NC STATE UNIVERSITY

Manager WolfTime
User Guide

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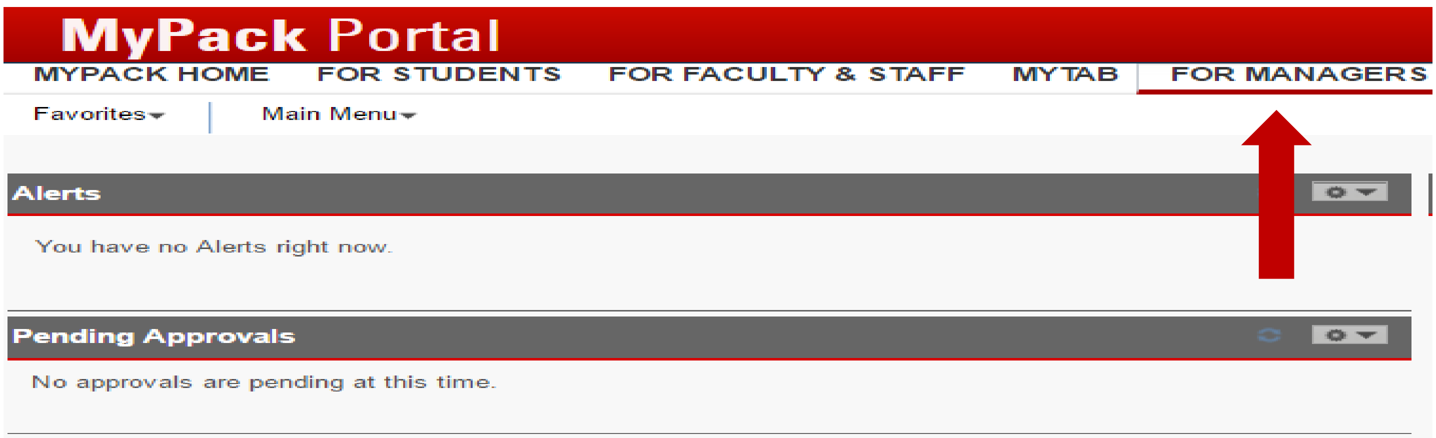
My Pack Portal – "For Managers"

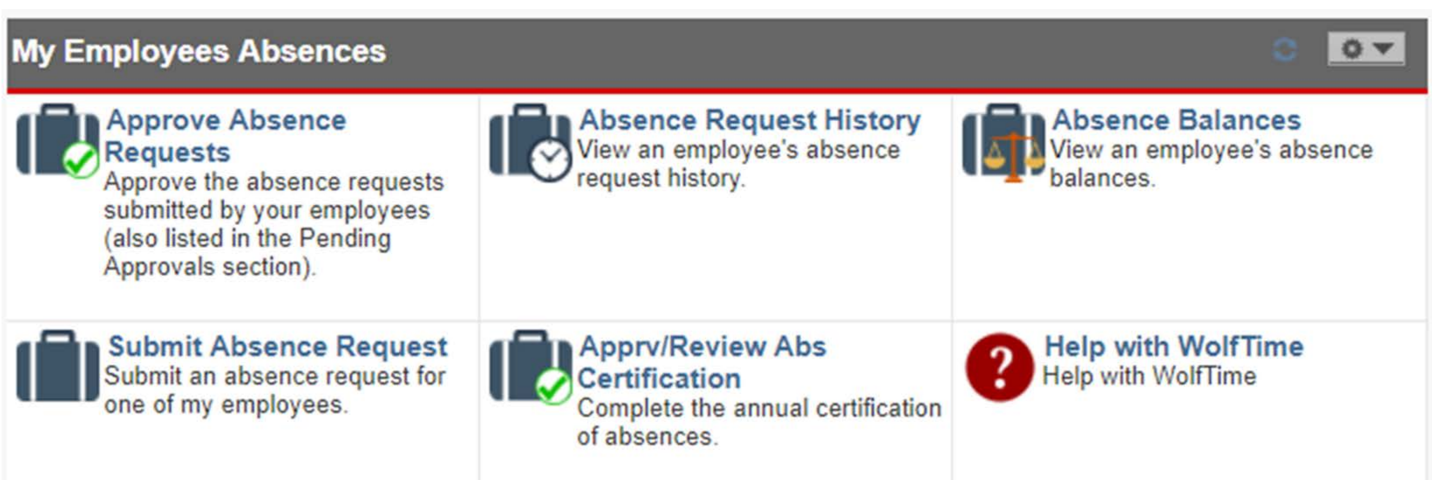
In WolfTime, Managers can:

- 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

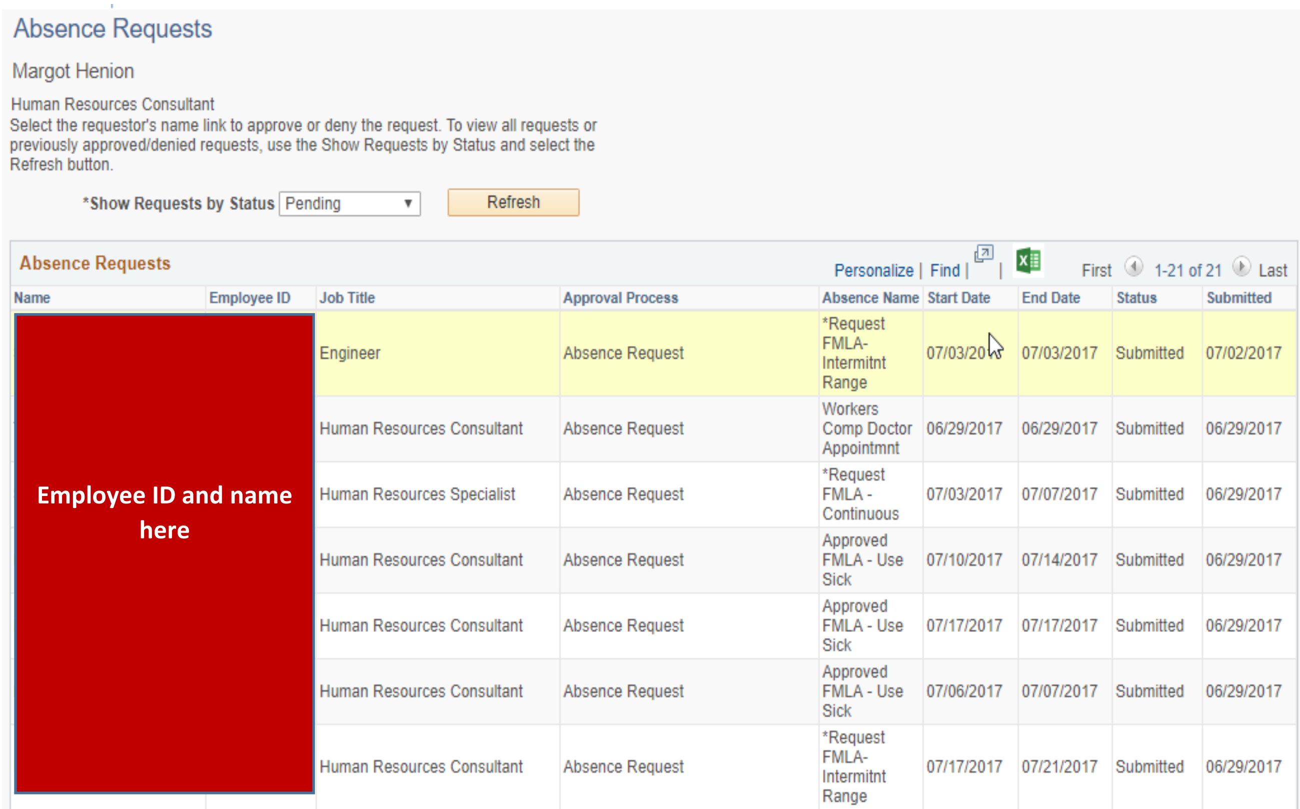
NOTE: If you are not listed as the direct report for a particular employee in the HR System under **Reports To,** you will not have access to their leave records.



Scroll down to:



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

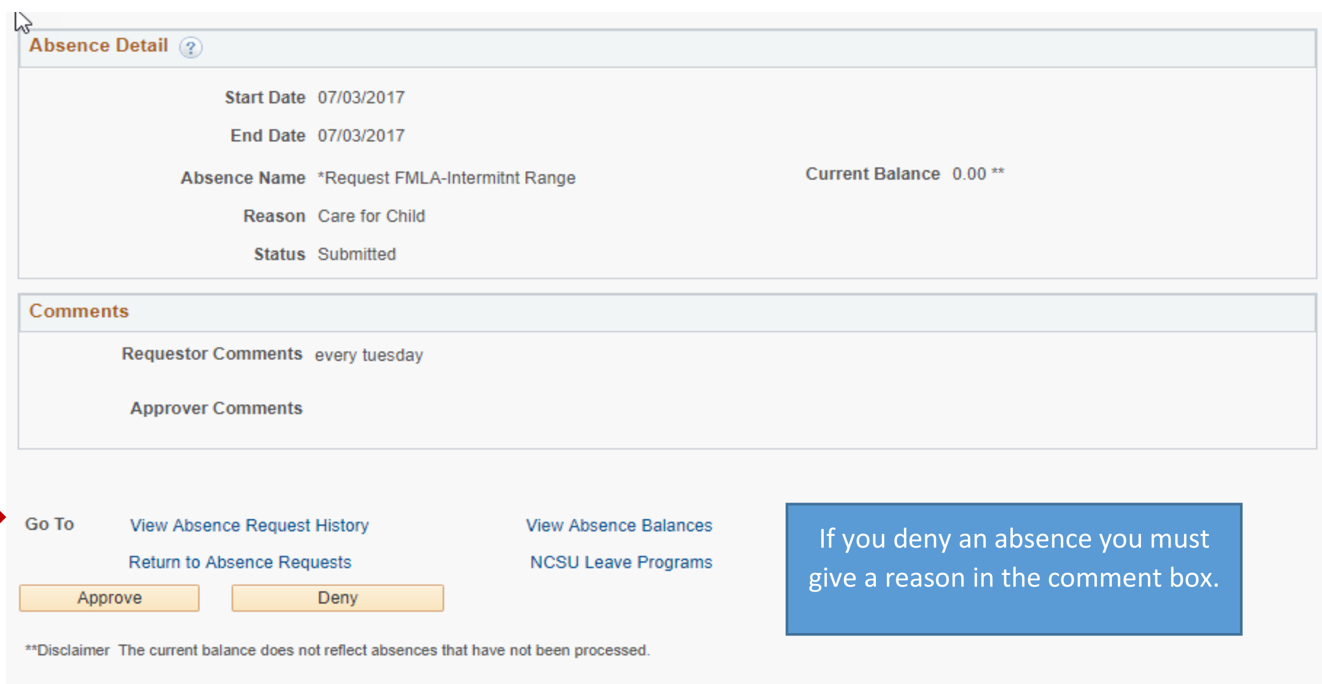
Absence Requests

Personalize | Find | First 1-21 of 21 Last

Employee ID and name here

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
		Engineer	Absence Request	*Request FMLA-Intermitnt Range	07/03/20	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

