

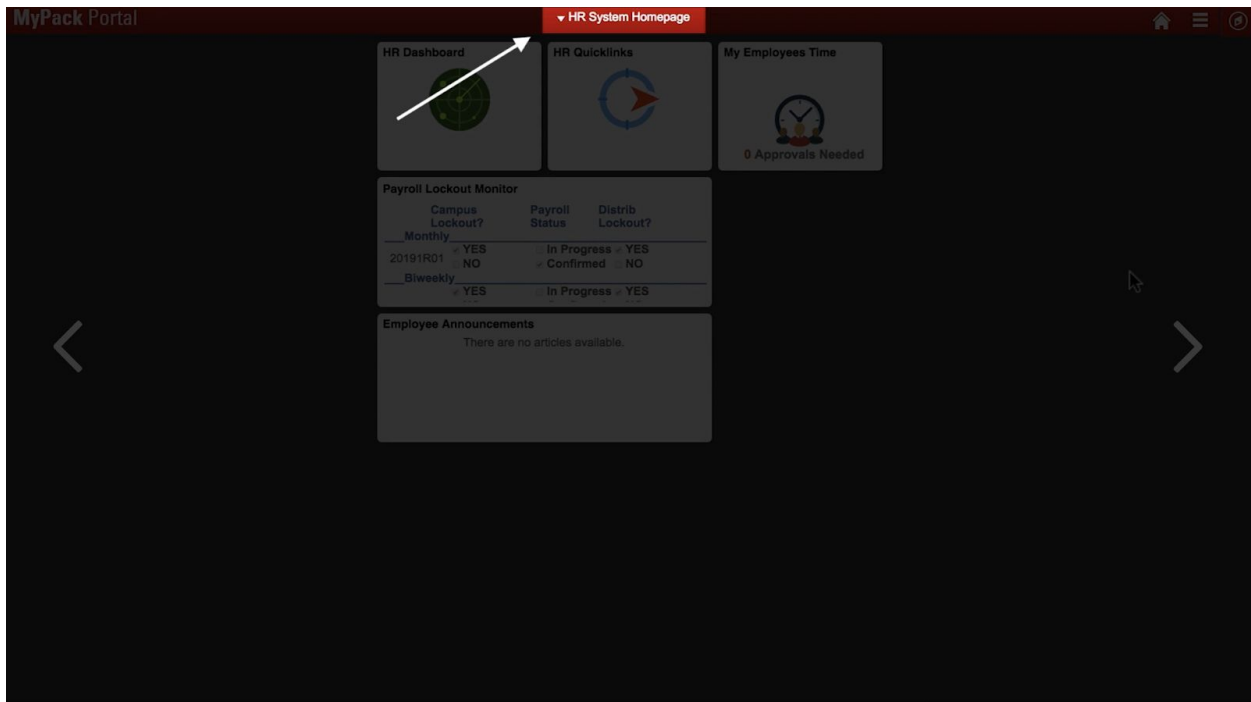
WolfTime Training Video Read Along:

WolfTime Training: Leave Coordinators: How to Complete Absence Certifications

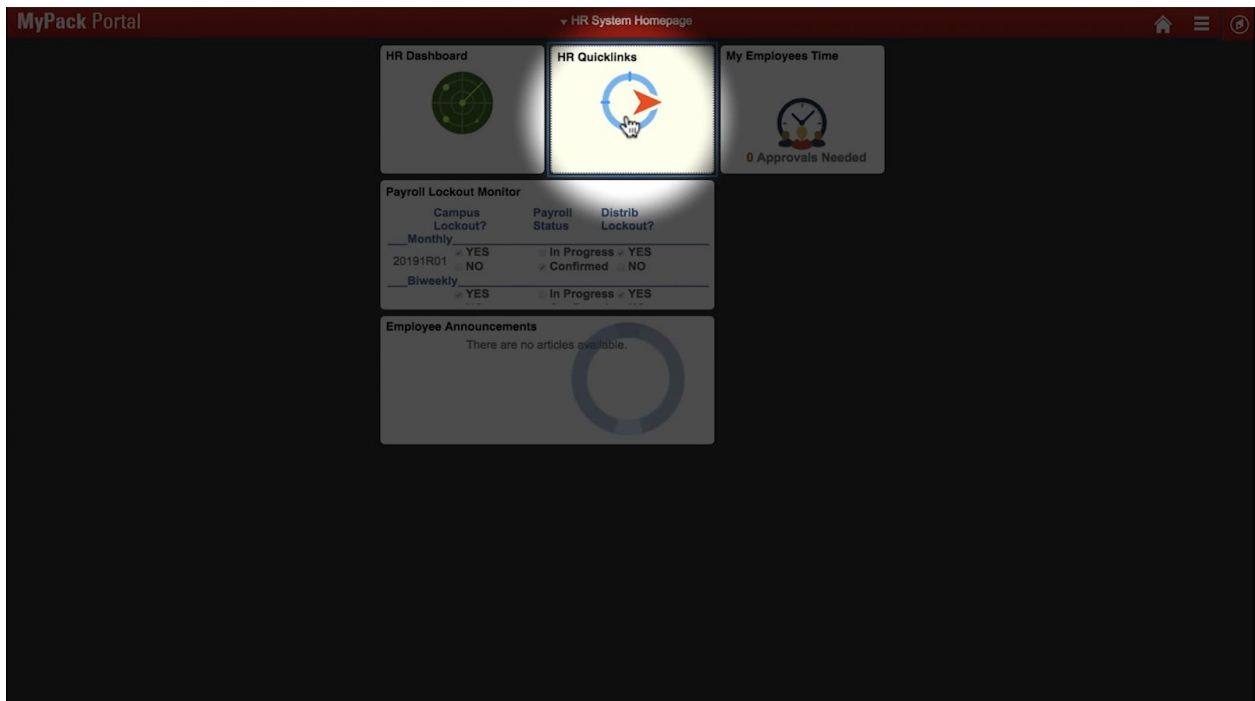
This video will explain how a leave coordinator can approve an employee's absence certification. It is not necessary for leave coordinators to approve all their employees' certifications. However, if the employee's manager is unable to do so for any reason, a leave coordinator can approve an employee's absence certification.

Remember, if there are any pending leave requests, the employee will not be able to begin the certification process.

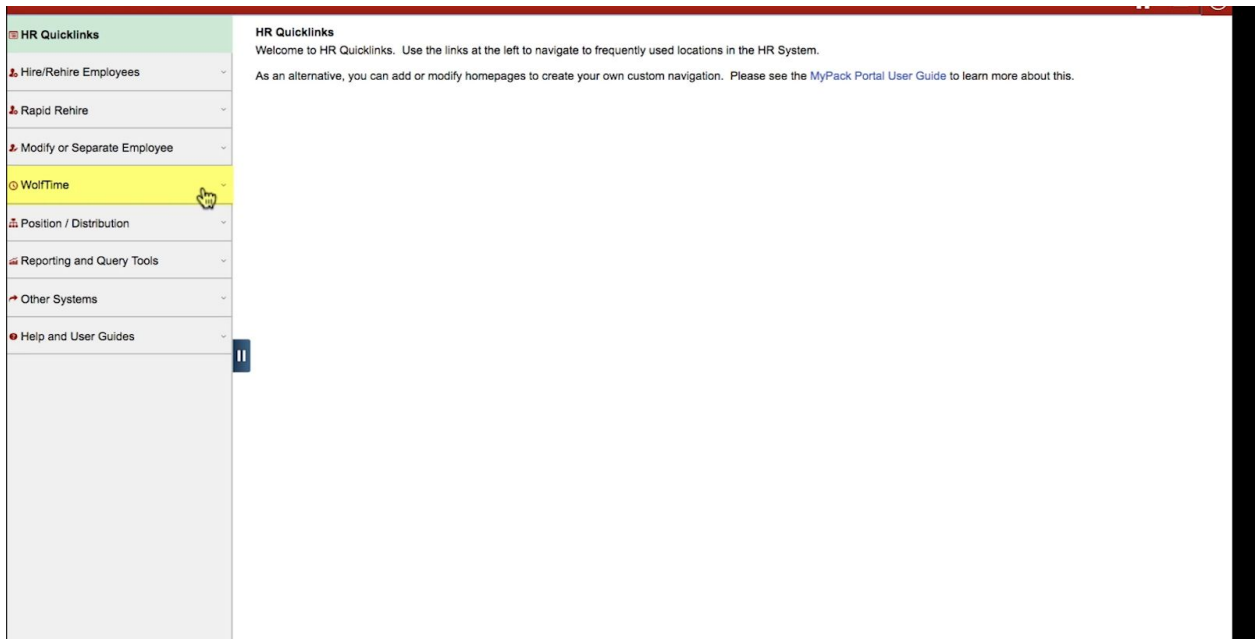
To approve or review employees' absence certifications, make sure you are on the HR system homepage highlighted at the top.

