

NC STATE UNIVERSITY

**Manager WolfTime
User Guide**

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My Pack Portal – “For Managers”

In WolfTime, Managers can:

- Approve one or many absence requests from their direct reports
- Deny an absence for their direct reports (requires comments, such as; entered wrong # of hours)
- Add an absence for their direct reports
- View their direct reports' absence requests
- View balances for their direct reports
- Electronically review and certify your employee's balances at the end of the year

NOTE: If you are not listed as the direct report for a particular employee in the HR System under **Reports To**, you will not have access to their leave records.

MyPack Portal

MYPACK HOME FOR STUDENTS FOR FACULTY & STAFF MYTAB **FOR MANAGERS**

Favorites Main Menu

Alerts

You have no Alerts right now.

Pending Approvals

No approvals are pending at this time.

Scroll down to:

My Employees Absences


Approve Absence Requests Approve the absence requests submitted by your employees (also listed in the Pending Approvals section).	Absence Request History View an employee's absence request history.	Absence Balances View an employee's absence balances.
Submit Absence Request Submit an absence request for one of my employees.	Apprv/Review Abs Certification Complete the annual certification of absences.	Help with WolfTime Help with WolfTime

Once on the Absence Request page you can “select” an employee’s name to see the details of the leave request.

Absence Requests

Margot Henion
Human Resources Consultant
Select the requestor's name link to approve or deny the request. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status Pending Refresh

Absence Requests				Personalize	Find	First	1-21 of 21	Last
Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
 Employee ID and name here		Engineer	Absence Request	*Request FMLA-Intermitnt Range	07/03/2017	07/03/2017	Submitted	07/02/2017
		Human Resources Consultant	Absence Request	Workers Comp Doctor Appointmnt	06/29/2017	06/29/2017	Submitted	06/29/2017
		Human Resources Specialist	Absence Request	*Request FMLA - Continuous	07/03/2017	07/07/2017	Submitted	06/29/2017
		Human Resources Consultant	Absence Request	Approved FMLA - Use Sick	07/10/2017	07/14/2017	Submitted	06/29/2017
		Human Resources Consultant	Absence Request	Approved FMLA - Use Sick	07/17/2017	07/17/2017	Submitted	06/29/2017
		Human Resources Consultant	Absence Request	Approved FMLA - Use Sick	07/06/2017	07/07/2017	Submitted	06/29/2017
		Human Resources Consultant	Absence Request	*Request FMLA-Intermitnt Range	07/17/2017	07/21/2017	Submitted	06/29/2017

Verify the begin date, end date, reason for the absence and total number of hours taken. Then click approve or deny.

Absence Detail ?

Start Date 07/03/2017
End Date 07/03/2017
Absence Name *Request FMLA-Intermitnt Range
Reason Care for Child
Status Submitted
Current Balance 0.00 **

Comments

Requestor Comments every tuesday
Approver Comments

Go To [View Absence Request History](#) [View Absence Balances](#)
[Return to Absence Requests](#) [NCSU Leave Programs](#)

Approve Deny

**Disclaimer The current balance does not reflect absences that have not been processed.

If you deny an absence you must give a reason in the comment box.

If you would like information on the various leave programs or policies, a link to the 'NCSU Leave Programs' is available at the bottom of the page.

You can also review request for multiple employees by go to the MY PACK home page under “Pending Approvals” Click on one of the absences to be reviewed and it will pull up all pending approvals for you. To review the absence request you will need to select each individual by clicking on their name. This will show the details of the employee’s request. Once you have reviewed the absences you can select ALL and do a mass approval or select each one individually for approval. Both the manager/supervisor and the employee will receive an email with the approval or denial.

Multiple Absence Requests

Search

Cancel Absence Requests

Personalize | Find | View All | 1-5

Absence Requests											
Absence Detail Forecast Comments											
Select	Employee ID	Name	Title	Employee Status	Start Date	End Date	Absence Name	Reason	Balance	Entry Source	Status
<input type="checkbox"/>		Human Resources Specialist		Active	05/17/2017	05/17/2017	Workers Comp Doctor Appointmnt	Other	Not Available	Administrator Absence Event	Voided
<input type="checkbox"/>		Building Environmental Tech'n		Active	05/22/2017	05/31/2017	Leave Without Pay	Leave Without Pay	Not Available	Administrator Absence Event	Submitted
<input type="checkbox"/>		High Voltage Distribution Spec		Active	05/19/2017	05/25/2017	Workers Comp Waiting Period	Other	Not Available	Administrator Absence Event	Submitted
<input type="checkbox"/>		Building Environmental Tech'n		Active	07/03/2017	07/09/2017	Workers Comp Waiting Period	Other	Not Available	Administrator Absence Event	Submitted
<input type="checkbox"/>		Building Environmental Tech'n		Active	07/03/2017	07/07/2017	Annual/Vacation Leave	Annual/Vacation	221.33 Hours	Administrator Absence Event	Submitted