Current Balance 0.00 **

Reason Care for Child

Status Submitted

Comments

Requestor Comments every tuesday

Approver Comments

Go To View Absence Request History

View Absence Balances

Return to Absence Requests

NCSU Leave Programs

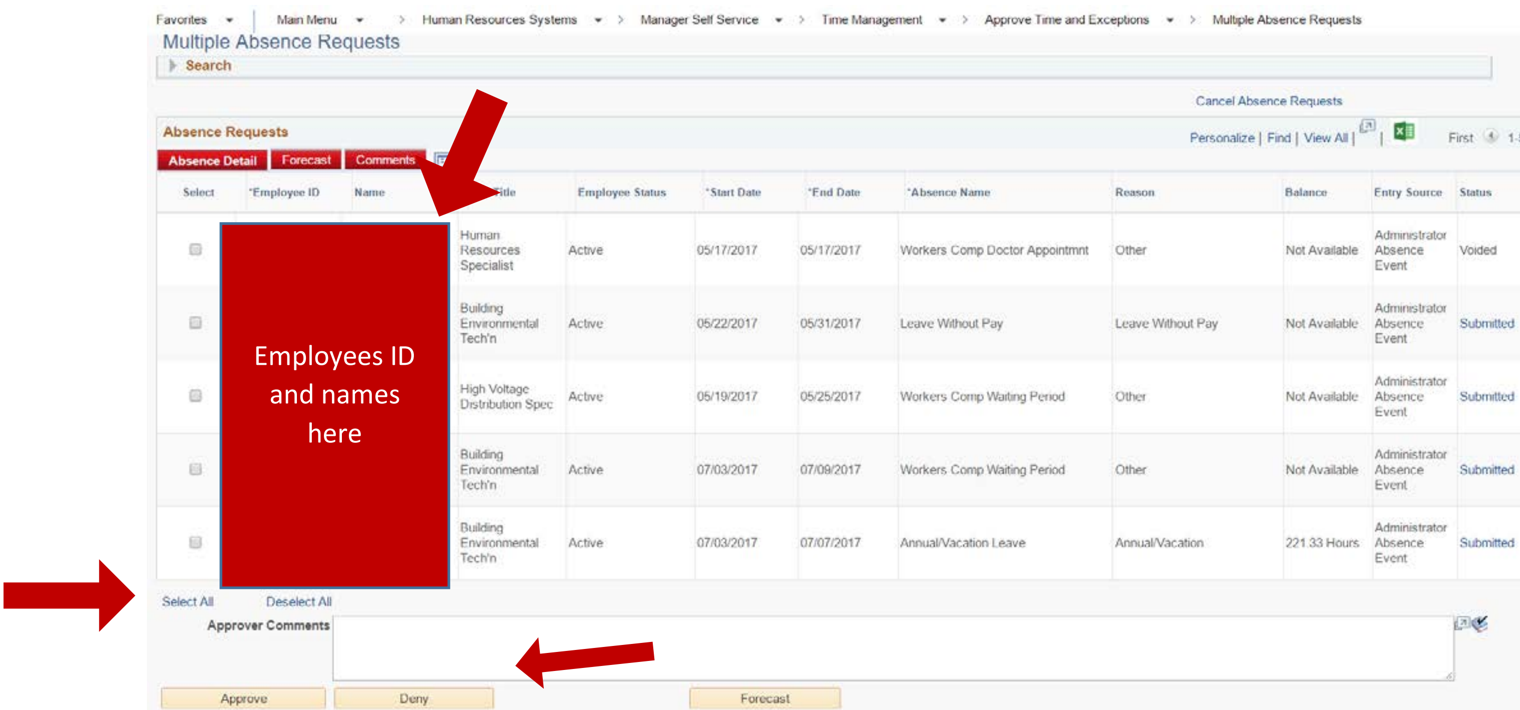
Approve Deny

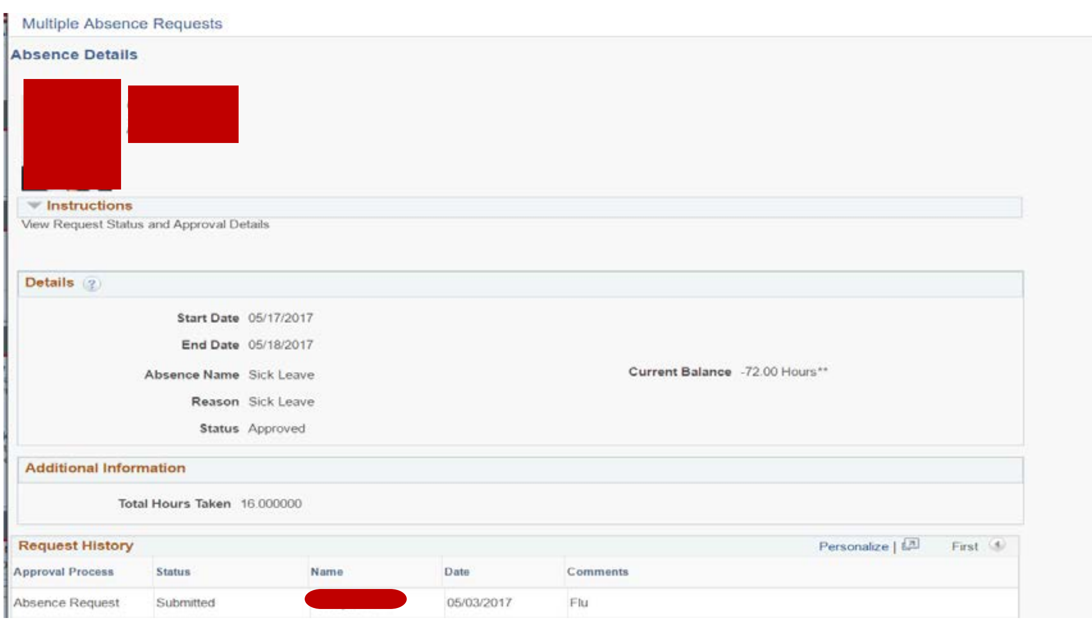
If you deny an absence you must give a reason in the comment box.

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

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.

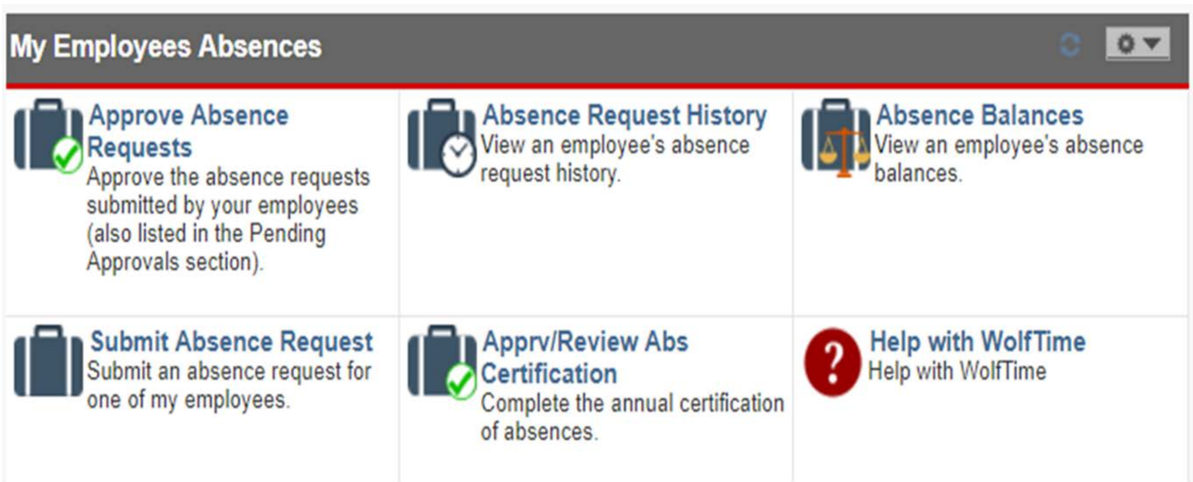




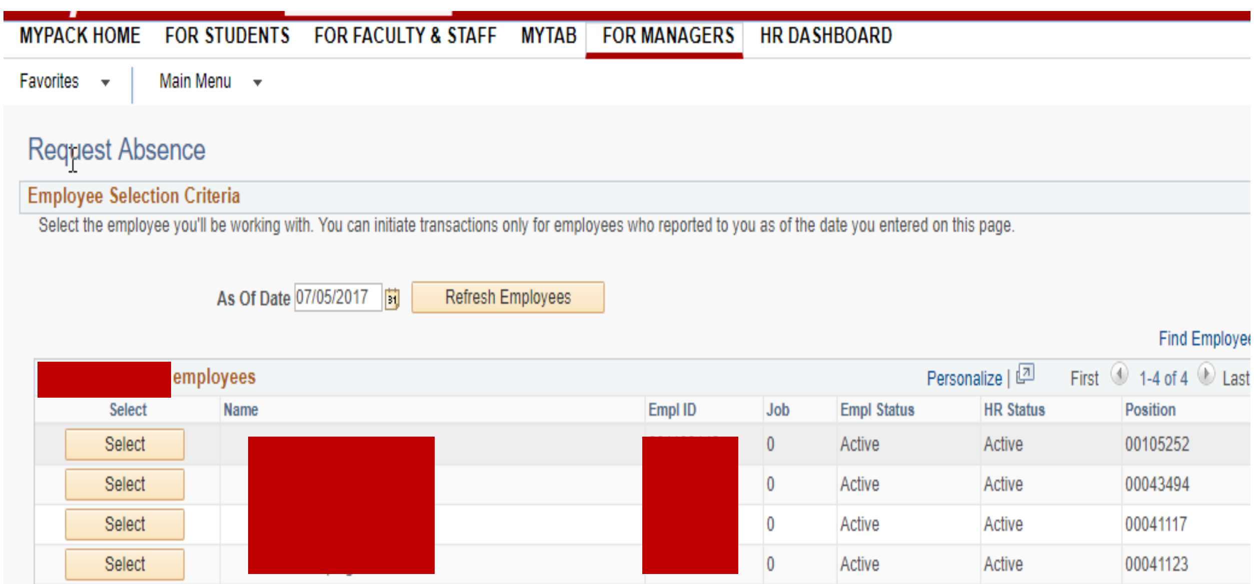
To Add an Absence for an Employee

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:

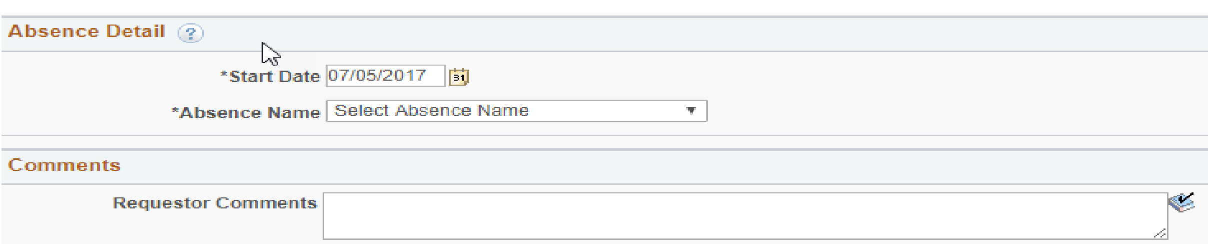
1. From the "For Mangers" tab on the main MY PACK page and click on "Submit Absence Request".