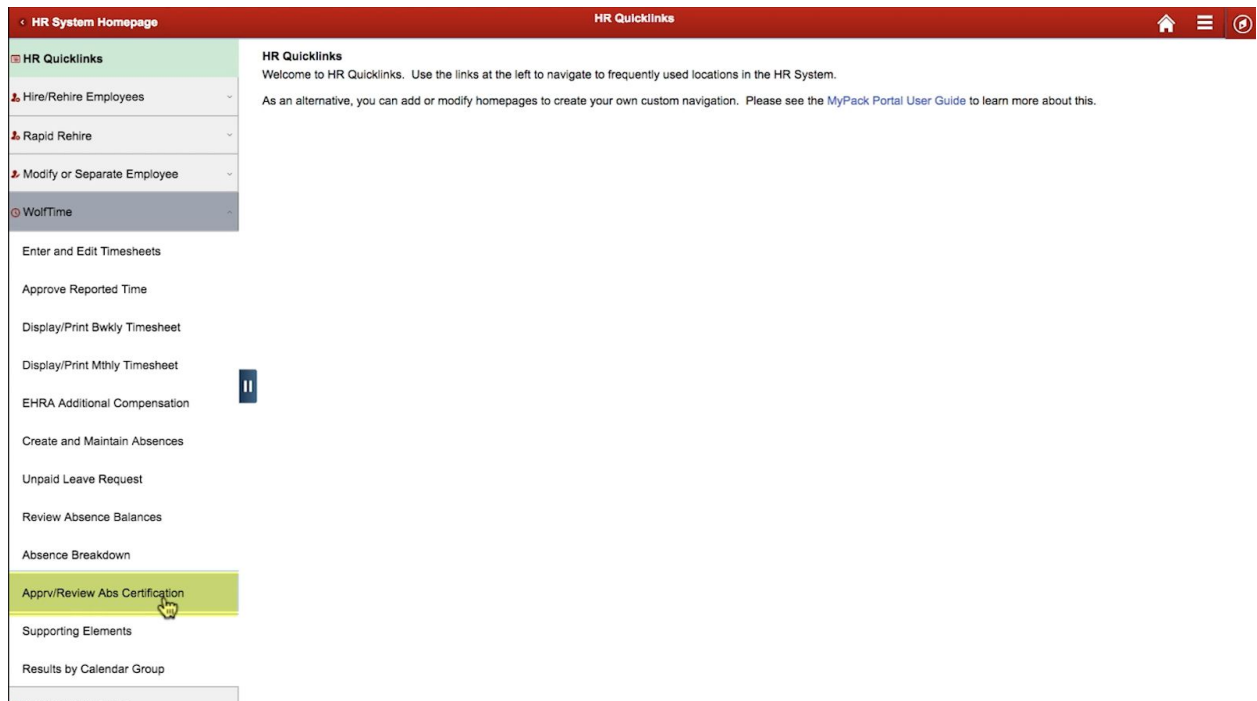


Select the HR Quick Links tile.



