ctcLink

SEATTLE COLLEGES
Central · North · South

CTCLINK INFORMATION FOR SEATTLE COLLEGES www.seattlecolleges.edu/ctclink

How to Request Leave and Absences for Faculty

These instructions provide a quick guide for faculty on how to use the 'Leave Request' tool within ctcLink. With ctcLink, faculty now request and report their own leave within ctcLink, rather than having division support staff enter the information on their behalf.

Faculty will generally only use the time and labor functions ctcLink to request Leave. Faculty do not use the Employee Self-Service to report time worked.

When to Request Leave

You can use ctcLink Request Leave to both request an upcoming leave or to report leave already taken – both are done through the Request Absence tile.

- Request leave in advance in ctcLink when possible
- Please report any leave taken within the pay period (1st to 15th of the month, 16th to end of month)
- Leave requests must be made in accordance with the applicable terms of the collective bargaining agreement.

Keep Talking to Your Team

ctcLink Leave Requests do not replace the need to stay in touch with your unit administrator and division support team. Please contact the division office directly:

- If the requested absence will need a substitute
- When you're not sure how much leave to report

Each division may have different practices based on their program needs.

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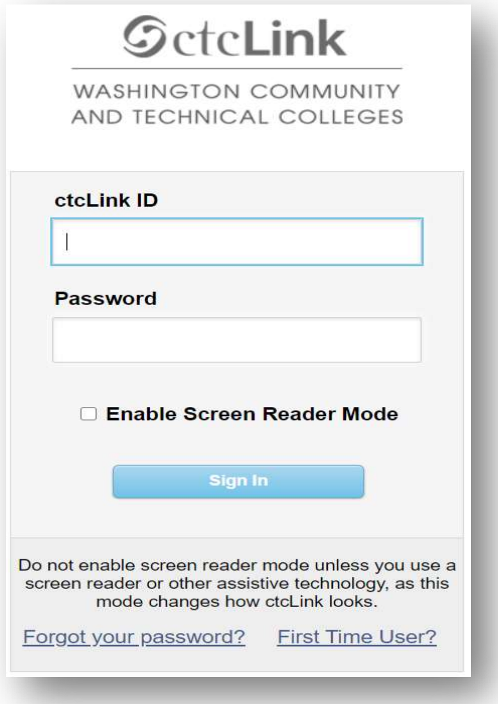
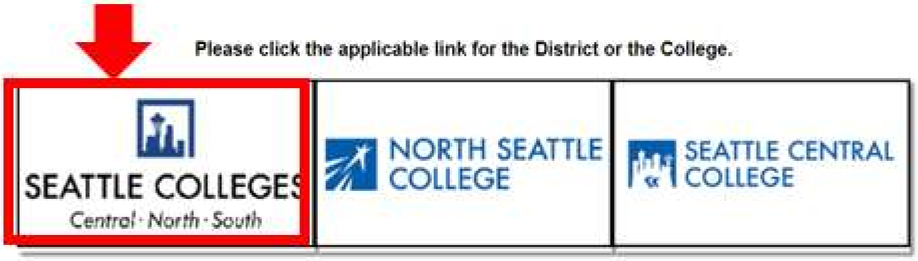
1. Sign into **ctcLink** at https://gateway.ctclink.us/


ctcLink
WASHINGTON COMMUNITY AND TECHNICAL COLLEGES
ctcLink ID
Password
☐ Enable Screen Reader Mode
Sign In
Forgot your password?
First Time User?

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

2. You will be brought to a screen to select a tile. Select the appropriate tile.



Please click the applicable link for the District or the College.

