ctcLink HOW TO: REPORT AN ABSENCE FROM WORK	REV: 2019-12-23.001dh

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

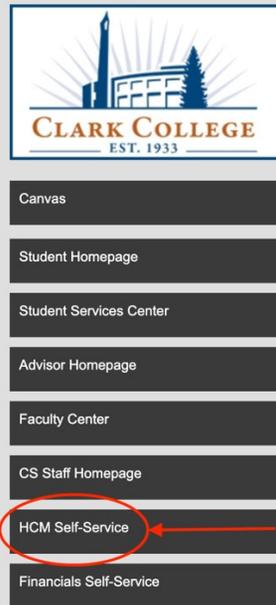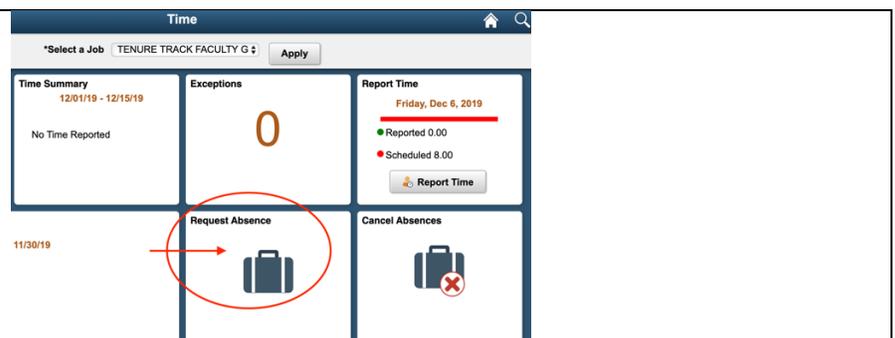| **STEP ONE:** Log into ctcLink. **https://ptprd.ctclink.us** Note: Use only the Google Chrome web browser for best results. **STEP TWO:** From the left-side menu on the home page select the **HCM Self-Service** module.	

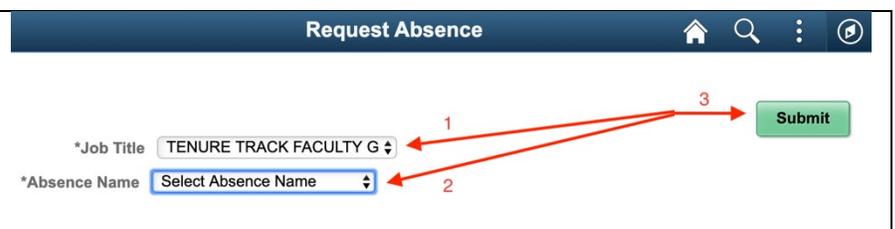| **STEP THREE:** From the Employee Self-Service dashboard select the **Time** module.	

STEP FOUR: From the Time dashboard select **Request Absence**.	

STEP FIVE: 1. Select your job title effected by the absence. 2. Select reason for absence 3. Click the S**ubmit** button.	

STEP SIX: Complete the form, then click the **Submit** button.	*Absence Name 140 Sick Leave ▼ Submit Reason Compensable Sick Leave ▼ *Start Date 11/25/2019 📅 End Date 11/25/2019 📅 Duration 8.00 Hours Partial Days None Comments
Then click the **Yes** button.	Are you sure you want to Submit this Absence Request? Yes No

END OF TUTORIAL.