

# Finalizing Leave for Separating Employees

Ensure all time and leave is approved in WolfTime before the termination date. Inaccurate balances have a direct impact on leave payout amounts.

\* Leave will be paid out the month following the separation with the exception of retirees, who are paid out in the month of retirement.

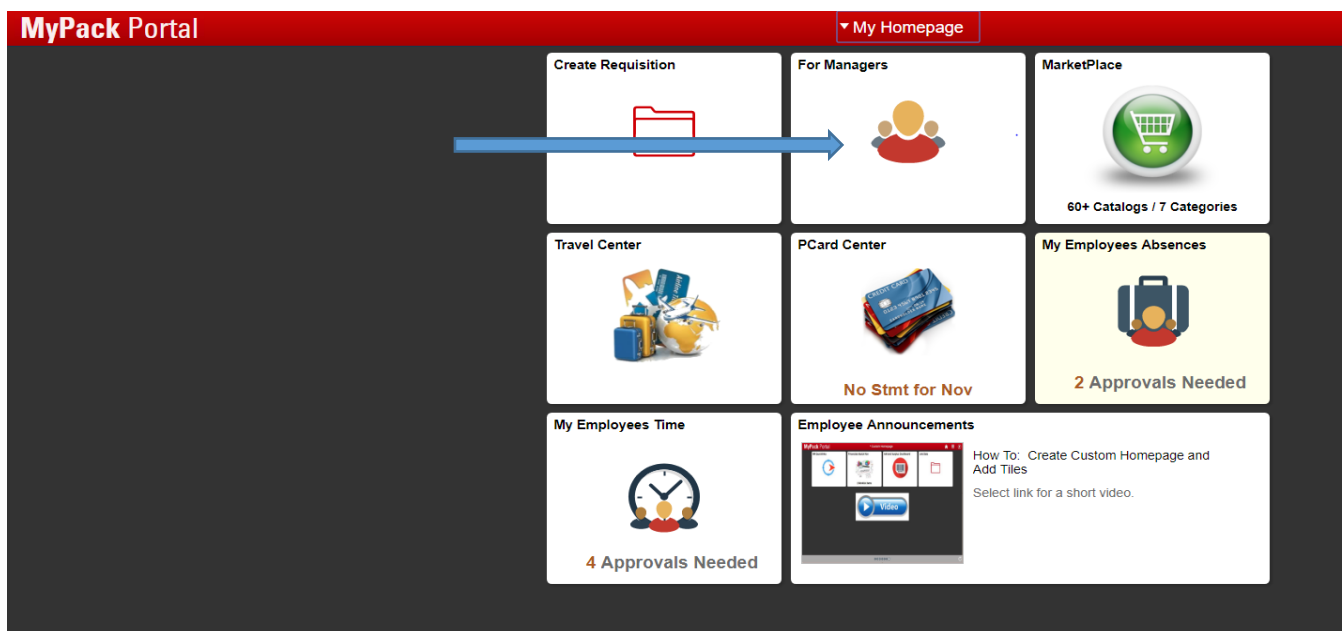
\* Employees, supervisors, and leave coordinators can continue to enter/approve leave actions up to the employees termination date. After the termination date, only the leave coordinator can enter actions.

\* To view final balances and to verify leave, use the “forecasted balances” as these include any future accruals and any pending/approved actions up to the employee’s termination date. **See instructions below.**

\* It is not recommended to use the Certify Leave process to view final leave balances prior to the termination date as these numbers will not reflect pending actions or ANY actions for the last week of employment until after the weekly leave calculations are finalized on the Tuesday after the termination date.

To view FORECASTED BALANCES as a supervisor:

Open the Manager’s Dashboard from within the MyPack Portal.



Select the “Absence Balances” Option from the My Employees Absence pagelet.

The screenshot shows a vertical menu of options under the heading "My Employees Absences". The options are:

- 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. (This option is highlighted with a blue arrow.)
- 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

Select the appropriate person:

The screenshot shows the "View Absence Balances" page. The left sidebar has "Absence Balances" selected. The main content area includes the following elements:

- 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**: 12/18/2017 (with a calendar icon) and a **Refresh Employees** button.
- Find Employee** link.
- Amy Grubbs's employees** table:

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select	Angela Nicholson	[Redacted]	0	Active	Active	00103308
Select	Brandi Simmons	[Redacted]	0	Active	Active	00103490
Select	Chelsea Nuzum	[Redacted]	1	Active	Active	00103355
Select	Emily Harrell	[Redacted]	0	Active	Active	00103354

A blue arrow points to the "Select" button for Angela Nicholson.

