Leave Coordinator
WolfTime
User Guide
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</tbody>
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Navigating to the Create and Maintain Absence Screen

Navigate to the Create and Maintain Absence screen by clicking on the following:

**Human Resource Systems → Global Payroll & Absence Mgmt → Payee Data → Maintain Absences → Create and Maintain Absences**

Saving Favorites - Most Used Screens

To save this screen as a favorite to access easily in the future, click the **three stacked bars** in the upper right corner on your landing page.
The following drop down will appear. Click on **Add To Favorites**

Once you select **Add to Favorites** the following screen will populate. You are able to change the description if you like, then click **OK** to save.

In order to view your saved favorites click the **blue navigation button**.
Your navigation bar will populate. Then click **My Favorites**.

A list with all of your saved favorites will show.
Inputting leave requests on an employee’s behalf

From the Create and Maintain Absence screen, you are able to input entries on the employee's behalf. On this screen, you are also able to input one entry or multiple entries for the same or different employees.

*NOTE: Remember to select appropriate reason for all absences from the reason drop down.*

**Inputting one request**

1. Enter the **employee’s ID** number
2. Change the **Empi Record** number, if needed
3. Enter the **start and end dates** of the request
4. Choose the **Absence Name** from the drop down menu
5. Choose the **Reason** for the request from the drop down menu
6. Next you will forecast. (see Forecasting in the next section below)
## Create and Maintain Absence Requests

### Absence Requests

<table>
<thead>
<tr>
<th>Absence Detail</th>
<th>Process</th>
<th>Forecast</th>
<th>Comments</th>
<th>Demographic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Employee ID</td>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>Employee Status</td>
<td>Department</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>*Start Date</td>
<td>*End Date</td>
<td>*Absence Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Absence Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td>Balance</td>
<td>Original Begin Date</td>
<td>Entry Source</td>
<td>Status</td>
</tr>
</tbody>
</table>

### Submission Options

- **Submit Option**
  - *Approval Automatically*

### Action Buttons

- Submit
- Forecast
Forecasting Leave

All leave requests require forecasting prior to submittal to ensure that the employee has leave to use.

7. Select the box by employee ID and click **Forecast** located at the bottom of the page.
Red Forecast Tab

8. Once you’ve selected forecast, click the **red forecast** tab.

This tab will allow you to see if the employee is eligible or ineligible. If the employee is ineligible, change request to a different leave type and forecast again.

**NOTE:** Do not submit if the Forecast Value is **Ineligible**.
Submitting Leave Requests

9. Once you have viewed the status you can then **submit** the leave request on the employee’s behalf.

All leave request input by leave coordinators are approved automatically, with the exception of Family Medical Leave (FML), Family Illness Leave (FIL), and Worker’s Compensation. For these three specific leave requests you will need to select **Route To Role** under submit option.
Inputting multiple entries for multiple employees

You are able to input multiple entries for multiple employees for various types of leave from the Create and Maintain Absence Request screen.

1. Click the plus symbol (+) at the end of any row

2. Enter the amount of rows you would like to add. You are then able to input data on all rows selected.
NOTE: When you opt to input multiple rows, data must be entered on all rows. You are able to forecast only one row at a time, however, you are able to submit multiple rows at one time. There is no delete option. If you find that you have added too many rows in error, then refresh your screen to start over. It is best to work with as few lines as possible on this page.

Copy an Absence

Just as you are able to add multiple rows, you also have an option to copy an absence. This option is used when there is a need to add additional entries for the same employee. The employee information will be copied to an additional line.

1. Select the box by the Employee ID and click on Copy Absence.
2. Enter the amount of rows you wish to add for the employee then click OK.

