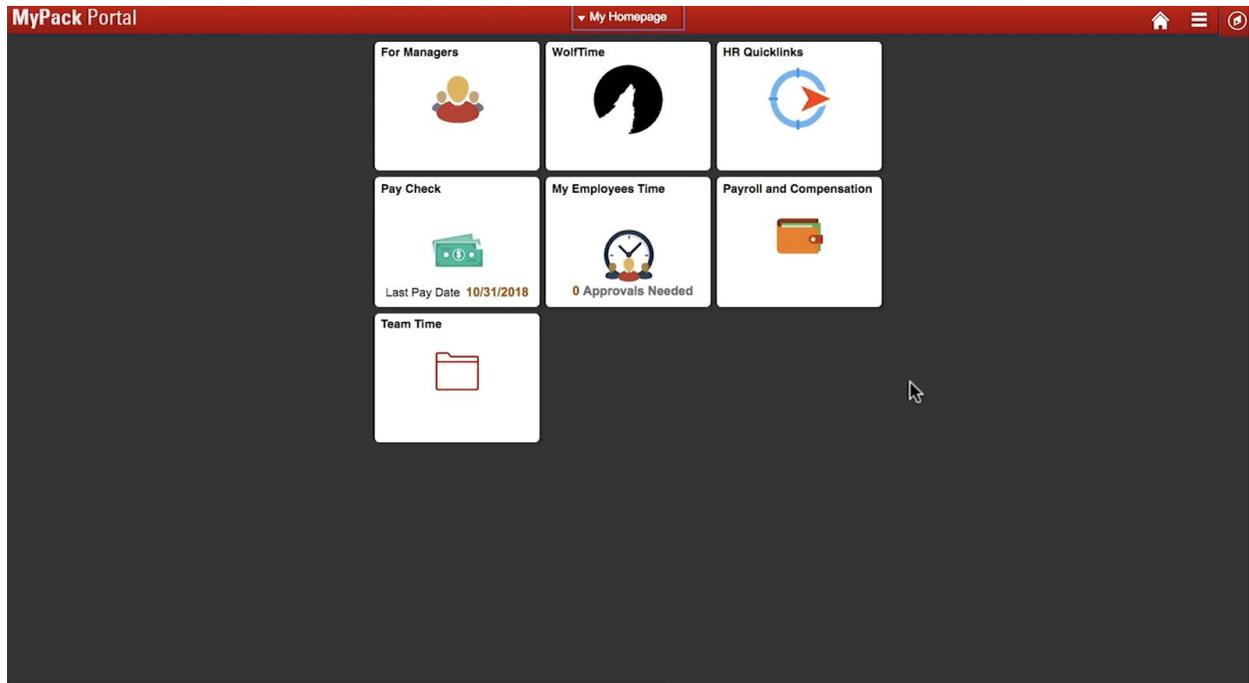


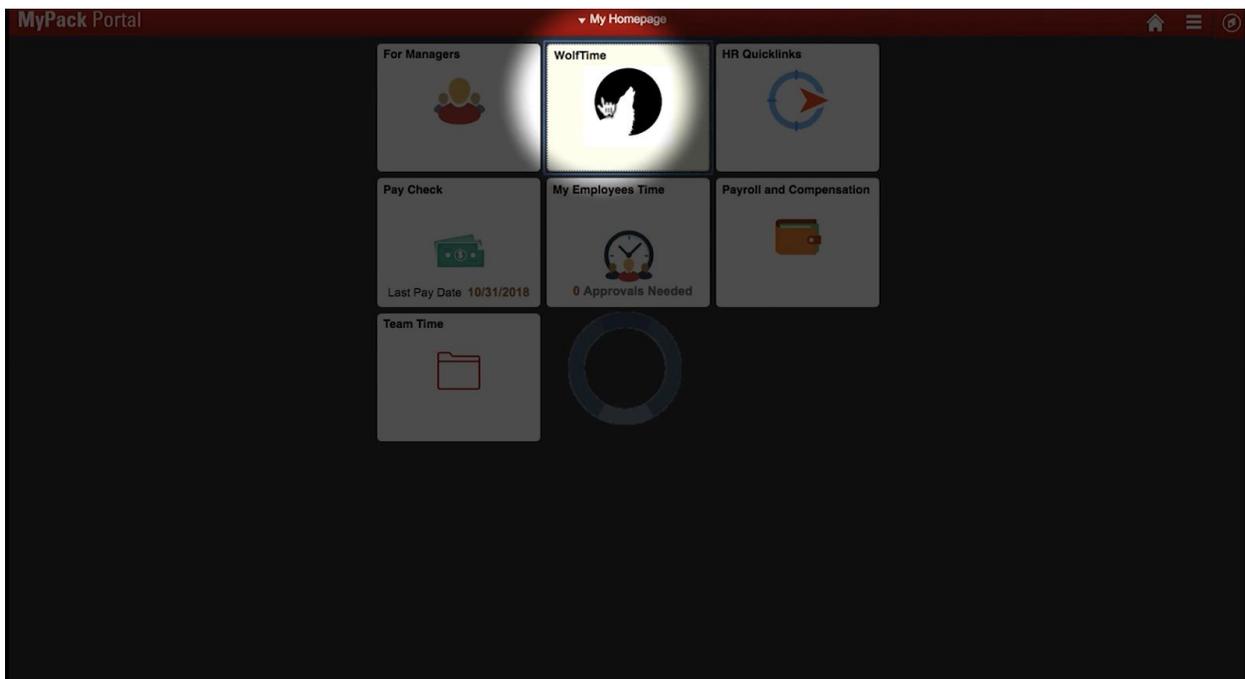
# WolfTime Training Video Read Along:

## WolfTime Training: Non Exempt Employees: How to Complete Absence Certifications

