Leave Coordinators Entering and Approving Subsequent FML/FIL Takes for Employees

Step 1.

 Log into MyPack Portal → Employee Self Service → WolfTime

Step 2.

Click on the "Navigator" icon and navigate to: Human Resources Systems>Global Payroll & Absence Mgmt>Payee Data>Maintain Absences> Administer Extended Absence.

Step 3.

In the "Search Criteria" section under "*Show Requests by Status," change the "Pending" status to "Approved."

In order to find the request that was submitted, you can do one of the following:

1. Scroll down and search through the list of "Extended Absence Requests."
2. Fill-in the Employee ID
3. Fill-in the "From Last Name" field with the last name of the employee's request that was submitted. **Of Note:** If searching an employee using their last name, the first letter of the last name **must** be capitalized,otherwise you will receive the following message:
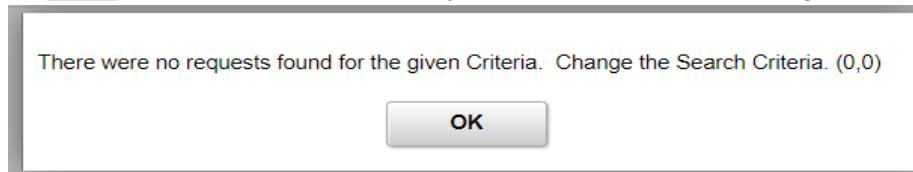
After choosing the preferred method to search for the submitted request, click "Search."

Administer Extended Absence

Search Criteria

*Show Requests by Status	Pending			
Approver				
Employee ID				
Absence Name				
From Last Name		Through Last Name		
From Date		Through Date		
			Search	Clear

Step 4.
Under "Extended Absence Requests," click "Edit."

Extended Absence Requests ⑦

Name	Empl ID	Empl Record	Absence Name	Start Date▲	Expected Return Date	Status	Date Submitted	Absence Request Exists	View Attachments	Edit
▬▬▬	▬▬	0	FMLA Intermittent EA	01/01/2021	12/31/2021	Approved	05/19/2021	Y	View Attachment	Edit

Step 5.
On the "Request Extended Absence" page scroll to the middle of the page, Under "Absence Requests" click "Add New Absence."

Absence Requests

Select the Absence Requests you want to perform an action for.

Absence Request ⑦

Select	Absence Requests	Status	Start Date	End Date	Duration
☐	Annual Leave or Comp	Approved	01/21/2021	01/22/2021	16 Hours
☐	Approved FMLA - Use Sick	Approved	01/19/2021	01/22/2021	32 Hours
☐	Approved FMLA - Use Sick	Approved	01/11/2021	01/15/2021	40 Hours

Select All   Deselect All   Add New Absence

Step 6.

On the "Request Absence," under "Details" complete the required sections and hit "Forecast Balance."

Details ⑦
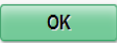
*Start Date	06/01/2021 📅	
End Date	06/02/2021 📅	
*Absence Name	Approved FMLA - Use Sick ⌄	Current Balance 92.90 Hours**
*Reason	Intermittent FMLA ⌄	
Partial Days	None ⌄	
Duration	16.00	Hours
Status	Submitted	
	Forecast Balance	

Of Note: *All subsequent requests __must__ be entered one week at a time and during the employee's actual scheduled workweek. Otherwise, an error will occur in the current FML/FIL leave balance request.*

After the forecasting has been completed, a box will appear, asking if you would like to continue, click "Yes."

In order to provide accurate Forecast Results, the system will save the entire Extended Absence Request information. Would you like to continue?

Yes   No

After you click "Yes" a confirmation message will appear, click "Yes."

After the forecast has been completed, a message box will appear, click "OK" and and scroll to the bottom of the page and click ⬛ OK icon.

Forecast Forecasting has completed with no errors. Date Time: June 01,2021 at 09:08 (0,0)

OK

Step 7.

From the Request Extended Absence" page under "Absence Request" ensure that the request has been pres-selected and data saved.

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Edit
☑	Approved FMLA - Use Sick	Data Saved	06/01/2021	06/02/2021	16 Hours	Administrator Extended Absence	Edit

Scroll to the bottom and click "Submit."

Go To   View Extended Absence Request History   View Absence Balances

Submit	Save	Cancel	Cancel Extended Request

A "Submit Confirmation" page will appear, click "Yes."

Request Extended Absence
Submit Confirmation

✔ Are you sure you want to Submit this Extended Absence Request?

Yes	No

Another "Submit Confirmation" page will appear, click "OK…" to confirm the submission.

Request Extended Absence
Submit Confirmation

✔

OK...

Under the "Absence Request" section you are able to view that the request has been "Submitted".

