**NC STATE UNIVERSITY** Human Resources

# WolfTime Training Video Read Along:

## Supervisor WolfTime Training: How to Approve Your Employee's Absence Requests

This video will explain how managers can improve their employee's absence request in WolfTime. Meet Danielle. Danielle is a research supervisor at NC State. Danielle is admired by her colleagues because she always approves her direct reports absences correctly. Let's learn how she does it.
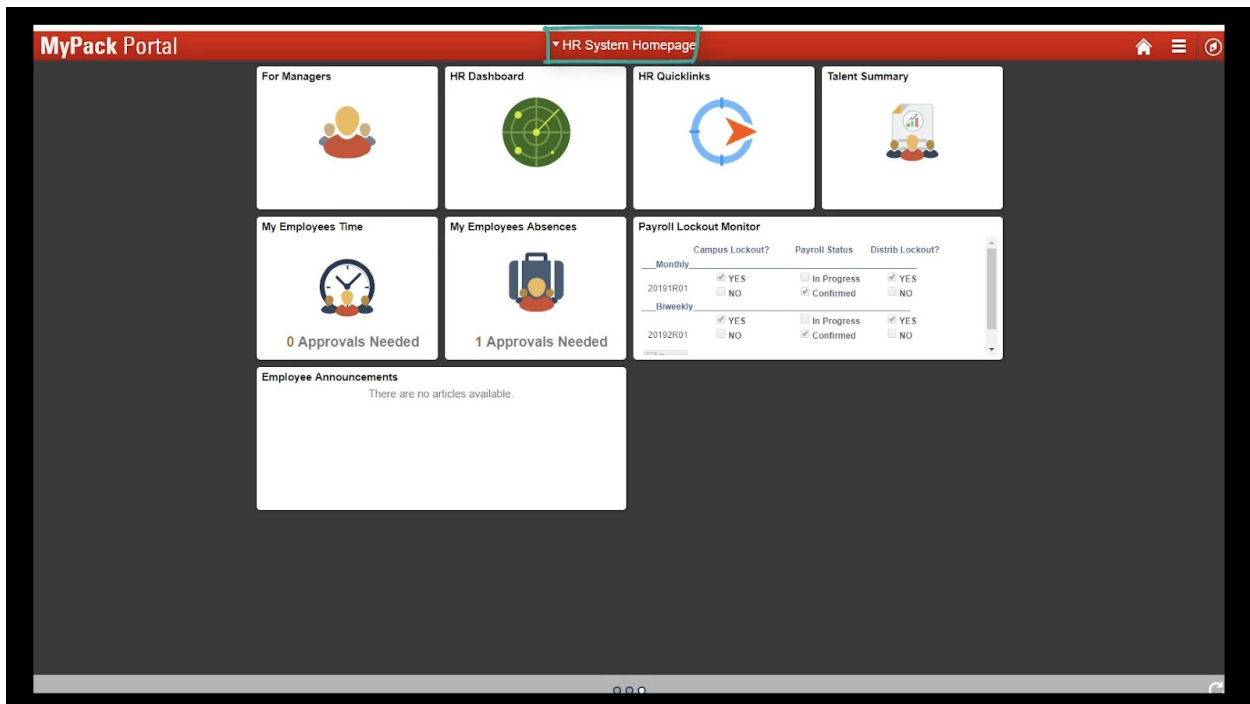


Once you log into the MyPack Portal, make sure you are on the HR System home page highlighted at the top. The tile, My Employees Absences will provide the easiest path to manage and review a listing of leave requests from direct reports. The tile will also indicate the number of leave approvals needed.
