Wolftime Query FAQ for Leave Coordinators and Timekeepers

A lot of common questions leave coordinators and timekeepers ask and are asked can be answered by using queries. Below are some of these common questions and the appropriate queries we have created to help leave coordinators and timekeepers track these issues within their departments. Please remember that any queries run while absence management is calculating (generally Tuesday mornings), may give inaccurate results. Additionally, while every effort is made to make queries accurate, they are just tools, and may sometimes include or exclude data they should not.

How can I determine whether my employees have submitted the correct amount of leave to reach their standard number of hours a week?

- For quickly viewing this information for a desired week, we recommend using the Weekly Time Calendar, which can be found in MyPack Portal Navigator at Human Resources Systems > Manager Self Service > Time Management > View Time > Weekly Time Calendar.
- The query NC_WT_TOO_LITTLE_TIME identifies weeks where the sum of an employee's time and leave requests is more than an hour less than their standard work week.
    - This query may be inaccurate during a week when am employee started or began employment, changed FTE, or switched between FLSA Exempt and Non-Exempt. The included hire date and position entry date in the last two columns in this query can help identify some, but not all of these weeks.
    - This query will generally be updated to only include weeks after the lockout date for new leave requests.
- The query NC_WT_TOO_MUCH_LEAVE identifies weeks where the sum of an employee's time and leave requests is more than a quarter hour over their standard work week.
    - This query will generally be updated to only include weeks after the lockout date for new leave requests.
    - NC_WT_TOO_MUCH_LEAVE_SUPER also includes the supervisors of the employees in the results, however this query requires different SAR access than NC_WT_TOO_MUCH_LEAVE and may not be available to all leave coordinators.

How can I identify leave requests that employees have submitted but are pending approval by their managers?

- NC_WT_ALL_PENDNG_LEAVE_APPRVLS lists all pending leave, and NC_WT_MTH_PENDNG_LEAVE_APRVLS lists all pending leave that has been pending approval for over a month or that is requested for a date more than a month in the past.

- NC_WT_PENDING_LEAVE_APPRV_TERM lists pending leave for employees whose payroll status is terminated.

How can I identify cancelled leave requests that have not been fully approved and processed yet?

- NC_WT_ABSENCE_CANCEL_PROGRESS lists all leave requests that are in the process of being cancelled, and need further approval from the manager or leave coordinator to fully cancel and return the leave to the employee.

How can I identify employees with negative leave balances?

- NC_WT_NEGATIVE_LEAVE_BALANCES lists all employees with a currently negative leave balance.
    - The results of this query do not include the amount of leave being used by leave requests for dates in the future.
- NOTE: Employees are generally allowed to have negative balances with manager approval as long as these balances conform to the rules below.
    - SHRA: The amount of negative vacation or sick leave is less than or equal to the amount of leave they will accrue by 12/31 of that year. (See Advancement and Advancement)
    - EHRA: The sum amount of negative vacation and sick leave is less than or equal to twenty days. (See Advancement of Annual Leave)
- If an employee terminates or moves to a position that does not earn leave, the negative leave balance will be deducted from their final paycheck.

How can I identify employees who have overdrawn leave?

- Leave requests that exceed the amount of leave an employee can take in a year are not taken from the leave balance of an employee, but instead become an entry for overdrawn leave on the employee's paycheck.
- These overdrawn leave requests forecast as ineligible, and can quickly be found by using the query NC_WT_INELIGIBLE_FROM_AM.
    - Note that the results may also include ineligible FMLA related leave requests that are not overdrawn leave, but rather requests that break FMLA rules. Contact Patti Sajecki (plsajeck@ncsu.edu) for questions about these.

How can I create a list of all absence requests made in my department or by an employee?

- The query NC_WT_TRANSACT_BY_DEPTID_DT will list all absence requests made by employees in a department between the two dates you enter in the prompt. NC_WT_TRANSACT_BY_EMPLID_DT will do the same for a single employee.

- Additionally, in Create and Maintain found in My Pack Portal > Human Resources Systems > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain, you can select the employee ID and from and through date and view all requests. You can also download these requests by clicking the Excel icon in the top right.

How can I see all leave without pay requests made in my department?

- NC_WT_LWOP_ABSENCE will list all leave without pay absence requests between the two dates entered in the prompt.

What leave and comp payouts has my department made or may need to make in the future?

- NC_WT_PAYCHECK_PAYOUTS lists leave payouts made on a particular paycheck. When prompted, enter the last day of the month for the paycheck you are interested in. NC_WT_COMP_PAYOUTS does the same for comp payouts.
- NC_WT_APPR_PENDING_PAYMENTS lists leave payouts that will process in the next paycheck as of the last Absence Management run.
    - It may be a month or two after the termination date before leave payouts actually process on the paycheck.
- NC_WT_EMPLOYEE_BREAKDOWN gives the leave and comp balances for employees in a department as of the date entered in the prompt.
- For individual employee balance projections at a future termination date, we recommend using Review Absence Balances found in My Pack Portal > Human Resources Systems > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances. Select Forecast Balance, choose the type of leave and projected date and forecast.
- To view potential expiring comp, we recommend viewing Comp Expiration Data, which can be found at My Pack Portal > Human Resources Systems > Manager Self Service > Time Management > View Time > Absence Balances, View Comp Expiration Data.

How can I see all comp time earned in my department?

- NC_WT_COMP_TIME_EARNED lists all comp time earned between the two dates entered in the prompt.

How can I identify unapproved timesheets and other timesheet issues in my department?

- NC_WT_TIMESHEETS_NOT_APPROVED will list all unapproved timesheets for permanent employees.
- NC_WT_TIMESHEETS_NOT_APP_TMP will list all unapproved timesheets for temporary employees.

- NC_WT_TS_TERMED_NOT_APPROVED identifies unapproved timesheets for terminated employees.
- NC_WT_TIMESHEETS_COMMENTS will list comments made on timesheets.
- NC_WT_NO_TIMESHEET identifies non-exempt employees who have not created a timesheet.

How can I determine how often a timekeeping location is being used?

- NC_WT_PUNCH_STATUS_BY_TKL lists all punches at a specific time keeping location between the two dates entered in the prompt.

Additional Queries:

NC_WT_LVE_CRDNTRS - Lists all approved Leave Coordinators
NC_WT_NOT_CERTIFIED - Shows all employees not currently certified. The query is currently filtered for 2018 certification. It will be updated to 2019 certification prior to the end of the year.
NC_WT_NOT_CERTIFED_POSTDOC - Shows all post docs not currently certified. The query is currently filtered for 2018 certification. It will be updated to 2019 certification prior to the end of the year.
NC_WT_SEP_VTA_TRANSFR_AGENCY - Tracks all employee separations with the reason of Transfer to Another State Agency. Shows if the leave balance was zeroed out for transfer or if the leave was paid out.