

## WolfTime Queries for Leave Coordinators and TimeKeepers

Are you a Leave Coordinator and/or TimeKeeper? Do you wonder if there are queries in WolfTime to help you monitor your employee's time and leave in a proactive way?

Here is a list of queries that will help you do just that! If you would like to see all the WolfTime Queries available, Type NC\_WT in your query search box. If you are unable to run a particular query you may not have security access to certain PeopleSoft fields, please contact a member of the WolfTime team at [wolftime-ncsu@ncsu.edu](mailto:wolftime-ncsu@ncsu.edu)

Name of query	Description	Time keeper or Leave Coordinator
NC_WT_ABSENCE_CANCEL_PROGRESS	Lists all cancelled leave requests that still need approval to complete cancellation.	Leave Coordinator
NC_WT_ALL_PENDING_LEAVE_APPRVLS	Lists all unapproved leave requests.	Leave Coordinator
NC_WT_APPR_PENDING_PAYMENTS	Lists all leave payouts on upcoming paycheck.	Leave Coordinator
NC_WT_COMP_PAYOUTS	Lists all comp payouts for a specific paycheck. Enter the last day of the month on paycheck when prompted.	
NC_WT_COMP_TIME_EARNED	Lists all comp earned between two dates entered in prompt.	
NC_WT_EMPLOYEE_BREAKDOWN	Lists employees in prompted department and their leave balances as of the prompted date.	Leave Coordinator
NC_WT_INELIGIBLE_FROM_AM	Lists all approved leave requests that are currently ineligible.	Leave Coordinator
NC_WT_LVE_CRDNTRS	List of current Leave Coordinators in the unit	Timekeepers/Leave Coordinators
NC_WT_LWOP_ABSENCE	Lists all approved requests for leave without pay.	Timekeepers/Leave

		Coordinators
NC_WT_MTH_PENDNG_LEAVE_APPRVLS	Lists all unapproved leave requests that have been submitted for over a month or were submitted for a date more than a month in the past.	Leave Coordinator
NC_WT_NEGATIVE_LEAVE_BALANCES	Lists employees that have a negative leave balance.	Timekeepers/Leave Coordinators
NC_WT_NOT_CERTIFIED	List employees that have not done the recent annual certification of their leave balances.	
NC_WT_NOT_CERTIFIED_POSTDOC	Lists Postdocs that have not done the recent annual certification of their leave balances.	
NC_WT_NO_TIMESHEET	Lists non-exempt employees who have never punched in or out.	
NC_WT_PAYCHECK_PAYOUTS	Lists all leave payouts for a specific paycheck. Enter the last day of the month on paycheck when prompted.	
NC_WT_PENDING_LEAVE_APPRV_TERM	Lists unapproved leave requests for terminated employees. *For payouts to be accurate, all leave requests prior to the separation date should be approved. If leave requests are approved after the payout is generated, the payout value will be retro adjusted to account for any changes in the final payout amount. Leave must be approved by manager or LC.	Leave Coordinator
NC_WT_PUNCH_STATUS_BY_TKL	Lists all punches at a timekeeping location between the two dates entered in the prompt.	
NC_WT_SEP_VTA_TRNSFR_AGENCY	Lists leave balances of employees who transfer to another state agency.	

NC_WT_TIMESHEETS_COMMENTS	Lists all comments on timesheets.	
NC_WT_TIMESHEETS_NOT_APPROVED	Lists permanent employees that have timesheets that have not been approved. Time must be approved before Comp Time will move into WolfTime.	Timekeepers/Leave Coordinators
NC_WT_TIMESHEETS_NOT_APP_TMP	Lists temporary employees that have timesheets that have not been approved.	
NC_WT_TOO_LITTLE_TIME	Lists weeks where the total leave requested, time worked, and paid holidays are less than an employee's standard hours for the week. These need to be corrected in WolfTime by LC.	Timekeepers/Leave Coordinators
NC_WT_TOO_MUCH_LEAVE	Lists weeks where the total leave requested, time worked, and paid holidays are greater than an employee's standard hours for the week. These need to be corrected in WolfTime by LC.	Timekeepers/Leave Coordinators
NC_WT_TOO_MUCH_LEAVE_SUPER	Same as above, but includes employee supervisors.	Timekeepers/Leave Coordinators
NC_WT_TRANSACT_BY_DEPTID_DT	Lists all absence requests for the prompted department between the two dates entered in the prompt.	Leave Coordinator
NC_WT_TRANSACT_BY_EMPLID_DT	Lists all absence requests for the prompted employee between the two dates entered in the prompt.	Leave Coordinator
NC_WT_TS_TERMED_NOT_APPROVED	Lists timesheets for terminated employees that have not been approved.	