Select All Deselect All

Approver Comments

Approve Deny Forecast

Multiple Absence Requests

Absence Details

Instructions

View Request Status and Approval Details

Details

Start Date 05/17/2017

End Date 05/18/2017

Absence Name Sick Leave

Reason Sick Leave

Status Approved

Current Balance -72.00 Hours**

Additional Information

Total Hours Taken 16.000000

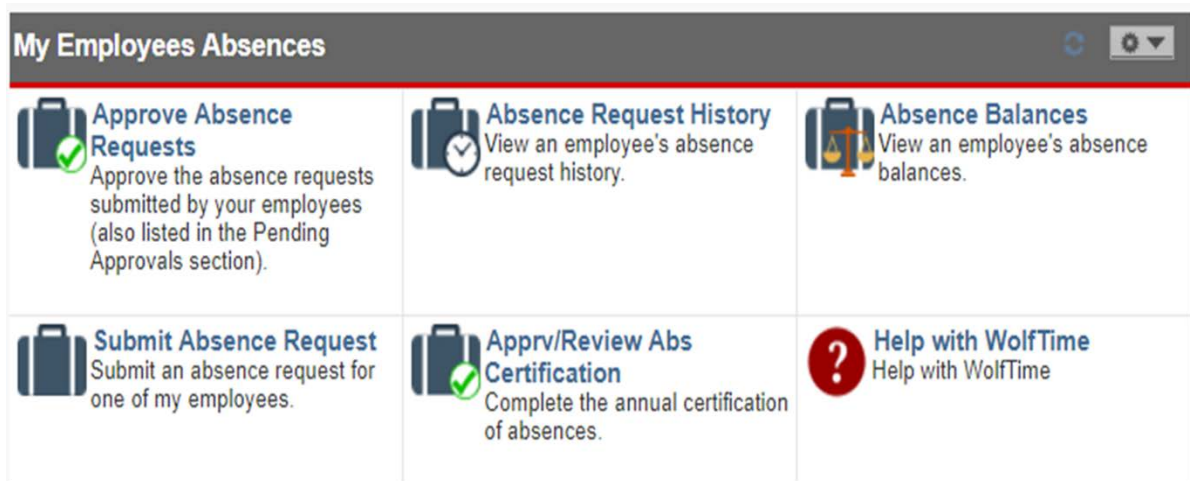
Request History

Approval Process	Status	Name	Date	Comments
Absence Request	Submitted		05/03/2017	Flu

To Add an Absence for an Employee

Supervisors can submit absence request for their direct reports if the employee is not available to submit their own request. The following are examples of how to access the absence request page:

1. From the “For Managers” tab on the main MY PACK page and click on “Submit Absence Request”.



Select the employee to add the absence too,

Navigation: MYPACK HOME | FOR STUDENTS | FOR FACULTY & STAFF | MYTAB | **FOR MANAGERS** | HR DASHBOARD

Favorites | Main Menu

Request Absence

Employee Selection Criteria
Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date: 07/05/2017 [calendar icon] Refresh Employees

Find Employee

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select	[Redacted]	[Redacted]	0	Active	Active	00105252
Select	[Redacted]	[Redacted]	0	Active	Active	00043494
Select	[Redacted]	[Redacted]	0	Active	Active	00041117
Select	[Redacted]	[Redacted]	0	Active	Active	00041123

On the next screen, add the start date and absence name and comments.

Absence Detail [?]

*Start Date: 07/05/2017 [calendar icon]

*Absence Name: Select Absence Name [dropdown arrow]

Comments

Requestor Comments: [text area]

Fill in the start date, end date, absence name, reason, whether partial day or not and the number of hours and any comments. Be sure to click on the “Forecast Balance” to ensure they are eligible for the request. Once completed you can submit the request.

The screenshot shows a web form for submitting an absence request. It is divided into several sections: Instructions, Absence Detail, Additional Information, Workflow, and Comments. Red arrows highlight specific fields: the Start Date (07/05/2017), End Date, Absence Name (Annual/Vacation Leave), Reason (Select Absence Reason), Partial Days (None), Duration, Hours, and the Forecast Balance button. The Current Balance is shown as 79.99 Hours. The Workflow section shows 'Allow Request By' as Employee and Manager, and 'Request As' as Employee. The Comments section has a text area for Requestor Comments. At the bottom, there are links for 'View Absence Request History', 'View Absence Balances', 'Return to Direct Reports', and 'NCSU Leave Programs', along with 'Submit' and 'Save for Later' buttons.