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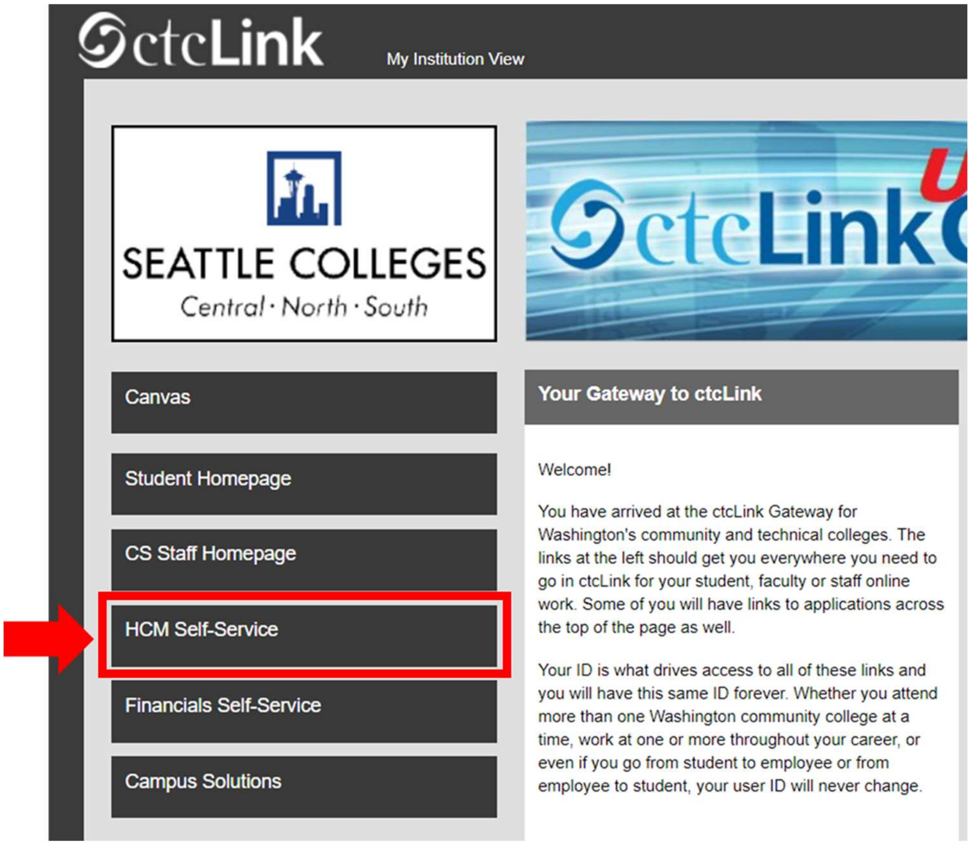
SEATTLE CENTRAL COLLEGE

3. Once signed in to your ctcLink Gateway, select HCM Self-Service to be taken to your Employee Self-Service page.


ctcLink
My Institution View
SEATTLE COLLEGES
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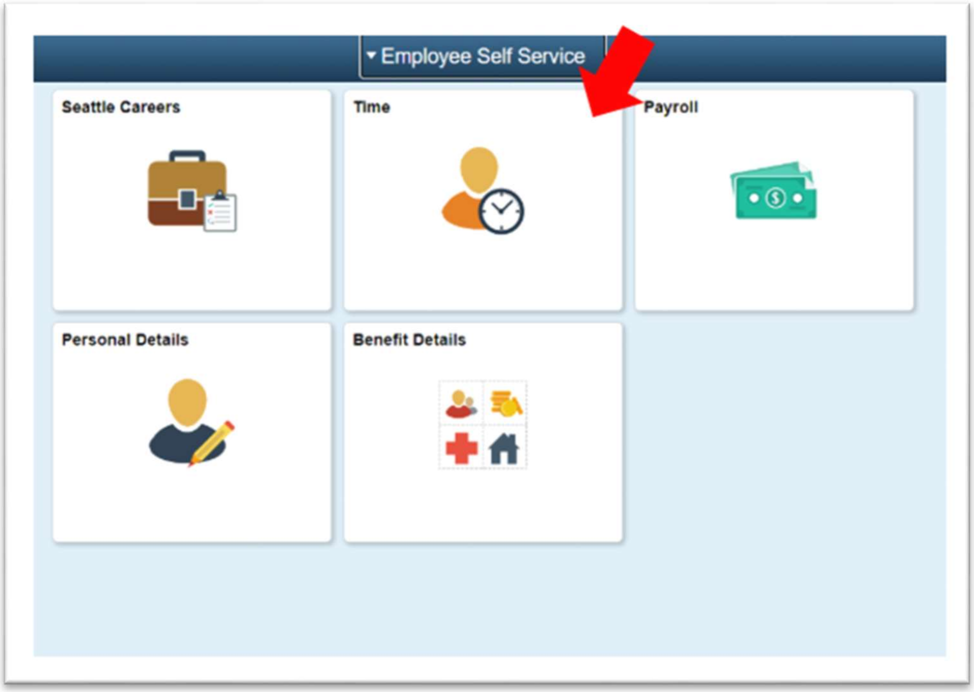
ctcLink
Canvas
Student Homepage
CS Staff Homepage
HCM Self-Service
Financials Self-Service
Campus Solutions
Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