The amount of absences you requested will populate.
### Create and Maintain Absence Requests

#### Absence Requests

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Email</th>
<th>Job Title</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Reason</th>
<th>Absent Hours</th>
<th>Original Begin Date</th>
<th>Original End Date</th>
<th>Status</th>
<th>Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>John Doe</td>
<td><a href="mailto:john.doe@company.com">john.doe@company.com</a></td>
<td>High Voltage Distribution Spec</td>
<td>4450</td>
<td>05/22/2023</td>
<td>05/23/2023</td>
<td>Annual Leave</td>
<td>Approve</td>
<td>282.33 hours</td>
<td>05/23/2023</td>
<td>05/26/2023</td>
<td>Approved</td>
<td>No</td>
</tr>
<tr>
<td>123456</td>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith@company.com">jane.smith@company.com</a></td>
<td>High Voltage Distribution Spec</td>
<td>4450</td>
<td>05/22/2023</td>
<td>05/23/2023</td>
<td>Annual Leave</td>
<td>Approve</td>
<td>282.33 hours</td>
<td>05/23/2023</td>
<td>05/26/2023</td>
<td>Approved</td>
<td>No</td>
</tr>
</tbody>
</table>

**Select All** | **Deselect All**

**Comments**

**Submission Options**

*Submit Option*:
- Approve Automatically

**Submit**

**Forecast**
Editing Rows

Once an employee has entered leave and it is in the pending approval or approved status, you are able to go in and modify or update the leave request on the employee’s behalf. You are able to do this on the Create and Maintain Absence screen.

1. Click on Search

You have multiple options of types of leave to view from the Work Flow Status.

2. Select appropriate Work Flow Status of the leave entry you wish to modify.
3. Enter necessary information to retrieve employee (date, employee ID, absence name, etc.)
4. Click Search.
Your list of requested absences will populate in this section for you to modify. Once you make the necessary changes, forecast and submit.

Note: All modifications and updates are approved automatically from this screen.
Comp on Demand

Comp on Demand allows you to initiate an action that pays an employee out comp time earned.

On the Create and Maintain Absence screen:

1. Enter the employee’s ID
2. You may change the Empl Record number if needed
3. Select **Comp on Demand** from the Absence Name drop down menu.
4. Select **Comp Time** from the Reason drop down menu.

NOTE: Comp time is date stamped. The oldest Comp time is paid out first.
5. Click on the employee’s name

6. In the Total Hours to pay field, enter the hours you wish to pay out for the employee

7. Click OK

Once you click OK this will take you back to the Create and Maintain Absence page where you will approve the payout request as you would other leave request(s).
**Details**

- **Start Date**: 05/23/2017
- **End Date**: 05/23/2017
- **Absence Name**: Comp Time
- **Reason**: Comp Time
- **Current Balance**: 20.00 Hours

**Additional Information**

- **Total Hours to Pay**: 10.00

**Comments**

- **Requestor Comments**

**Request History**

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>Status</th>
<th>Name</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
</table>

**NGSU Leave Programs**

- **OK**
- **Cancel**
Inputting Partial Days

This option is used for employee’s that would like to request time off for part of a day(s).

1. Enter the request for leave as you would for vacation, sick, comp, bonus on the Create and Maintain Absence screen.
2. Once you’ve entered the required data, click on the employee’s name.

3. Once you’ve selected the employee’s name, you will be directed to the Absence Detail screen.
4. Select appropriate partial day from the drop down menu.
5. Enter the scheduled daily hours if less than eight. Click ok.
6. Once you’ve selected OK, you will be directed back to Create and Maintain Absences screen. From there you will approve the leave request.
View Absence Balances

Navigate to the View Absence Balances screen by clicking on the following:

Human Resource Systems → Global Payroll & Absence Mgmt → Payee Data → Maintain Absences → View Absence Balances
Reviewing absence balances for employees is view only.

1. Enter the necessary information to retrieve the employee’s absence balance.

The employee’s information will populate. From this screen, you have options to Forecast Balance and Forecast Messages.
### Absence Entitlement Current Balance