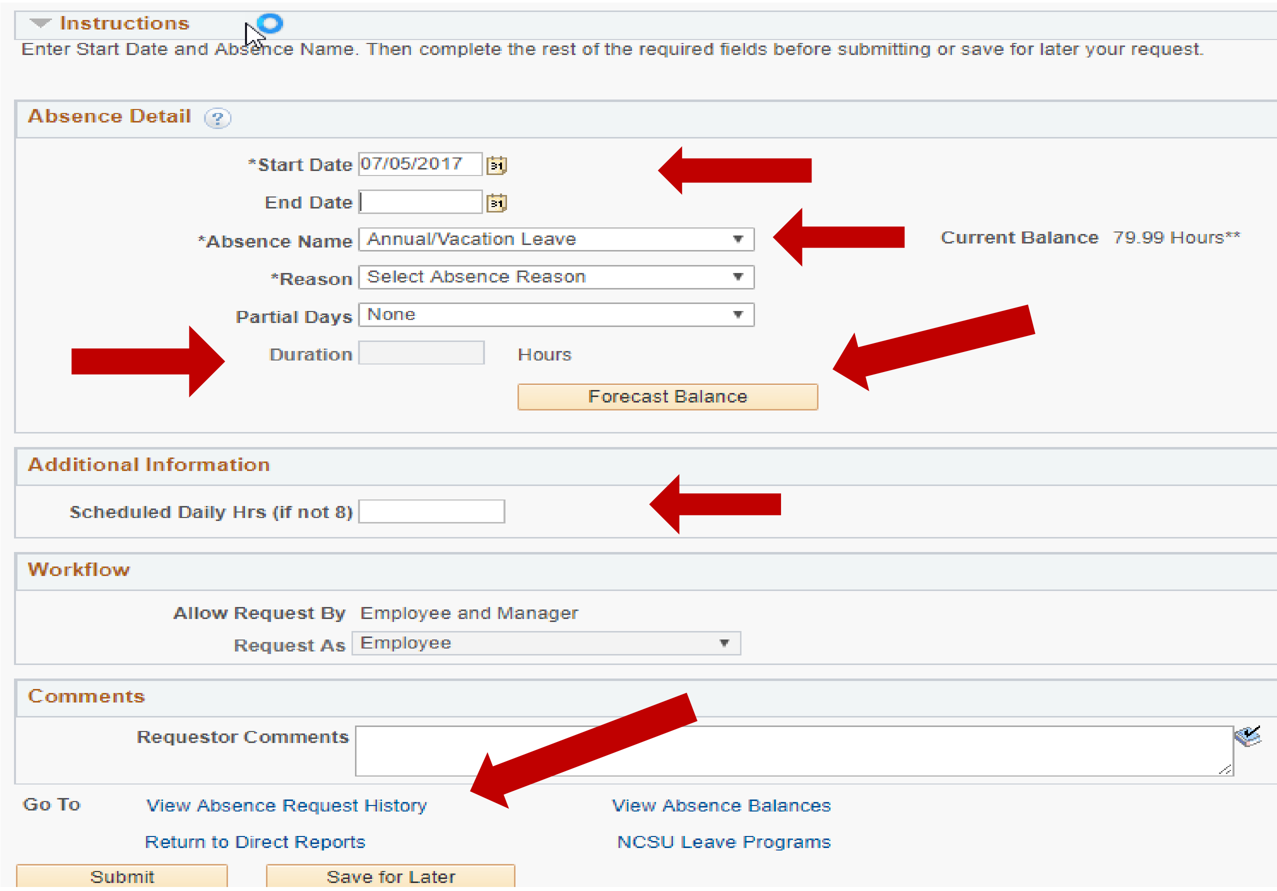
Select the employee to add the absence too,



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



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.



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

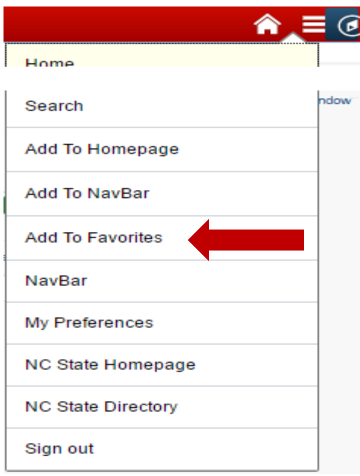
All leave request require forecasting prior to submittal to ensure employee has leave to use. Enter the start and end dates of the absence request, the absence name and then click **Forecast Balance**.

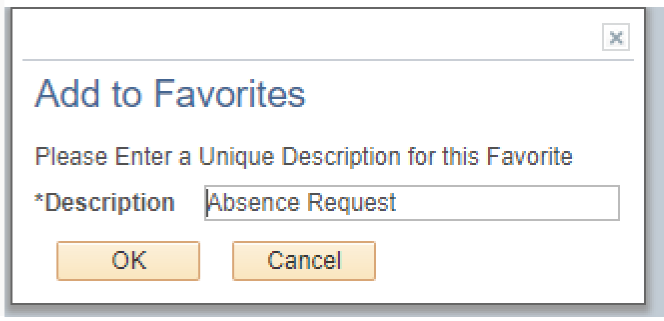
TIPS and TRICKS

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

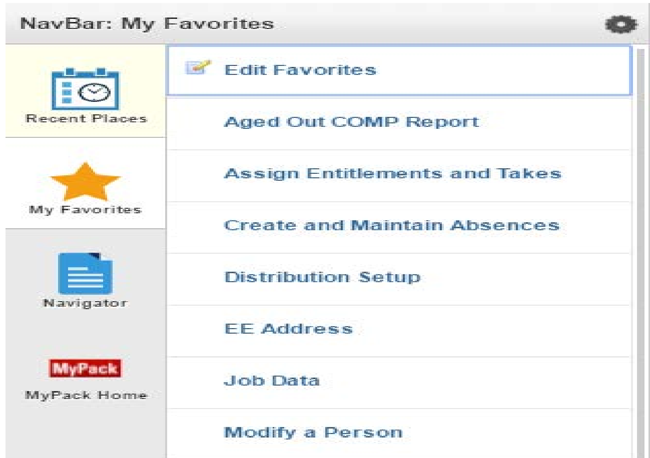




Once you select add to favorites the following screen will populate. You are able to change the description if you would like, click ok to save.

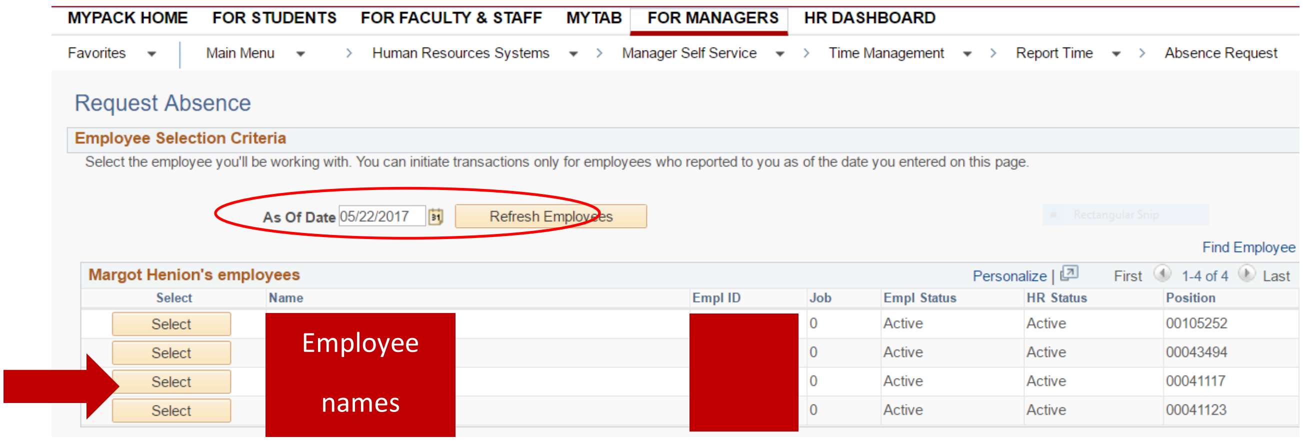
In order to view your saved favorites click the navigation button and then click **My Favorites.**