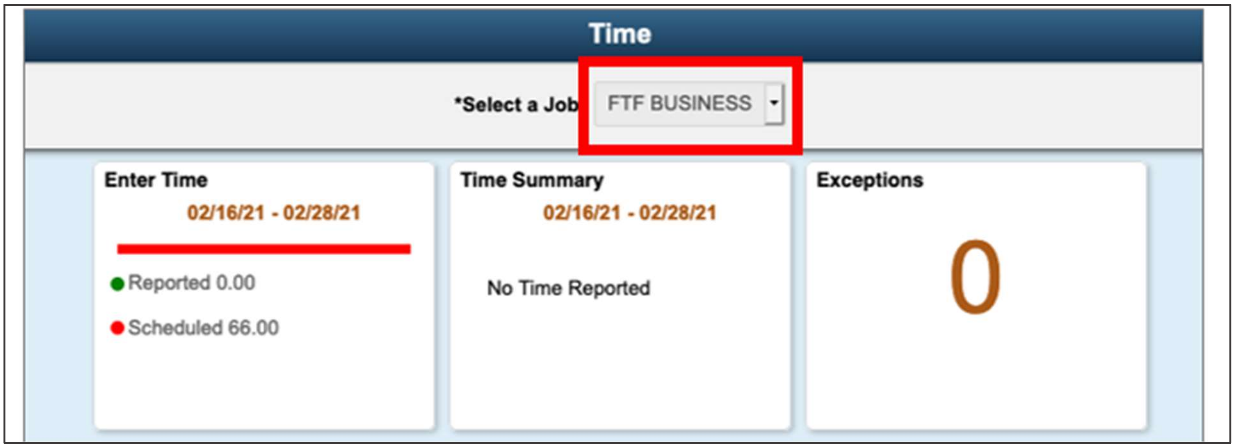
Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

4. Select the "Time" Tile from your Employee Self Service page


Employee Self Service
Seattle Careers
Time
Payroll
Personal Details
Benefit Details

5. Select Job: At the top of the page, select the job for which you are requesting leaving. Your supervisor for that job will receive the leave request.

> **Example**: A full-time instructor in the Art department has a moonlight assignment in the History department teaching Art History. Selecting the moonlight assignment or full-time assignment controls which department receives the leave request.



