WolfTime Training Video Read Along:

WolfTime Training: Non 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 Jordan. Jordan works at NC State. She works very hard, but she’s ready to take some time off for a much-deserved tropical vacation. Jordan needs to be reminded how to use leave requests in WolfTime. Let's show her.

How to Input a Leave Request

First, choose the tile marked WolfTime.

Then on the left column of the screen, select Request Absence.
Use the dropdown under Absence Name to choose the leave option that applies to your absence request.

Then use the dropdown to choose the absence reason.
Use the calendar icon to enter the start and end date.

For full time, non-exempt employees, WolfTime assumes an eight hour workday for each day in the request. So be sure not to select any days that are part of your normal work schedule. For example, if you enter an absence for a Saturday through Friday, the
system assumes you work eight hours each day and will take 56 hours from your absence.

If on November 6 you were going to use four hours of leave and on November 7th you were taking the full eight hours of leave, you would enter four next to the date 11/6, and leave 11/7 as a full day. This will show a total of 12 hours of leave to be used if you normally work eight hour days.

Remember, when you make a leave request, you must always click the View Eligibility and Forecast button. A pop up will let you know if you are eligible or not eligible for your leave request. You must forecast all your requests before submitting.
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.
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 column of WolfTime.

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 see the date range, as well as filter both the type of leave you wish to see and the leave status.
Let's take a look at all of our submitted leave requests. This is a quick way to view what leave requests you have that have not yet been approved. Currently, our filter is set to display all leave requests between 5/16/2018 and 2/10/2019. If you had a leave request submitted for an earlier or later date, you could change your date so that you could see the request you 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 in for the leave request, as well as look at the history of the request.
**Request Details**

**Return to View Requests**

- **Absence Name**: Annual Leave or Comp
- **Reason**: Annual or Comp
- **Hours Taken**:
  - **Start Date**: 11/06/2018
  - **End Date**: 11/07/2018
  - **Actual Hours**: 12.00
  - **Status**: Submitted
  - **Eligibility Results**: Eligible
  - **Supervisor Name**: [Redacted]

**Additional Information**

- **Scheduled Daily Hrs (if not 8)**: [Redacted]
- **Comments**: [Redacted]

**Balance Information**

- **As Of 10/26/2018**: 191.29 Hours

**Request History**

- **Status**: Submitted
- **Requestor**: [Redacted]
- **Date**: 11/12/2019

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

**NCSU Leave Programs**
How To Cancel a Leave Request

To cancel an absence request, choose Cancel Absences on the left column of the screen.

Your request will appear on the screen. Click on the request that you want to cancel. Check to be sure that this is the correct request to cancel. Click on the Cancel Absence button in the top right corner of the screen.
Choose Yes to confirm that you want to cancel your absence.

If the canceled request has already been approved by the supervisor, an email is sent to your 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 Jordan has submitted her leave request into WolfTime, her supervisor can approve it and she can get some sunshine.