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date 07/05/2017 [B1]
End Date [B1]
*Absence Name Annual/Vacation Leave
*Reason Select Absence Reason
Partial Days None
Duration [] Hours
Forecast Balance
Current Balance 79.99 Hours**

Additional Information
Scheduled Daily Hrs (if not 8) []

Workflow
Allow Request By Employee and Manager
Request As Employee

Comments
Requestor Comments []

Go To [View Absence Request History](#) [View Absence Balances](#)
[Return to Direct Reports](#) [NCSU Leave Programs](#)

Submit Save for Later

Once you enter the **Absence Name**, more fields will become visible.

- For Exempt Employees, you **must** enter Total Hours Taken.
- For Non-exempt employees, remember that dates matter. **Do not put in dates that span a weekend unless those days should count toward the absence.** Use the Partial hours field(S) for any absence less than a full day, as needed.
- Before you submit the absence, you must click on the “forecast balance” button. The system will let you know if the person is ELIGIBLE (and you can approve the absence) or INELIGIBLE, in which case you cannot approve the absence. If COMP is returned, the person is eligible, it just means that COMP time was used for at least a portion of the absence.
- Once you have forecasted the balances to ensure they have the leave available, you can **Submit the Absence** request or you can **Save it for Later**.

- Once you submit the transaction, it is automatically approved. You and your employee will both receive emails about the transaction.

Forecasting

All leave request require forecasting prior to submittal to ensure employee has leave to use.

Enter the start and end dates of the absence request, the absence name and then click

Forecast Balance.

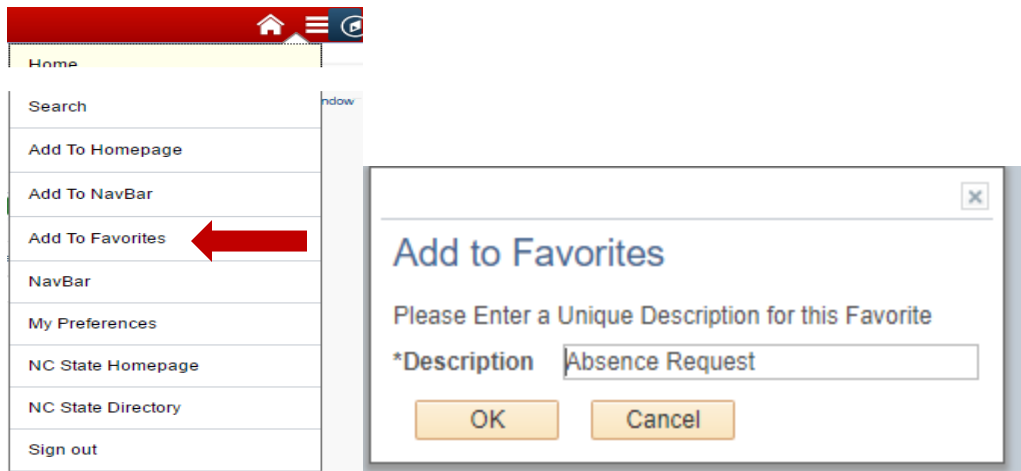
TIPS and TRICKS

Saving Favorites - Most Used Screens

Click the three stacked bars in the upper right corner on your landing page



The following drop down will appear, select add to favorites



Once you select add to favorites the following screen will populate. You are able to change the description if you would like, click ok to save.

In order to view your saved favorites click the navigation button and then click **My Favorites**.

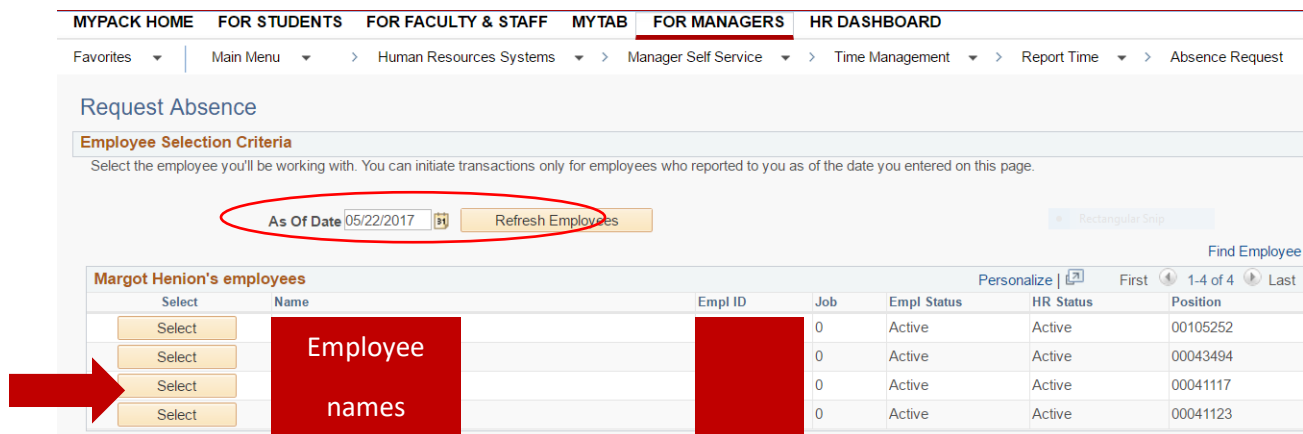


Your navigation bar will populate; click on **My Favorites** to view all of your saved Favorites.