Time

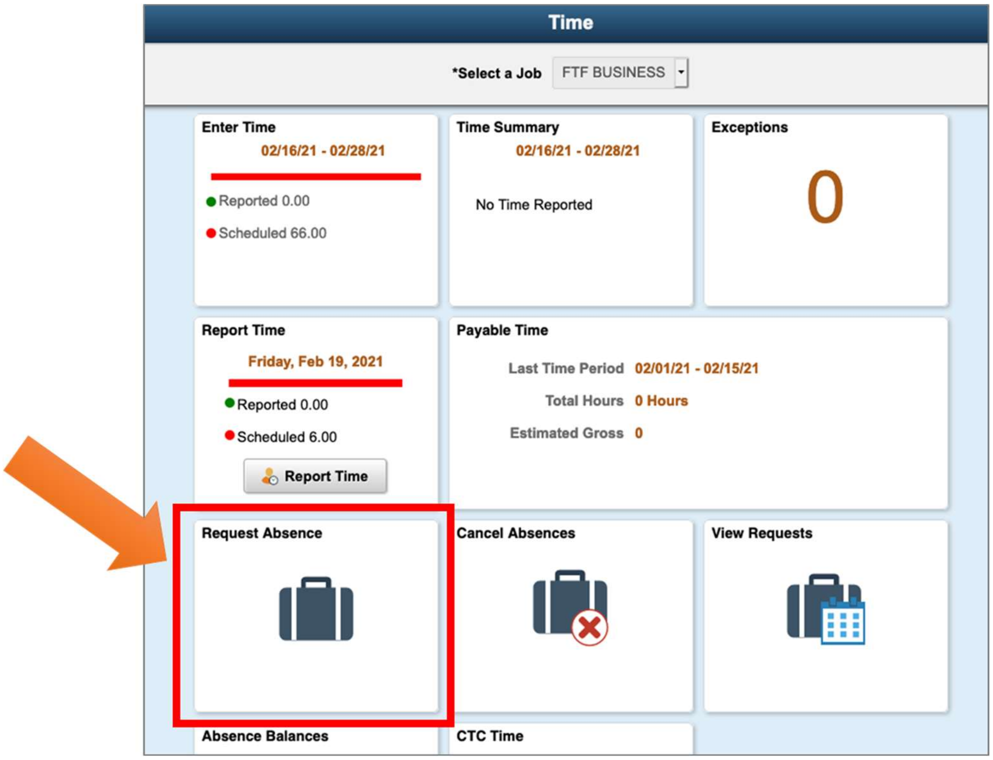
*Select a Job FTF BUSINESS

Enter Time
02/16/21 - 02/28/21
Reported 0.00
Scheduled 66.00

Time Summary
02/16/21 - 02/28/21
No Time Reported

Exceptions
0

6. Request Absence: Click on the “Request Absence” Tile



Time

*Select a Job FTF BUSINESS

Enter Time
02/16/21 - 02/28/21
Reported 0.00
Scheduled 66.00

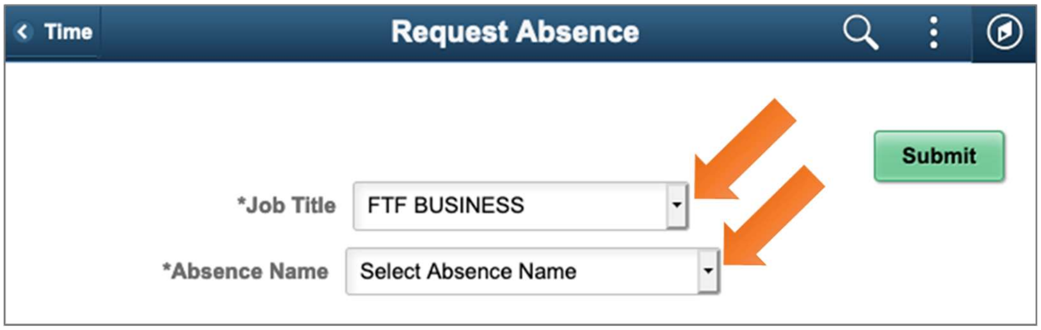
Time Summary
02/16/21 - 02/28/21
No Time Reported

Exceptions
0

Report Time
Friday, Feb 19, 2021
Reported 0.00
Scheduled 6.00

Payable Time
Last Time Period 02/01/21 - 02/15/21
Total Hours 0 Hours
Estimated Gross 0

7. Select Absence Type: You will be taken to the Absence Request Page. From the Drop Down, select the type of Absence you would like to request, then click submit.

