

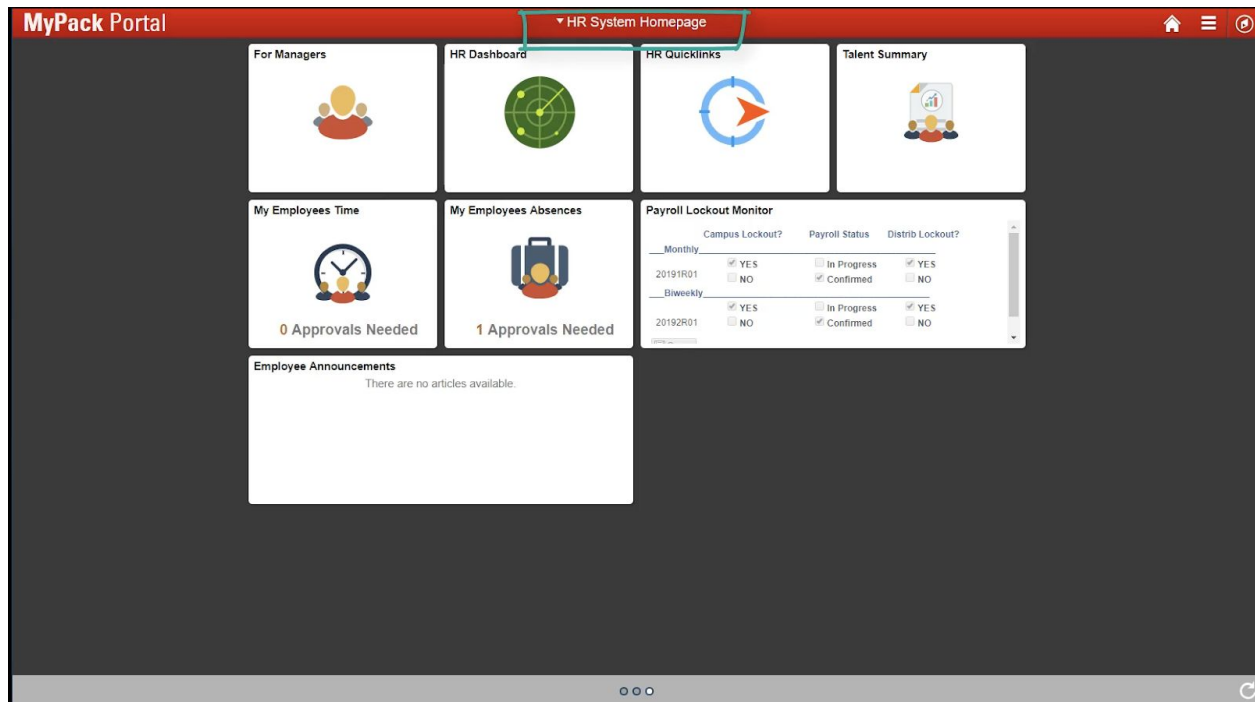
# WolfTime Training Video Read Along:

## Supervisor WolfTime Tutorial: How to View and Use the Weekly Time

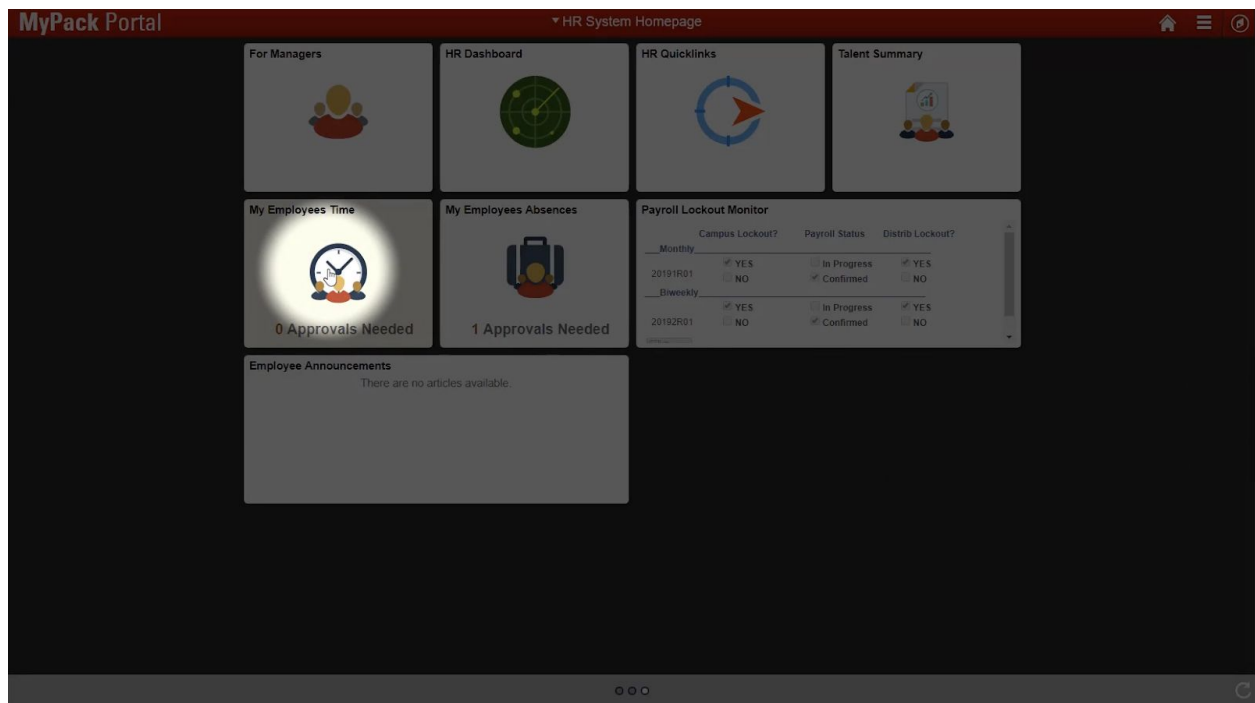
### Calendar

This video will explain how supervisors can view and use the weekly time calendar in WolfTime.

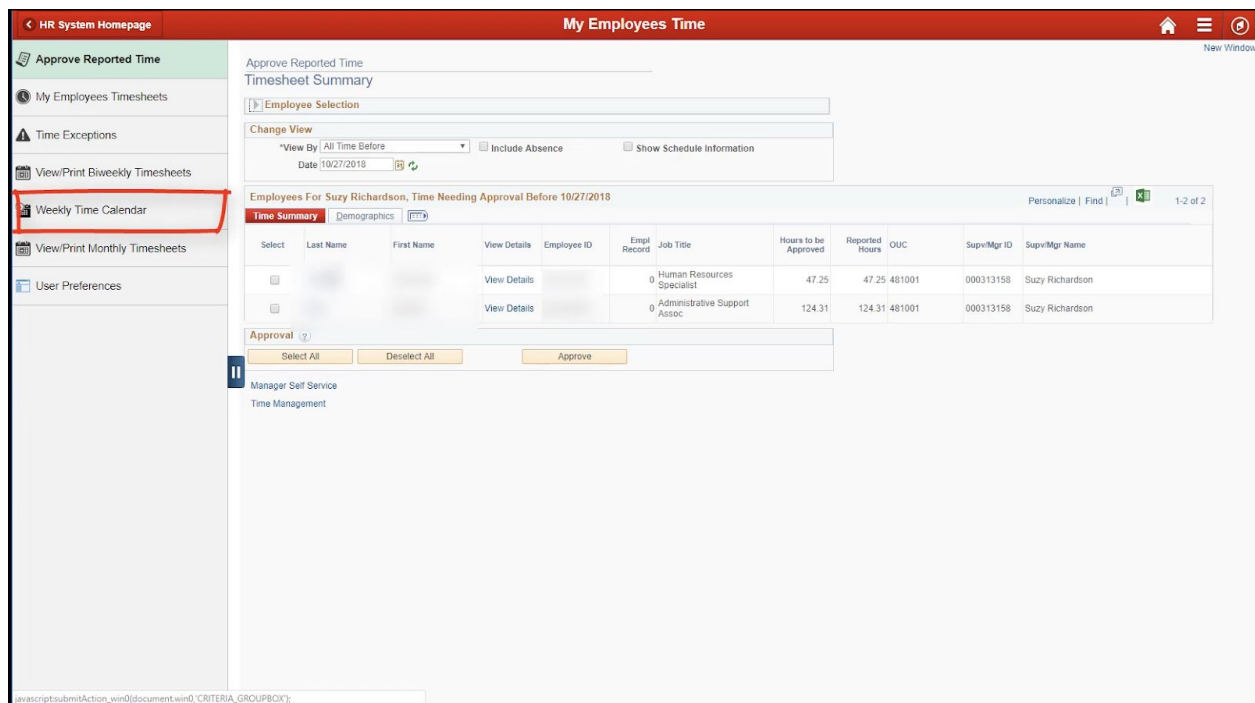
Once you log into MyPack Portal, make sure you are on the HR system home page, highlighted at the top.