View Absence Requests

Once on **the Request Absence** panel a page displays with all the employees who have you listed as their Supervisor/Reports to on the JOB page in the HR system. Select the direct report for which to you wish to add an Absence by clicking on the 'Select' button next to their name.



Request Absence

Employee Selection Criteria

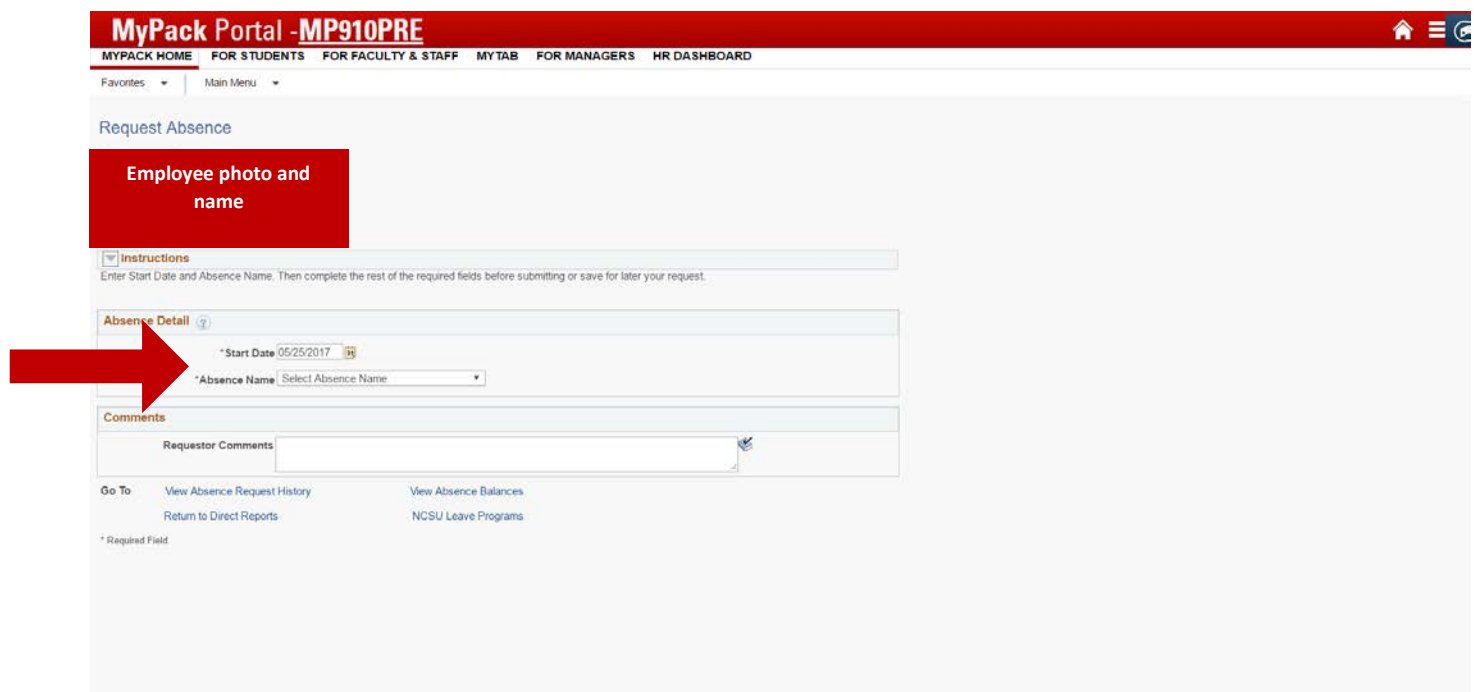
Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date: 05/22/2017 Refresh Employees

Find Employee

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select			0	Active	Active	00105252
Select			0	Active	Active	00043494
Select			0	Active	Active	00041117
Select			0	Active	Active	00041123

On the next page, you will enter the date of the absence and the type of absence.



