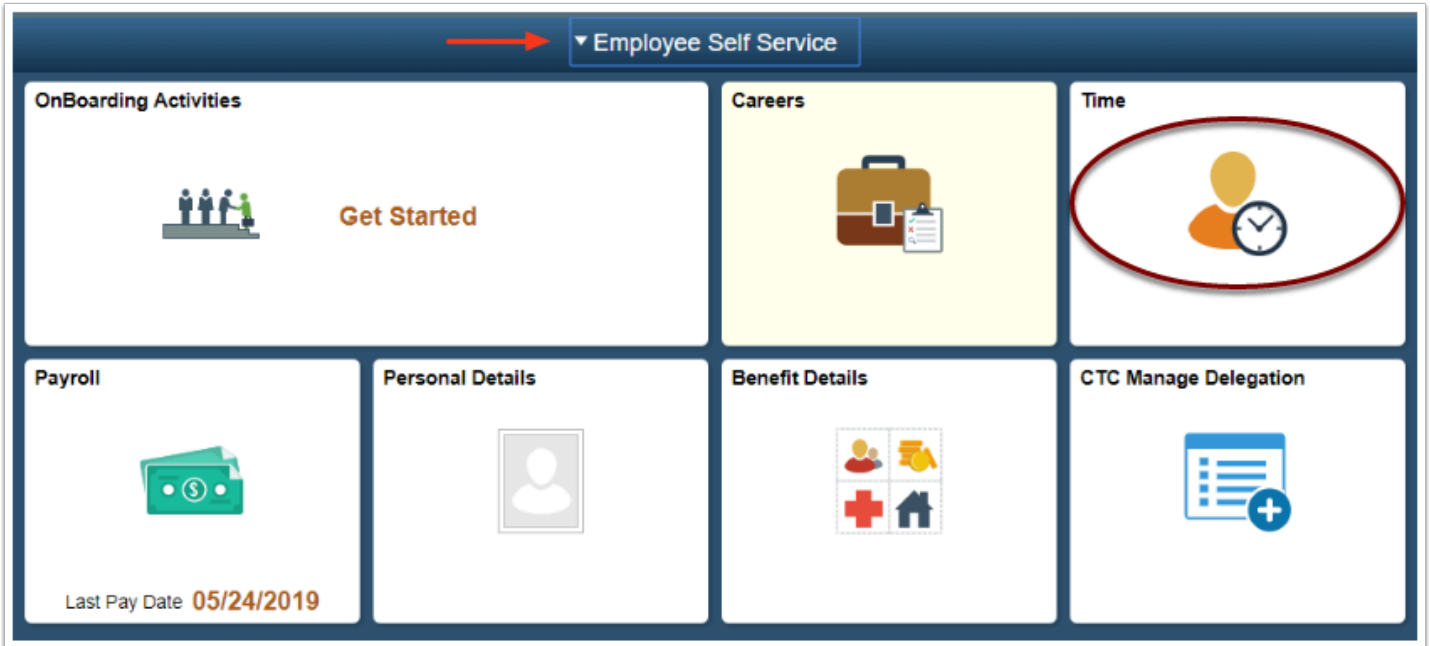


ESS Absence Balances

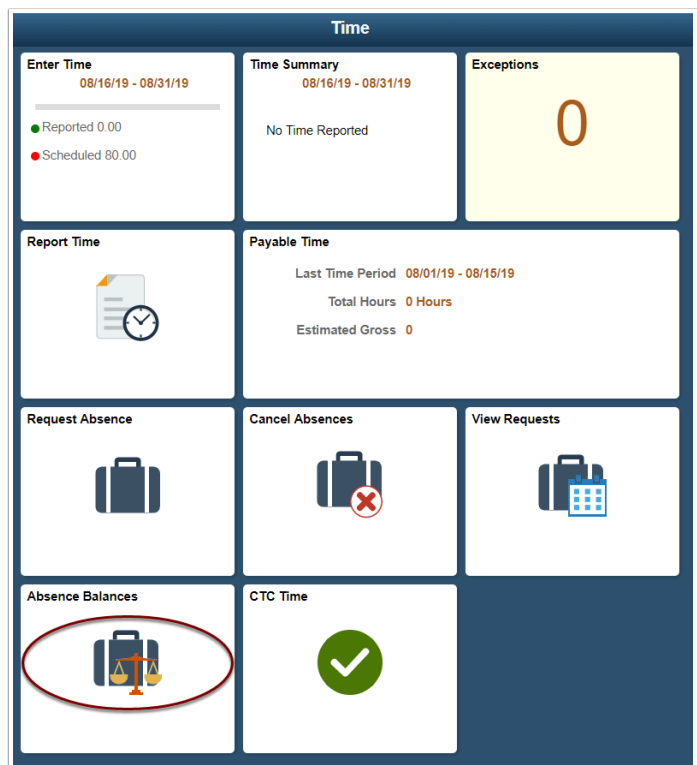
Purpose: Use this Employee Self Service (ESS) document as a reference for viewing absence balances for employees in ctcLink.

Audience: All Employees

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



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



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.

< 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

