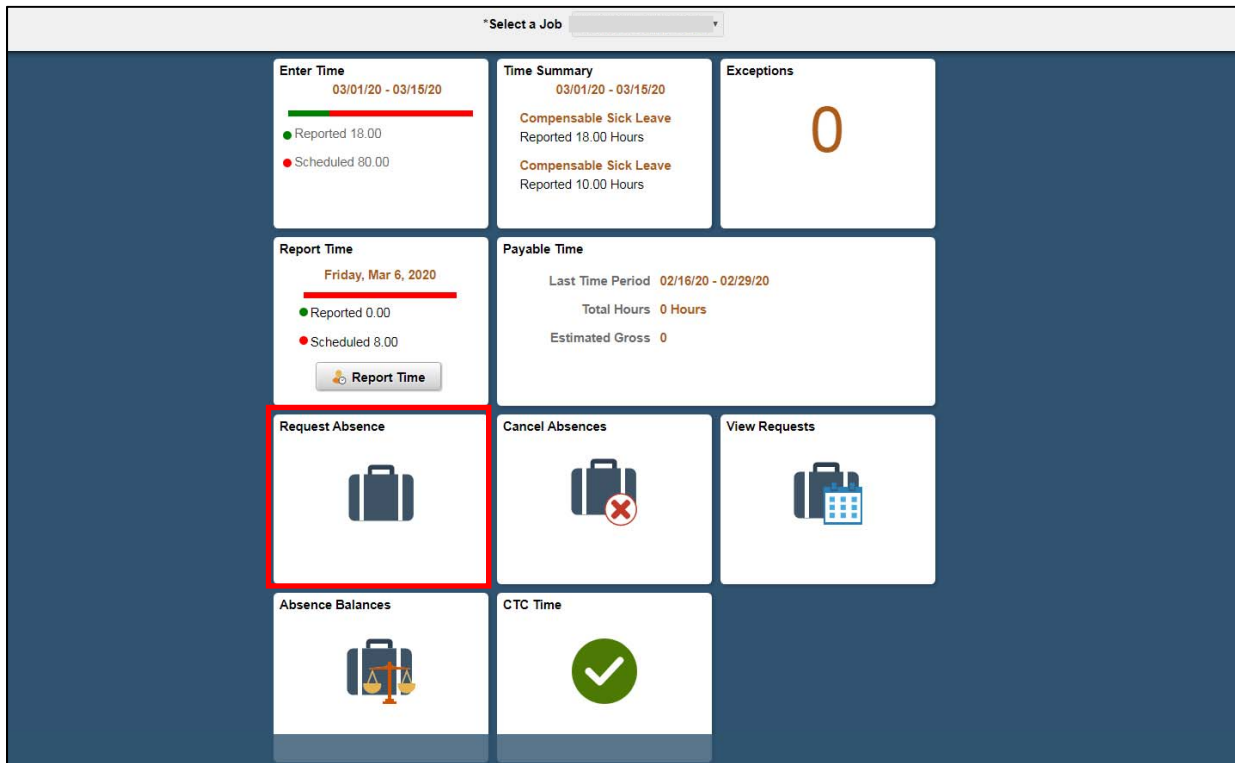
The screenshot shows the ctLink login interface. At the top is the ctLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button is a checkbox labeled "Enable Screen Reader Mode" with a warning message: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctLink looks." At the bottom of the form, there are two links: "Forgot your password?" and "First Time User?". The "First Time User?" link is circled in red.

Return to the ctLink 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.

The screenshot shows a form titled "Request Absence". A dropdown menu for "*Absence Name" is open, displaying the following options: "130 Personal Holiday", "130 Sick Leave", "130 Vacation Leave", "CTC Bereavement Leave", "CTC Civil/Jury Duty", "CTC Leave w/o Pay", "CTC Life Giving Donation", "CTC Military Leave w/ Pay", and "Select Absence Name". The "Select Absence Name" option is highlighted in blue.