The tile My Employees Time will provide the easiest path to manage and review a listing of direct reports. Click on the tile.



Click the Weekly Time Calendar option on the left.



The Weekly Time Calendar page reflects a listing of your direct reports, listed in alphabetical order by the last name. You can review different weeks during the month by clicking on Previous or Next Week.

**HR System Homepage** **My Employees Time**

**Weekly Time Calendar**

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2018 Previous Week Next Week Refresh View

Start Time End Time

Reported or Payable Hours

Reported Hours Payable Hours

Information about this Page

Last Name	First Name	Employee ID	Empl Rod	Std Hrs/Wk	Hours Worked	Absence Hours	University Holiday	Total	Remaining Standard Hours	Sat. 09/01/2018	Sun. 09/02/2018	Mon. 09/03/2018	Tue. 09/04/2018
		1		40.00	32.05		8.00	40.05		-	-	HOL 09.02	REG 09.03
		0		40.00	30.52	9.50	8.00	48.02		-	-	HOL 09.02	REG 09.03
		0		40.00	23.83	8.00	8.00	39.83	0.25	-	-	HOL 09.02	ABS 09.03
		2		40.00	32.45		8.00	40.45		-	-	HOL 09.02	REG 09.03

**Legend**

ABS Approved Absence RAB Requested Absence HOL Holidays EX Exceptions

REG Default Reported/Payable Time

Links

Manager Self Service Time Management

This view allows a supervisor to see weekly work time, absence hours requested, university holidays, and any remaining standard hours the employee will be responsible for covering if they do not meet their work week target.

**HR System Homepage** **My Employees Time**

**Weekly Time Calendar**

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2018 Previous Week Next Week Refresh View

Start Time End Time

Reported or Payable Hours

Reported Hours Payable Hours

Information about this Page

Last Name	First Name	Employee ID	Empl Rod	Std Hrs/Wk	Hours Worked	Absence Hours	University Holiday	Total	Remaining Standard Hours	Sat. 09/01/2018	Sun. 09/02/2018	Mon. 09/03/2018	Tue. 09/04/2018
		1		40.00	32.05		8.00	40.05		-	-	HOL 09.02	REG 09.03
		0		40.00	30.52	9.50	8.00	48.02		-	-	HOL 09.02	REG 09.03
		0		40.00	23.83	8.00	8.00	39.83	0.25	-	-	HOL 09.02	ABS 09.03
		2		40.00	32.45		8.00	40.45		-	-	HOL 09.02	REG 09.03

**Legend**

ABS Approved Absence RAB Requested Absence HOL Holidays EX Exceptions

REG Default Reported/Payable Time

Links

Manager Self Service Time Management

Employees see the same information on their WolfTime and Weekly Summary page.

The legend at the bottom of the page indicates different color coding that captures daily activity throughout the week.

**HR System Homepage** **My Employees Time**

Approve Reported Time  
My Employees Timesheets  
Time Exceptions  
View/Print Biweekly Timesheets  
**Weekly Time Calendar**  
View/Print Monthly Timesheets  
User Preferences

**Weekly Time Calendar**

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2018 Previous Week Next Week Refresh View

Start Time  
End Time

Reported or Payable Hours  
Reported Hours  
Payable Hours

Information about this Page

Last Name	First Name	Employee ID	Empl Rcd	Stand Hrs/Wk	Hours Worked	Absence Hours	University Holiday	Total	Remaining Standard Hours	Sat. 09/01/2018	Sun. 09/02/2018	Mon. 09/03/2018	Tue. 09/04/2018
		1		40.00	32.05		8.00	40.05		-	-	HOL -	REG 08.07
		0		40.00	30.52	9.50	8.00	48.02		-	-	HOL -	REG 07.56
		0		40.00	23.83	8.00	8.00	39.83	0.25	-	-	HOL -	ABS 08.00
		2		40.00	32.45		8.00	40.45		-	-	HOL -	REG 08.18

