## **ESS Absence Balances**



**Purpose**: Use this Employee Self Service (ESS) document as a reference for viewing absence balances for employees in ctcLink.

Audience: All Employees

Navigation: Employee Self Service (Homepage) > Time (Tile)

← Employee Self Service				
OnBoarding Activities		Careers	Time	
Get Started				
Payroll	Personal Details	Benefit Details	CTC Manage Delegation	
• (3 •		2		
Last Pay Date 05/24/2019				

- 1. The **Time** page displays.
- 2. Select the Absence Balances tile.

Time				
Enter Time 08/16/19 - 08/31/19 • Reported 0.00 • Scheduled 80.00	Time Summary 08/16/19 - 08/31/19 No Time Reported	Exceptions		
Report Time	Payable Time Last Time Period 08/01/19 - 08/15/19 Total Hours 0 Hours Estimated Gross 0			
Request Absence	Cancel Absences	View Requests		
Absence Balances	CTC Time			

- 3. The **Balances** page displays.
- 4. If the employee has multiple jobs that are Absence accrual eligible, they must select the relevant Job to view.
- 5. Balances will populate that can be requested against that Job.
- 6. Balances shown are the balances prior to processing current requests relevant to the pay period. New balance information is updated after the close of the pay period determined by the HR processing schedule of the local college HR department.

K Time	Balances
220 VAC Admin	
As Of 07/31/2019	186.00 Hours
220 P/H Admin	
As Of 07/31/2019	8.00 Hours
220 CSL Admin	
As Of 07/31/2019	10.50 Hours
**Disclaimer The current balance does not reflect absences that have not been processed.	

- 7. The process to view absence balances is now complete.
- 8. End of procedure.

Learn more at: www.pierce.ctc.edu/ctclink