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

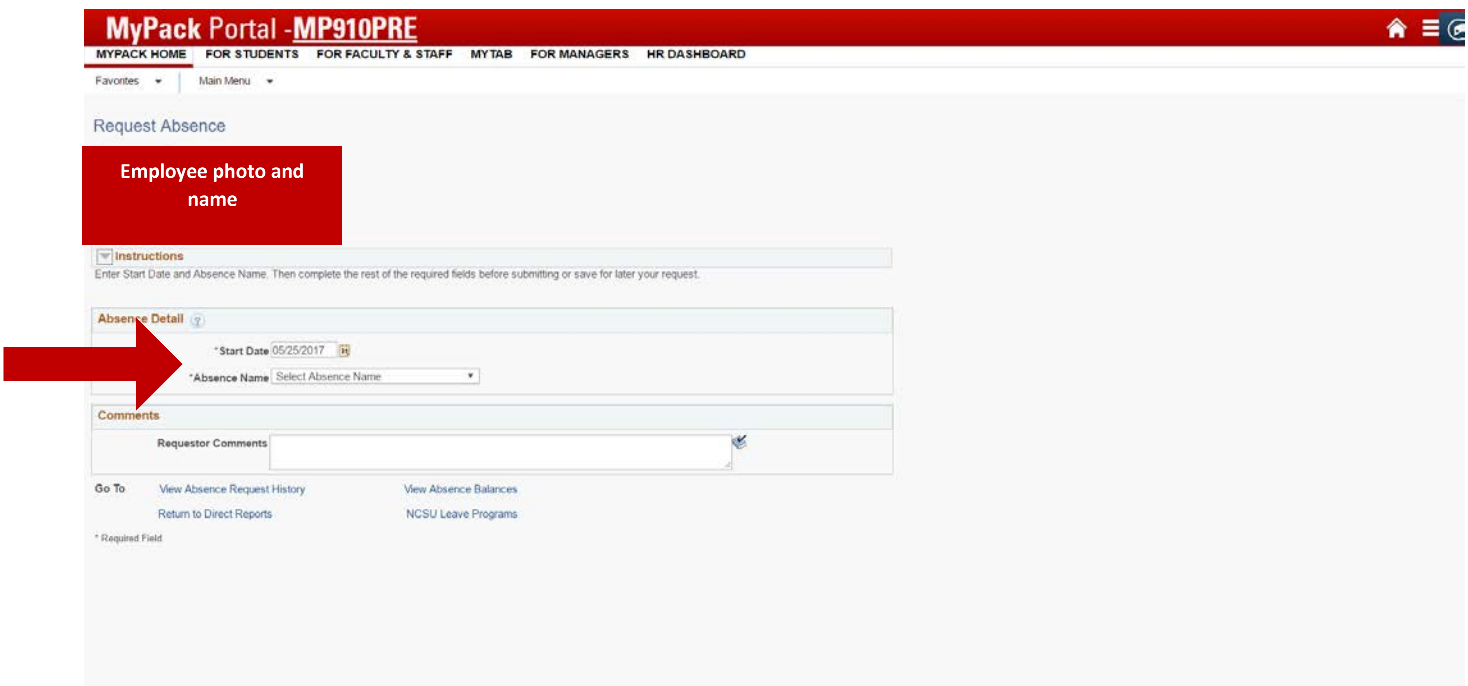


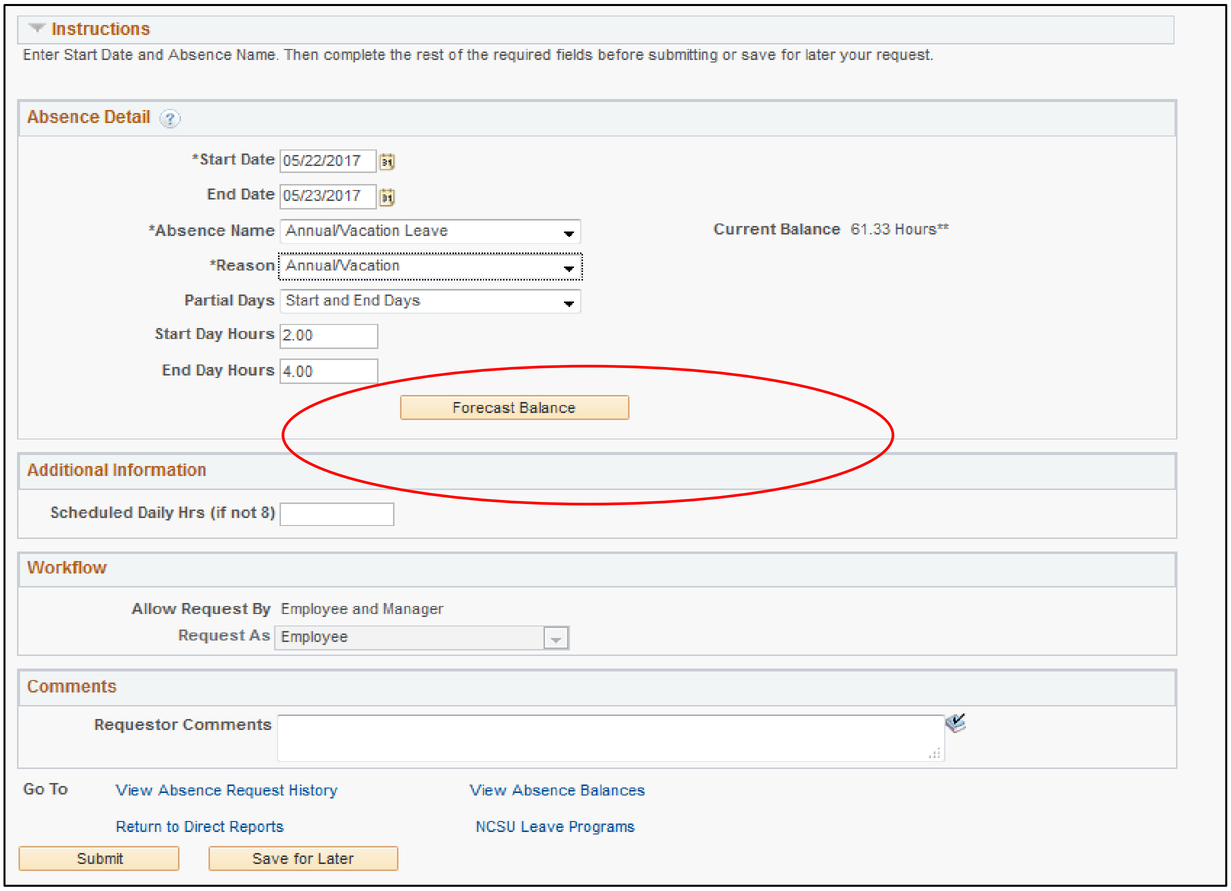
View Absence Requests

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.



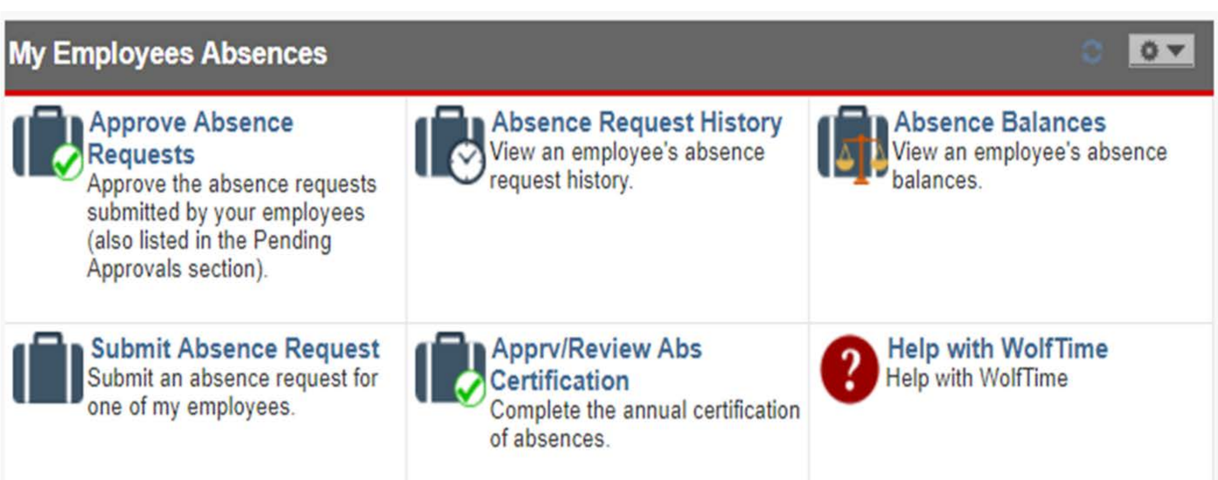
On the next page, you will enter the date of the absence and the type of absence.





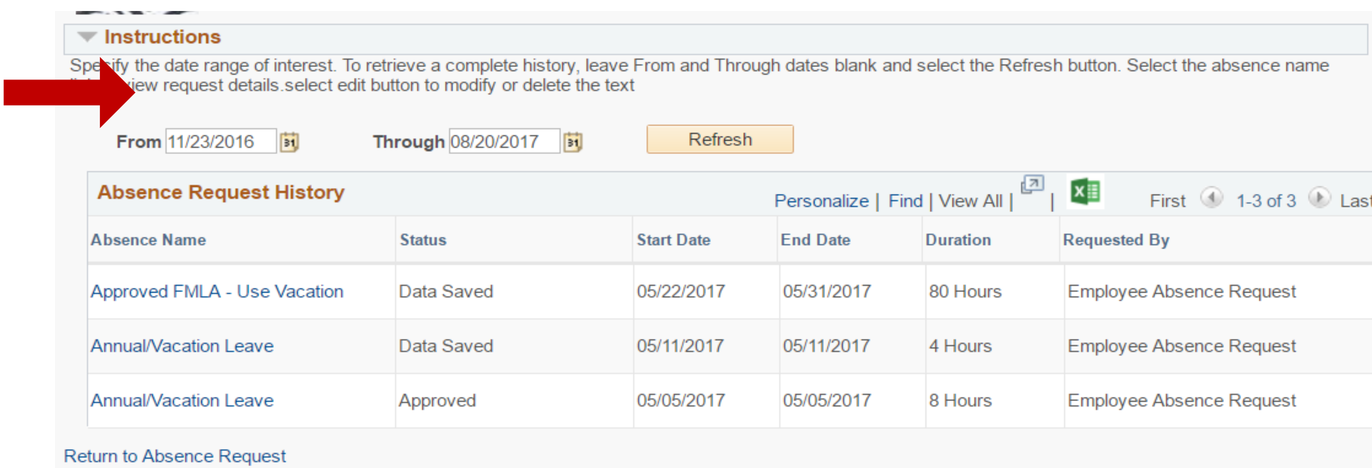
Viewing Absence History

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



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

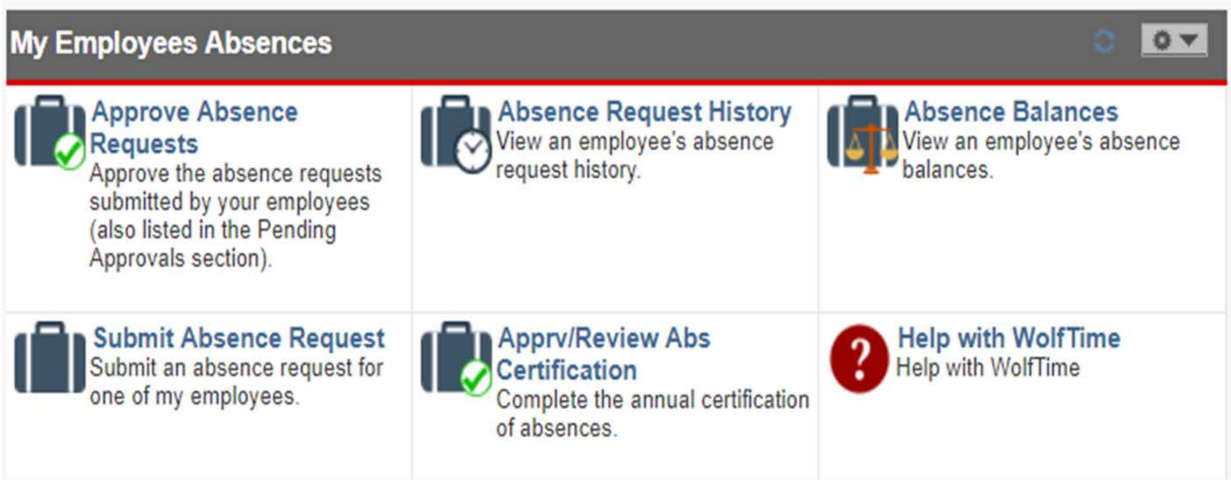
Then select the employee to review.



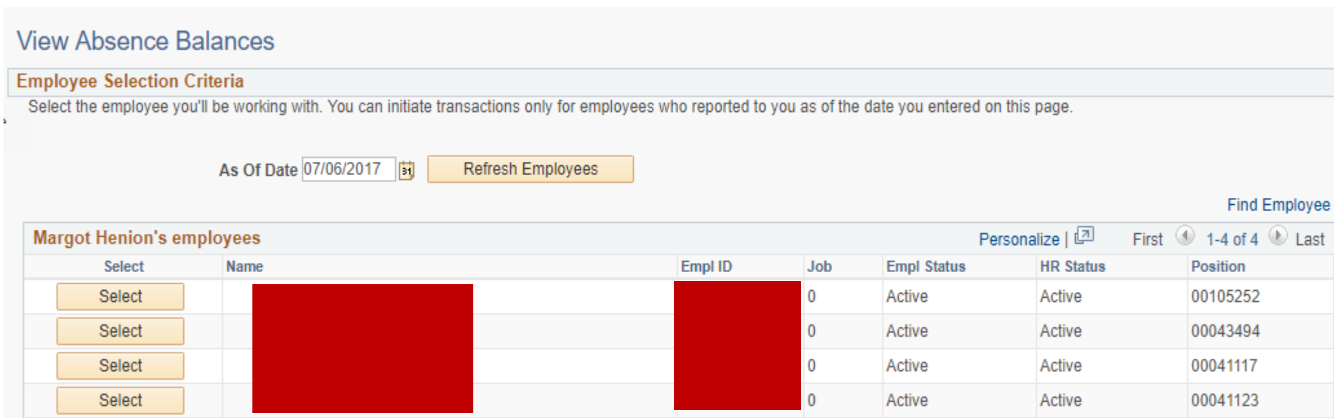
View Absence Balances

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.



