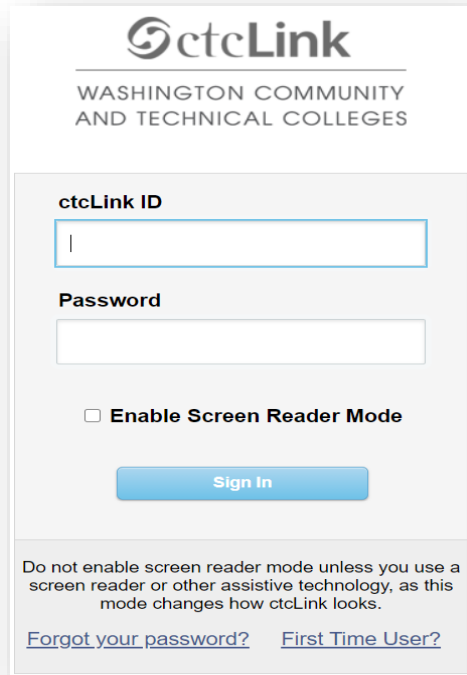


## CTCLINK INFORMATION FOR BIG BEND COMMUNITY COLLEGE

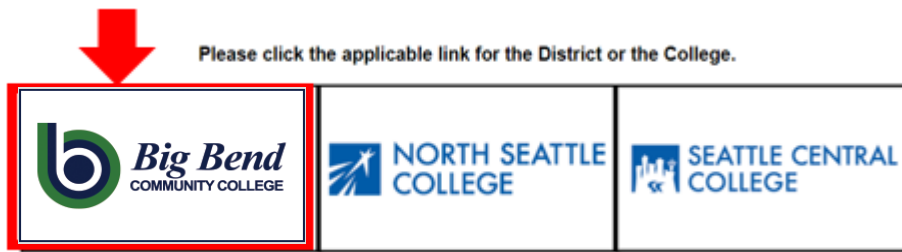
# How to Request Leave and Absences

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

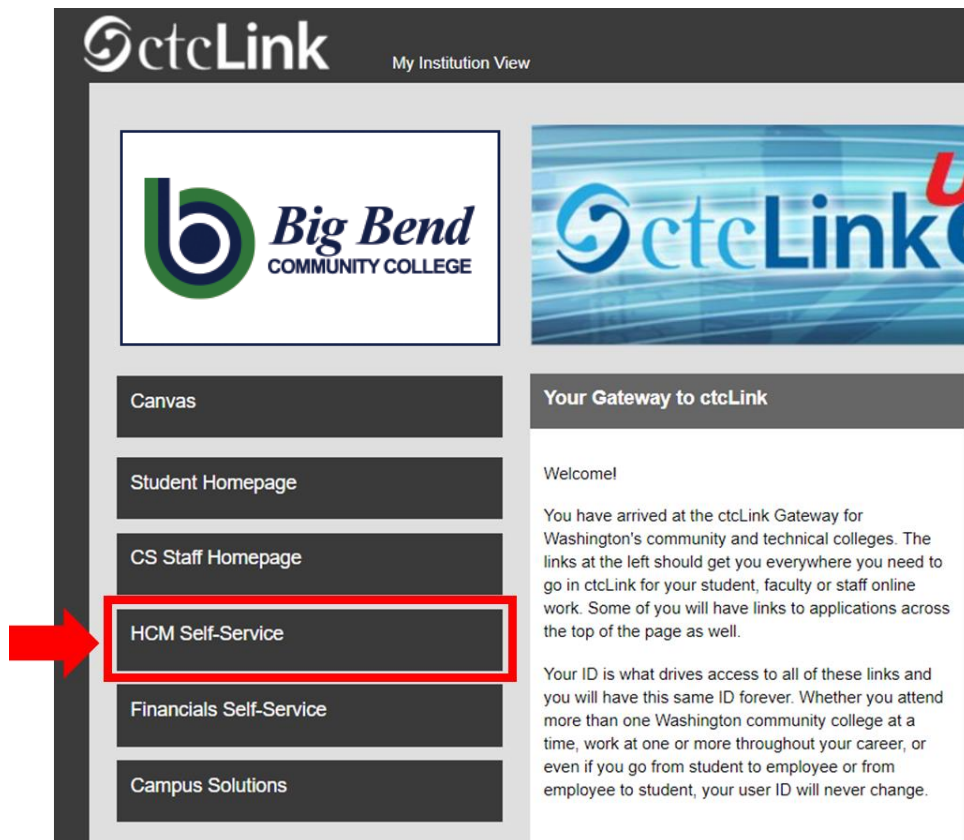


The login form for ctcLink, titled "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". It includes a "ctcLink ID" input field, a "Password" input