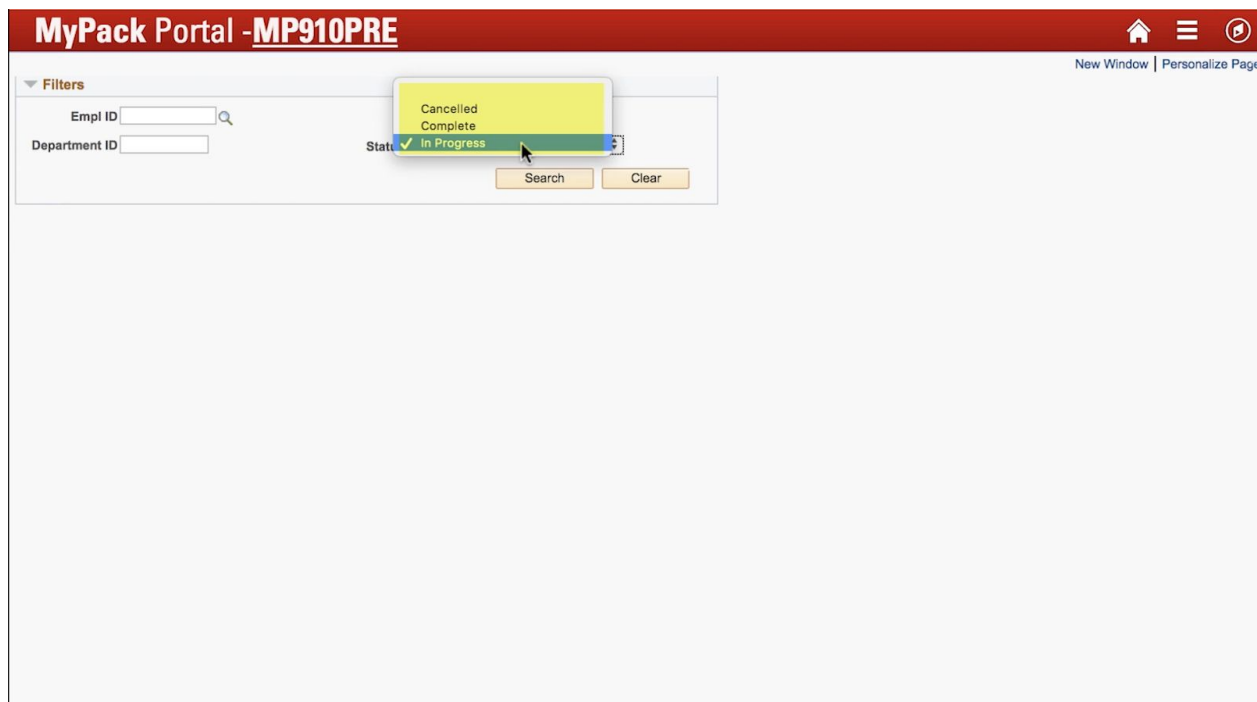
Select WolfTime on the left column, then select Approve and Review Absence Certification.