<table>
<thead>
<tr>
<th>Entitlement Element</th>
<th>Element Name</th>
<th>Description</th>
<th>Balance as of 05/12/2017 From</th>
<th>Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE VACATION</td>
<td>AE VACATIONBAL</td>
<td>Annual/Vacation Leave</td>
<td>262.33 01/01/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>AE SICK LV</td>
<td>AE SICK LV_BAL</td>
<td>Sick Leave</td>
<td>168.83 01/01/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>AE VAC REMYR</td>
<td>AE VAC REMYR_BAL</td>
<td>Future Vac Accrual thru 12/31</td>
<td>138.87 01/01/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>AE SIC REMYR</td>
<td>AE SIC REMYR_BAL</td>
<td>Future Sick Accrual thru 12/31</td>
<td>64.00 01/01/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>AE COMM SERV</td>
<td>AE COMM SERV_BAL</td>
<td>Community Service Leave</td>
<td>16.00 01/01/2017</td>
<td>12/31/2017</td>
</tr>
</tbody>
</table>

### Comp Time

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours as of 05/12/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Granted</td>
<td>9.00</td>
</tr>
<tr>
<td>Comp Time Taken/Paid</td>
<td>9.00</td>
</tr>
<tr>
<td>Comp Time Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Adverse Weather

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours as of 05/12/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Weather Taken</td>
<td>0.00</td>
</tr>
<tr>
<td>Adverse Weather Made Up</td>
<td>0.00</td>
</tr>
<tr>
<td>Adverse Weather Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Return to Search | Notify | Refresh
To forecast an employee’s balance, click **Forecast Balance**.

After clicking Forecast Balance you will be directed to this screen. Click the magnifying glass in the Absence Take Element field.
Once you select the **Absence Take Element** field, a **Look Up Absence Take** screen will populate. From this screen select the leave according to which you need to forecast.

Once you have selected the type of leave you will be directed to the following screen.
Supporting Elements

The supporting element screen allows you to see a more detailed view of current balances.

![Supporting Elements Screen]

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Element Name</th>
<th>Description</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Numeric Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable</td>
<td>VR ADJ VAC BAL</td>
<td>Adjust Vacation Balance</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>270.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ VAC CO</td>
<td>Adjust Vacation Carryover</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>240.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ VAC ENT</td>
<td>Adjust Vacation Granted</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>52.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ VAC TAKE</td>
<td>Adjust Vacation Taken</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>18.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ SIC BAL</td>
<td>Adjust Sick Balance</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>184.830000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ SIC ENT</td>
<td>Adjust Sick Granted</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>24.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ SIC TAKE</td>
<td>Adjust Sick Taken</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>40.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ BON BAL</td>
<td>Adjust Bonus Balance</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>0.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ BON ENT</td>
<td>Adjust Bonus Granted</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>240.000000</td>
<td>Comments</td>
</tr>
<tr>
<td>Variable</td>
<td>VR ADJ BON TAKE</td>
<td>Adjust Bonus Taken</td>
<td>04/01/2017</td>
<td>04/07/2017</td>
<td>240.000000</td>
<td>Comments</td>
</tr>
</tbody>
</table>
Results by Calendar Group

Navigate to the Results by Calendar Group screen by clicking on the following:

Human Resource Systems → Global Payroll & Absence Mgmt → Absence and Payroll Processing → Review Absence/Payroll Processing → Results by Calendar Group
Enter the employee ID and click search.

Search results will populate, select the week that is relevant to the information you need.

Once you select the week, the following screen will populate.
This screen allows you to view the results, accumulators, and supporting elements.
Worker’s Compensation Appointments and 7- Day Waiting Period

Enter WC 7 Day Waiting period leave

The following steps are for entering absences for employees during the 7-day waiting period (vacation, sick or LWOP)

1. Navigate to WolfTime

2. Click on MyPack
3. Pull drop down **Main-Menu**

4. Continue to navigate to **Human Resource Systems** ➔ **Global Payroll and Absence Mgmt** ➔ **Payee Data** ➔ **Maintain Absences** ➔ **Create and Maintain Absences**
6. Enter the Employee ID -> tab out of the field
7. Change the Empl Record if needed
8. Enter the start date of the 7 day waiting period
9. Enter the end date (start date plus 7 days, including weekends)
10. Select **Worker’s Comp Waiting Period** in the Absence drop down

11. Click on the Employee’s name to complete the data entry

12. Enter any comments for the Benefit team

13. For **Submit Option** – select **Route to Role** in the drop down menu to send the request to the Leave Administration Unit (LAU). (skipping this step would automatically approve the Workers Comp request **all Workers Comp requests need to be approved by the LAU in HR Benefits**).
14. Submit

You should receive the following message: *Selected Absence Requests were successfully submitted.*

Next, return to the Create and Maintain Absence page to add vacation, sick, or leave without pay for the waiting period.

