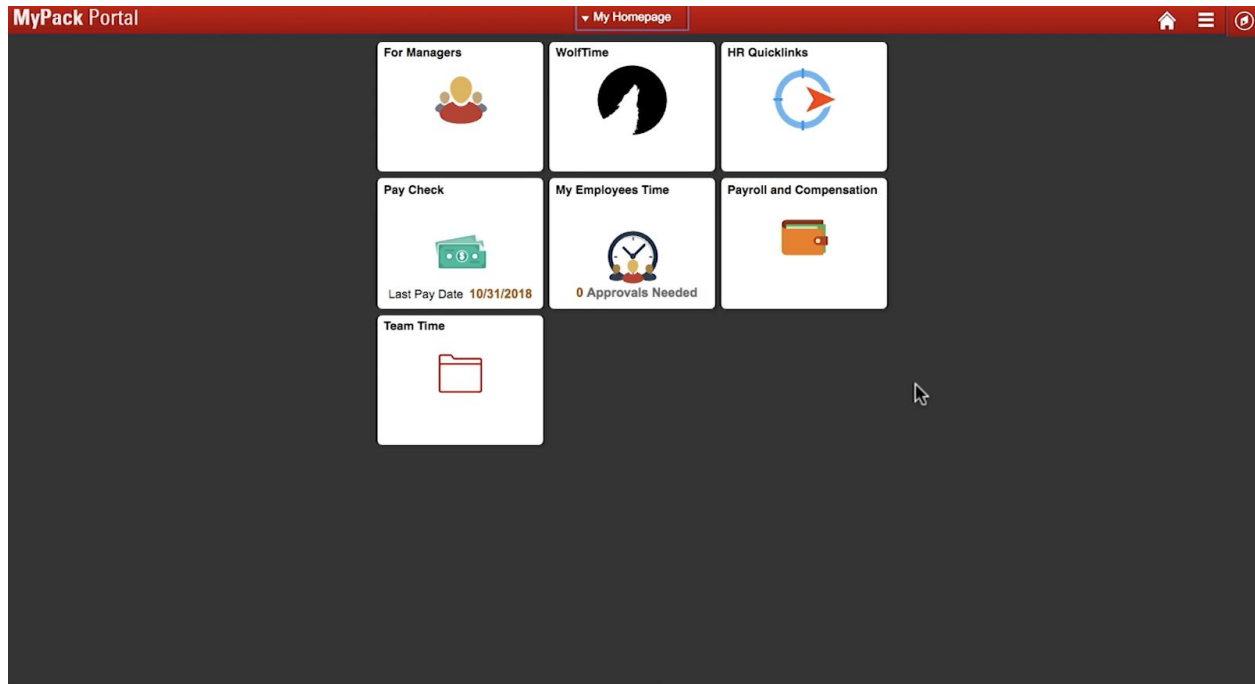


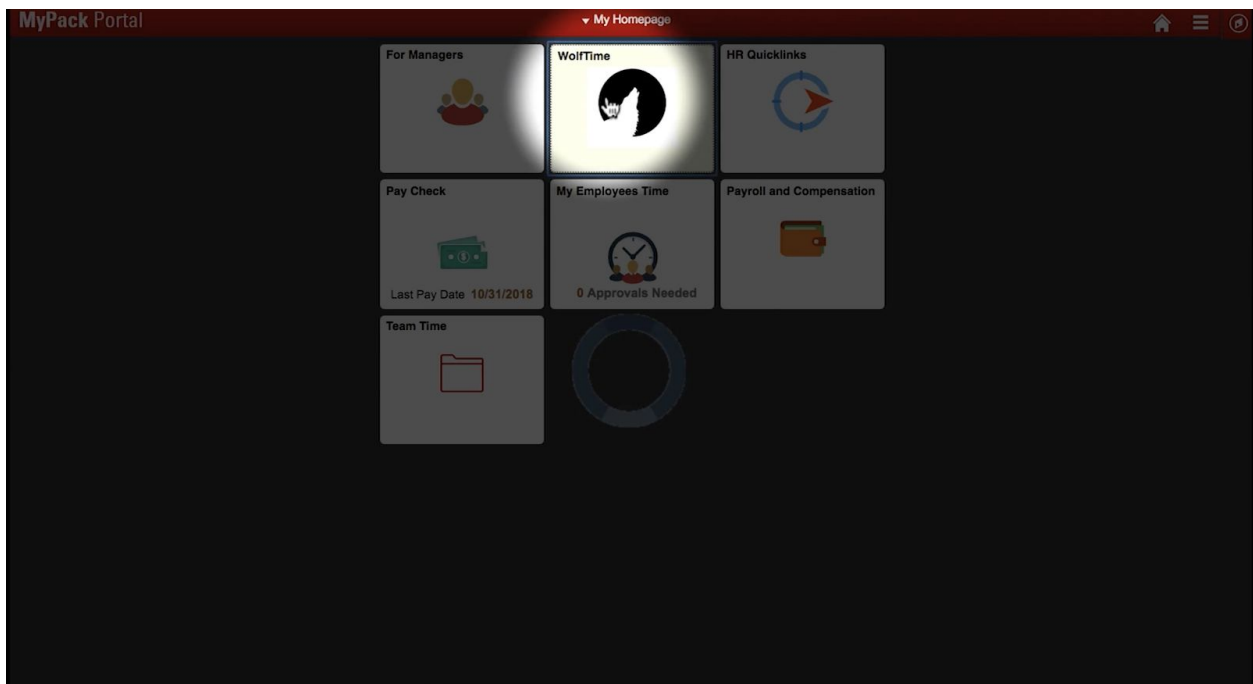
WolfTime Training Video Read Along:

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

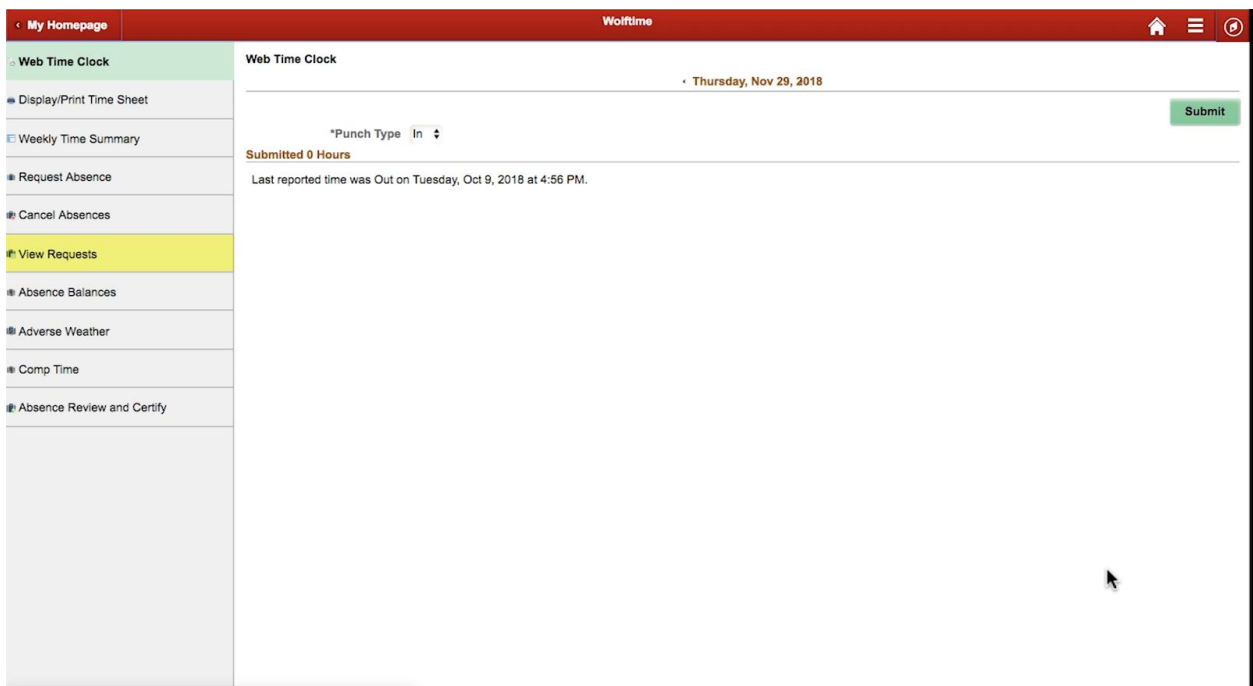
This video will explain how employees can complete an absence certification. To begin an absent certification, start on the MyPack Portal home page.



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 the 'My Homepage' interface of the Worktime system. The left sidebar contains a list of navigation options, with 'Absence Review and Certify' highlighted in yellow. The main content area displays a table of 'View Requests' for the year 2018. The table lists various leave requests, including Sick Leave, Annual Leave or Comp, and Absence Balances, with columns for the request type, status, dates, and hours.

View Requests			
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.

My Homepage

Wolftime



Web Time Clock	<div><div>2018</div><div>←</div><div>→</div></div>
Display/Print Time Sheet	End Date 11/02/2018
Weekly Time Summary	
Request Absence	Vacation/Annual Leave 191.29 >
Cancel Absences	Sick Leave 81.25 >
View Requests	Bonus Leave 0.00 >
Absence Balances	Comp Time 0.75 >
Adverse Weather	*Special Bonus Leave 2017 24.00 >
Comp Time	
Absence Review and Certify	<div><div>*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.</div><div>Start Certification</div></div>
	View History >

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	
Web Time Clock	2018
Display/Print Time Sheet	End Date 11/02/2018
Weekly Time Summary	Vacation/Annual Leave 191.29
Request Absence	Sick Leave 81.25
Cancel Absences	Bonus Leave 0.00
View Requests	Comp Time 0.75
Absence Balances	*Special Bonus Leave 2017 24.00
Adverse Weather	Special Bonus Leave 2018 40.00
Comp Time	
Absence Review and Certify	<p>*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.</p> <p>Start Certification</p> <p>View History</p>

My Homepage	
Wolftime	
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	
Adverse Weather	
Comp Time	Back
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



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

Bal Fwd102.80

Earned93.30

Taken12.81




Adjusted8.00

Balance191.29

Back

My Homepage

Wolftime



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
Total			93.30

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.

My Homepage
Wolftime

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

2018
End Date 11/02/2018

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

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

Comments

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

CertifyCancel

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

Comments

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

CertifyCancel

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."

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
[Text Area]

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.

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
[Text Area]

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.

My Homepage **Worktime**

Web Time Clock 2018

Display/Print Time Sheet End Date 11/02/2018

Weekly Time Summary	Vacation/Annual Leave	191.29
Request Absence	Sick Leave	81.25
Cancel Absences	Bonus Leave	0.00
View Requests	Comp Time	0.75
Absence Balances	*Special Bonus Leave 2017	24.00
Adverse Weather	Special Bonus Leave 2018	40.00
Comp Time		
Absence Review and Certify		

**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](#)

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 **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

2018

End Date 11/02/2018

Vacation/Annual Leave	191.29
Sick Leave	81.25
Bonus Leave	0.00
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*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

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

2018

End Date 11/02/2018

Vacation/Annual Leave	191.29
Sick Leave	81.25
Bonus Leave	0.00
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*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

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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.