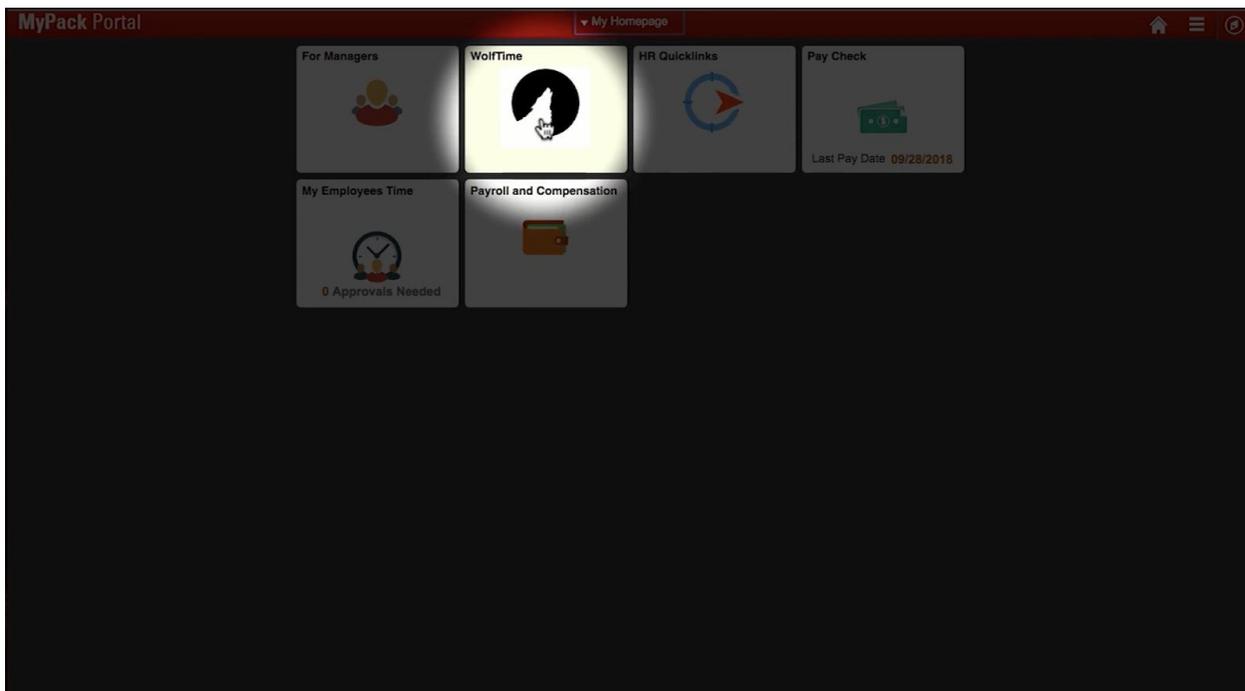


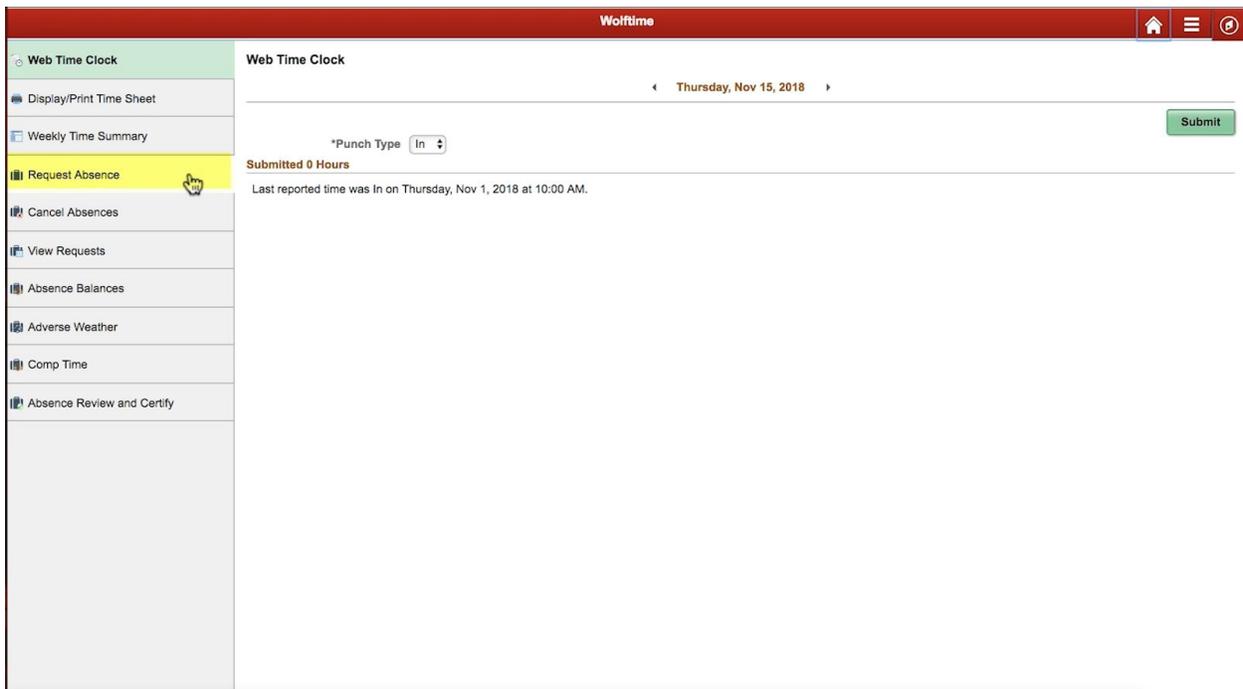
WolfTime Training Video Read Along:

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

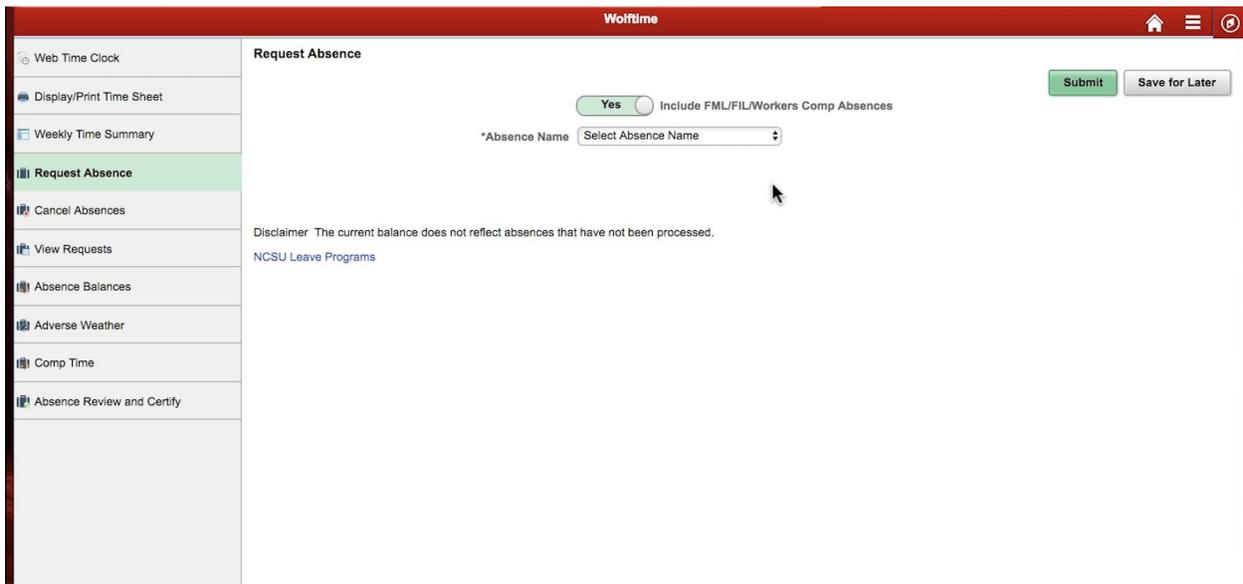
This video will explain how employees can request leave for family illness leave or family medical leave in WolfTime. First, from the MyPath portal home page, choose the tile marked WolfTime.



