How to View Absence Request

****Exempt Employees only report time when taking leave****

Proceed to the ctcLink Login Page

1. Open a web browser (Google or Mozilla Firefox) and go to gateway.ctclink.us.

Washington State Community and Technical Colleges

ctcLink ID

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**.

![ctcLink login interface]

Employee Self Service

3. Select **HCM Self-Service**.
**Time Tile**
4. Select the **Time** tile.

**View Requests Tile**
5. Select the **View Requests** tile.
View Requests Page

6. The View Requests page will display. Select Absence Request based on the date and absence amount that populates on the right-hand side of the row.

<table>
<thead>
<tr>
<th>View Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>260 Vacation Leave</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>260 Vacation Leave</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>260 Sick Leave</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
</tbody>
</table>

Request Details

7. The Request Details displays, and the request details will populate on the screen in a view-only capacity.

Absence Name: 260 Vacation Leave
Reason:
Start Date: 04/21/2022
End Date: 04/25/2022
Duration: 24.00 Hours
Partial Days: None
Status: Submitted
Comments:

As Of 01/01/2022: 131.71 Hours
Request History and Approval Chain

8. **Request History** can be selected to show statuses as of dates. **Approval Chain** can be selected to show who the approver is that needs to approve the absence, as well as what the approval status is. Selecting the **Approver Name** will provide contact details if they are available in the system.

### Balance Information

<table>
<thead>
<tr>
<th></th>
<th>As Of 01/01/2022</th>
<th>131.71 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval Chain</td>
<td></td>
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</tr>
</tbody>
</table>

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

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