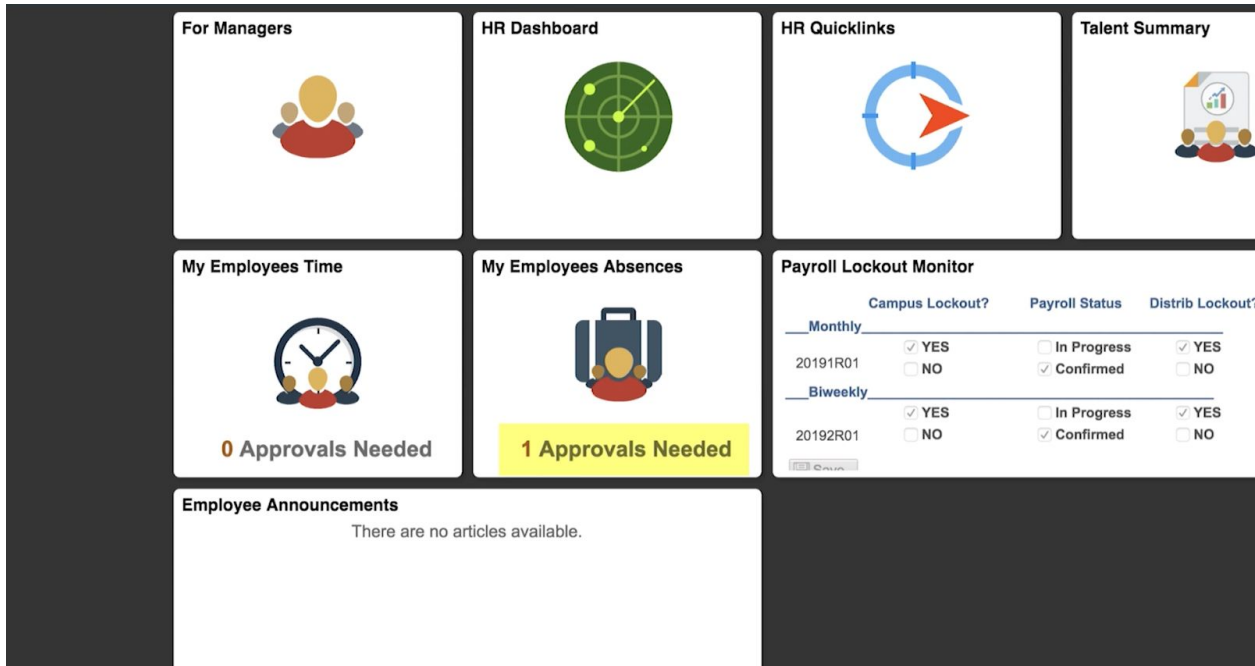
Click on the tile, and a summary of absence requests will open and automatically land on the Approve Absence Request page.
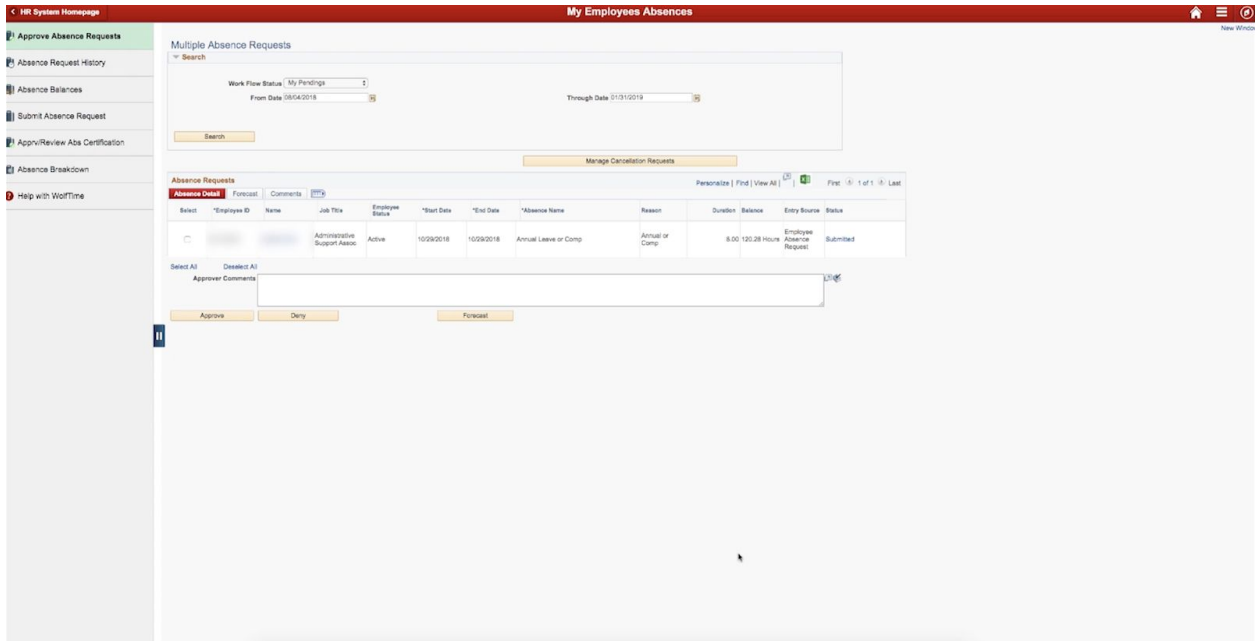


By default, the page will display a six-month view. You can change the dates in the boxes labeled from and through then click Search.