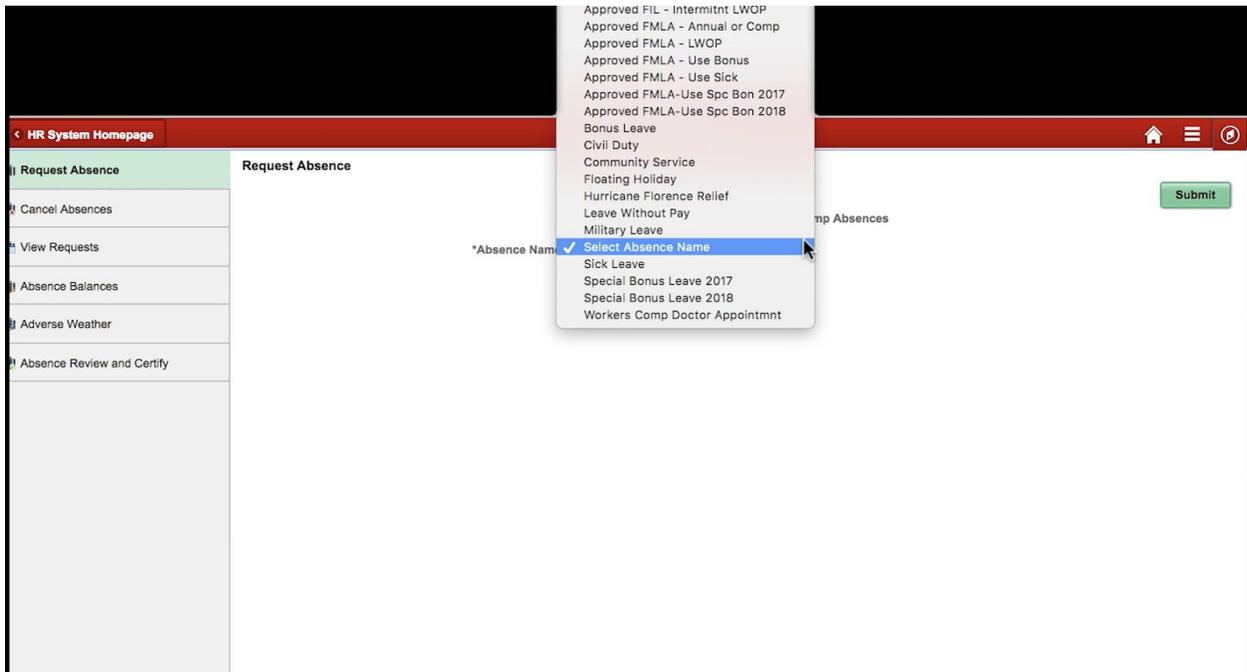
On the left column of the screen, select request absence.



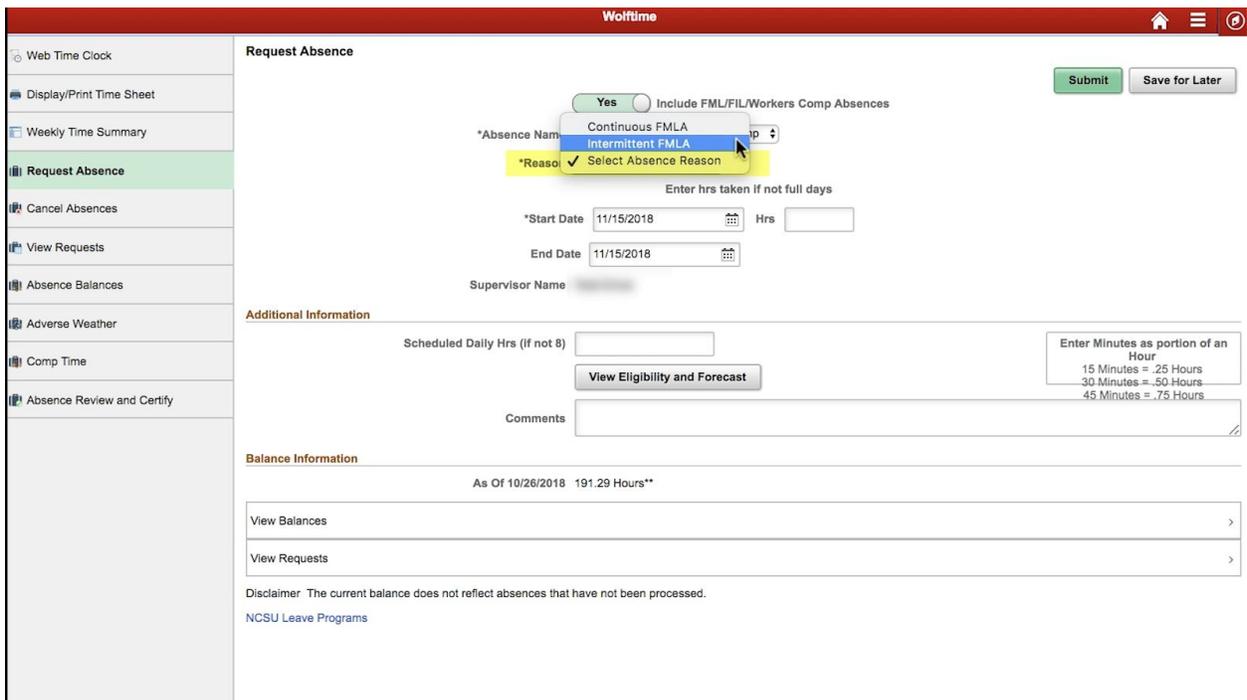
First, make sure that FML/FIL/worker's comp absence button has been toggled to yes.