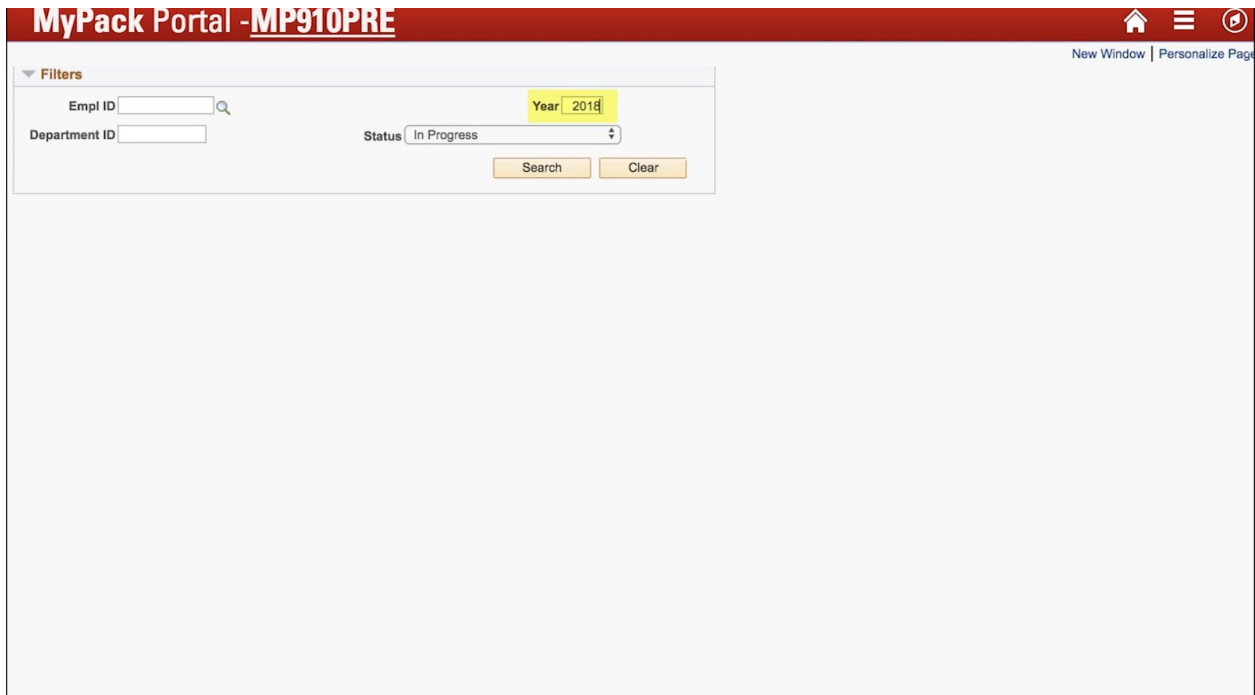


This will open a page where you can search for all of the relevant certifications.

This page allows the leave coordinator to search or filter absence certifications by one of the following status options-- in progress, complete, or canceled.



To search, you also need to enter at least one other field, such as the year. For this example, let's enter 2018.



The screenshot shows the 'MyPack Portal - MP910PRE' interface. At the top right, there are navigation icons for home, menu, and refresh, along with the text 'New Window | Personalize Page'. Below this is a 'Filters' section with a dropdown arrow. The filters include: 'Empl ID' with a search icon, 'Department ID' with a search icon, 'Year' with a text input containing '2018', and 'Status' with a dropdown menu showing 'In Progress'. At the bottom of the filter section are 'Search' and 'Clear' buttons.

Once you select Search, you should be able to see all of your employees' requests that match the criteria you provided and review their submission.



This screenshot is identical to the one above, showing the search filters in the 'MyPack Portal - MP910PRE'. The 'Search' button is highlighted with a yellow background, and a mouse cursor is pointing at it.

The status of the submission will be viewable under the column Status.

MyPack Portal - MP910PRE New Window | Personalize Page

Filters

Empl ID Year
 Department ID Status

View Transaction	Year	Empl ID	Record	Dept ID	Department	Signed At	Status
1 Absence Certification for [blurred]	2018	[blurred]	0	444401	Central Utility Plant Zone 1	05/02/18 12:20AM	In Progress
2 Absence Certification for [blurred]	2018	[blurred]	0	443801	Bldg Main & Oper-Orig Campus	09/27/18 9:41AM	In Progress
3 Absence Certification for [blurred]	2018	[blurred]	1	443901	Facilities Human Resources	11/30/18 2:19PM	In Progress

Click on the absence certification to see more details.

MyPack Portal - MP910PRE New Window | Personalize Page

Filters

Empl ID Year
 Department ID Status

View Transaction	Year	Empl ID	Record	Dept ID	Department	Signed At	Status
1 Absence Certification for [blurred]	2018	[blurred]	0	444401	Central Utility Plant Zone 1	05/02/18 12:20AM	In Progress
2 Absence Certification for [blurred]	2018	[blurred]	0	443801	Bldg Main & Oper-Orig Campus	09/27/18 9:41AM	In Progress
3 Absence Certification for [blurred]	2018	[blurred]	1	443901	Facilities Human Resources	11/30/18 2:19PM	In Progress

You can review your employees balances and when leave is earned, taken, and adjusted by selecting the corresponding number of hours in blue.

MyPack Portal - MP910PRE

Approve Absence Certification
Absence Certification AG

Employee ID: [redacted]
Employee: [redacted] Employee Certified: [redacted] on 11/30/18 2:19PM

Certification is for Year: 2018

Absence Type	Prior Year Bal Forward	Earned Hours	Taken Hours	**Adjusted Hours	Ending Balance
Vacation/Annual Leave	0.00	83.97	64.00	0.00	19.97
Sick Leave	0.00	72.00	19.00	0.00	53.00
Bonus Leave	0.00	0.00	0.00	0.00	0.00
Comp Time	0.00	0.00	0.00	0.00	0.00
*Special Bonus Leave 2017	0.00	0.00	0.00	0.00	0.00
Special Bonus Leave 2018	0.00	40.00	0.00	0.00	40.00

NOTES: * Special Bonus Leave 2017: Will show the amount granted and the amount used as of the most recent leave calculation regardless of the year selected.
 ** Adjusted Hours Column: Will show amounts of leave adjusted by Leave Coordinators due to corrections, transfers, shared leave, etc.
 *** Annual Leave carry over maximum is 30 days (hrs based on FTE). Hours over the 30 days will be added to your sick leave balance when the rollover process runs in Jan of the new year.

