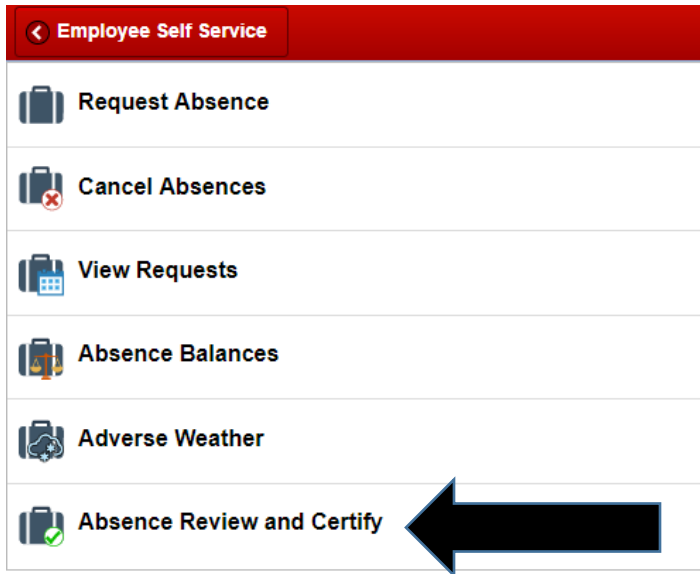


For certification of leave balances prior to the employees Separation

- 1) Have the employee select the Absence review and Certify option from the WolfTime menu.



- 2) On this page the employee will see their current leave balances. To start the certification process click on Start Certification



- 3) Review your balances and make any necessary comments. After you select the certify button then the request will be routed to your supervisor and leave coordinator for review and approval.

Absence Certification

Year Display 2017

Vacation Leave	256.00 Hrs
Sick Leave	2411.00 Hrs
Bonus Leave	120.00 Hrs

Supervisor Name Marie Williams

Comments

I certify that these balances are correct and that all absence transactions to date have been entered into Absence Management.



Leave payment will be processed following separation. There is no longer a need to forward the signed final leave balances to HRIM.

Leave Balances will need to be certified and paid out when an employee transfers from a 12 month to 9 month appointment.