field, and an unchecked checkbox for "Enable Screen Reader Mode". A blue "Sign In" button is located below the password field. At the bottom, there is a disclaimer: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." and two links: "[Forgot your password?](#)" and "[First Time User?](#)".

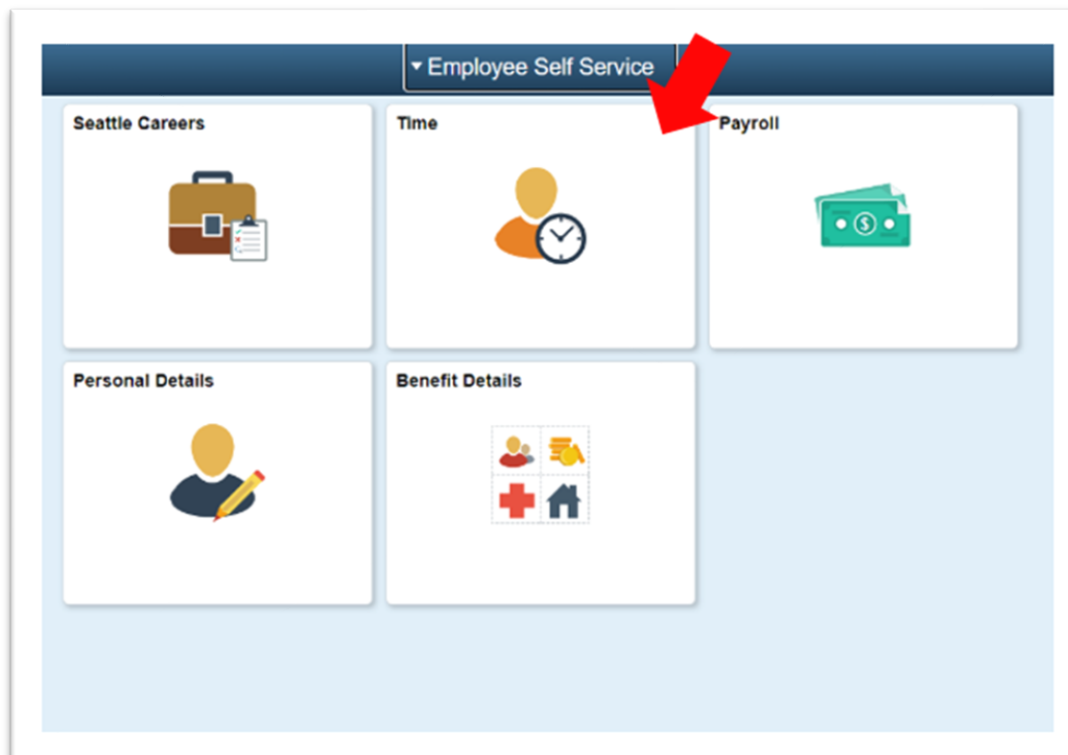
2. You may be brought to a screen to select a tile. If so, select the appropriate tile.