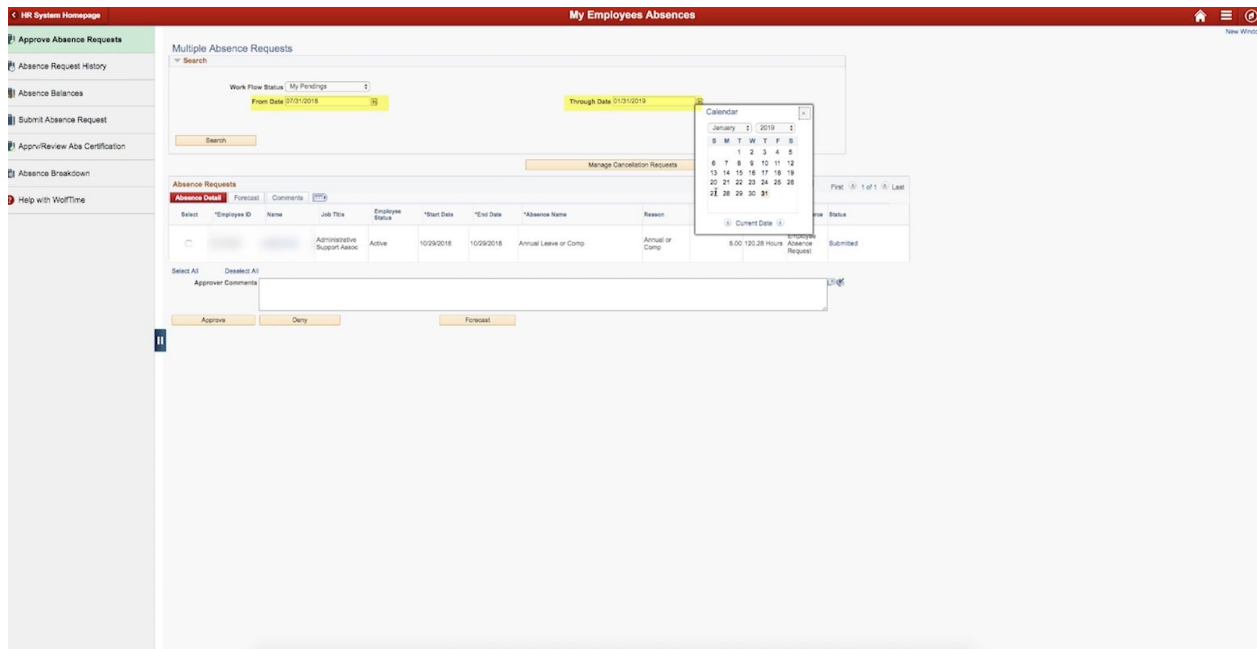
If you approve the leave request, it can be approved from this page by checking the box under Select then clicking the Approve button at the bottom of the page.