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.)

The screenshot shows the "Request Absence" form with the following fields and values:

- *Absence Name: 130 Sick Leave
- Reason: Select Absence Reason (dropdown menu open with "Compensable Sick Leave" highlighted)
- *Start Date: (empty)
- End Date: (empty)
- Duration: (empty)
- Partial Days: (empty)
- Comments: (empty)

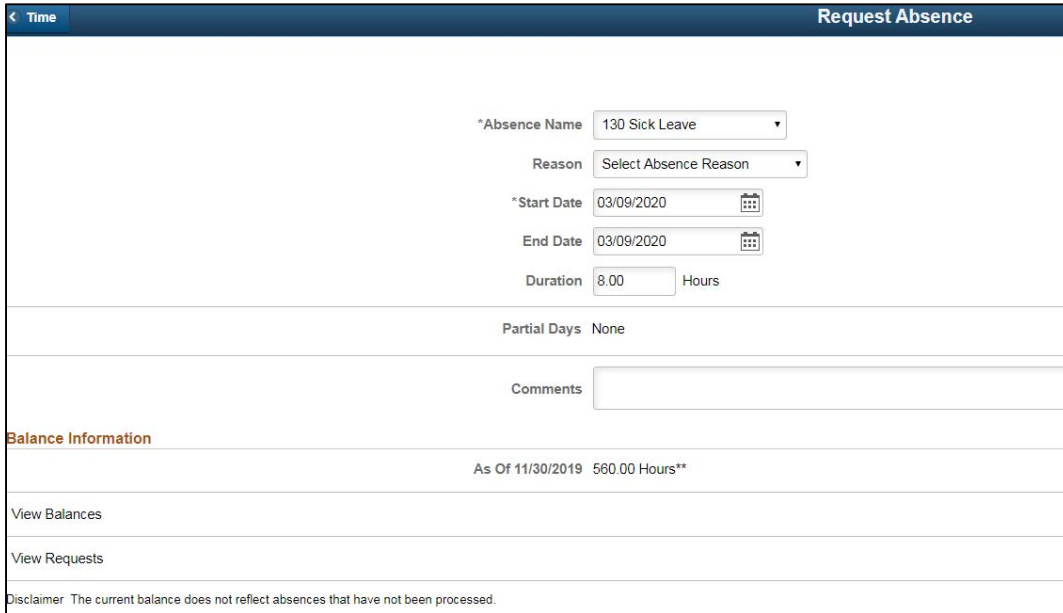
Below the form, there is a line for "As Of 11/30/2019 560.00 Hours**" and a note at the bottom: "rent balance does not reflect absences that have not been processed."

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**.



Request Absence

*Absence Name: 130 Sick Leave

Reason: Select Absence Reason

*Start Date: 03/09/2020

End Date: 03/09/2020

Duration: 8.00 Hours

Partial Days: None

Comments: [Text Area]

