WolfTime Training Video Read Along:

WolfTime Training: Non Exempt Employees: How to Complete Absence Certifications

This video will explain how employees can complete an absence certification. To begin an absent certification, start on the MyPack Portal home page.

From here, select the WolfTime tile.
Select View Requests on the menu on the left side of the screen.

For more detailed help on how to view any type of leave request in WolfTime, you can watch our specific training videos. The link is in the description of this video below.

From the View Requests page, make sure you have no outstanding requests. If there are outstanding requests for the year you are certifying, they must be approved by the
supervisor before you can certify. All requests are processed once a week on Tuesdays. You will need to wait until after your supervisor has approved the request and it has processed before certification can be started. If you have any future requests, these do not require approval prior to certification unless they overlap over two years, for example 2017 through 2018.

Next, click on Absence Review and Certify.

Select the year you want to certify by clicking the arrows at the top near the year.
The system will automatically display the earliest year for which you are not certified. You can use the arrows to change the year to the year you are certifying.

You can review the balances for specific kinds of leave by selecting that type of leave. For example, if we click on vacation/annual leave, we can see the specific amount earned, taken, and adjusted in this year.
If you want more detail on when the leave was earned, taken, or adjusted, just click on the row.
This will show specific instances where leave was earned and taken. This process will work for all types of leave.

Only approved transactions when the start date is in the calendar year listed will be displayed. Please keep in mind that leave is usually added on the Tuesday after the
15th of each month. When you are ready to begin your certification from the Absence Review and certify page, select Start Certification.

Add any comments you have about certification and select Certify.
Note that you are agreeing to the statement, "I certify that these balances are correct and that all absence transactions to date have been entered into WolfTime."
Once the certification is submitted, your next screen should show that you signed off on your certification along with your timestamp.

Once your manager approves your certification, the entire process will be complete. And you will receive an email to show it was approved.
If the manager denies this certification, it will be canceled. And the employee will receive an email. If you were to attempt to go back and certify again before your manager approves or denies your certification, you will see a message that certification is in progress.

You can however view the history of the certification for that year along with any comments you or your manager submitted by selecting View History at the bottom of the page.
There are no limits to how many certifications can be completed in one year. However, you may only have one in progress at a time per year.