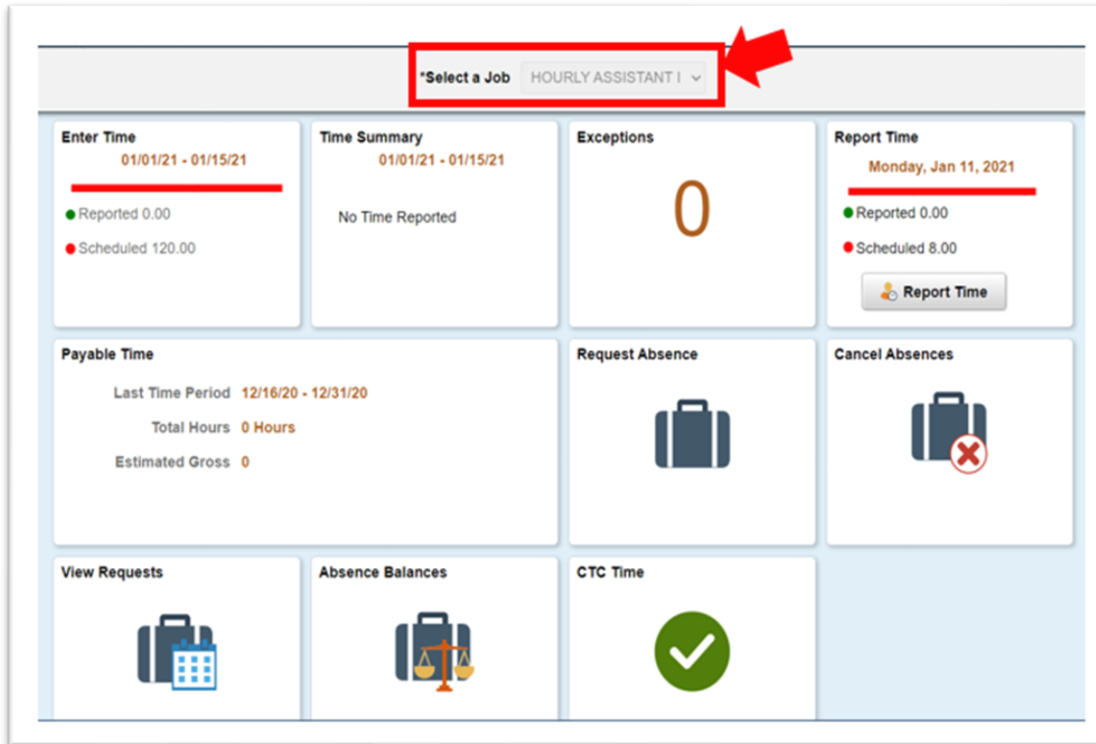
3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.