Balance Information

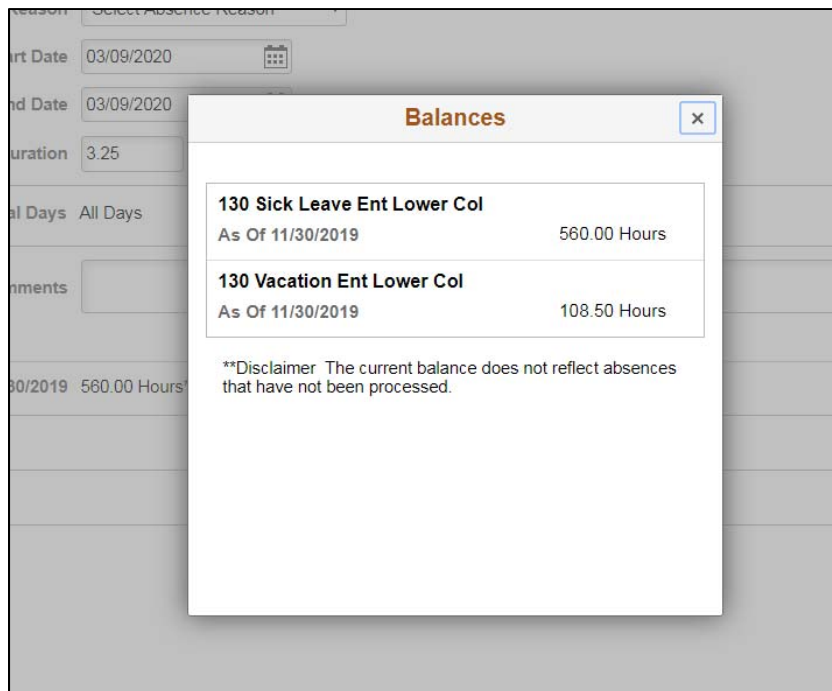
As Of 11/30/2019 560.00 Hours**

[View Balances](#)

[View Requests](#)

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

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.