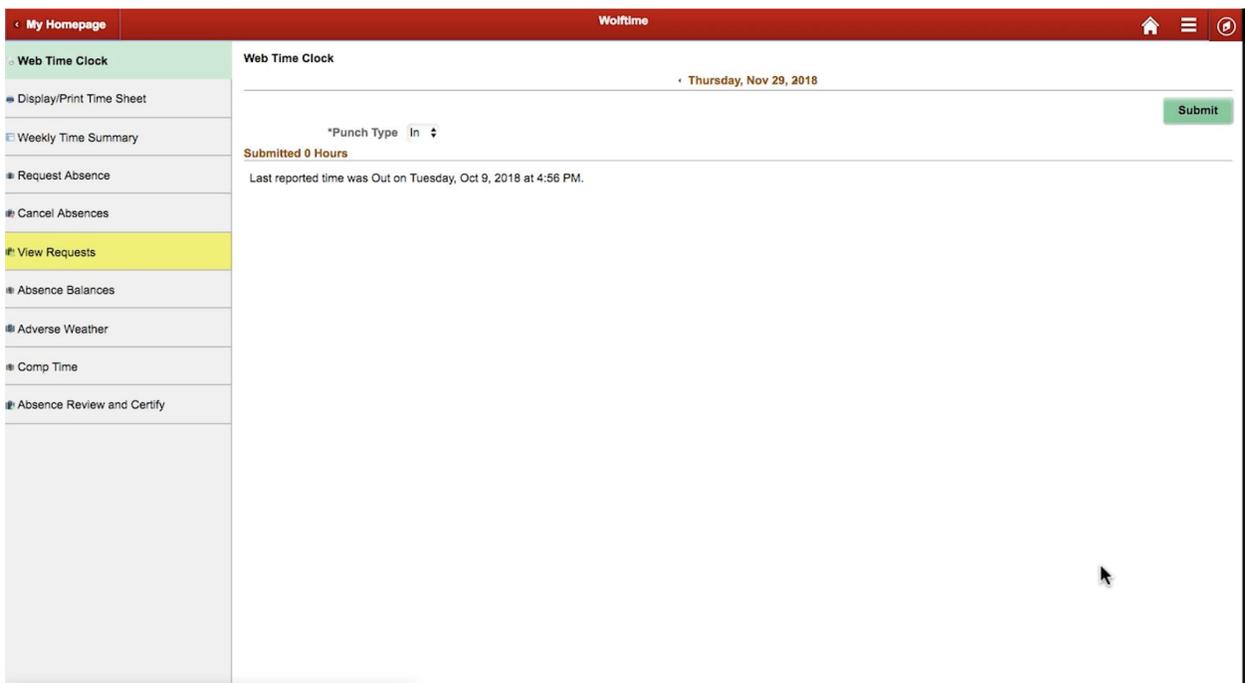
This video will explain how employees can complete an absence certification. To begin an absent certification, start on the MyPack Portal home page.