4. Select the "Time" Tile from your Employee Self Service page



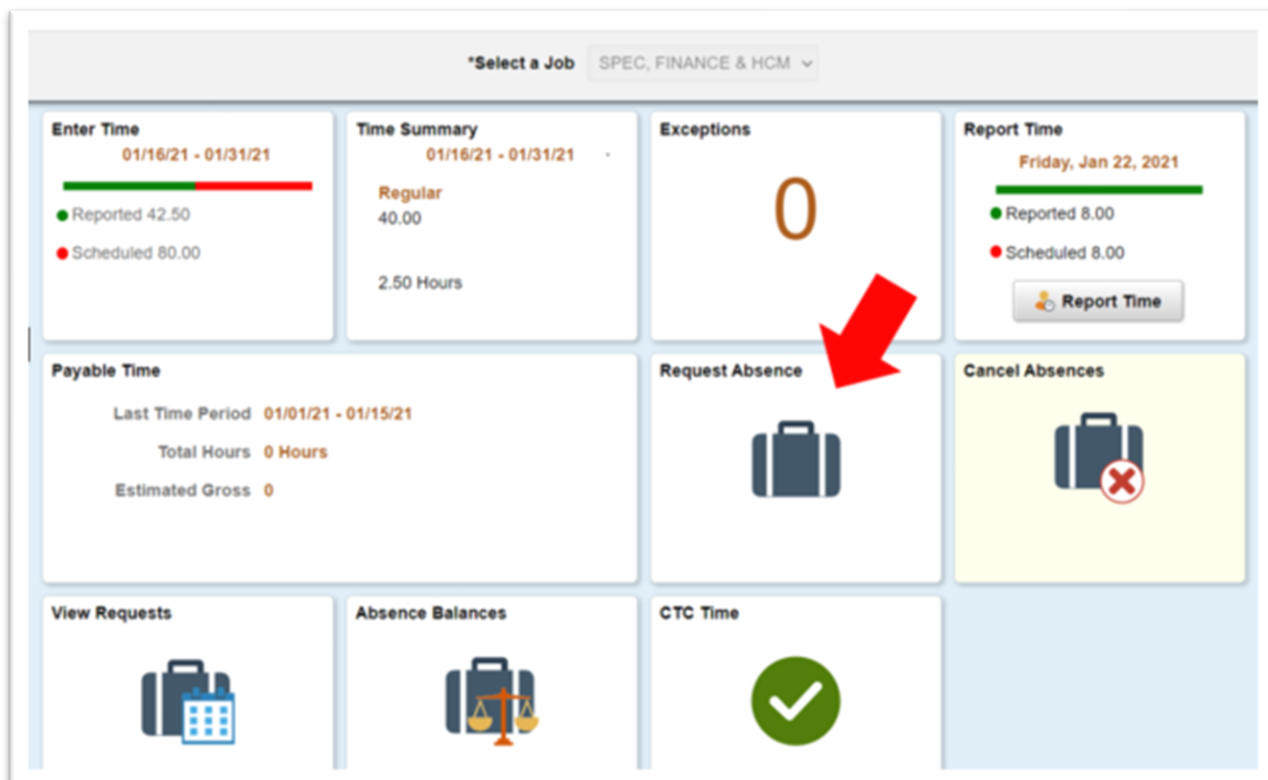
5. At the top of the page, make sure the correct job had been selected. For most people, there is only one job so this drop-down box will be greyed out.



The screenshot shows a time reporting interface. At the top, there is a greyed-out dropdown menu labeled "\*Select a Job" with "HOURLY ASSISTANT I" selected. A red arrow points to this dropdown. Below the dropdown, the interface is divided into several sections:

- Enter Time:** 01/01/21 - 01/15/21. Reported 0.00, Scheduled 120.00.
- Time Summary:** 01/01/21 - 01/15/21. No Time Reported.
- Exceptions:** 0.
- Report Time:** Monday, Jan 11, 2021. Reported 0.00, Scheduled 8.00. A "Report Time" button is present.
- Payable Time:** Last Time Period 12/16/20 - 12/31/20. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Icon of a briefcase.
- Cancel Absences:** Icon of a briefcase with a red X.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

6. Click on the "Request Absence" Tile



The screenshot shows the same time reporting interface, but with the job dropdown set to "SPEC, FINANCE & HCM". A red arrow points to the "Request Absence" tile. The interface is divided into several sections:

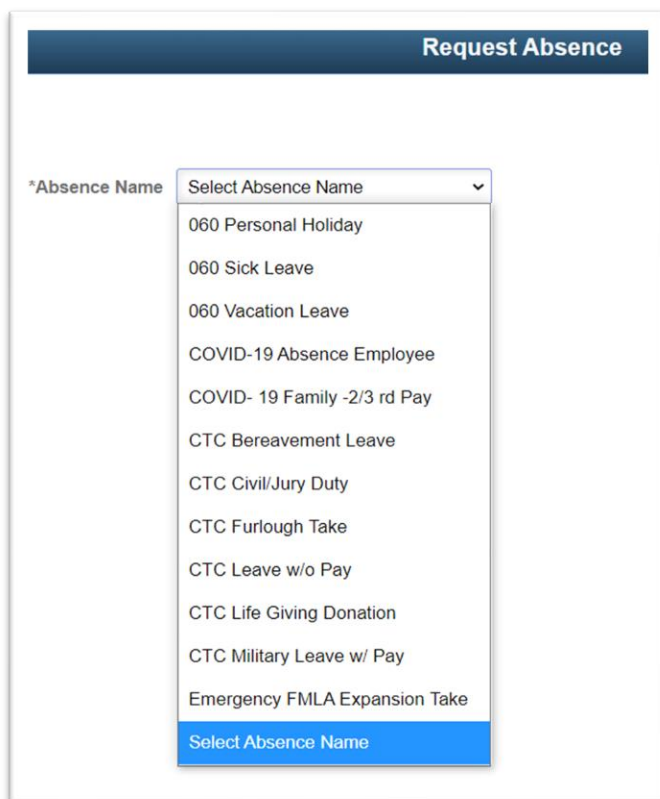
- Enter Time:** 01/16/21 - 01/31/21. Reported 42.50, Scheduled 80.00.
- Time Summary:** 01/16/21 - 01/31/21. Regular 40.00, 2.50 Hours.
- Exceptions:** 0.
- Report Time:** Friday, Jan 22, 2021. Reported 8.00, Scheduled 8.00. A "Report Time" button is present.
- Payable Time:** Last Time Period 01/01/21 - 01/15/21. Total Hours 0 Hours. Estimated Gross 0.
- Request Absence:** Icon of a briefcase. A red arrow points to this tile.
- Cancel Absences:** Icon of a briefcase with a red X.
- View Requests:** Icon of a briefcase and calendar.
- Absence Balances:** Icon of a briefcase and scales.
- CTC Time:** Green checkmark icon.

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 the 'Request Absence' page. At the top, there is a dark blue header with the text 'Request Absence' and several navigation icons. Below the header, on the left, is a label '\*Absence Name' followed by a dropdown menu that currently displays 'Select Absence Name'. This dropdown menu is highlighted with a red rectangular box. To the right of the dropdown menu is a green button labeled 'Submit'. A red arrow points to the 'Submit' button.

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



The screenshot shows the 'Request Absence' page with the 'Absence Name' dropdown menu open. The dropdown menu displays a list of leave types: '060 Personal Holiday', '060 Sick Leave', '060 Vacation Leave', 'COVID-19 Absence Employee', 'COVID- 19 Family -2/3 rd Pay', 'CTC Bereavement Leave', 'CTC Civil/Jury Duty', 'CTC Furlough Take', 'CTC Leave w/o Pay', 'CTC Life Giving Donation', 'CTC Military Leave w/ Pay', and 'Emergency FMLA Expansion Take'. At the bottom of the dropdown menu is a blue button labeled 'Select Absence Name'. The dropdown menu is highlighted with a red rectangular box.

#### Common Leave Request Types

**060 Personal Holiday:** This request is to use Personal Holiday days.

**060 Sick Leave:** This request is to use normal Sick Leave.

**060 Vacation Leave:** This request is to use normal Vacation Leave.

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



The screenshot shows the 'Request Absence' page. At the top, there is a dark blue header with the text 'Request Absence' and several navigation icons. Below the header, on the left, is a label '\*Absence Name' followed by a dropdown menu that currently displays 'Select Absence Name'. This dropdown menu is highlighted with a red rectangular box. To the right of the dropdown menu is a green button labeled 'Submit'. A red arrow points to the 'Submit' button.

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

The screenshot shows the 'Request Absence' form. At the top right, there is a 'Submit' button highlighted with a red box and a red arrow. The form fields are as follows:

- \*Absence Name: 060 Vacation Leave
- Reason: Select Absence Reason
- \*Start Date: 01/22/2021
- End Date: (empty)
- Duration: 8.00 Hours
- Partial Days: None
- Comments: (empty text box)

Below the form, there is a 'Balance Information' section showing 'As Of 12/15/2020 108.00 Hours\*\*'. There are also links for 'View Balances' and 'View Requests'. A disclaimer at the bottom states: '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.