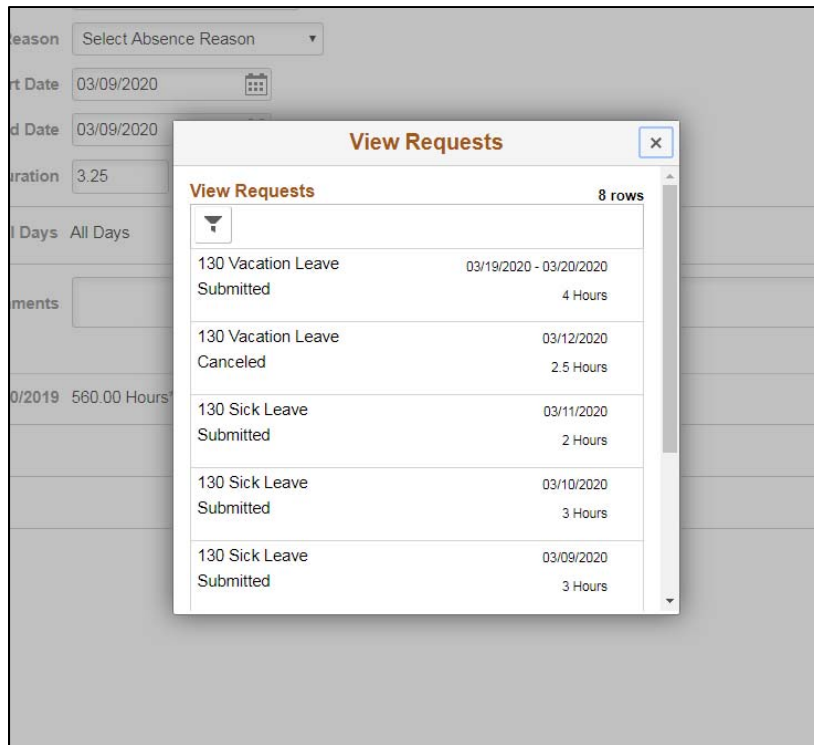


Balances

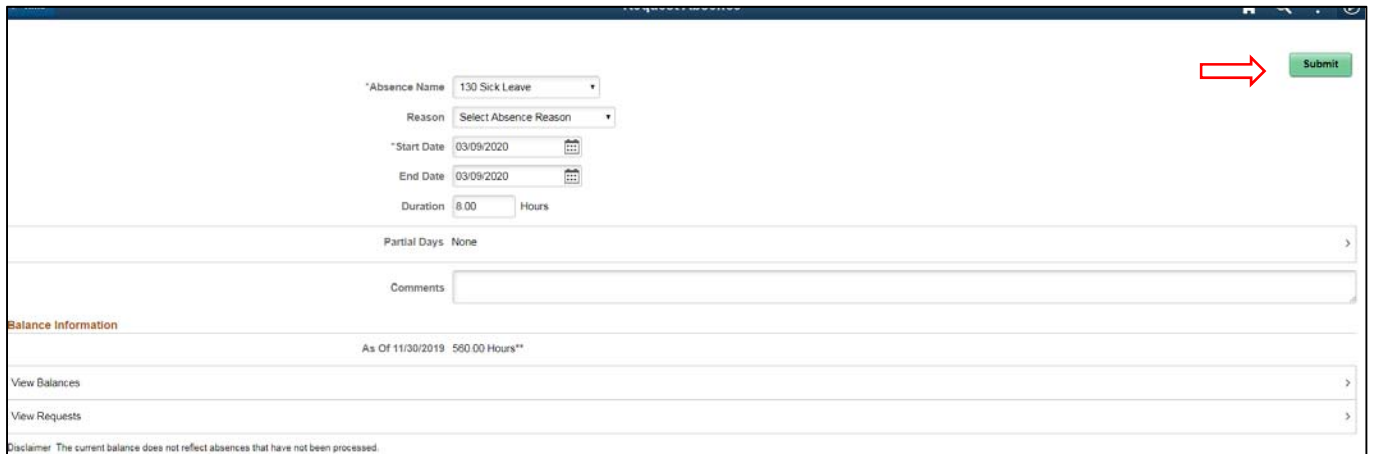
130 Sick Leave Ent Lower Col	
As Of 11/30/2019	560.00 Hours
130 Vacation Ent Lower Col	
As Of 11/30/2019	108.50 Hours

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

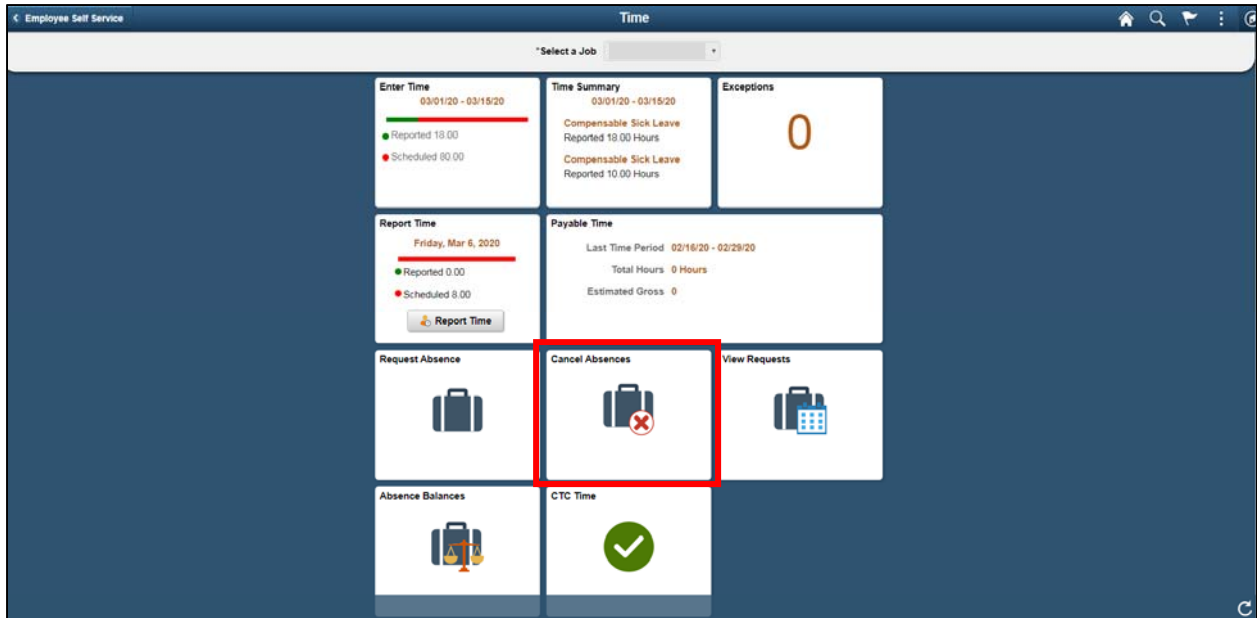
View Requests is helpful to see which requests you have already submitted.