From here, select the WolfTime tile.



Select View Requests on the menu on the left side of the screen.



For more detailed help on how to view any type of leave request in WolfTime, you can watch our specific training videos. The link is in the description of this video below.

From the View Requests page, make sure you have no outstanding requests. If there are outstanding requests for the year you are certifying, they must be approved by the

supervisor before you can certify. All requests are processed once a week on Tuesdays. You will need to wait until after your supervisor has approved the request and it has processed before certification can be started. If you have any future requests, these do not require approval prior to certification unless they overlap over two years, for example 2017 through 2018.

Next, click on Absence Review and Certify.

The screenshot shows a web application interface with a red header. On the left is a navigation menu with items 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 'Absence Review and Certify' item is highlighted in yellow. The main content area is titled 'View Requests' and shows a table of 8 rows of data for the year 2018. The table lists leave types such as Sick Leave, Annual Leave or Comp, and their durations in hours.

View Requests		8 rows
Sick Leave		
Approved	10/24/2018 - 10/26/2018	
ELIGIBLE		20 Hours
Annual Leave or Comp		
Approved	08/09/2018	
COMP		4.5 Hours
Sick Leave		
Approved	07/19/2018	
ELIGIBLE		6.25 Hours
Annual Leave or Comp		
Approved	07/05/2018 - 07/06/2018	
COMP		16 Hours
Annual Leave or Comp		
Approved	07/03/2018	
COMP		7.75 Hours
Sick Leave		
Approved	06/27/2018	
ELIGIBLE		1.5 Hours
Annual Leave or Comp		
Approved	06/20/2018	
COMP		0.5 Hours
Annual Leave or Comp		
Approved	06/04/2018	

Select the year you want to certify by clicking the arrows at the top near the year.

The screenshot displays the 'Worktime' application interface. On the left is a sidebar menu with the following items: 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 (highlighted in green). The main content area shows a table of leave balances for the year 2018, with an 'End Date' of 11/02/2018. The table lists the following leave types and their respective balances:

Leave Type	Balance
Vacation/Annual Leave	191.29
Sick Leave	81.25
Bonus Leave	0.00
Comp Time	0.75
*Special Bonus Leave 2017	24.00

Below the table, there is a note: *\*Regardless of calendar year selected, Special Bonus Leave 2017 will reflect cumulative granted, taken and adjusted totals (instead of YTD) and show the current balance as of the last finalized calendar.* A green button labeled 'Start Certification' is positioned below the note. At the bottom of the main content area, there is a 'View History' link.

The system will automatically display the earliest year for which you are not certified. You can use the arrows to change the year to the year you are certifying.

You can review the balances for specific kinds of leave by selecting that type of leave. For example, if we click on vacation/annual leave, we can see the specific amount earned, taken, and adjusted in this year.