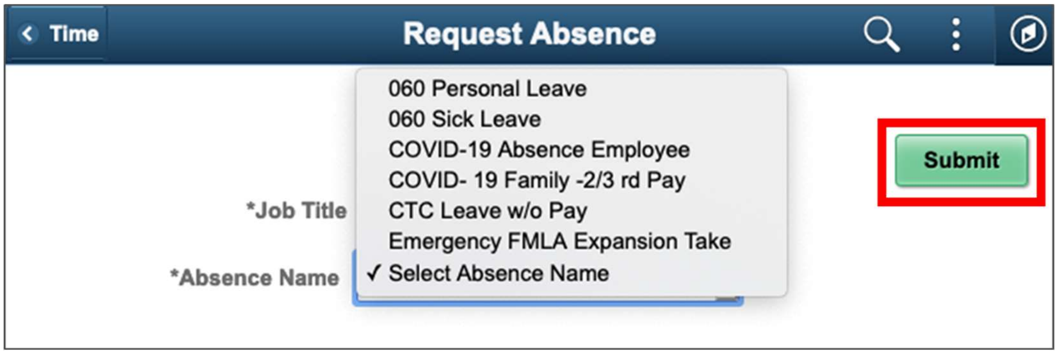

Time
Request Absence
Submit

Request Absence

*Job Title FTF BUSINESS

*Absence Name Select Absence Name

8. Select the type of leave you are requesting and click **Submit**


Time
Request Absence
060 Personal Leave
060 Sick Leave
COVID-19 Absence Employee
COVID- 19 Family -2/3 rd Pay
CTC Leave w/o Pay
Emergency FMLA Expansion Take
✓ Select Absence Name
Submit
*Job Title
*Absence Name

Common Leave Request Types

060 Personal Leave: This request is to use Personal Leave days.

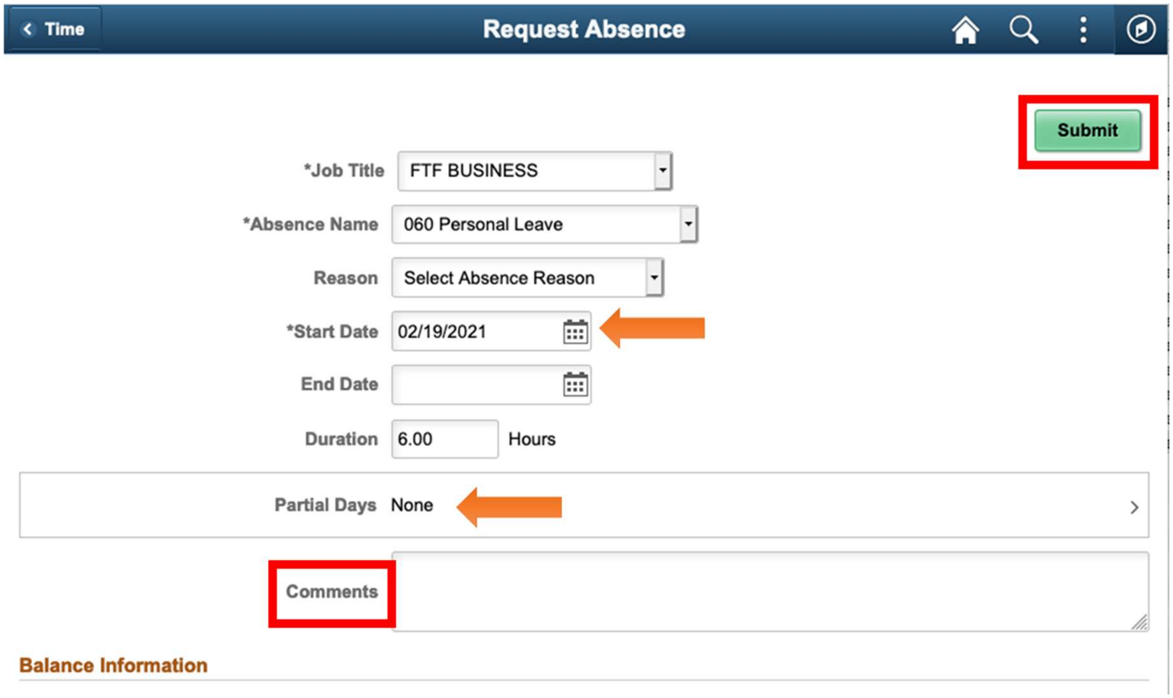
060 Sick Leave: This request is to use normal Sick Leave.