**Adding Vacation/Sick/LOA for Waiting Period**

1. Click the plus sign (+) at the end of any row and enter the number 1 when it asks how many rows to enter.
2. Enter the same Employee ID and tab out of the field
3. Enter the same dates for the absence (minus any weekend days. You will need to enter 2 rows if the dates crosses a weekend)

4. Enter the type of leave they will use for the 7 day period (multiple rows for multiple types of leave need to be used)

Using Vacation Leave
Using LWOP (Leave Without Pay)

5. For Submit Option – select Route to Role in the drop down menu to send the request to the Leave Administration Unit (LAU). (skipping this step would automatically approve the Workers Comp request all Workers Comp requests need to be approved by the Leave Administration Unit in HR Benefits).

6. Click the Submit button

Next, return to the Create and Maintain Absence page.
Entering Worker’s Comp Doctor Appointments

On the Create and Maintain Absence page:

1. Enter the Employee ID and tab out of the field

2. Enter the start and end dates

3. Click on the drop down box and click on **Workers Comp Doctor Appointment**
4. Click on the employees name
5. Click OK
6. Enter any comments

7. **For Submit Option** – select Route to Role in the drop down menu to send the request to the Leave Administration Unit (LAU). (skipping this step would automatically approve the Workers Coms request. **All Workers Comp requests need to be approved by the LAU in HR Benefits**).

8. Click Submit
Entering Family Medical Leave (FML) or Family Illness Leave (FIL) request for the employee


2. Click on the blue Navigation diamond in the upper right corner of your screen

3. Click on Navigator and then Human Resources Systems
4. Click on **Global Payroll and Absence Mgmt**

5. Click on **Payee Data**
6. Click on **Maintain Absences**

7. Click on **Create and Maintain Absences**
8. Enter the **Employee ID** and tab out of the field
9. Change the **Empl record** if needed
10. Enter the start and end dates for the request

11. Under Absence Name choose Request FML (FIL) Continuous (Intermittent)

12. Select the reason for the request from the drop down menu
13. If the request is for *Interruption FML/FIU* click on the employee’s name and enter the proposed intermittent schedule in the comments. Requests will be denied with no proposed intermittent schedule.
14. Click OK to return to the Create & Maintain page to finish your entry
15. Click the select box to the left of the employee’s name

16. For Submit Option – select Route to Role in the drop down menu to send the request to the Leave Administration Unit (LAU). (skipping this step would automatically approve the FML/FIL request without out any medical documentation – all FML/FIL requests need to be approved by the LAU in HR Benefits).
17. Click **Submit**

The request has now been submitted to the LAU unit for review. Once you receive a copy of the official approval letter indicating the approved FML period, you will need to revise any normal absences (sick, vacation, etc) that are related to the approved FML event so that they show as FML absences.
Revising normal absences to show to FML absences


2. Click the arrow to the left of Search to open the Search window
3. Enter the **Employee ID** and click **Search**

4. For any absences related to the approved FML event, change the **Absence Name** to the corresponding Approved FML absence (Ex. Change Sick Leave to Approved FMLA – Use Sick).
5. Enter the new reason (continuous or intermittent FMLA based on the approval letter)

6. Check the Select box to the left of the Employee’s ID
7. Click **Forecast** at the bottom of the screen to verify employee has enough of the specified leave to cover the absence

8. Click on the **Red Forecast** Tab to review the Forecast Value (Eligible indicates that the employee has the necessary amount of leave; Ineligible indicates the employee does not have the required leave and you will need to select a different leave type):

Note: You can click on **Forecast Details** to review the balance detail for that particular type of leave.
9. If Forecast Value returns Eligible, click the box to the left of the employee’s ID to select it

10. Click **Submit** at the bottom of the screen

Note: Submit option should be Approve Automatically, only the initial FML Request needs to be routed to a role for the Leave Administration Unit to approve.