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

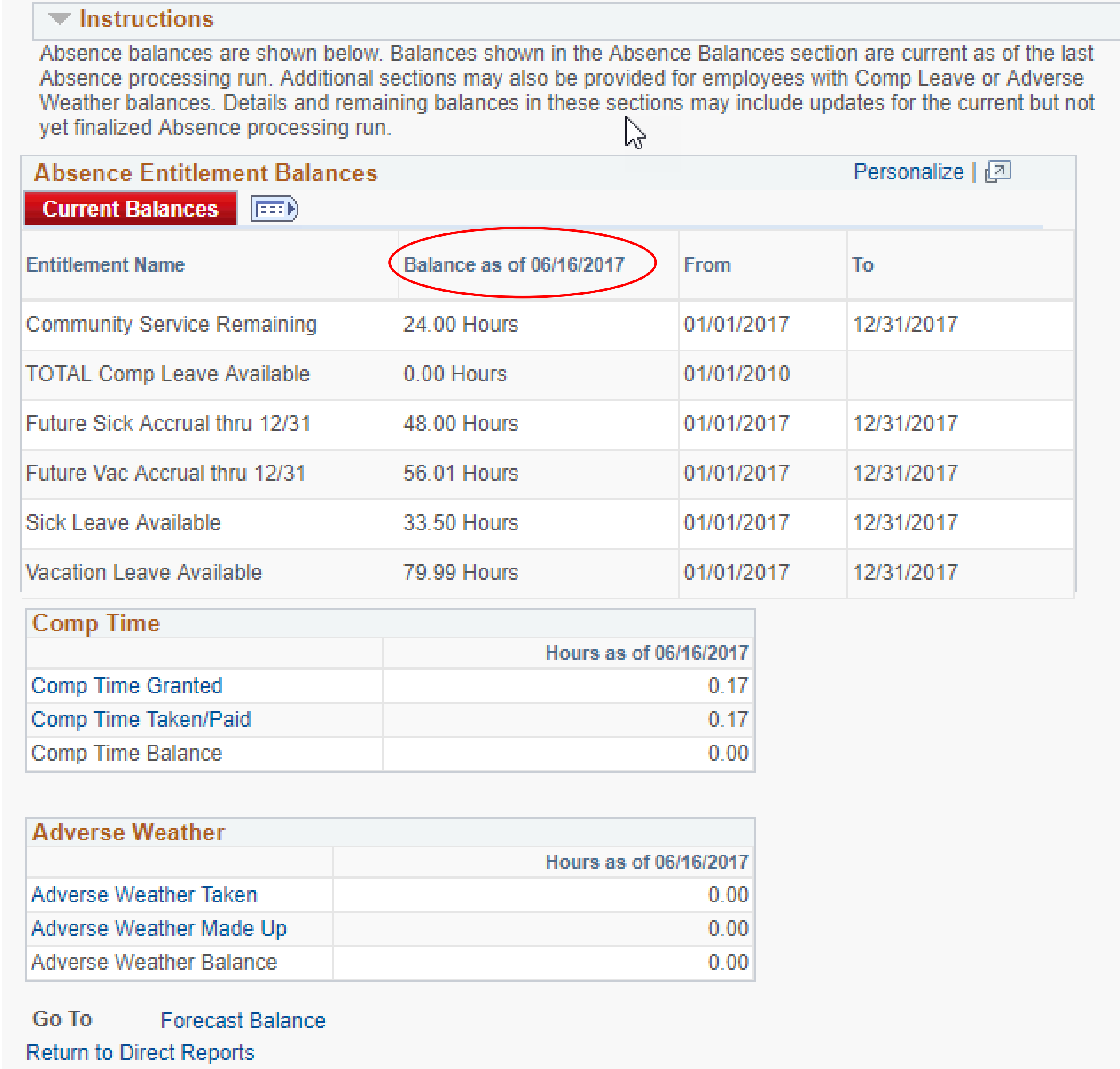
Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date 07/06/2017 Refresh Employees

Find Employee

Margot Henion's employees — Personalize | First 1-4 of 4 Last

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



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

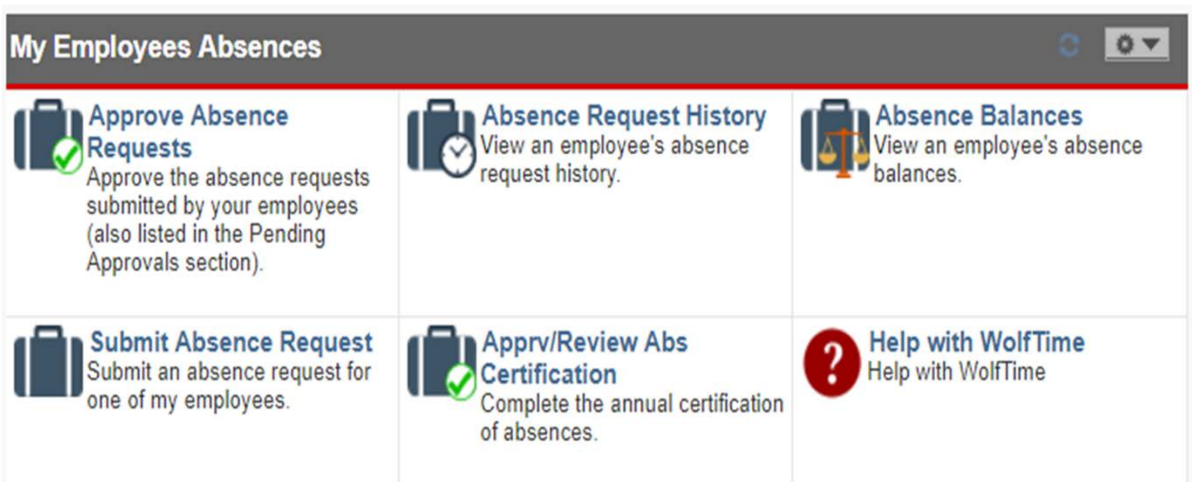
Return to Direct Reports

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.

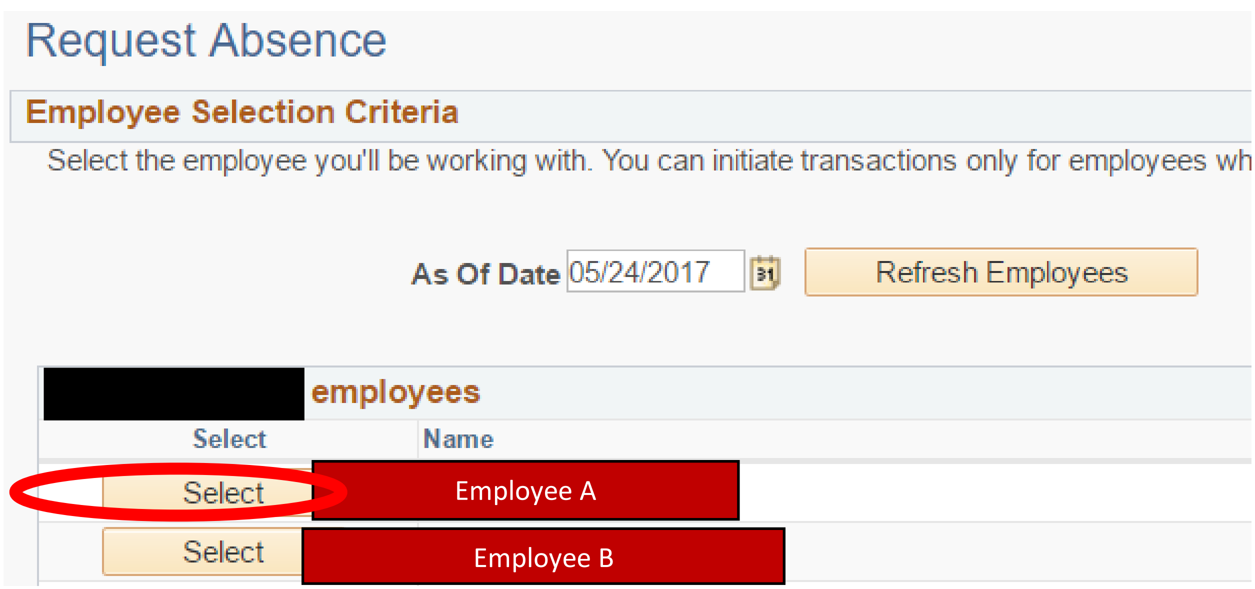
To get more information on Comp Time granted or taken or Adverse Weather granted or taken, please click on the corresponding links.

Entering Family Medical Leave/Family Illness Leave requests for employees

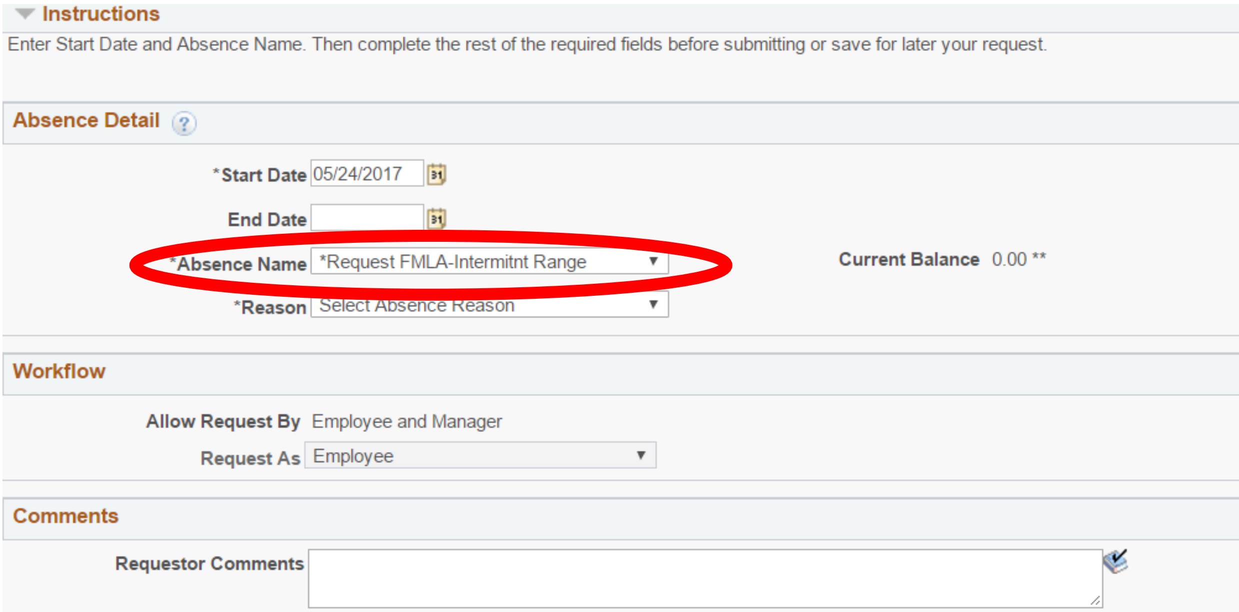
1. From the Managers Dashboard click on Submit Absence Request under the My Employees Absences section.



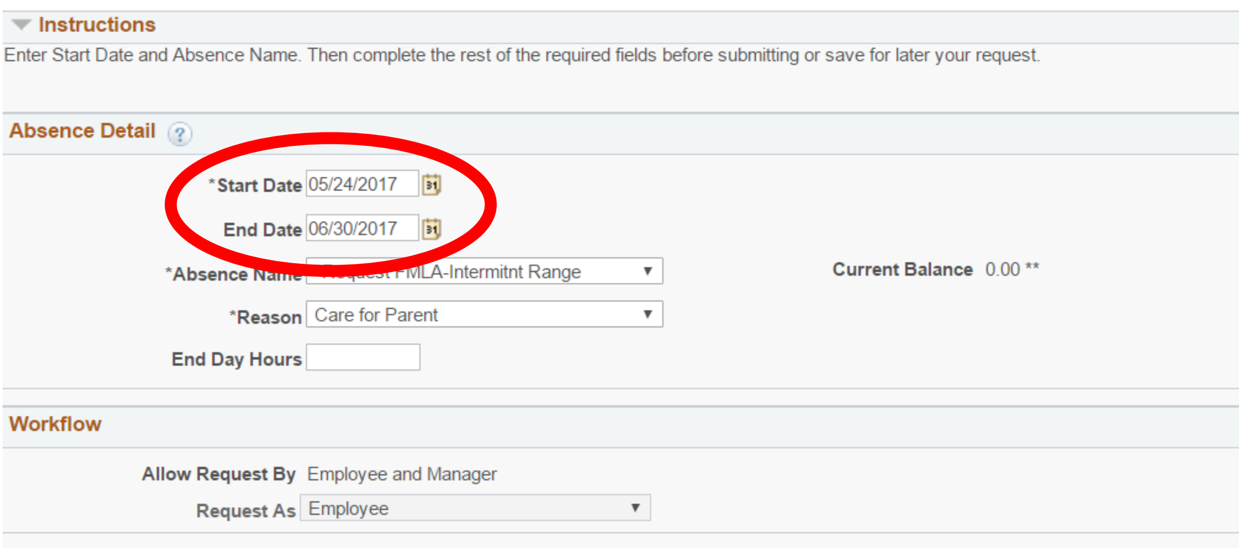
2. Click the Select box to the left of the employee that you want to request the absence for