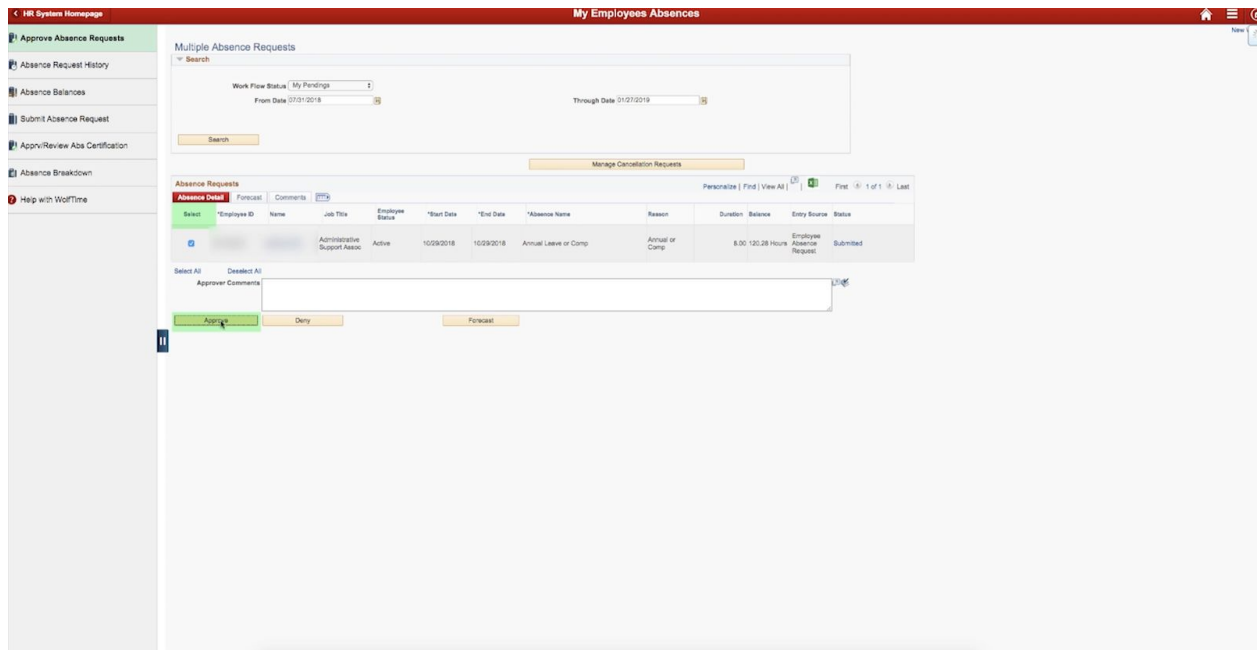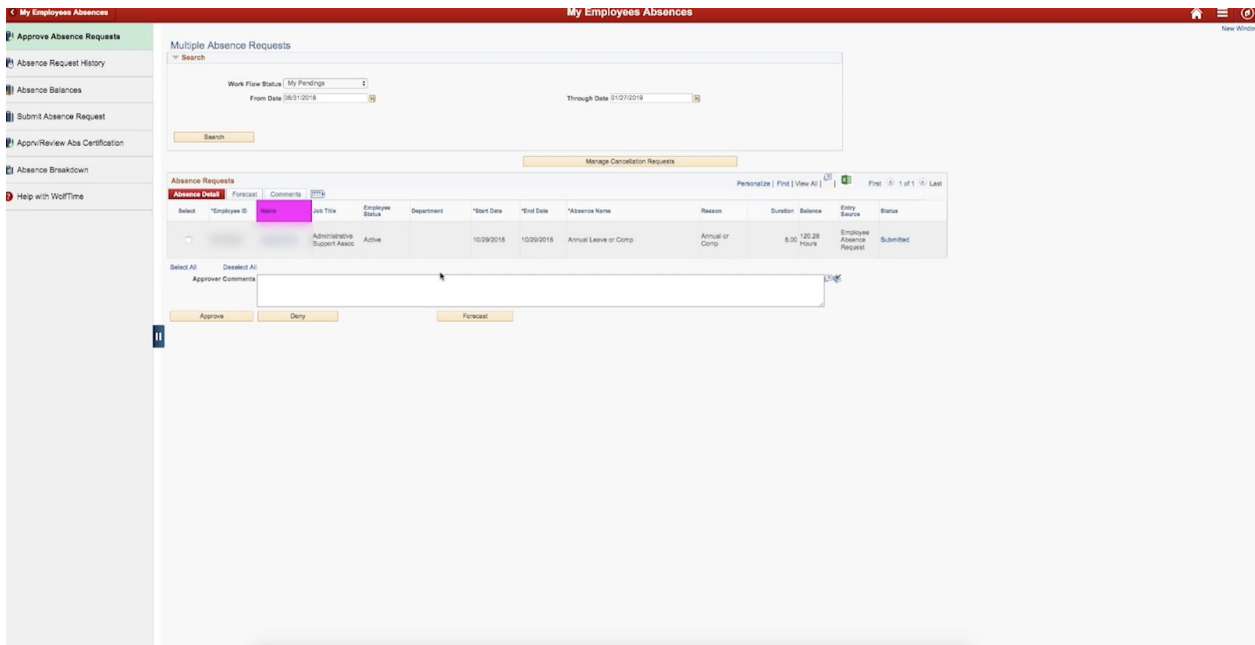


If you do not agree with the leave request, a comment is required in the comment section before clicking the Deny button.
