

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

Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Enter ctLink Credentials

2. Enter your ctLink ID and click **NEXT**. Enter your password and click **VERIFY**.




The image shows the ctLink login page for Washington State Community and Technical Colleges. At the top is the ctLink logo. Below it, the text reads "Washington State Community and Technical Colleges". Underneath, there is a label "ctLink ID" followed by a text input field. Below the input field is a blue button labeled "Next". At the bottom left, there is a link for "Password Help".



The image shows the ctLink login page for password entry. At the top is the ctLink logo. Below it is a circular icon containing a lock and four asterisks. Underneath, the text reads "Enter Your Password". Below this is a label "Password" followed by a text input field with a visibility toggle icon. Below the input field is a blue button labeled "Verify". At the bottom right, there is a link for "Back to sign in".

Employee Self Service

3. Select **HCM Self-Service**.



The image shows the ctLink "My Institution View" dashboard for Lake Washington Institute of Technology. The top header includes the ctLink logo and "My Institution View". Below the header is a navigation menu on the left with the following items: Canvas, Student Homepage, Campus Solutions, CS Staff Homepage, HCM Self-Service (highlighted with a red arrow), and Financials Self-Service. The main content area on the right features the ctLink logo and a "Your Gateway to ctLink" section. This section includes a "Welcome!" message and two paragraphs of text explaining the gateway's purpose and the importance of the user ID.

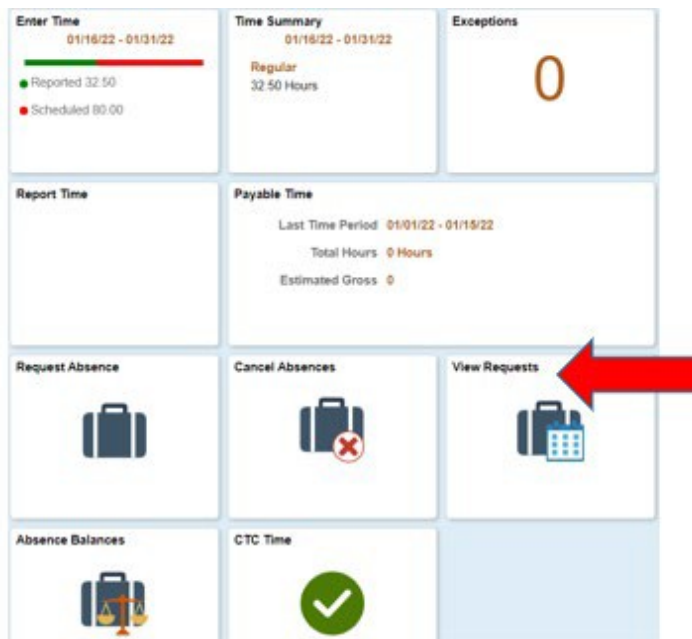
Time Tile

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.

View Requests		3 row
		
260 Vacation Leave Submitted	04/21/2022 - 04/25/2022 24 Hours	>
260 Vacation Leave Submitted	03/11/2022 8 Hours	>
260 Sick Leave Submitted	02/18/2022 8 Hours	>

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 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

As Of 01/01/2022 131.71 Hours

Request History

Approval Chain

**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 helpdesk@lwtech.edu