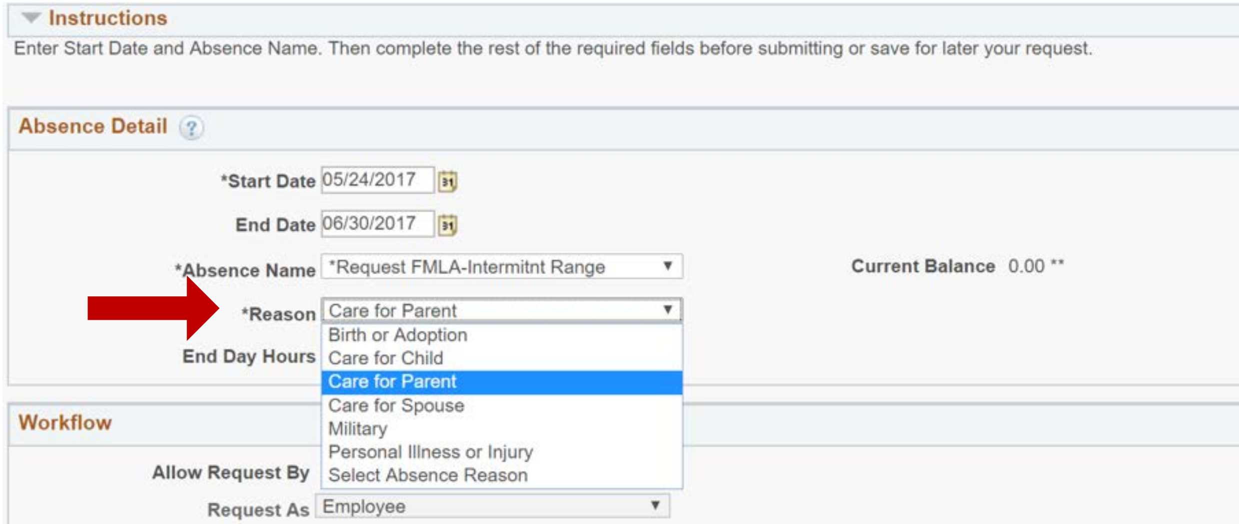
3. Under Absence Name select Request FML (or FIL) Continuous (or Intermittent)



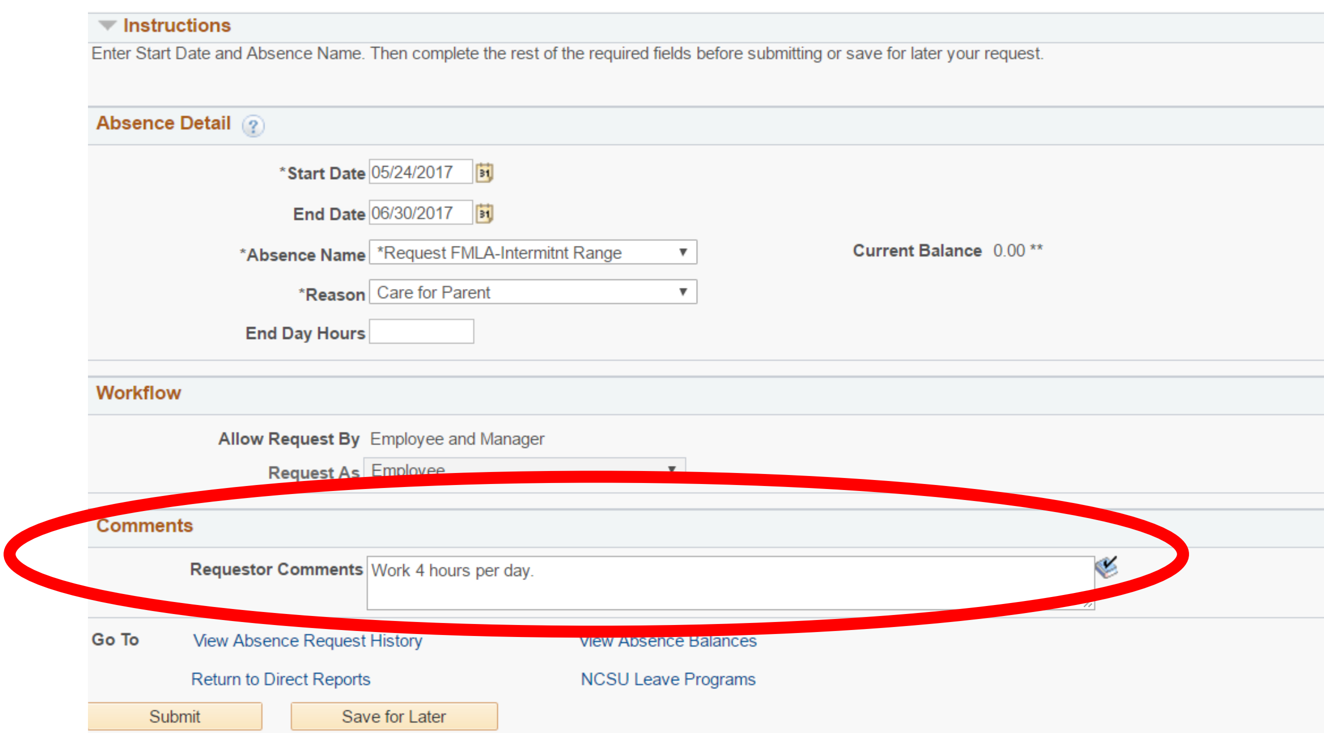
4. Enter Start and End dates for the request



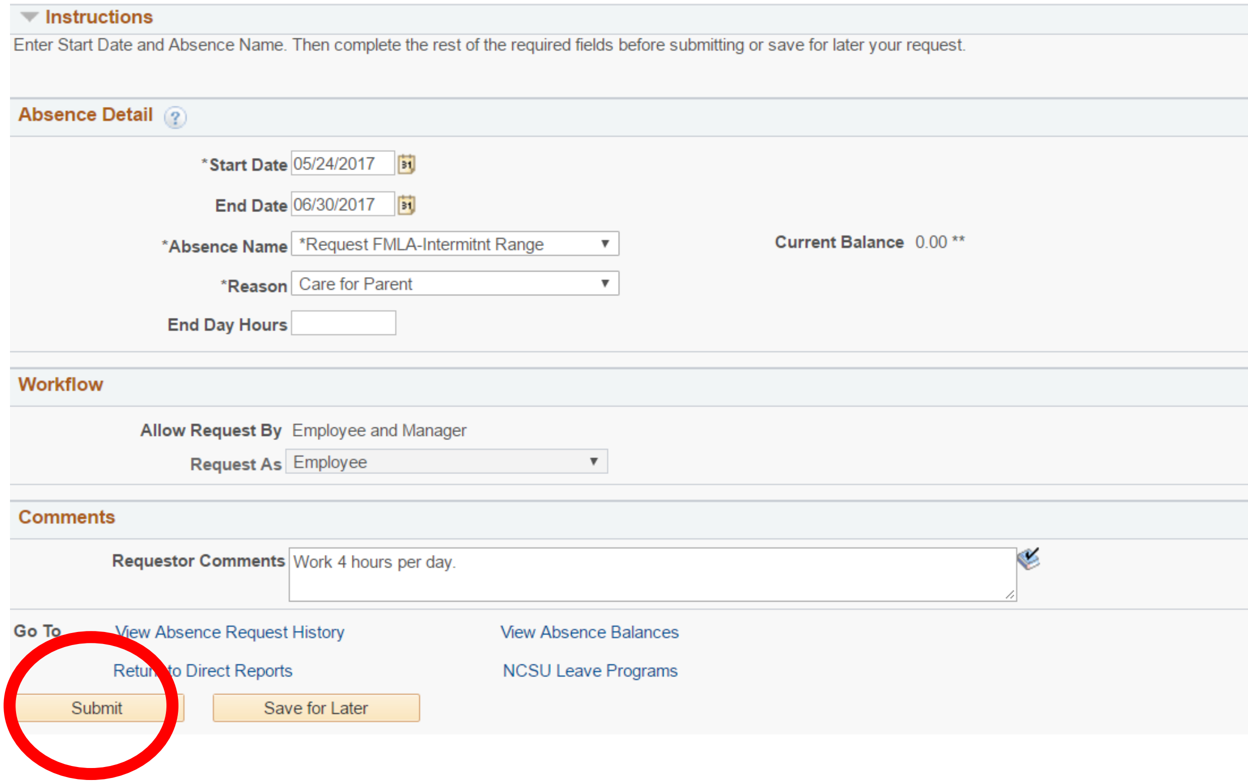
5. Select the Absence Reason from the drop down list



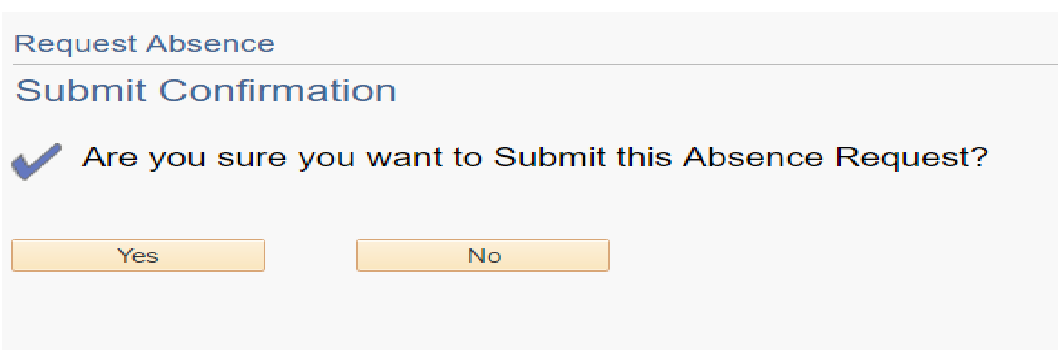
6. <u>For Intermittent FML and FIL requests employees have to enter their proposed intermittent schedule in the Comments field otherwise the request will be denied.</u> If the absence is not for intermittent leave then comments are not required and you can skip this step if you do not wish to enter any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