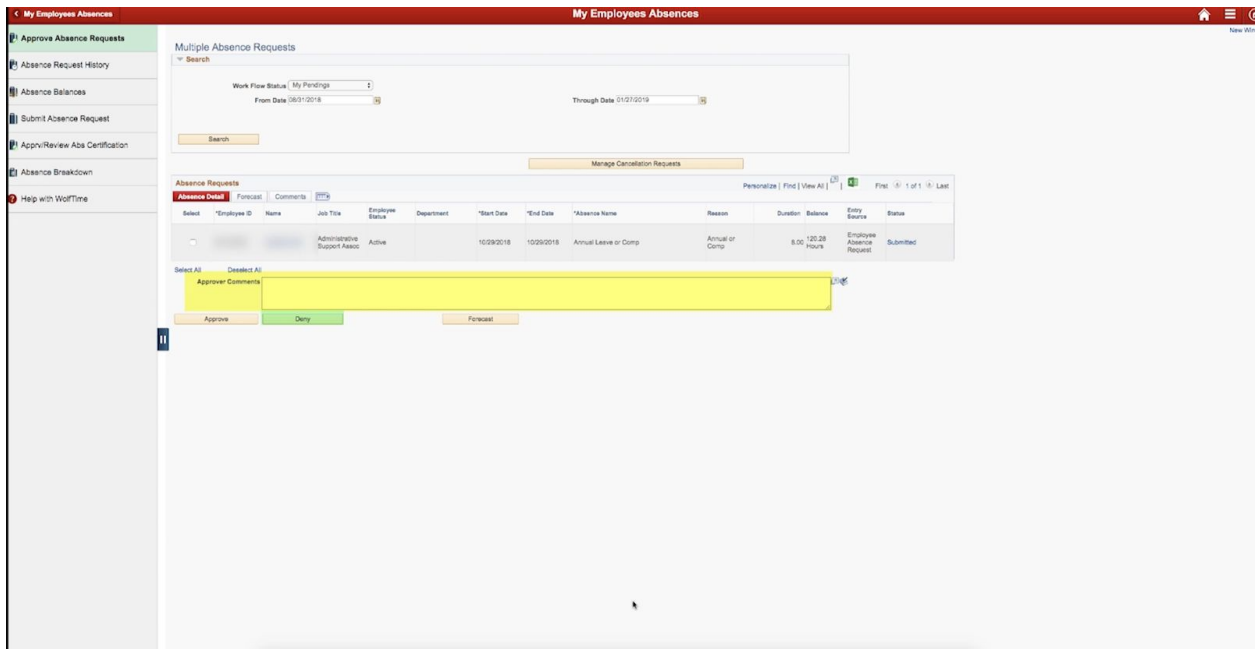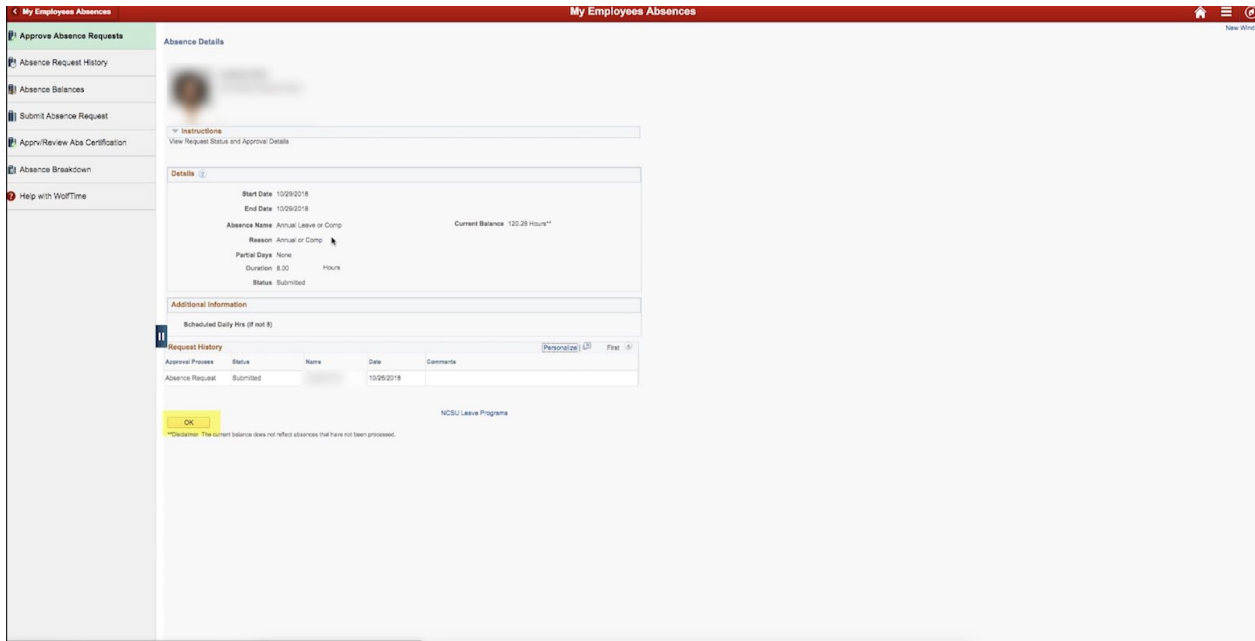
An email will be sent to the employee no matter if the request is approved or denied but adding the comment helps the employee understand why it was denied.