MyPack Portal -MP910PRE

Request Absence

Employee photo and name

Instructions: Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 05/25/2017

*Absence Name: Select Absence Name

Comments

Requestor Comments

Go To: View Absence Request History, View Absence Balances, Return to Direct Reports, NCSU Leave Programs

* Required Field

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date
05/22/2017

End Date
05/23/2017

*Absence Name
Annual/Vacation Leave

*Reason
Annual/Vacation

Partial Days
Start and End Days

Start Day Hours
2.00

End Day Hours
4.00

Forecast Balance

Current Balance
61.33 Hours**

Additional Information

Scheduled Daily Hrs (if not 8)

Workflow

Allow Request By
Employee and Manager

Request As
Employee

Comments

Requestor Comments

Go To

[View Absence Request History](#)

[View Absence Balances](#)

[Return to Direct Reports](#)

[NCSU Leave Programs](#)

Submit

Save for Later

Viewing Absence History

In order to view your employee's **Request Absence History** go to "For Managers" then select "Absence Request History".

My Employees Absences

<div> <h3>Approve Absence Requests</h3> <p>Approve the absence requests submitted by your employees (also listed in the Pending Approvals section).</p> </div>	<div> <h3>Absence Request History</h3> <p>View an employee's absence request history.</p> </div>	<div> <h3>Absence Balances</h3> <p>View an employee's absence balances.</p> </div>
<div> <h3>Submit Absence Request</h3> <p>Submit an absence request for one of my employees.</p> </div>	<div> <h3>Approv/Review Abs Certification</h3> <p>Complete the annual certification of absences.</p> </div>	<div> <h3>Help with WolfTime</h3> <p>Help with WolfTime</p> </div>


Select an “as of date” (remember the history begin date cannot be earlier than July 1, 2017)


Then select the employee to review.

Absence Request History

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.



As Of Date 





Margot Henion's employees Personalize 

Select	Name	Empl ID	Job	Empl Status	HR Status
<input type="button" value="Select"/>			0	Active	Active
<input type="button" value="Select"/>			0	Active	Active
<input type="button" value="Select"/>			0	Active	Active
<input type="button" value="Select"/>			0	Active	Active

Instructions

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name to view request details. select edit button to modify or delete the text

From  Through 

Absence Request History Personalize | Find | View All |   First  1-3 of 3  Last

Absence Name	Status	Start Date	End Date	Duration	Requested By
Approved FMLA - Use Vacation	Data Saved	05/22/2017	05/31/2017	80 Hours	Employee Absence Request
Annual/Vacation Leave	Data Saved	05/11/2017	05/11/2017	4 Hours	Employee Absence Request
Annual/Vacation Leave	Approved	05/05/2017	05/05/2017	8 Hours	Employee Absence Request


[Return to Absence Request](#)

View Absence Balances

To view your employee balances (review absence balances and you can forecast their leave accruals)


Use the “For Managers” tab and go to “Absence Balances” then select the employee to view.

My Employees Absences




Approve Absence Requests

Approve the absence requests submitted by your employees (also listed in the Pending Approvals section).




Absence Request History

View an employee's absence request history.




Absence Balances

View an employee's absence balances.




Submit Absence Request

Submit an absence request for one of my employees.



Apprv/Review Abs Certification

Complete the annual certification of absences.



Help with WolfTime

Help with WolfTime

All Balances are as of the date listed, which is the last time the Wolftime process ran. This process will run once a week, usually on Monday nights.

View Absence Balances

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date

[Find Employee](#)

Margot Henion's employees

Personalize |

First 1-4 of 4 Last

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
<input type="button" value="Select"/>			0	Active	Active	00105252
<input type="button" value="Select"/>			0	Active	Active	00043494
<input type="button" value="Select"/>			0	Active	Active	00041117
<input type="button" value="Select"/>			0	Active	Active	00041123

▼ Instructions

Absence balances are shown below. Balances shown in the Absence Balances section are current as of the last Absence processing run. Additional sections may also be provided for employees with Comp Leave or Adverse Weather balances. Details and remaining balances in these sections may include updates for the current but not yet finalized Absence processing run.

Absence Entitlement Balances

[Personalize](#) | 

Current Balances

Entitlement Name	Balance as of 06/16/2017	From	To
Community Service Remaining	24.00 Hours	01/01/2017	12/31/2017
TOTAL Comp Leave Available	0.00 Hours	01/01/2010	
Future Sick Accrual thru 12/31	48.00 Hours	01/01/2017	12/31/2017
Future Vac Accrual thru 12/31	56.01 Hours	01/01/2017	12/31/2017
Sick Leave Available	33.50 Hours	01/01/2017	12/31/2017
Vacation Leave Available	79.99 Hours	01/01/2017	12/31/2017

Comp Time

	Hours as of 06/16/2017
Comp Time Granted	0.17
Comp Time Taken/Paid	0.17
Comp Time Balance	0.00

Adverse Weather

	Hours as of 06/16/2017
Adverse Weather Taken	0.00
Adverse Weather Made Up	0.00
Adverse Weather Balance	0.00

[Go To](#) [Forecast Balance](#)

[Return to Direct Reports](#)

While a manager can cancel absences for their employees from this page, we recommend just denying the absence as if it was entered by mistake.