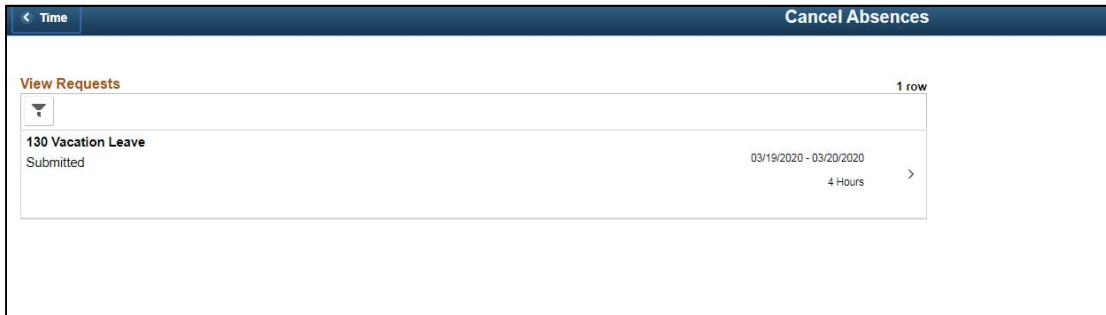
Once you are satisfied with your request, you will click the **Submit** button on the top right. An email will be sent to your supervisor that your leave needs to be reviewed and approved.



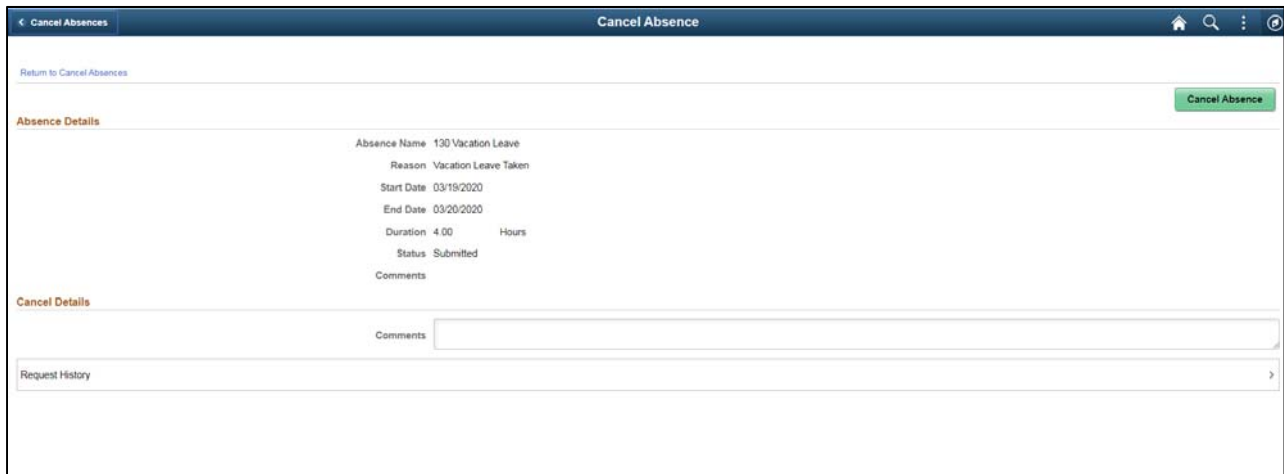
If you need to cancel or change an absence, you will follow these steps. Click on **Cancel Absences**.



