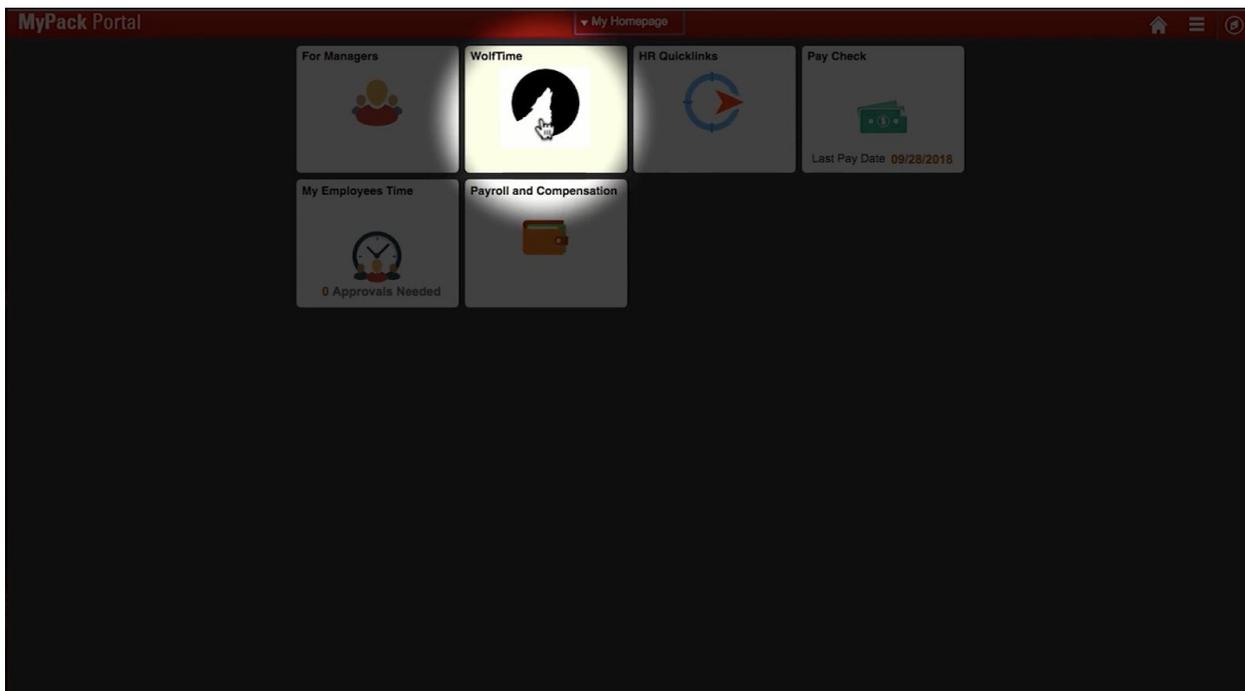


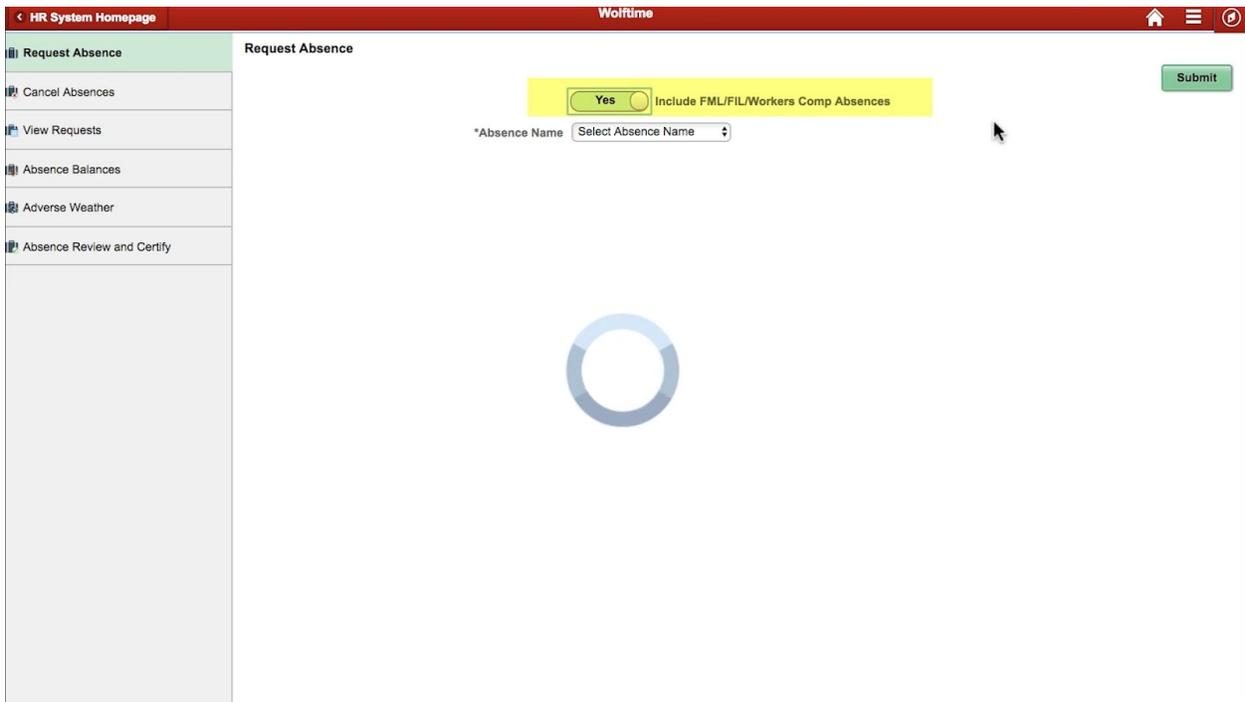
WolfTime Training Video Read Along:

WolfTime Training: Exempt Employees: How to Request Approved FIL/FML in WolfTime

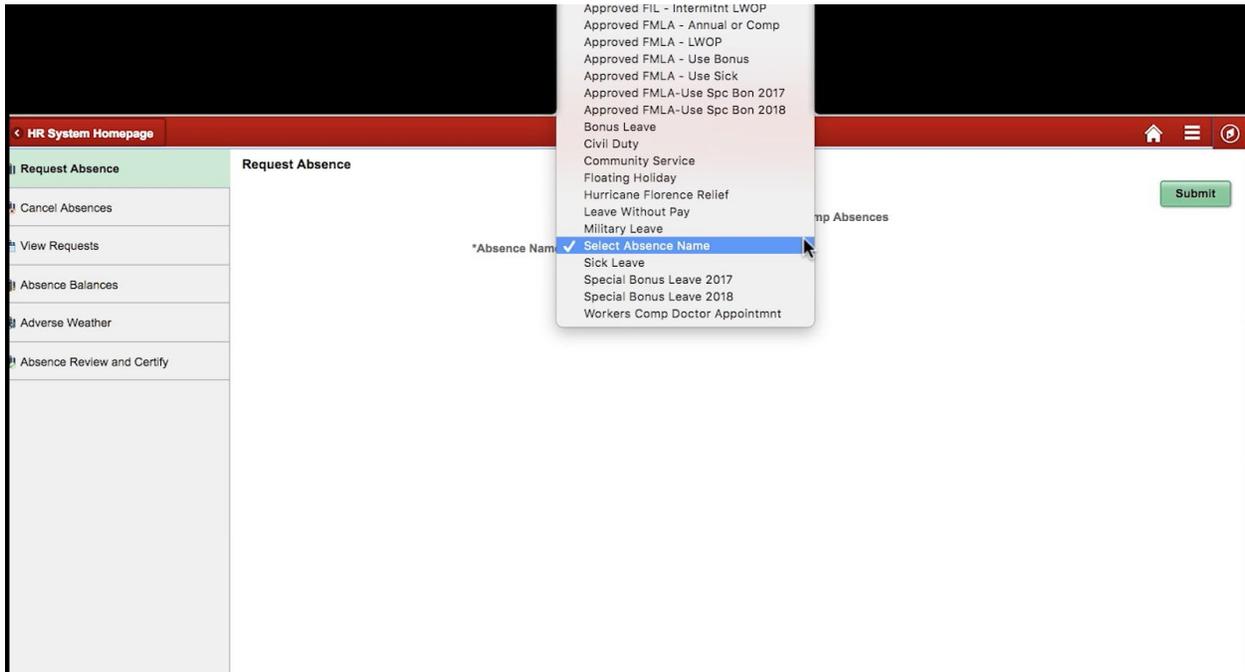
This video will explain how employees can request leave for family illness leave or family medical leave in WolfTime. First, from the MyPack portal home page, choose the tile marked WolfTime.



Under the Request Absence page, make sure to toggle the include FML/FIL/Worker Comp Absences to Yes.



Then use the Absence Name drop-down to select the absence type.



For the purpose of this video, we're looking at approved FIL or FMLA leave. Under the Reason dropdown, select the absence criteria that best fits your request.

Request Absence

Submit Save for Later

Yes Include FMLA/FIL/Workers Comp Absences

*Absence Name: Continuous FMLA
Intermittent FMLA
Select Absence Reason

*Reason: Select Absence Reason

*Start Date: 11/16/2018

End Date: 11/16/2018

Supervisor Name: [Redacted]

Additional Information

*Total Hours Taken: [Field]

View Eligibility and Forecast

Enter Minutes as portion of an Hour
15 Minutes = .25 Hours
30 Minutes = .50 Hours
45 Minutes = .75 Hours

Comments: [Field]

Balance Information

As Of 10/26/2018 228.31 Hours**

View Balances >

View Requests >

Disclaimer The current balance does not reflect absences that have not been processed.
NCSU Leave Programs

Then, use the Calendar icons to change the start and end date of your absence request.