To get more information on Comp Time granted or taken or Adverse Weather granted or taken, please click on the corresponding links.

Entering Family Medical Leave/Family Illness Leave requests for employees

1. From the Managers Dashboard click on Submit Absence Request under the My Employees Absences section.

My Employees Absences

Approve Absence Requests Approve the absence requests submitted by your employees (also listed in the Pending Approvals section).	Absence Request History View an employee's absence request history.	Absence Balances View an employee's absence balances.
Submit Absence Request Submit an absence request for one of my employees.	Approv/Review Abs Certification Complete the annual certification of absences.	Help with WolfTime Help with WolfTime

2. Click the Select box to the left of the employee that you want to request the absence for

Request Absence

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees wh

As Of Date 05/24/2017





Refresh Employees


employees	
Select	Name
	Employee A
Select	Employee B


3. Under Absence Name select Request FML (or FIL) Continuous (or Intermittent)

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date 05/24/2017 
End Date 
*Absence Name *Request FMLA-Intermitnt Range  **Current Balance** 0.00 **
*Reason Select Absence Reason 






Workflow
Allow Request By Employee and Manager
Request As Employee 


Comments
Requestor Comments 

4. Enter Start and End dates for the request

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date 05/24/2017 
End Date 06/30/2017 
*Absence Name *Request FMLA-Intermitnt Range  **Current Balance** 0.00 **
*Reason Care for Parent 
End Day Hours 

Workflow
Allow Request By Employee and Manager
Request As Employee 

5. Select the Absence Reason from the drop down list

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date 05/24/2017 [31]
End Date 06/30/2017 [31]
*Absence Name *Request FMLA-Intermitnt Range
*Reason Care for Parent
End Day Hours
Current Balance 0.00 **

Workflow
Allow Request By
Request As Employee

6. For Intermittent FML and FIL requests employees have to enter their proposed intermittent schedule in the Comments field otherwise the request will be denied. If the absence is not for intermittent leave then comments are not required and you can skip this step if you do not wish to enter any comments.

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date 05/24/2017 [31]
End Date 06/30/2017 [31]
*Absence Name *Request FMLA-Intermitnt Range
*Reason Care for Parent
End Day Hours
Current Balance 0.00 **

Workflow
Allow Request By Employee and Manager
Request As Employee

Comments
Requestor Comments Work 4 hours per day.

Go To
View Absence Request History
Return to Direct Reports
View Absence Balances
NCSU Leave Programs

Submit Save for Later

7. Click **Submit**

Instructions

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date

05/24/2017

End Date

06/30/2017

*Absence Name

*Request FMLA-Intermitt Range

*Reason

Care for Parent

End Day Hours

Current Balance

0.00

**

Workflow

Allow Request By

Employee and Manager

Request As

Employee

Comments

Requestor Comments

Work 4 hours per day.

Go To

View Absence Request History

View Absence Balances

Return to Direct Reports

NCSU Leave Programs

Submit

Save for Later

8. The following message will appear:

Request Absence

Submit Confirmation

Are you sure you want to Submit this Absence Request?

Yes



No


Click **Yes** and the request will be sent to the Leave Administration Unit for review.

t and the number of hours used

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.


Absence Detail ?

* Start Date: 05/25/2017  

End Date: 05/25/2017 

* Absence Name: Workers Comp Doctor Appointment

Partial Days: Start Day Only

Start Day Hours: 2 

Duration: Hours

Calculate Duration

Additional Information

Scheduled Daily Hrs (if not 8):

Workflow

Allow Request By: Employee and Manager

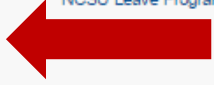
Request As: Employee

Comments

Requestor Comments: WC Physical therapy appointment

Go To: [View Absence Request History](#) [View Absence Balances](#)

[Return to Direct Reports](#) [NCSU Leave Programs](#)




Required Field

6. Click **Submit**

Navigation: [Home](#) | [Main Menu](#) | [Human Resources Systems](#) | [Manager Self Serv](#)

Request Absence

Submit Confirmation

 Are you sure you want to Submit this Absence Request?

