

**OVERVIEW:**

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

**STEP ONE:**

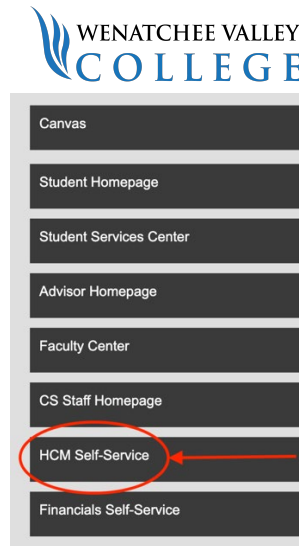
Log into ctcLink.

<https://ptprd.ctclink.us>

Note: Use only the Google Chrome web browser for best results.

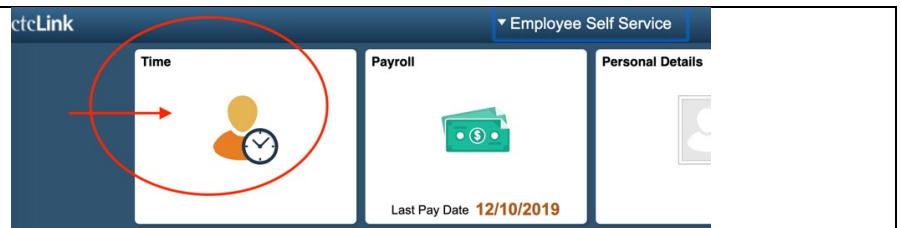
**STEP TWO:**

From the left-side menu on the home page select the **HCM Self-Service** module.



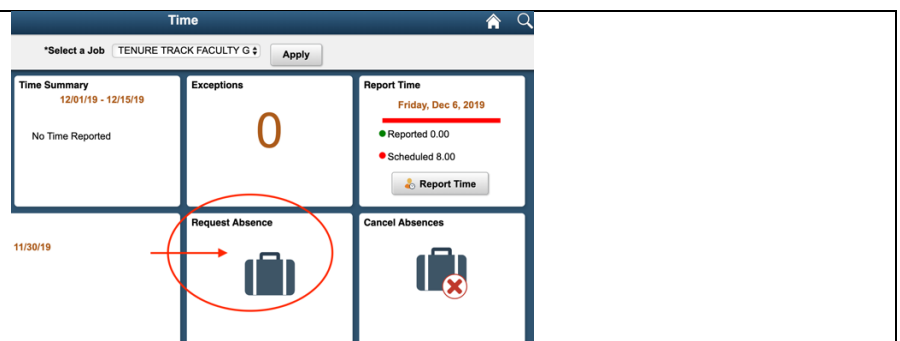
**STEP THREE:**

From the Employee Self-Service dashboard select the **Time** module.



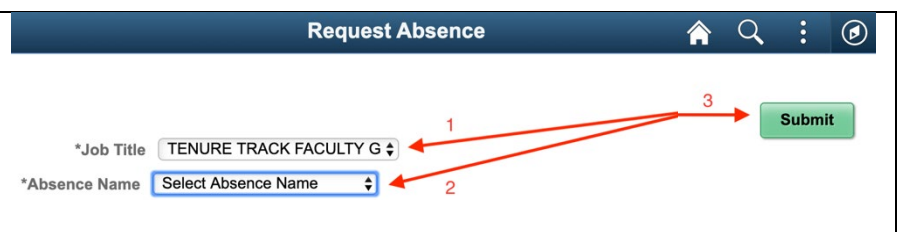
**STEP FOUR:**

From the Time dashboard select **Request Absence**.





**STEP FIVE:**

1. Select your job title affected by the absence.
2. Select reason for absence
3. Click the **Submit** button.



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

<b>*Absence Name</b>	140 Sick Leave	<input type="button" value="Submit"/>
<b>Reason</b>	Compensable Sick Leave	
<b>*Start Date</b>	11/25/2019	
<b>End Date</b>	11/25/2019	
<b>Duration</b>	8.00	Hours
<hr/>		
<b>Partial Days</b>	None	
<hr/>		
<b>Comments</b>	<input type="text"/>	

Then click the **Yes** button.

Are you sure you want to Submit this Absence Request?

**END OF TUTORIAL.**