7. Click **Submit**

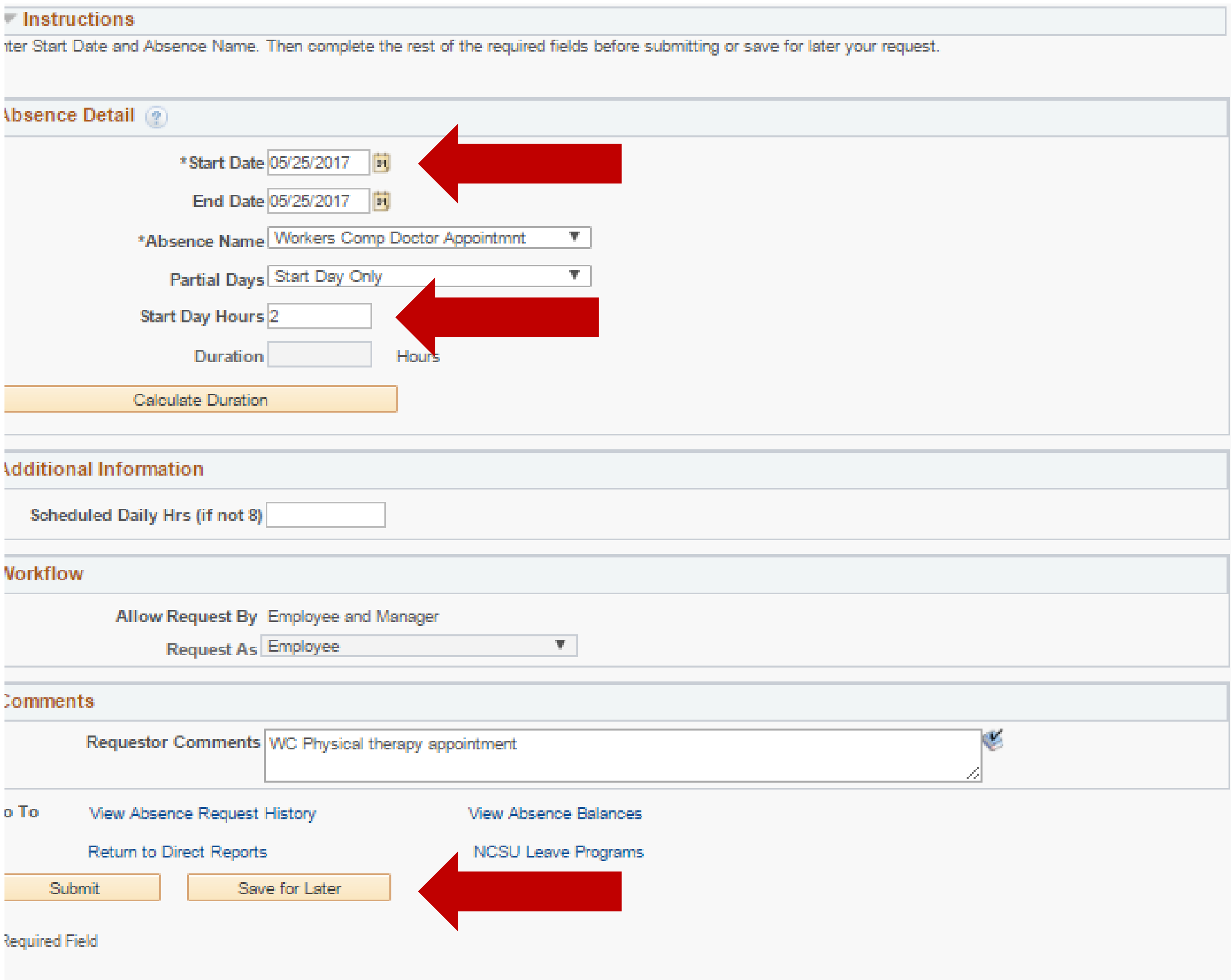


8. The following message will appear:

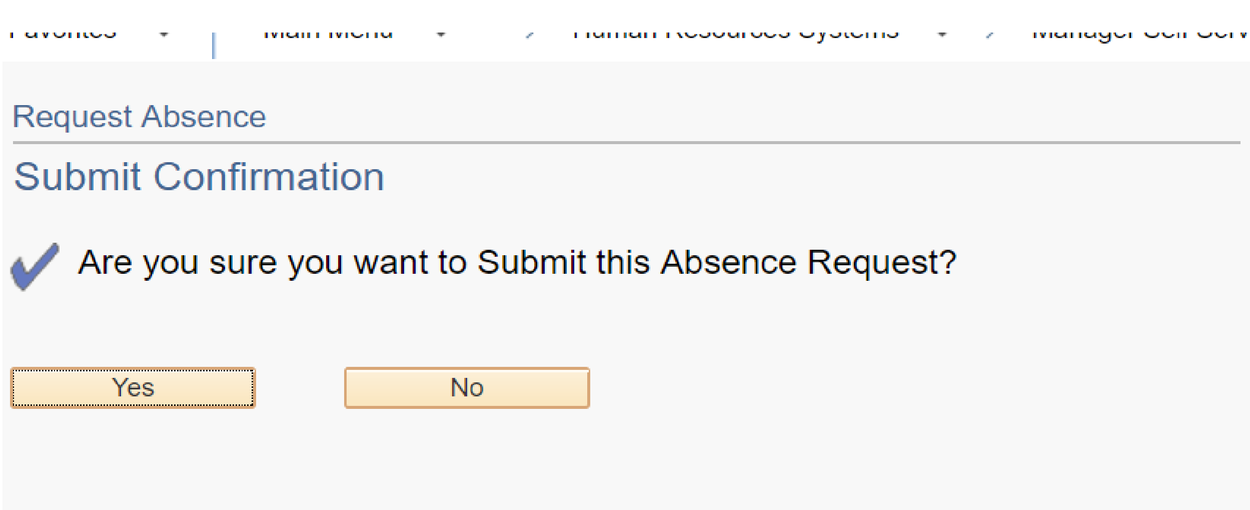


Click **Yes** and the request will be sent to the Leave Administration Unit for review.

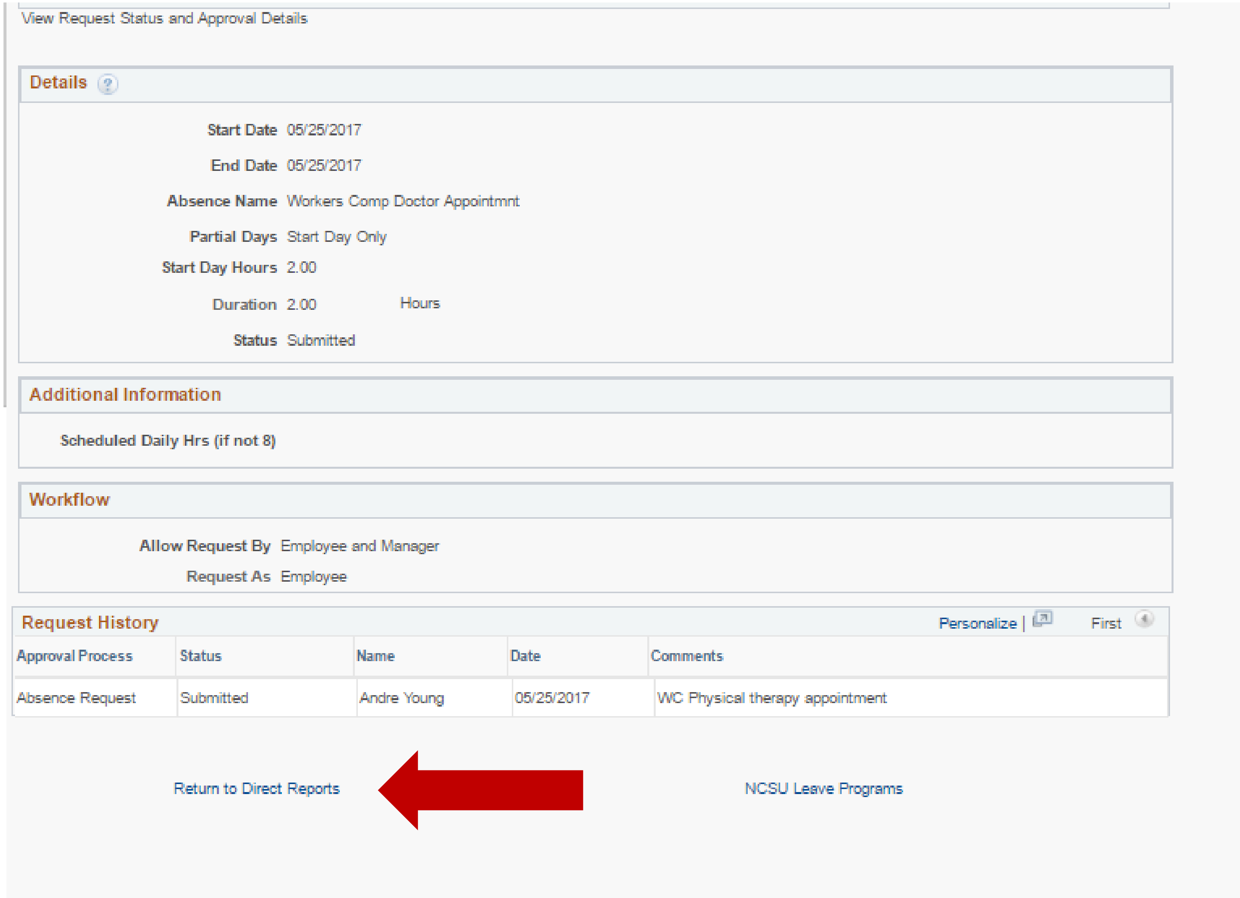
t and the number of hours used



6. Click **Submit**



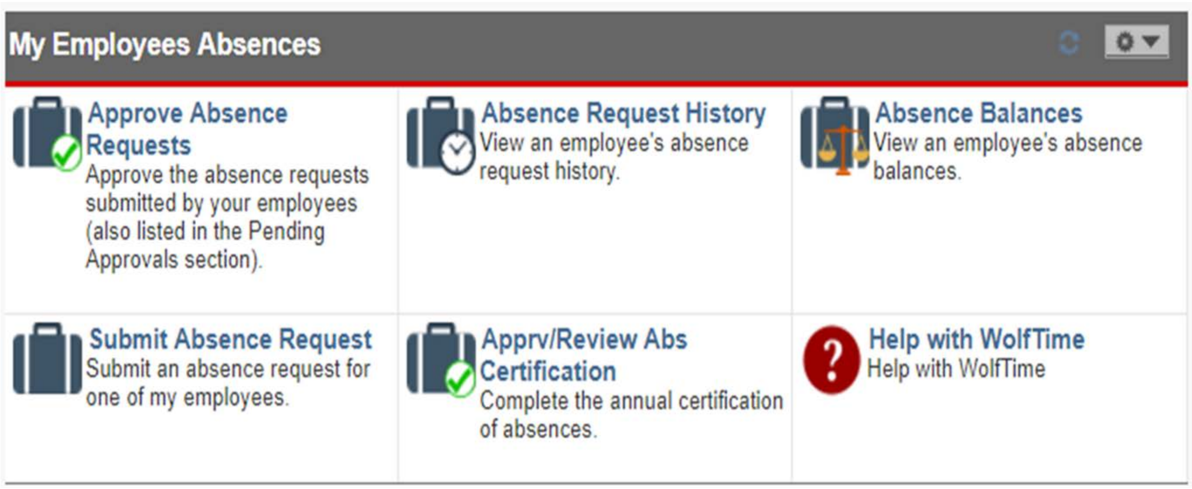
7. Choose **Yes**
8. This page will pop up showing that you have entered the requested time.



9. Then Click Return to Direct Reports

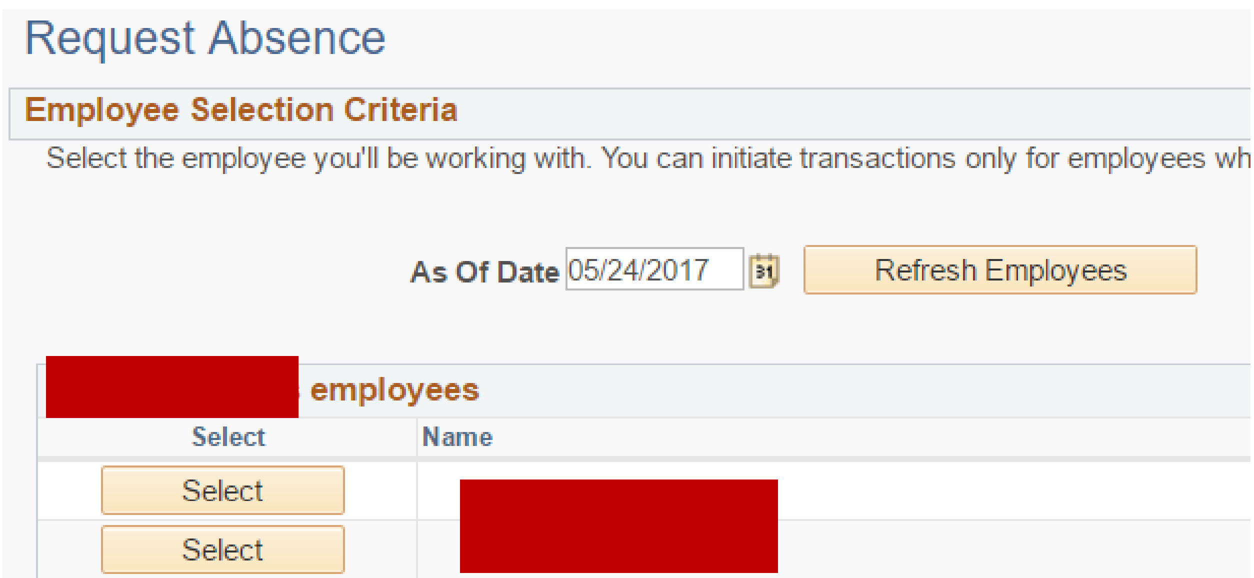
For Manager (WC Appointments)

