WolfTime Training Video Read Along:

How to View and Use the Weekly Time Summary in WolfTime

This video will explain how to view the Weekly Time Summary for employees in WolfTime. Begin by entering MyPack Portal and selecting the WolfTime tile.

Once you're in WolfTime, select Weekly Time Summary on the left side of the screen.
The Weekly Time Summary provides an overview of all the work time, leave, and holiday hours that contribute to your total weekly hours.

The Start Date field defaults to the current week. You can change the week by selecting the calendar icon.

When you select a date, the weekly view will display the hours for that week from
Saturday to Friday.

The standard work week hours will vary based on your full-time or part-time status. If you are a full-time employee, it will display 40 hours.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours Worked</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/9 Saturday</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/7</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/8 Monday</td>
<td>7.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/9 Tuesday</td>
<td>7.06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/10 Wednesday</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/11 Thursday</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/12 Friday</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Hours Worked field shows the total hours you were clocked in for that week. It is the sum of the work hour daily totals listed each day. If you would like to see the clock in
or out times for a specific day, select the day by clicking the arrow to the right.

Then you will see the specific in and out punches for that day. Simply click Return to Weekly Time Summary to go back.

If your supervisor has not yet approved your hours, you will see the hours displayed in red and the message, "There are unapproved times for the week."
The Absence Hours field shows all submitted absence requests.

If your submitted leave has not yet been approved by your supervisor, you will see the message, "There are unapproved absences for the week" in red.
The absence hours at the bottom of the page will also display in red and the status will be listed as submitted.

The Remaining Standard Hours is your hours worked plus absence plus holiday, subtracted from your standard workweek hours.
This total is rounded to the nearest quarter hour. The Remaining Standard Hours field indicates how much leave you will need to submit to meet your standard work week hours. Your total hours for the week will round to the nearest quarter hour.

For example, the total hours for this week is 39.93 hours.
This rounds up to 40 hours and no additional hours are needed to complete the workweek. But in this week, the total hours is 32.93 hours. And we can quickly see that a seven-hour absence request will need to be submitted.

The University Holiday field shows any holiday hours that count toward your total workweek. For all 40-hour, full-time employees, this is eight hours per holiday. The hours are prorated for employees who work less than 40 hours. The holiday is also shown in blue.
Hours worked plus absence plus holiday is the sum of all the hours that accumulate towards meeting your standard work week hours. If you ever need extra help understanding the information on the Weekly Time Summary page, you can click the link, Information About this Page. An infographic is attached which repeats the information in this video.