My Homepage Wolftime Home Menu Help

2018  
End Date 11/02/2018

Web Time Clock	Vacation/Annual Leave	191.29
Display/Print Time Sheet	Sick Leave	81.25
Weekly Time Summary	Bonus Leave	0.00
Request Absence	Comp Time	0.75
Cancel Absences	*Special Bonus Leave 2017	24.00
View Requests	Special Bonus Leave 2018	40.00
Absence Balances	<i>*Regardless of calendar year selected, Special Bonus Leave 2017 will reflect cumulative granted, taken and adjusted totals (instead of YTD) and show the current balance as of the last finalized calendar.</i>	
Adverse Weather	<input type="button" value="Start Certification"/>	
Comp Time	View History	
Absence Review and Certify		

My Homepage Wolftime Home Menu Help

Web Time Clock	Vacation/Annual Leave	
Display/Print Time Sheet	Bal Fwd	102.80
Weekly Time Summary	Earned	93.30
Request Absence	Taken	12.81
Cancel Absences	Adjusted	8.00
View Requests	Balance	191.29
Absence Balances	<input type="button" value="Back"/>	
Adverse Weather		
Comp Time		
Absence Review and Certify		

If you want more detail on when the leave was earned, taken, or adjusted, just click on the row.

My Homepage Wolftime Home Menu Help

- Web Time Clock
- Display/Print Time Sheet
- Weekly Time Summary
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Adverse Weather
- Comp Time
- Absence Review and Certify

**Vacation/Annual Leave**

<b>Bal Fwd</b>	102.80
<b>Earned</b>	93.30
<b>Taken</b>	12.81
<b>Adjusted</b>	8.00
<b>Balance</b>	<b>191.29</b>

[Back](#)

My Homepage Wolftime Home Menu Help

- Web Time Clock
- Display/Print Time Sheet
- Weekly Time Summary
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Adverse Weather
- Comp Time
- Absence Review and Certify

**Vacation/Annual Leave Earned**

Description	From	Through	Hours
Vacation/Annual Leave	01/13/2018	01/19/2018	9.33
Vacation/Annual Leave	02/10/2018	02/16/2018	9.33
Vacation/Annual Leave	03/10/2018	03/16/2018	9.33
Vacation/Annual Leave	04/14/2018	04/20/2018	9.33
Vacation/Annual Leave	05/12/2018	05/18/2018	9.33
Vacation/Annual Leave	06/09/2018	06/15/2018	9.33
Vacation/Annual Leave	07/14/2018	07/20/2018	9.33
Vacation/Annual Leave	08/11/2018	08/17/2018	9.33
Vacation/Annual Leave	09/08/2018	09/14/2018	9.33
Vacation/Annual Leave	10/13/2018	10/19/2018	9.33
<b>Total</b>			<b>93.30</b>

[Back](#)

This will show specific instances where leave was earned and taken. This process will work for all types of leave.

Only approved transactions when the start date is in the calendar year listed will be displayed. Please keep in mind that leave is usually added on the Tuesday after the

15th of each month. When you are ready to begin your certification from the Absence Review and certify page, select Start Certification.

The screenshot shows the 'Absence Review and Certify' page in the Worktime system. The page has a red header with 'My Homepage' and 'Worktime' labels. A sidebar on the left contains 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' (which is highlighted in green). The main content area shows a table of leave balances for the year 2018, with an 'End Date' of 11/02/2018. The table lists various leave types and their corresponding balances. A yellow button labeled 'Start Certification' is positioned below the table. A note below the table states: '\*Regardless of calendar year selected, Special Bonus Leave 2017 will reflect cumulative granted, taken and adjusted totals (instead of YTD) and show the current balance as of the last finalized calendar.' Below the table is a 'View History' link.

Leave Type	Balance
Vacation/Annual Leave	191.29
Sick Leave	81.25
Bonus Leave	0.00
Comp Time	0.75
*Special Bonus Leave 2017	24.00
Special Bonus Leave 2018	40.00

**Start Certification**

View History

Add any comments you have about certification and select Certify.

