WolfTime Training Video Read Along:

WolfTime Training: Exempt Employees: How to Input, View, and Cancel Absence Requests

This video will explain how to input, view, and cancel any type of leave request in WolfTime. This is Professor Chris. Professor Chris works at NC State. He works very hard, but he is ready to take some time off for a much deserved tropical vacation. Professor Chris needs to be reminded how to use leave request in WolfTime. Let’s show him.

How to Input a Leave Request

First, choose the tile marked WolfTime.

Under Request Absence, choose use the dropdown Under Absence name to choose the Leave option that applies to your leave request.
Then use the dropdown to choose the Absence Reason.

Use the calendar icon to choose the start and end date.
For full time exempt employees, WolfTime allows you to put in the total number of hours, regardless if your dates span over a weekend. For example, if you enter an absence for a Saturday through Friday, you would enter the hours for the week as 40.

Remember, you must always click the View Eligibility and Forecast button.
A pop up will let you know if you are eligible or non eligible for this leave request.

The request can be saved to submit at a later time, or you may submit the request at this point.
If the request is saved, your supervisor will not receive a notification. The request will be saved under requested absences and will say data saved. Once you are ready to submit the leave request, hit Submit.
Absence requests that are eligible and submitted are routed to your supervisor for approval. This will generate an email to you, letting you know it was sent to your supervisor. After approval, you will receive an email to let you know if it was approved or denied by your supervisor.

**How to View a Leave Request**

Once you have submitted your leave, you can check on the status of your request by selecting View Request on the left side of the screen.
If you do not see the request you are searching for, it is possible that the date range being displayed does not include that date. To change the date, select the Filter icon in the upper left corner.

From here you can select the date range as well as filter of both the type of leave you wish to save the leave status. Let's take a look at all of our submitted leave requests.
This is a quick way to view what leave request you have that have not yet been approved. Currently, our filter is set to display all leave requests between 5/18 in 2018 and 2/12/2019.

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2018</td>
<td>8 Hours</td>
<td></td>
</tr>
<tr>
<td>12/17/2018</td>
<td>8 Hours</td>
<td></td>
</tr>
<tr>
<td>05/25/2018</td>
<td>8 Hours</td>
<td></td>
</tr>
<tr>
<td>09/05/2018</td>
<td>8 Hours</td>
<td></td>
</tr>
</tbody>
</table>

If you had a leave request submitted for an earlier or later date, you could change your
date so that we can see the requests we are looking for. You can select a leave request to view more details.

From the Request Details page, we can see all of the information we entered into the leave request as well as look at the history of the request.
Human Resources

**Employee Self Service**

**Wofftime**

**Request Details**

Absence Name: [Name]
Reason: Annual Leave or Comp
Start Date: 11/28/2018
End Date: 12/03/2018
Status: Submitted
Eligibility Results: Eligible
Acceptance Name: [Name]

**Total Hours Taken:** 40.00000
**View Eligibility Details**

**Balance Information**

As Of 11/28/2018: 377.05 Hours

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**Request History**

Status: Submitted Absence Request
Requestor: [Name]
Date: 11/14/2018

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**Disclaimer:** The current balance does not reflect absences that have not been processed.

NCSU Leave Programs
How To Cancel a Leave Request

To cancel a request, choose Cancel Absences on the left side of the screen.

<table>
<thead>
<tr>
<th>Cancel Absences</th>
<th>View Requests</th>
<th>2 rows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave or Comp</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>11/28/2018 - 12/03/2018</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Annual Leave or Comp</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>11/16/2018 - 11/17/2018</td>
<td>40 Hours</td>
</tr>
</tbody>
</table>

Your requests will appear on the screen. Click the request that you want to cancel.

Check to be sure that it is the correct request to cancel. Click on the Cancel Absence button in the top right corner of the page.
The following message will appear, asking you to confirm that you want to cancel this absence.
If the canceled request has already been approved by the supervisor, an email is sent to the supervisor to approve the cancel. If the canceled request was only saved or submitted but not approved, the cancel happens immediately and the supervisor does not receive an email. Now that Professor Chris has submitted his leave request into WolfTime, his supervisor can approve it and he can get some sunshine.