Please reach out to your division office and/or college HR team if you have any questions about which type of leave to use.

10. Enter Dates & Time: You will be taken to the Absence Request Entry Page.

For **full day** off requests:

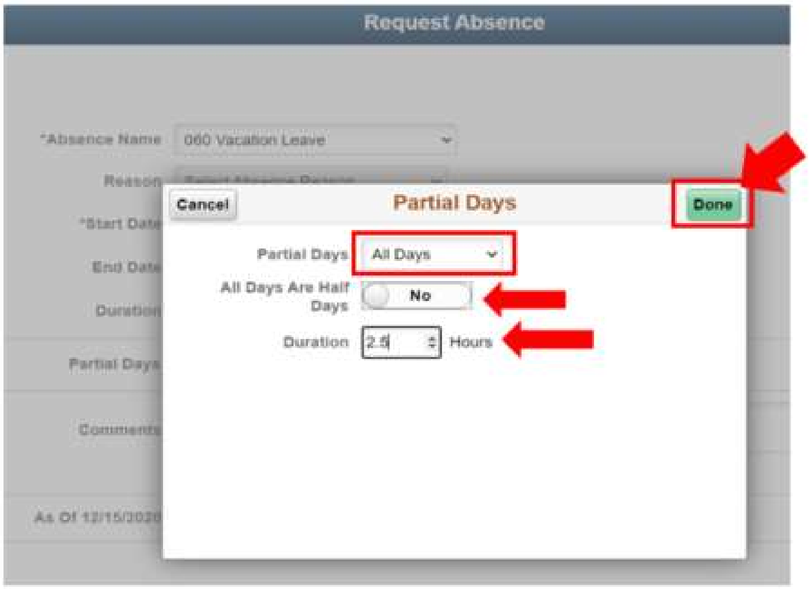
a. In the “Reason” drop down, select the appropriate reason.
b. Select the correct Start Date
c. Select the correct End date
d. You may type an explanation for the leave request in the “Comments” box. This is not a required field.
    - Recommendation: Use this comment field to make any notes



*Job Title: FTF BUSINESS
*Absence Name: 060 Personal Leave
Reason: Select Absence Reason
*Start Date: 02/19/2021
End Date:
Duration: 6.00 Hours
Partial Days: None
Comments:

For **partial day off (less than 6 hours)** requests, follow steps **a** through **c** above, then…

e. Click on “None” next to Partial Days, a “Partial Days” pop-up will appear.
f. Select “All Days” from the drop down menu
g. For half day, leave the “All Days are Half Days” toggle on “yes”
h. For less than half days, toggle to “No”, and type the number of hours needed,
i. Click “Done”


Request Absence
Reason
*Start Date
End Date
Duration
Partial Days
Comments
As Of 12/15/2020
Cancel
Partial Days
Done

*Absence Name: 060 Vacation Leave

Partial Days: All Days

All Days Are Half Days: No

Duration: 2.5 Hours

*Instructors teaching part-time will always request a partial leave day.

