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| **STEP ONE:** Log into ctcLink.**https://ptprd.ctclink.us**Note: Use only the Google Chrome web browser for best results.**STEP TWO:** From the left-side menu on the home page select the **HCM Self-Service** module. |  |

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| **OVERVIEW:** | How to report an absence from work. This tutorial applies to all employees. |

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| **STEP THREE:** From the Employee Self-Service dashboard select the **Time** module. | A screenshot of a cell phone  Description automatically generated |

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| **STEP FOUR:** From the Time dashboard select **Request Absence**. | A screenshot of a social media post  Description automatically generated |

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| **STEP FIVE:** 1. Select your job title effected by the absence.
2. Select reason for absence
3. Click the S**ubmit** button.
 | A screenshot of a cell phone  Description automatically generatedA screenshot of a cell phone  Description automatically generated |

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| **STEP SIX:** Complete the form, then click the **Submit** button. |  |
| Then click the **Yes** button. |  |

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| **END OF TUTORIAL.** |  |