7. Choose **Yes**

8. This page will pop up showing that you have entered the requested time.

View Request Status and Approval Details

Details

Start Date 05/25/2017

End Date 05/25/2017

Absence Name Workers Comp Doctor Appointmnt

Partial Days Start Day Only

Start Day Hours 2.00

Duration 2.00 Hours

Status Submitted

Additional Information

Scheduled Daily Hrs (if not 8)


Workflow

Allow Request By Employee and Manager

Request As Employee

Request History
Personalize
First

Approval Process	Status	Name	Date	Comments
Absence Request	Submitted	Andre Young	05/25/2017	WC Physical therapy appointment







[Return to Direct Reports](#)

[NCSU Leave Programs](#)

9. Then Click Return to Direct Reports

For Manager (WC Appointments)

1. From the Managers Dashboard click on Submit Absence Request under the My Employees Absences section.

My Employees Absences


 Approve Absence Requests Approve the absence requests submitted by your employees (also listed in the Pending Approvals section).	 Absence Request History View an employee's absence request history.	 Absence Balances View an employee's absence balances.
 Submit Absence Request Submit an absence request for one of my employees.	 Apprv/Review Abs Certification Complete the annual certification of absences.	 Help with WolfTime Help with WolfTime

2. Click the Select box to the left of the employee that you want to request the absence for
Step 2

Request Absence

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees wh

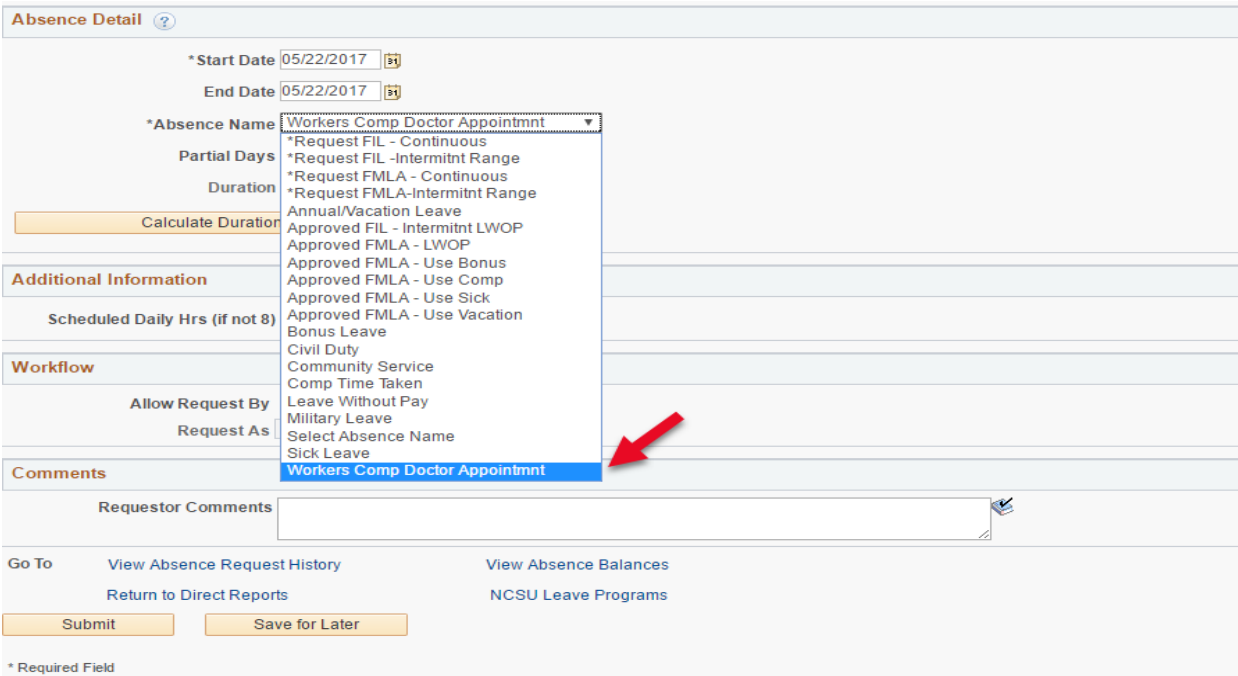
As Of Date 

Refresh Employees

employees

Select	Name
<div>Select</div>	
<div>Select</div>	

7. Enter the Start Date and End date. Use the drop down to choose the Absence Name. Click on Workers Comp Doctor Appointment.



Absence Detail ?