Comments:

Approve Deny

Comment History

Date/Time Stamp	Name	Comment
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Then you can click Cancel to go back to the absence certification.

MyPack Portal - MP910PRE

Approve Absence Certification
Absence Certification AG

Vacation Granted YTD

Description	From Date	Through Date	Amount
Vacation/Annual Leave	02/10/2018	02/16/2018	9.33
Vacation/Annual Leave	03/10/2018	03/16/2018	9.33
Vacation/Annual Leave	04/14/2018	04/20/2018	9.33
Vacation/Annual Leave	05/12/2018	05/18/2018	9.33
Vacation/Annual Leave	06/09/2018	06/15/2018	9.33
Vacation/Annual Leave	07/14/2018	07/20/2018	9.33
Vacation/Annual Leave	08/11/2018	08/17/2018	9.33
Vacation/Annual Leave	09/08/2018	09/14/2018	9.33
Vacation/Annual Leave	10/13/2018	10/19/2018	9.33
Total			83.97

Cancel

If an employee's absence certification has been improved by their manager, you will only be able to view these numbers and comments from the employee and manager. If the employee's absence certification needs to be approved, you will see a field to enter comments and an option to approve or deny their absence certification.

MyPack Portal - MP910PRE

Approve Absence Certification

Absence Certification for [Employee ID]

Employee ID: [Redacted] Employee: [Redacted] Employee Certified: [Redacted] on 11/30/18 2:19PM

Certification is for Year: 2018

Absence Type	Prior Year Bal Forward	Earned Hours	Taken Hours	**Adjusted Hours	Ending Balance
Vacation/Annual Leave	0.00	83.97	64.00	0.00	19.97
Sick Leave	0.00	72.00	19.00	0.00	53.00
Bonus Leave	0.00	0.00	0.00	0.00	0.00
Comp Time	0.00	0.00	0.00	0.00	0.00
*Special Bonus Leave 2017	0.00	0.00	0.00	0.00	0.00
Special Bonus Leave 2018	0.00	40.00	0.00	0.00	40.00

NOTES: * Special Bonus Leave 2017: Will show the amount granted and the amount used as of the most recent leave calculation regardless of the year selected.
 ** Adjusted Hours Column: Will show amounts of leave adjusted by Leave Coordinators due to corrections, transfers, shared leave, etc.
 *** Annual Leave carry over maximum is 30 days (hrs based on FTE). Hours over the 30 days will be added to your sick leave balance when the rollover process runs in Jan of the new year.

Comments:

Approve Deny

Comment History

Date/Time Stamp	Name	Comment
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MyPack Portal - MP910PRE

Approve Absence Certification

Absence Certification for [Employee ID]

Employee ID: [Redacted] Employee: [Redacted] Employee Certified: [Redacted] on 11/30/18 2:19PM

Certification is for Year: 2018

Absence Type	Prior Year Bal Forward	Earned Hours	Taken Hours	**Adjusted Hours	Ending Balance
Vacation/Annual Leave	0.00	83.97	64.00	0.00	19.97
Sick Leave	0.00	72.00	19.00	0.00	53.00
Bonus Leave	0.00	0.00	0.00	0.00	0.00
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 *** Annual Leave carry over maximum is 30 days (hrs based on FTE). Hours over the 30 days will be added to your sick leave balance when the rollover process runs in Jan of the new year.

Comments:

Approve Deny

Comment History

Date/Time Stamp	Name	Comment
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If you choose to deny their certification, make sure you add a comment as to why you are denying it. The employee and their manager will receive an email when you approve or deny the employee's certification. If you choose to deny their certification, the employee will immediately be able to begin the certification process again.