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.

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.

The status of the submission will be viewable under the column Status.
Click on the absence certification to see more details.

You can review your employees balances and when leave is earned, taken, and adjusted by selecting the corresponding number of hours in blue.
Then you can click Cancel to go back to the absence certification.

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.
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.