If you want to see more details regarding the request, click on the employee's name.
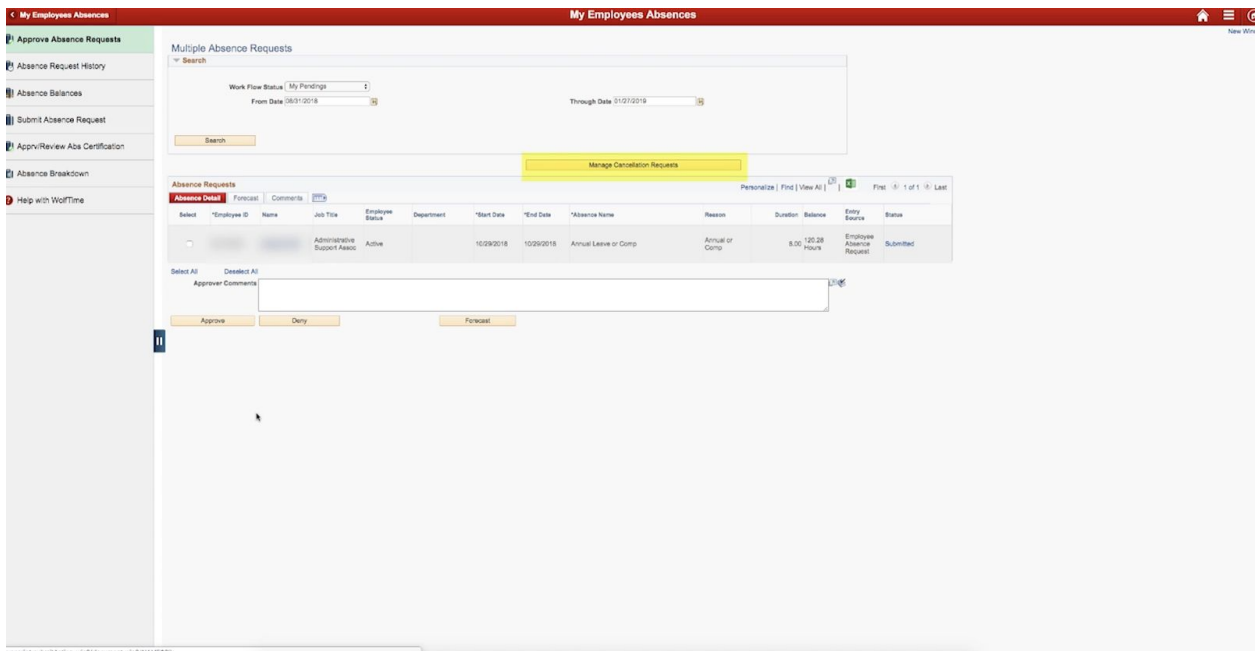


The Absence Details Page will open. To return to the Absence Request Page, click OK
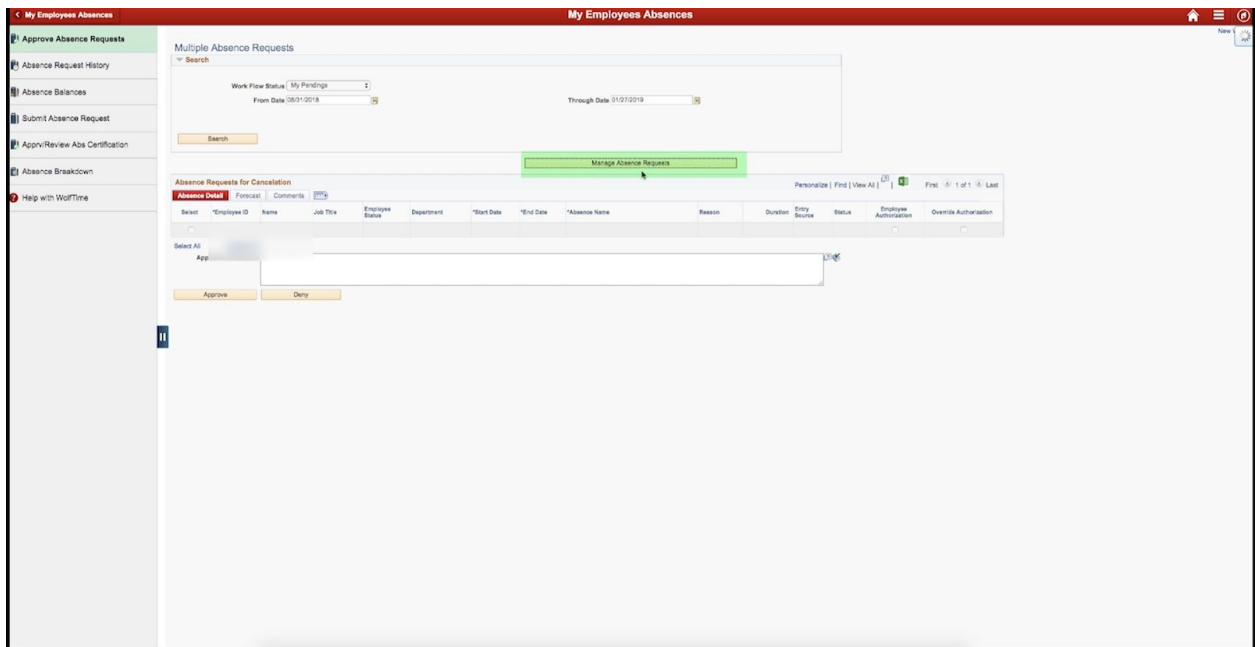
at the bottom of the page.



If an employee cancels a leave request that has already been approved, you can find the request by clicking on Manage Cancellation Request.



Then to go back to the Approve Absence Request page, simply click Manage Absence Requests.

If you follow these steps, you can be on top of things just like Danielle.