Use the absence name dropdown to select the leave type. For the purpose of this video, we're looking at approved FML and FIL leave types.



Then use the Reason dropdown to select the criteria for your request.



Use the calendar icon to enter the start date and the end date.

Request Absence

Yes Include FMLA/FIL/Workers Comp Absences

*Absence Name: Approved FMLA - Annual or Comp

*Reason: Intermittent FMLA

Enter hrs taken if not full days

*Start Date: 11/15/2018 Hrs:

End Date: 11/15/2018

Supervisor Name:

Additional Information

Scheduled Daily Hrs (if not 8):

[View Eligibility and Forecast](#)

Comments:

Balance Information

As Of 10/26/2018 191.29 Hours**

[View Balances](#)

[View Requests](#)

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

[NCSU Leave Programs](#)

For full time, non exempt employees, WolfTime assumes an eight hour workday for each day in the request. So be sure not to select any days that are not a part of your normal work schedule. For example, if you enter an absence for a Saturday through Friday, the system assumes you work eight hours each day and will take 56 hours from your balance.

If you are requesting leave for an entire month, you would need to create a request for each individual Monday through Friday weekly interval of your leave. If you work a schedule other than eight hours a day, enter your regular work hours in the field Schedule Daily Hours if Not Eight. This will allow WolfTime to correctly calculate the number of hours for your absence.

If you will be working part of a day and taking leave for part of the day, you would enter the number of hours for the leave request.

The screenshot shows the 'Request Absence' form with the following details:

- Request Absence** (Section Header)
- Include FMLA/FIL/Workers Comp Absences
- *Absence Name: Approved FMLA - Annual or Comp
- *Reason: Intermittent FMLA
- Enter hrs taken if not full days
- *Start Date: 11/15/2018
- Hrs: 6.00
- End Date: 11/15/2018
- Supervisor Name: [Redacted]
- Additional Information**
 - Scheduled Daily Hrs (if not 8): [Input Field]
 - [View Eligibility and Forecast](#)
 - Comments: [Text Area]
- Balance Information**
 - As Of 10/26/2018 191.29 Hours**
 - [View Balances](#)
 - [View Requests](#)
- Disclaimer: The current balance does not reflect absences that have not been processed.
- [NCSU Leave Programs](#)

For example, if on November 15th you are going to use four hours of leave, and on November 16th you are taking the full eight hours of leave, you would enter a 4 next to the date 11/15 and leave 11/16 for the full eight hour work day.

The screenshot shows the 'Request Absence' form with the following details:

- Request Absence** (Section Header)
- Include FMLA/FIL/Workers Comp Absences
- *Absence Name: Approved FMLA - Annual or Comp
- *Reason: Intermittent FMLA
- Enter hrs taken if not full days
- *Start Date: 11/15/2018
- Hrs: 4.00
- End Date: 11/16/2018
- Hrs: [Input Field]
- Supervisor Name: [Redacted]
- Additional Information**
 - Scheduled Daily Hrs (if not 8): [Input Field]
 - [View Eligibility and Forecast](#)
 - Comments: [Text Area]
- Balance Information**
 - As Of 10/26/2018 191.29 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.