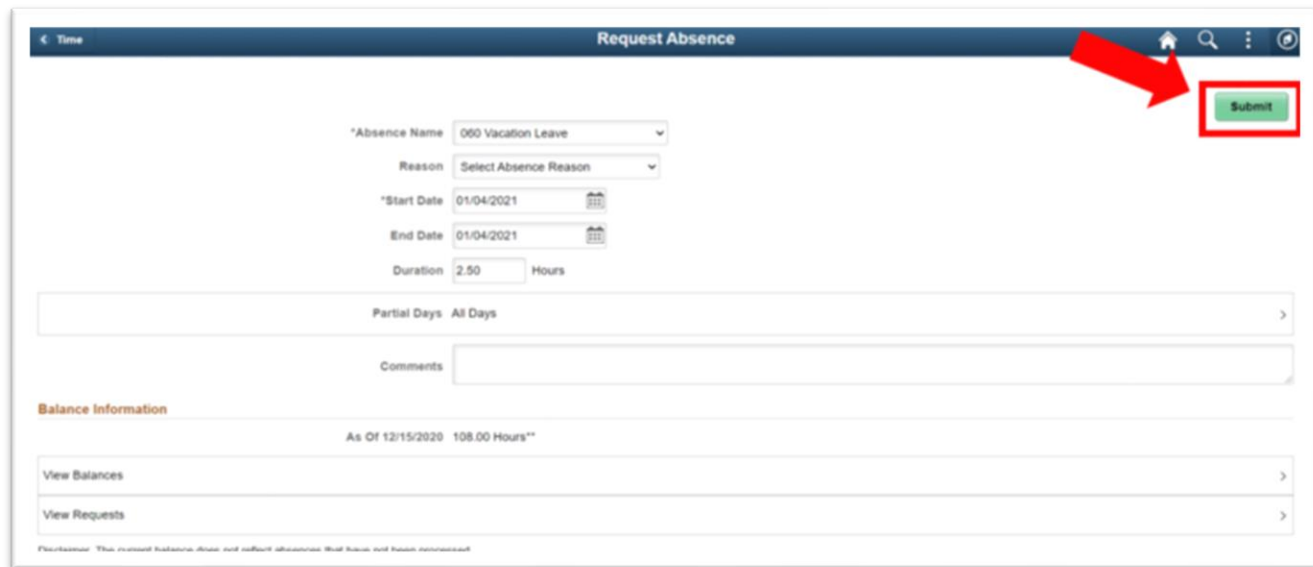
- e. Click on “None” next to Partial Days, a “Partial Days pop-up will appear.
- f. Select “All Days” from the drop down menu
- g. For half day, leave the “All Days are Half Days” toggle on “yes”
- h. For less than half days, toggle to “No”, and type the number of hours needed,
- i. Click “Done”

The screenshot shows the 'Request Absence' form with a 'Partial Days' pop-up modal. The modal has a 'Done' button highlighted with a red box and a red arrow. The modal fields are as follows:

- Partial Days: All Days
- All Days Are Half Days: No
- Duration: 2.5 Hours

The background form is partially visible, showing the same fields as the first screenshot.

9. Once you have input all of your time off requests, select the Submit button on the upper right hand corner.



The screenshot shows a web application interface titled "Request Absence". The top navigation bar includes a back arrow, the word "Time", and the title "Request Absence". On the right side of the header, there are icons for home, search, and a menu. A red arrow points from the top right towards a green "Submit" button, which is highlighted with a red rectangular border. The main form area contains several input fields: "Absence Name" (a dropdown menu showing "060 Vacation Leave"), "Reason" (a dropdown menu showing "Select Absence Reason"), "Start Date" (a date picker showing "01/04/2021"), "End Date" (a date picker showing "01/04/2021"), and "Duration" (a text input showing "2.50" followed by "Hours"). Below these fields is a section for "Partial Days" with a dropdown menu showing "All Days". There is also a "Comments" text area. At the bottom, there is a "Balance Information" section showing "As Of 12/15/2020 108.00 Hours\*\*". Below this are two links: "View Balances" and "View Requests". A small disclaimer at the very bottom reads: "Disclaimer: This request indicates time and effort absence that have not been requested."

10. Your Absence request has now been submitted. Your supervisor will receive the leave request.