**Legend**

Approved Absence (ABS) Requested Absence (RAB) Holidays (HOL) Exceptions (EX)

Default Reported/Payable Time (REG)

Links  
Manager Self Service  
Time Management

The remainder of this video will focus on how to interpret the information being submitted by your direct reports on a weekly basis. On a weekly basis, you can review the Total Hours column to determine if an employee has met their work week obligation. The total hours for the week will be rounded to the nearest quarter hour.

**HR System Homepage** **My Employees Time**

Approve Reported Time  
My Employees Timesheets  
Time Exceptions  
View/Print Biweekly Timesheets  
**Weekly Time Calendar**  
View/Print Monthly Timesheets  
User Preferences

**Weekly Time Calendar**

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2018 Previous Week Next Week Refresh View

Start Time  
End Time

Reported or Payable Hours  
Reported Hours  
Payable Hours

Information about this Page

Last Name	First Name	Employee ID	Empl Rcd	Stand Hrs/Wk	Hours Worked	Absence Hours	University Holiday	Total	Remaining Standard Hours	Sat. 09/01/2018	Sun. 09/02/2018	Mon. 09/03/2018	Tue. 09/04/2018
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		0		40.00	30.52	9.50	8.00	48.02		-	-	HOL -	REG 07.56
		0		40.00	23.83	8.00	8.00	39.83	0.25	-	-	HOL -	ABS 08.00
		2		40.00	32.45		8.00	40.45		-	-	HOL -	REG 08.18

**Legend**

Approved Absence (ABS) Requested Absence (RAB) Holidays (HOL) Exceptions (EX)

Default Reported/Payable Time (REG)

Links  
Manager Self Service  
Time Management

And if the number does not match their standard hours per week target, the remaining standard hours column will indicate how much leave time is needed to meet their work week obligation.

HR System Homepage My Employees Time

Approve Reported Time

My Employees Timesheets

Time Exceptions

View/Print Biweekly Timesheets

**Weekly Time Calendar**

View/Print Monthly Timesheets

User Preferences

Weekly Time Calendar

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2018 Previous Week Next Week Refresh View

Reported or Payable Hours

Reported Hours

Payable Hours

Start Time

End Time

Information about this Page

Last Name	First Name	Employee ID	Empl Rcd	Stand Hrs/Wk	Hours Worked	Absence Hours	University Holiday	Total	Remaining Standard Hours	Sat. 09/01/2018	Sun. 09/02/2018	Mon. 09/03/2018	Tue. 09/04/2018
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		0		40.00	30.52	9.50	8.00	48.02		-	-	HOL	REG 07.56
		0		40.00	23.83	8.00	8.00	39.83	0.25	-	-	HOL	ABS 08.00
		2		40.00	32.45		8.00	40.45		-	-	HOL	REG 08.18

Legend

ABS Approved Absence RAB Requested Absence HOL Holidays EXI Exceptions

REG Default Reported/Payable Time

Links

Manager Self Service

Time Management

HR System Homepage My Employees Time

Approve Reported Time

My Employees Timesheets

Time Exceptions

View/Print Biweekly Timesheets

**Weekly Time Calendar**

View/Print Monthly Timesheets

User Preferences

Weekly Time Calendar

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2018 Previous Week Next Week Refresh View

Reported or Payable Hours

Reported Hours

Payable Hours

Start Time

End Time

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		0		40.00	23.83	8.00	8.00	39.83	0.25	-	-	HOL	ABS 08.00
		2		40.00	32.45		8.00	40.45		-	-	HOL	REG 08.18

Legend

ABS Approved Absence RAB Requested Absence HOL Holidays EXI Exceptions

REG Default Reported/Payable Time

Links

Manager Self Service

Time Management

If the total hours for the week exceeds the standard hours per week target, you should review the number of absence hours requested by the employee to determine if too

much leave has been requested. Supervisors should not approve leave that exceeds an employee's workweek obligation.