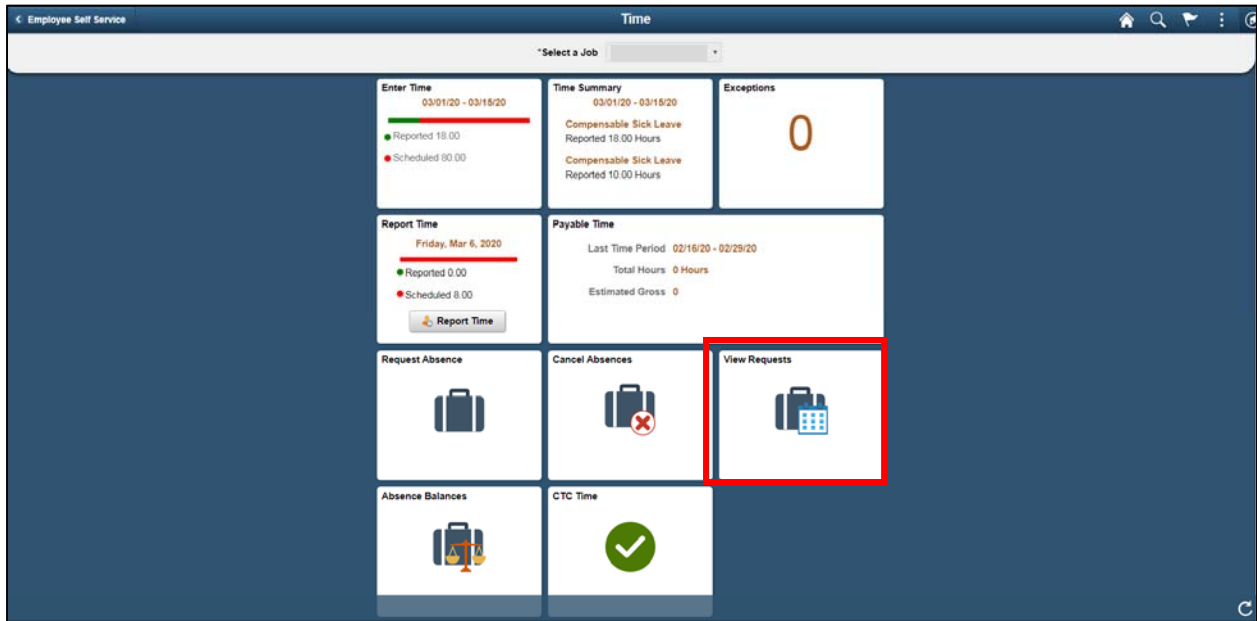
A screen will open listing all absences that you have submitted. You will click on the absence you want to cancel.



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.



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		8 rows
130 Vacation Leave Canceled	03/19/2020 - 03/20/2020	4 Hours >
130 Vacation Leave Canceled	03/12/2020	2.5 Hours >
130 Sick Leave Submitted	03/11/2020	2 Hours >
130 Sick Leave Submitted	03/10/2020	3 Hours >
130 Sick Leave Submitted	03/09/2020	3 Hours >
130 Sick Leave Submitted	03/06/2020	2 Hours >
130 Vacation Leave Canceled	03/04/2020	8 Hours >
130 Sick Leave Submitted	03/03/2020	8 Hours >

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.

Request Absence

[Return to View Requests](#)

*Absence Name: 130 Vacation Leave
Reason: Vacation Leave Taken
*Start Date: 03/19/2020
End Date: 03/20/2020
Duration: 4.00 Hours

Partial Days: All Days
Status: Canceled
Comments:

Balance Information
As Of 11/30/2019 108.50 Hours**

[Request History](#)
[View Balances](#)
[View Requests](#)

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

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

Request Absence

[Return to View Requests](#)

*Absence Name: 130 Vacation Leave
Reason: Vacation Leave Taken
*Start Date: 03/16/2020
End Date: 03/16/2020
Duration: 6.00 Hours

Partial Days: All Days
Status: Canceled
Comments:

Balance Information
As Of 11/30/2019 108.50 Hours**

[Request History](#)
[View Balances](#)
[View Requests](#)

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

Submit