Employee WolfTime
User Guide
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Requesting Annual leave Exempt or Non-Exempt

1. Launch Employee Self Service by clicking on the link, **Launch Employee Self Service** on the employee dash board.

2. Choose the Tile marked **WolfTime**
3. Choose Request Absence

**Exempt employee view**

- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Adverse Weather

**Non-Exempt employee view**

- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Adverse Weather
- Comp Time

4. Use the Drop down under Absence Name to choose **Annual Leave/Vacation Leave**
5. Use the drop down to choose the reason as **Annual/Vacation**. Use the calendar icon to enter start date and end date. Enter the total hour(s) for the absence.

**Exempt employee view**

**Non-Exempt employee view**

6. Click the **View Eligibility and Forecast** button. A pop-up will let you know if you are eligible or ineligible for this leave request. (You must Forecast all requests before submitting).
7. The request can be saved to submit at a later time or submitted at this point. If saved the request can be found under your submitted requests. Your supervisor will not be able to view requests that are Saved for Later.

8. Requests that are eligible and submitted are routed to supervisors for approval. Employees will not be able to submit a request that comes back ineligible.
How to View Leave Requests

1. Under Employee Self Service choose View Requests

   **Exempt Employee View**

   - Request Absence
   - Cancel Absences
   - View Requests
   - Absence Balances
   - Adverse Weather

   **Non-Exempt Employee View**

   - Web Time Clock
   - Weekly Time
   - Display/Print Time Sheet
   - Weekly Time Summary
   - Request Absence
   - Cancel Absences
   - View Requests
   - Absence Balances
   - Adverse Weather
   - Comp Time

2. On this screen you can view your leave requests and make changes or submit any saved requests.

<table>
<thead>
<tr>
<th>View Requests</th>
<th>Time</th>
<th>7 rows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual/Vacation Leave</td>
<td>09/12/2017 - 09/19/2017</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>05/22/2017</td>
<td>8 Hours</td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>05/19/2017</td>
<td>8 Hours</td>
</tr>
<tr>
<td>Request FMLA - Continuous</td>
<td>05/15/2017 - 05/31/2017</td>
<td>104 Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>05/12/2017</td>
<td>4 Hours</td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>05/12/2017</td>
<td>4 Hours</td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>05/03/2017 - 05/05/2017</td>
<td>24 Hours</td>
</tr>
</tbody>
</table>
1. Launch Employee Self Service by clicking on the link, **Launch Employee Self Service** on the employee dash board.

2. Choose the Tile marked **WolfTime**
3. Choose **Cancel Absences**

![Exempt employee view](image1)

![Non-Exempt employee view](image2)

4. Your requests will appear on the screen. Click on the request that you want to cancel.

![Request screen](image3)
5. Check to be sure that this is the correct request to cancel. Click on the Cancel Absence in the top right corner of this screen.

6. The following message will appear asking you to confirm that you want to cancel this absence.

7. If the cancelled request has already been approved by the supervisor an email is sent to the supervisor to approve the cancel.
8. If the cancelled request was only saved or submitted (but not approved) the cancel happens immediately and the supervisor does not receive an email.
Viewing Absence Balances

1. Launch Employee Self Service by clicking on the link, **Launch Employee Self Service** on the employee dashboard.

2. Choose the Tile marked **WolfTime**
3. Choose **Absence Balances**

   **Exempt employee view**

   **Non-Exempt employee view**

4. Use the Filter button in the top left corner to filter down your view results.
<table>
<thead>
<tr>
<th>View Requests</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual/Vacation Leave</td>
<td>06/12/2017 - 06/16/2017</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Data Saved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave Without Pay</td>
<td>06/09/2017 - 06/10/2017</td>
<td>24 Hour</td>
</tr>
<tr>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>06/23/2017</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request FMLA - Continuous</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Annual/Vacation Leave</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

**Filters**

- **Begin Date**: 11/25/2016
- **End Date**: 08/23/2017
- **Absence**: All Types
- **Status**: All Statuses

**Reset**