Request Absence

Submit Save for Later

Yes Include FMLA/FIL/Workers Comp Absences

*Absence Name: Approved FMLA - Annual or Comp

*Reason: Intermittent FMLA

*Start Date: 11/16/2018

End Date: 11/16/2018

Supervisor Name: [Redacted]

Additional Information

*Total Hours Taken: [Field]

View Eligibility and Forecast

Enter Minutes as portion of an Hour
15 Minutes = .25 Hours
30 Minutes = .50 Hours
45 Minutes = .75 Hours

Comments: [Field]

Balance Information

As Of 10/26/2018 228.31 Hours**

View Balances >

View Requests >

Disclaimer The current balance does not reflect absences that have not been processed.
NCSU Leave Programs

For full time exempt employees, WolfTime allows you to put in the total number of hours regardless if your dates span over a weekend.

For example, if you enter an absence for Saturday through Friday, you would enter the hours for the week as 40, as seen here.

Request Absence

Submit Save for Later

Yes Include FML/FIL/Workers Comp Absences

*Absence Name Approved FMLA - Annual or Comp

*Reason Intermittent FMLA

*Start Date 11/17/2018

End Date 11/23/2018

Supervisor Name

Additional Information

*Total Hours Taken 40.000000

View Eligibility and Forecast

Enter Minutes as portion of an Hour

15 Minutes = .25 Hours

30 Minutes = .50 Hours

45 Minutes = .75 Hours

Comments

Balance Information

As Of 10/26/2018 228.31 Hours**

View Balances

View Requests

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

NCSU Leave Programs

Remember, you must always click the “View Eligibility and Forecast Button”.

Request Absence

Submit Save for Later

Yes Include FML/FIL/Workers Comp Absences

*Absence Name Approved FMLA - Annual or Comp

*Reason Intermittent FMLA

*Start Date 11/17/2018

End Date 11/23/2018

Supervisor Name

Additional Information

Total Hours Taken 40.000000

View Eligibility and Forecast View Eligibility Details

Forecasting has completed with no errors. Date Time: November 16, 2018 at 11:02

Comments

Balance Information

As Of 10/26/2018 228.31 Hours**

View Balances

View Requests

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

NCSU Leave Programs

A pop-up will let you know if you are eligible or non-eligible for your leave request.

The request can be saved to submit at a later time, or you may submit the request at this point. If the request is saved, your supervisor will not receive a notification.

The request will be saved under “requested absences” and will say “data saved”. Once you are ready to submit the leave request, click Submit in the upper right hand corner.

The screenshot displays the 'Request Absence' form within the 'Wolftime' HR system. The form is titled 'Request Absence' and includes the following elements:

- Navigation Sidebar:** Contains links for 'Request Absence', 'Cancel Absences', 'View Requests', 'Absence Balances', 'Adverse Weather', and 'Absence Review and Certify'.
- Form Fields:**
 - Include FMLA/FIL/Workers Comp Absences
 - *Absence Name: Approved FMLA - Annual or Comp
 - *Reason: Intermittent FMLA
 - *Start Date: 11/17/2018
 - End Date: 11/23/2018
 - Supervisor Name: [Redacted]
- Buttons:** 'Submit' (highlighted in yellow) and 'Save for Later' are located in the top right corner.
- Additional Information:**
 - Total Hours Taken: 40.000000
 - Buttons: 'View Eligibility and Forecast' and 'View Eligibility Details'
 - Forecasting has completed with no errors. Date Time: November 16, 2018 at 11:02
 - Comments: [Text area]
- Balance Information:**
 - As Of 10/26/2018 228.31 Hours**
 - View Balances >
 - View Requests >
- Disclaimer:** The current balance does not reflect absences that have not been processed.
- Footer:** NCSU Leave Programs

Confirm that you want to submit by clicking Yes.

The screenshot shows the 'Request Absence' interface in the 'Wolftime' system. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to Submit this Absence Request?' with 'Yes' and 'No' buttons. The background form includes the following elements:

- Navigation:** 'HR System Homepage' and 'Wolftime' header.
- Left Sidebar:** 'Request Absence', 'Cancel Absences', 'View Requests', 'Absence Balances', 'Adverse Weather', 'Absence Review and Certify'.
- Main Form:**
 - Buttons: 'Submit', 'Save for Later'.
 - Toggle: 'Yes' (selected) for 'Include FML/FIL/Workers Comp Absences'.
 - *Absence Name: 'Approved FMLA - Annual or Comp'.
 - *Reason: 'Intermittent FMLA'.
 - *Start Date: '11/17/2018'.
 - End Date: '11/23/2018'.
 - Supervisor Name: [Redacted]
- Additional Information:**
 - Total: [Redacted]
 - View Eligibility Details
 - Comments: [Redacted]
 - Disclaimer: 'The current balance does not reflect absences that have not been processed.'
 - NCSU Leave Programs
- Balance Information:**
 - As Of 10/26/2018 228.31 Hours**
 - View Balances
 - View Requests
- Footer:** 'Enter Minutes as portion of an Hour' with conversion rates: 15 Minutes = .25 Hours, 30 Minutes = .50 Hours, 45 Minutes = .75 Hours. Date Time: November 16, 2018 at 11:02.

Once you submit this leave request, an email will be generated and sent to your supervisor notifying them that they need to approve your leave request. Once it is approved, you will receive a direct email.