* Start Date 05/22/2017 [B]

End Date 05/22/2017 [B]

* Absence Name Workers Comp Doctor Appointment

Partial Days

Duration

Calculate Duration

Additional Information

Scheduled Daily Hrs (if not 8)

Workflow

Allow Request By

Request As

Comments

Requestor Comments

Go To View Absence Request History View Absence Balances

Return to Direct Reports NCSU Leave Programs

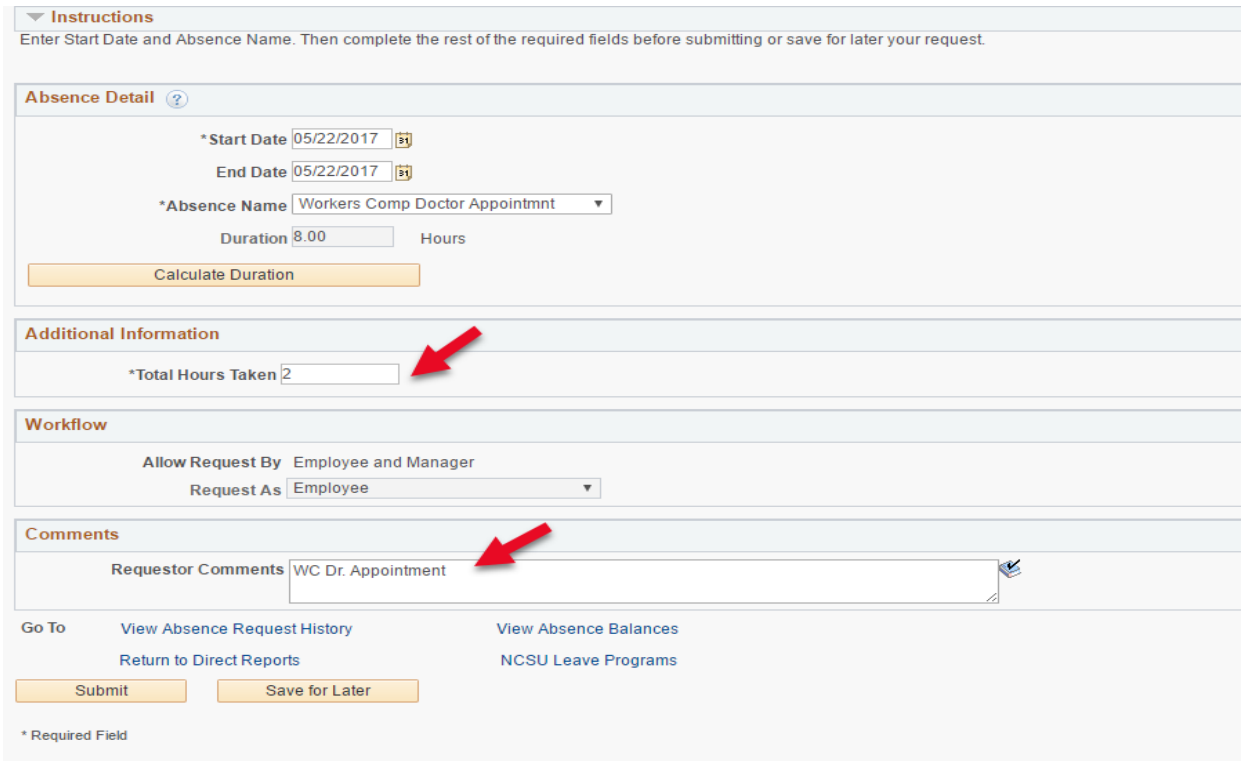
Submit Save for Later

* Required Field

8. Enter Total Hours Taken – whatever the number of hours the employee has taken that is related to the Workers

Compensation appointment- The example shows 2 hours being used

Note:



Instructions

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

* Start Date 05/22/2017 [B]

End Date 05/22/2017 [B]

* Absence Name Workers Comp Doctor Appointment

Duration 8.00 Hours

Calculate Duration

Additional Information

* Total Hours Taken 2

Workflow

Allow Request By Employee and Manager

Request As Employee

Comments

Requestor Comments WC Dr. Appointment

Go To View Absence Request History View Absence Balances

Return to Direct Reports NCSU Leave Programs

Submit Save for Later

* Required Field

Comments are required – please put the type of appointment and the number of hours used.

9. Click Submit, and the following screen will appear.

Request Absence

Submit Confirmation

✓ Are you sure you want to Submit this Absence Request?

Yes

No

10. Click on Yes
11. A message will pop up saying that your request was successfully submitted.
12. Hit Ok – The following page should appear.

Instructions

View Request Status and Approval Details

Details ?

Start Date 05/25/2017

End Date 05/25/2017

Absence Name Workers Comp Doctor Appointment

Duration 2.00 Hours

Status Submitted

Additional Information

Total Hours Taken 2.000000

Workflow

Allow Request By Employee and Manager

Request As Employee

Request History

Personalize | First

Approval Process	Status	Name	Date	Comments
Absence Request	Submitted		05/25/2017	WC Dr. appointment

Return to Direct Reports

NCSU Leave Programs

Click Return to Direct Reports in the bottom right corner to return to the Request Absence page.