Absence Requests	Status	Start Date	End Date	Duration	Source
Approved FMLA - Use Sick	Submitted	06/01/2021	06/02/2021	16 Hours	Administrator Extended Absence

Approving Subsequent FML/FIL Takes for Employees

Step 1.
From the "Administer Extended Absence/ Request Extended Absence" page, scroll down to the bottom and click "Return to Administer Extended Absence."

Return to Administer Extended Absence

Cancel Extended Request

Or click on the "Navigator" icon and navigate to: Human Resources Systems>Global Payroll & Absence Mgmt>Payee Data>Maintain Absences> Administer Extended Absence.

Under the "Search Criteria" section, in the "*Show Requests by Status" ensure that the status show's "Approved."

Administer Extended Absence

Search Criteria

*Show Requests by Status	Approved
Approver	
Employee ID	
Absence Name	
From Last Name		Through Last Name	
From Date		Through Date	

Search   Clear

Enter the Empl ID or search by "Name" and "Last Name" and click "Search."
Of Note: If searching an employee using the last name, the first letter of the last name must be capitalized,otherwise you will receive the following message:

There were no requests found for the given Criteria. Change the Search Criteria. (0,0)

OK

Step 2.
Under the "Extended Absence Requests" click "Edit."

Extended Absence Requests ⓘ

Name	Empl ID	Empl Record	Absence Name	Start Date▲	Expected Return Date	Status	Date Submitted	Absence Request Exists	View Attachments	Edit
▬▬▬	▬▬▬	0	FMLA Continuous EA	05/01/2021	07/24/2021	Approved	05/07/2021	Y	View Attachment	Edit

Step 3.
Under the "Absence Request" section, select the submitted "Absence Request" and scroll down to the bottom and click "Submit."

Absence Request ⓘ								
☰ Q							◁ ◁ 1-2 of 2 ▽ ▷ ▷▷	
Select	**Absence Requests**	**Status**	**Start Date**	**End Date**	**Duration**	**Source**		**Edit**
☑	Approved FMLA - Annual or Comp	Submitted	06/01/2021	06/04/2021	32 Hours	Administrator Extended Absence		Edit

Go To	View Extended Absence Request History		View Absence Balances	
Submit	Save	Cancel		Cancel Extended Request

Step 4.
A "Submit Confirmation" page will appear, click "Yes."

Request Extended Absence
Submit Confirmation

✔ Are you sure you want to Submit this Extended Absence Request?

Yes	No

Another "Submit Confirmation" page will appear, click "OK…" to confirm the submission.

Request Extended Absence
Submit Confirmation

✔

OK...

Step 5. After clicking "Ok," you'll be returned to the "Request Extended Absence" page where you can view the "Submitted" request.

Scroll to the bottom of the page and click "Return to Administer Extended Absence."

Absence Requests

Absence Request ⑦

Absence Requests	Status	Start Date	End Date	Duration	Source
Approved FMLA - Use Sick	Submitted	06/01/2021	06/02/2021	16 Hours	Administrator Extended Absence

1-14 of 14

Cancel Extended Request

Step 6.

Under the "Extended Absence Requests" section, click "Approve."

Extended Absence Requests ⑦

Name	Empl ID	Empl Record	Absence Name	Start Date▲	Expected Return Date	Status	Date Submitted	Absence Request Exists	View Attachments	Edit	Approve
▬▬▬	▬▬▬	0	FMLA Intermittent EA	01/01/2021	12/31/2021	Approved	05/19/2021	Y	View Attachment	Edit	Approve

Step 7.

Select the "Absence Requests" status "Submitted" and scroll down to the bottom and click "Approve."

Absence Request ⑦

Select	Absence Requests	Status	Start Date	End Date	Duration	Source
☑	Approved FMLA - Use Sick	Submitted	06/01/2021	06/02/2021	16 Hours	Administrator Extended Absence

1-14 of 14

Go To   View Extended Absence Request History   View Absence Balances

Approve   Deny   Push Back   Cancel Extended Request

Step 7.

A "Approval Confirmation" page will appear, click "Yes."

Approve Extended Absence
Approval Confirmation

✔ Are you sure you want to Approve this Extended Absence Request?

| Yes | No |

Another "Approval Confirmation" page will appear, click "OK" to successfully approve the submission.

Approve Extended Absence
Approve Confirmation

✔ The Extended Absence Request was successfully approved.

| OK |

Step 8. After clicking "OK." On the "Approved Extended Absence," you can verify under "Absence Request" that the request has been approved.

Absence Request ⑦

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Absence Requests	Status	Start Date	End Date	Duration	Source
Approved FMLA - Use Sick	Approved	06/01/2021	06/02/2021	16 Hours	Administrator Extended Absence