The balances on this page only include approved actions and accruals as of the “Balance as of Date”


To see balances for future dates that include pending actions as well as actions with future dates and future accruals, Select “Forecast Balance” at the bottom of the page.

▼ **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 12/08/2017	From	To
Community Service Remaining	7.81 Hours	01/01/2017	12/31/2017
TOTAL Comp Leave Available	4.50 Hours	01/01/2010	
Bonus Leave Available	120.00 Hours	01/01/2010	
Future Sick Accrual thru 12/31	8.00 Hours	01/01/2017	12/31/2017
Future Vac Accrual thru 12/31	13.35 Hours	01/01/2017	12/31/2017
Sick Leave Available	519.33 Hours	01/01/2017	12/31/2017
Vacation Leave Available	272.86 Hours	01/01/2017	12/31/2017

**Comp Time**

	Hours as of 12/08/2017
Comp Time Granted	26.65
Comp Time Taken/Paid	22.15
Comp Time Balance	4.50

**Adverse Weather**

	Hours as of 12/08/2017
Adverse Weather Taken	0.00
Adverse Weather Made Up	0.00
Adverse Weather Balance	0.00

Go To **Forecast Balance**

[Return to Direct Reports](#)



## Enter the term date into the “As of Date” field.

My Homepage My Employees Absences

Approve Absence Requests  
Absence Request History  
**Absence Balances**  
Submit Absence Request  
Apprv/Review Abs Certification  
Help with WolfTime

View Absence Balances

**Forecast Balance**  
Angela Nicholson  
Enter As of Date and Absence Name. Then select the Forecast Balance button.

**Forecast Balance**

As of Date: 12/18/2017 [BT]

\*Absence Name: Select Absence Name

Return to View Absence Balances  
\* Required Field

**Choose the type of leave for which you would like to verify balances.** These totals include any pending future actions for leave taken and any accruals of leave that will happen between now and the “As of Date” you enter.

### NOTES:

“Annual Leave or Comp” will show the forecasted balance for ANNUAL LEAVE only.

“Comp Time Balance” will show the forecasted balance for COMP TIME only.

“Sick Leave” will show the forecasted balance for SICK LEAVE only.

Note: Since Bonus Leave and Special Bonus Leave do not accrue over time, these balance you cannot select these in the “Forecast Balance”. To calculate balances for Bonus Leave and/or Special Bonus Leave, click on Absence Balances, select the appropriate person, view the “Balance as of ” column and subtract out any actions that were entered for days AFTER the “as of” date.

**Click on “Forecast Balance” to run the calculation to pull in any pending/future actions and accruals.**

My Homepage My Employees Absences

Approve Absence Requests  
Absence Request History  
**Absence Balances**  
Submit Absence Request  
Apprv/Review Abs Certification  
Help with WolfTime

View Absence Balances

**Forecast Balance**  
Angela Nicholson  
Enter As of Date and Absence Name. Then select the Forecast Balance button.

**Forecast Balance**

As of Date: 12/21/2017 [BT]

\*Absence Name: Annual Leave or Comp

Current Balance 288.09 Hours\*\*

Forecast Balance

Return to View Absence Balances  
\* Required Field  
\*\*Disclaimer The current balance does not reflect absences that have not been processed.

- Approve Absence Requests
- Absence Request History
- Absence Balances**
- Submit Absence Request
- Apprv/Review Abs Certification
- Help with WolfTime

View Absence Balances

Forecast Balance

Angela Nicholson

Enter As of Date and Absence Name. Then select the Forecast Balance button.

**Forecast Balance**

As of Date: 01/26/2018

\*Absence Name: Annual Leave or Comp

**Current Balance 288.09 Hours\*\***

ELIGIBLE

Does not reflect pending or future actions.

Forecast Balance Details Personalize

Forecast Results

Absence Name	Forecast Element	Value
Annual Leave or Comp	Vacation Carried Over YTD	240.00
Annual Leave or Comp	Vacation Granted YTD	13.33
Annual Leave or Comp	Vacation Taken YTD	0.00
Annual Leave or Comp	Vacation Adjusted YTD	0.00
Annual Leave or Comp	Vacation Leave Available	253.33
Annual Leave or Comp	Leave Rolled to Sick 12/31	13.33

Reflects pending and/or future actions and accruals up to the forecasted "As of Date" entered above.

[Return to View Absence Balances](#)

\* Required Field

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