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

The screenshot shows the 'Request Absence' form with a sidebar on the left containing navigation options like 'Web Time Clock', 'Display/Print Time Sheet', 'Weekly Time Summary', 'Request Absence', 'Cancel Absences', 'View Requests', 'Absence Balances', 'Adverse Weather', 'Comp Time', and 'Absence Review and Certify'. The main form area is titled 'Request Absence' and includes a 'Submit' button and a 'Save for Later' button. The form fields include:

- *Absence Name: Approved FMLA - Annual or Comp
- *Reason: Intermittent FMLA
- Enter hrs taken if not full days: *Start Date 11/15/2018 Hrs 4.00, End Date 11/16/2018 Hrs []
- Supervisor Name: []
- Additional Information: Scheduled Daily Hrs (if not 8) []
- Forecasting has completed with no errors. Date Time: November 15, 2018 at 13:33
- Balance Information: As Of 10/26/2018 191.29 Hours**
- View Balances and View Requests buttons.
- Disclaimer: The current balance does not reflect absences that have not been processed.
- NCSU Leave Programs link.

 A yellow pop-up box titled 'View Eligibility and Forecast' is overlaid on the form, with a 'View Eligibility Details' link. A purple message box below it states 'Forecasting has completed with no errors. Date Time: November 15, 2018 at 13:33'. A small box on the right provides conversion rates: 15 Minutes = .25 Hours, 30 Minutes = .50 Hours, 45 Minutes = .75 Hours.

The request can be saved to submit at a later time, or you may submit the request at this point.

This screenshot is identical to the one above, but the 'Save for Later' button is highlighted with a yellow border, indicating that the user has chosen to save the request for later submission. The rest of the form content, including the sidebar, form fields, and pop-up messages, remains the same.

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 your leave request, hit Submit in the top upper right-hand corner.

The screenshot shows the 'Request Absence' form. On the left is a navigation menu with options like 'Web Time Clock', 'Display/Print Time Sheet', 'Weekly Time Summary', 'Request Absence' (highlighted), 'Cancel Absences', 'View Requests', 'Absence Balances', 'Adverse Weather', 'Comp Time', and 'Absence Review and Certify'. The main form area is titled 'Request Absence' and includes a 'Submit' button highlighted in yellow in the top right corner. The form contains several sections: 'Request Absence' with a 'Yes' radio button for 'Include FMLA/FIL/Workers Comp Absences', an 'Absence Name' dropdown set to 'Approved FMLA - Annual or Comp', a 'Reason' dropdown set to 'Intermittent FMLA', and fields for 'Start Date' (11/15/2018, 4.00 Hrs) and 'End Date' (11/16/2018). Below this is 'Additional Information' with a 'Scheduled Daily Hrs' field, a 'View Eligibility and Forecast' button, and a 'Comments' text area. The 'Balance Information' section shows 'As Of 10/26/2018 191.29 Hours**'. At the bottom, there is a disclaimer and a link to 'NCSU Leave Programs'.

Confirm by clicking Yes.

This screenshot shows the same 'Request Absence' form as above, but with a confirmation dialog box overlaid in the center. The dialog box asks 'Are you sure you want to Submit this Absence Request?' and has two buttons: 'Yes' (highlighted in green) and 'No'. The background form is dimmed, showing the 'Submit' and 'Save for Later' buttons at the top right. The rest of the form content, including the 'Additional Information' and 'Balance Information' sections, is visible but faded.

Once you submit this leave, it will generate an email directly to the university's HR leave

team. Once it is approved, you will receive a direct email from them.

Submitted Successfully x

<ul style="list-style-type: none">Display/Print Time SheetWeekly Time SummaryRequest AbsenceCancel AbsencesView RequestsAbsence BalancesAdverse WeatherComp TimeAbsence Review and Certify	<p>Absence Name Approved FMLA - Annual or Comp</p> <p>Reason Intermittent FMLA</p> <p style="text-align: right;">Enter hrs taken if not full days</p> <p>Start Date 11/15/2018 Hrs 4.00</p> <p>End Date 11/16/2018 Hrs</p> <p>Status Submitted</p> <p>Supervisor Name [REDACTED]</p>
	<p>Additional Information</p> <p>Scheduled Daily Hrs (if not 8)</p> <p>Forecasting has completed with no errors. Date Time: November 15,2018 at 13:33</p> <p>Comments</p>
	<p>Balance Information</p> <p>As Of 10/26/2018 191.29</p>
	<p>Request History ></p>
	<p>Approval Chain ></p>
	<p>Disclaimer: The current balance does not reflect absences that have not been processed.</p>
	<p>NCSU Leave Programs</p>