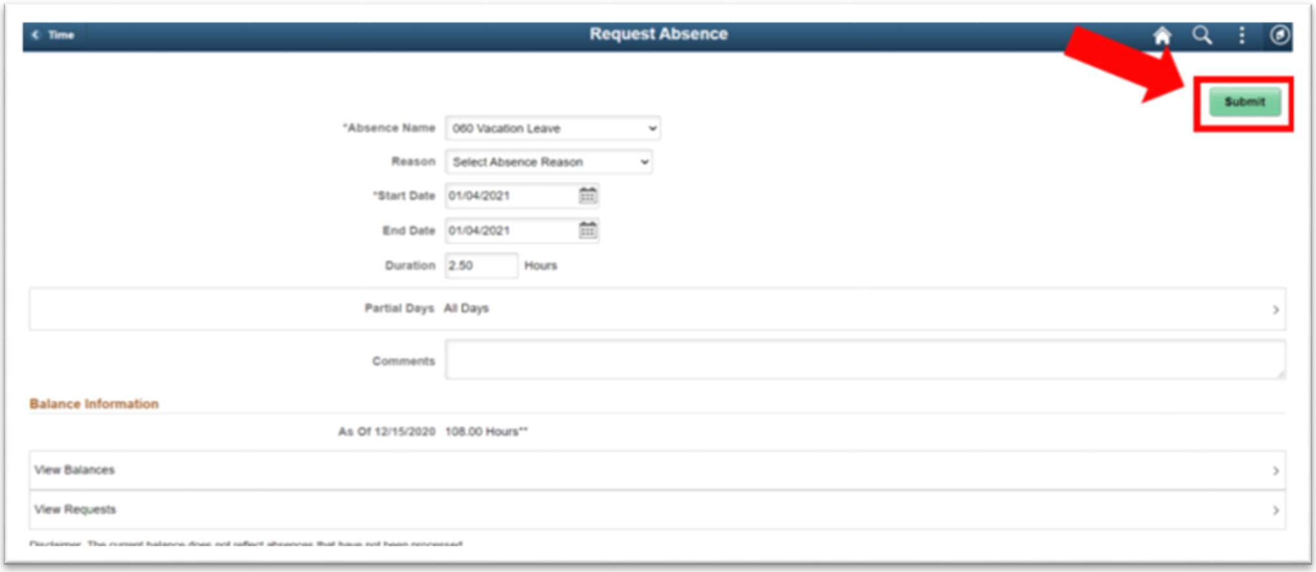
Getting the Hours Right (Article 5.2.C)

Seattle Colleges faculty leave accrual (how much is earned each month) and leave usage (how much leave to use when requesting leave) is based on a 30/hr week, with each day considered 6 hours.

The formula for calculating the deduction for leave used is: Contact Hours of Leave Requested/Weekly Workload x 30.

		Program Weekly Workload				
		15	18	20	25	30
Hours Missed and Hours Reported as Leave	1	2 Hours	1 H., 40 Min.	1 H., 30 Min.	1 H., 10 Min.	1 H.
	2	4 H	3 H., 20 Min.	3 H.	2 H., 25 Min.	2 H.
	3	6 H	5 H.	4 H., 30 Min.	3 H., 35 Min	3 H.
	4	8 H	6 H., 40 Min.	6 H.	4 H., 50 Min.	4 H.
	5	10 H	8 H., 20 Min.	7 H., 30 Min.	6 H.	5 H.
	6	12 H	10 H.	9 H.	7 H., 10 Min.	6 H.

9. **Submit Your Request:** Once you have input all of your time off requests, select the Submit button on the upper right hand corner.


Time
Request Absence
Submit
Balance Information
View Balances
View Requests

*Absence Name: 060 Vacation Leave
Reason: Select Absence Reason
*Start Date: 01/04/2021
End Date: 01/04/2021
Duration: 2.50 Hours
Partial Days: All Days
Comments:
As Of 12/15/2020: 108.00 Hours**

10. Your Absence request has now been submitted. Your supervisor will receive the leave request.