My Homepage | WolfTime

Year 2018

Vacation/Annual Leave	191.29 Hrs
Sick Leave	81.25 Hrs
Bonus Leave	0.00 Hrs
Comp Time	0.75 Hrs
*Special Bonus Leave 2017	24.00 Hrs
Special Bonus Leave 2018	40.00 Hrs

Supervisor Name [Redacted]

Comments [Empty text area]

I certify that these balances are correct and that all absence transactions to date have been entered into WolfTime.

My Homepage | WolfTime

Year 2018

Vacation/Annual Leave	191.29 Hrs
Sick Leave	81.25 Hrs
Bonus Leave	0.00 Hrs
Comp Time	0.75 Hrs
*Special Bonus Leave 2017	24.00 Hrs
Special Bonus Leave 2018	40.00 Hrs

Supervisor Name [Redacted]

Comments [Empty text area]

I certify that these balances are correct and that all absence transactions to date have been entered into WolfTime.

Note that you are agreeing to the statement, "I certify that these balances are correct and that all absence transactions to date have been entered into WolfTime."

Year 2018

Vacation/Annual Leave	191.29 Hrs
Sick Leave	81.25 Hrs
Bonus Leave	0.00 Hrs
Comp Time	0.75 Hrs
*Special Bonus Leave 2017	24.00 Hrs
Special Bonus Leave 2018	40.00 Hrs

Supervisor Name [Redacted]

Comments

I certify that these balances are correct and that all absence transactions to date have been entered into WolfTime.

Certify Cancel

Signed by [Redacted] on 11/29/2018 12:10:19 PM

Once the certification is submitted, your next screen should show that you signed off on your certification along with your timestamp.

Year 2018

Vacation/Annual Leave	191.29 Hrs
Sick Leave	81.25 Hrs
Bonus Leave	0.00 Hrs
Comp Time	0.75 Hrs
*Special Bonus Leave 2017	24.00 Hrs
Special Bonus Leave 2018	40.00 Hrs

Supervisor Name [Redacted]

Comments

I certify that these balances are correct and that all absence transactions to date have been entered into WolfTime.

Certify Cancel

Signed by [Redacted] on 11/29/2018 12:10:19 PM

Once your manager approves your certification, the entire process will be complete. And you will receive an email to show it was approved.

If the manager denies this certification, it will be canceled. And the employee will receive an email. If you were to attempt to go back and certify again before your manager approves or denies your certification, you will see a message that certification is in progress.

The screenshot shows the 'My Homepage' interface for 'Worktime' in the year 2018. The left sidebar contains navigation options such as '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 content area displays a table of leave balances with the following items:

Category	Balance
Vacation/Annual Leave	191.29
Sick Leave	81.25
Bonus Leave	0.00
Comp Time	0.75
*Special Bonus Leave 2017	24.00
Special Bonus Leave 2018	40.00

Below the table, there is a note: *\*Regardless of calendar year selected, Special Bonus Leave 2017 will reflect cumulative granted, taken and adjusted totals (instead of YTD) and show the current balance as of the last finalized calendar.* A 'Start Certification' button is visible, and a yellow warning box states: 'There is already a certification in progress for the current year.' At the bottom, there is a 'View History' link.

You can however view the history of the certification for that year along with any comments you or your manager submitted by selecting View History at the bottom of the page.

**My Homepage** Worktime

End Date 11/02/2018

Leave Type	Balance
Vacation/Annual Leave	191.29
Sick Leave	81.25
Bonus Leave	0.00
Comp Time	0.75
*Special Bonus Leave 2017	24.00
Special Bonus Leave 2018	40.00

\*Regardless of calendar year selected, Special Bonus Leave 2017 will reflect cumulative granted, taken and adjusted totals (instead of YTD) and show the current balance as of the last finalized calendar.

Start Certification

There is already a certification in progress for the current year.

View History

**Absence Certification History**

Fiscal Year	Status	Signed At
2018	In Progress	11/29/18 12:10PM
2018	Cancelled	11/27/18 1:05PM
2017	Complete	11/15/18 11:12AM

Back

There are no limits to how many certifications can be completed in one year. However, you may only have one in progress at a time per year.