How to Cancel Leave & Absence Request

Proceed to ctcLink Login Page:

1. Open a web browser and go to gateway.ctclink.us
   Preferred Chrome or Firefox, NO Internet Explorer

Washington State Community and Technical Colleges

ctcLink ID

Next

Password Help

How to Enable Screen Reader Mode

Activate Your Account
Enter ctcLink Credentials:
2. Enter your ctcLink ID and click Next. Enter your password and click Verify.

Select HCM Self-Service:
3. Select HCM Self-Service
Time Tile:
4. Select the **Time** tile
Cancel Absence Tile:
5. Select the **Cancel Absence** tile
View and Select Absence Request:

6. Once you are in the cancel absence tile, the View Request page will display. Select the Absence Request you want to cancel. **NOTE:** You will only be able to cancel request if it has not yet been approved. If you need to cancel an absence request that has already been approved, you need to contact your manager to deny the absence request.

![View Request Page]

Review Absence Details:

7. The Absence Details page will display. Here, you will select Cancel Absence in the top right hand corner of the page. If desired, you may add a comment. **NOTE:** Comments are optional, and once submitted, it cannot be edited and are considered discoverable.

![Absence Details Page]
Confirm:
8. A confirmation page will open. Select **Yes** to confirm.

Absence Request Cancelled:
9. The **Absence Details** page will display with a status of **Cancelled**.

If you have any questions or need further assistance, please submit a help desk ticket at [helpdesk@lwtech.edu](mailto:helpdesk@lwtech.edu)