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

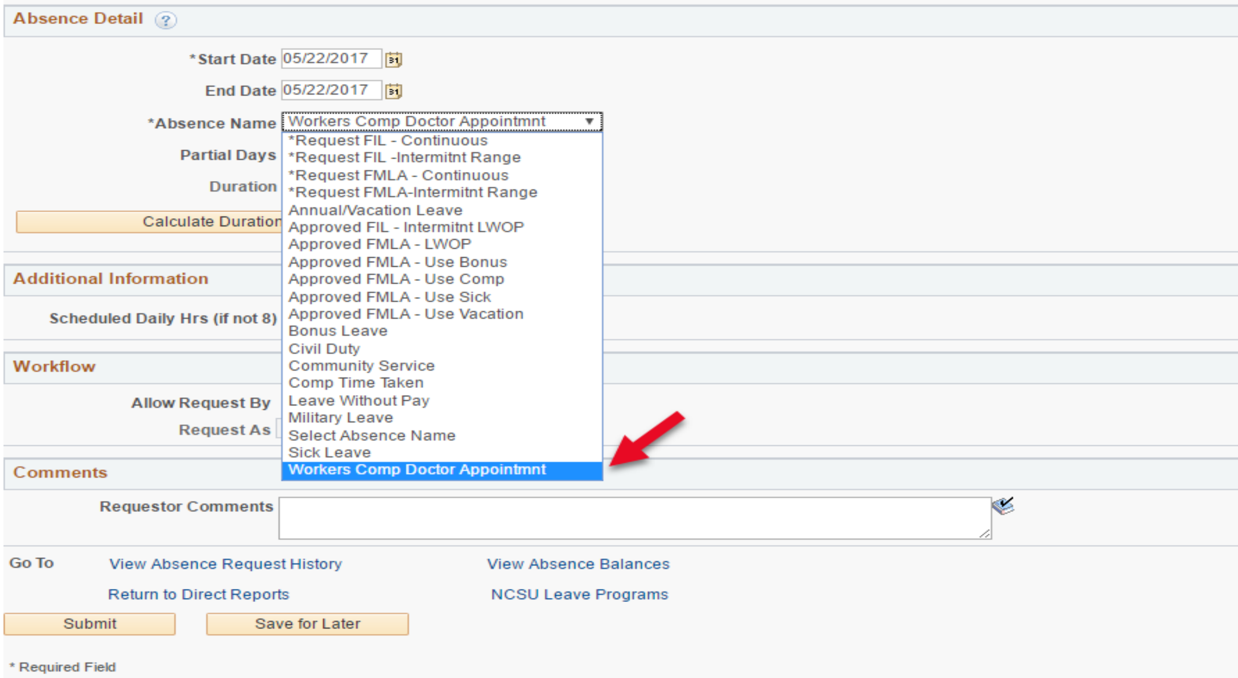


2. Click the Select box to the left of the employee that you want to request the absence for

Step 2

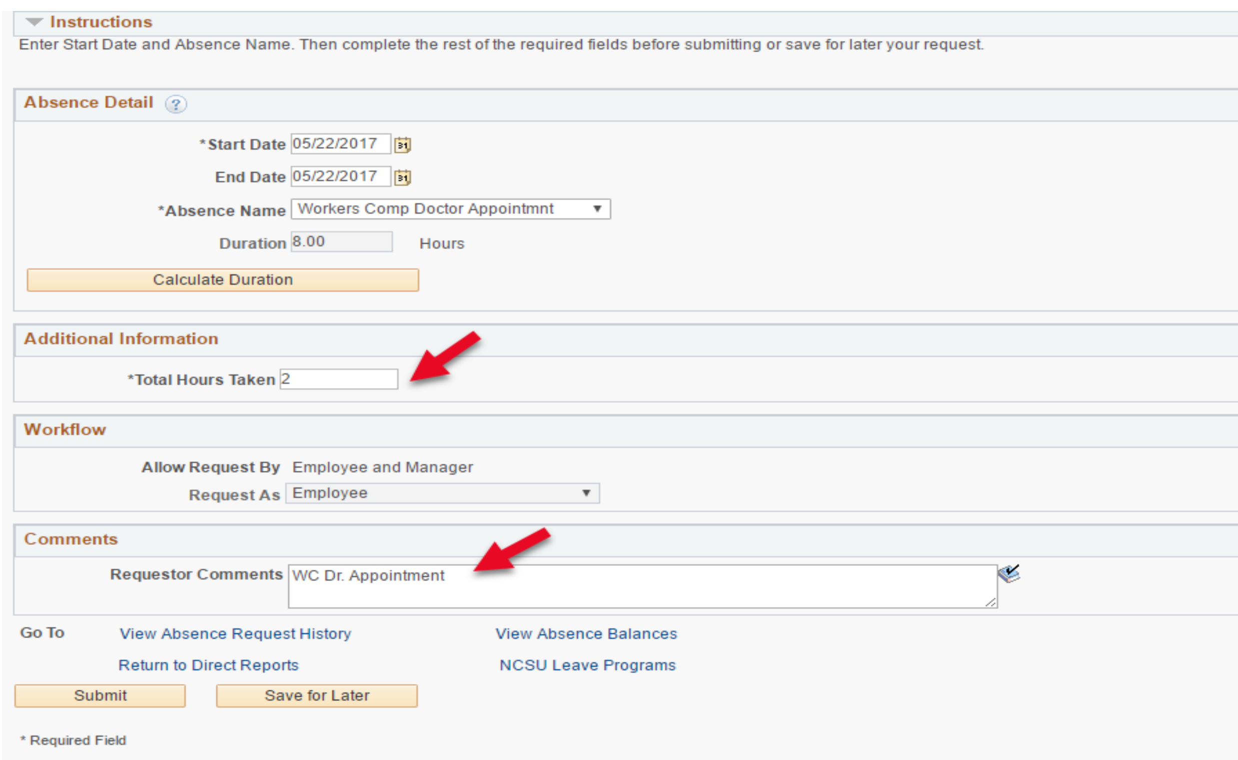


7. Enter the Start Date and End date. Use the drop down to choose the Absence Name. Click on Workers Comp Doctor Appointment.



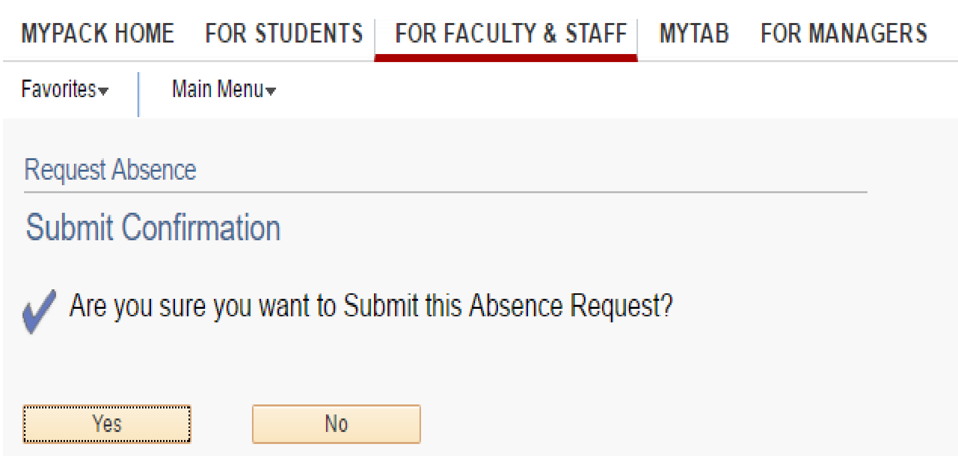
8. Enter Total Hours Taken – whatever the number of hours the employee has taken that is related to the Workers Compensation appointment- The example shows 2 hours being used

Note:

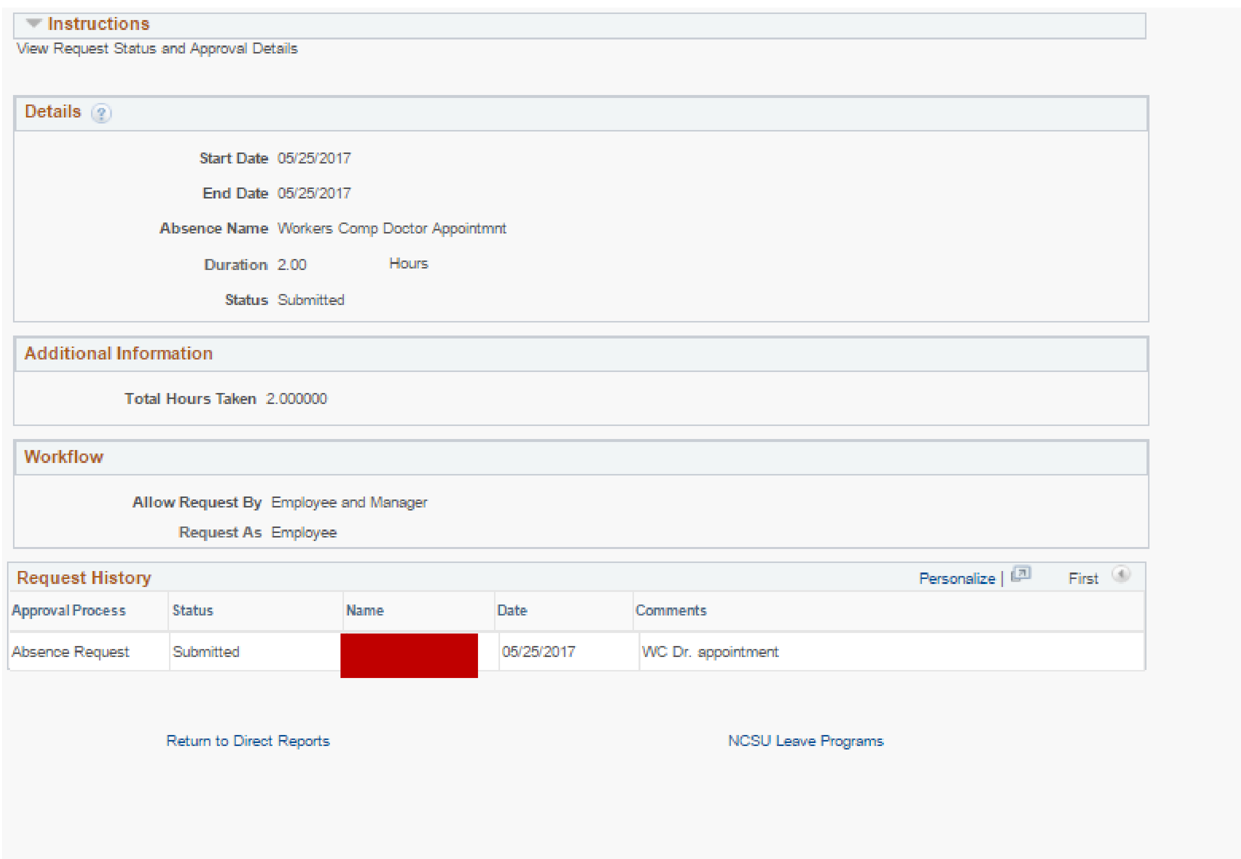


Comments are required – please put the type of appointment and the number of hours used.

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



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.



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