

NC STATE UNIVERSITY

Employee WolfTime User Guide

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Introduction

A new absence management system called "WolfTime" will be available at NC State University (NCSU) starting July 1, 2017. The WolfTime system will replace the out dated leave system and allow faculty and staff who are eligible to accrue leave (EHRA & SHRA) the ability to submit and review leave request through Employee Self Service/WolfTime. The new system also has a new web clock feature to record In/Out clock activity for nonexempt employees subject to the Fair Labor Standards Act (FLSA). To comply with FLSA rules and guidelines all nonexempt employees are required to clock In/Out utilizing the new WolfTime web clock or by utilizing a KABA wall clock each day they work. Each department will decide how an employee will enter time into the system.

The new time tracking process eliminates the old monthly excel spreadsheet previously utilized by SHRA nonexempt personnel. Employees can submit their In/Out clock entries along with any absence request through one system allowing supervisors to review, update, and approve. This user guide focuses on the fundamental steps of accessing WolfTime through MYPACK Portal/Employee Self Service and reviewing the options related to time tracking and absence management.

Note: *Temporary nonexempt FLSA employees (student workers & temp_hourly) will not be impacted by the new WolfTime system.*

Leave Balances

Final leave balances from the old web leave system will transition into the new WolfTime system within the first two weeks of July 2017, after final approvals for June are processed. New leave request in the WolfTime system should not be submitted until July 11, 2017.

Monthly Compensation

EHRA and SHRA employees automatically receive their base monthly wages each pay period. Prior to the new WolfTime system, additional compensation such as extra-time, overtime, shift differential, on call, and holiday pay for FLSA nonexempt employees was manually processed.

Starting July 1, 2017 all FLSA non-exempt SHRA and EHRA employees are required to document hours worked (In/Out clock data) each day of the workweek in the WolfTime system. The employee's supervisor is responsible for reviewing and approving employee timesheets on a weekly basis (minimum) before timesheets are calculated and processed. The following additional compensation items will automatically be processed for payment after supervisor approval occurs:

- Shift Differential Pay
- Holiday Pay
- On Call Pay (*must be submitted by the supervisor on a weekly basis directly on the employee timesheet*)

NCSU follows a strict payroll process with a predefined lockout schedule ([Payroll lockout schedule](#)). If the supervising manager does not approve the employee's submitted time before the monthly lockout deadline date, the additional compensation items will not process for payment. Once the employee's time is approved, the unity ID of the approver is electronically stamped on the electronic timesheet for audit purposes.

Compensatory (Comp) Time

Compensatory (comp) time, overtime/extra time, can be earned by FLSA nonexempt SHRA employees at the university when the standard workweek (Sat-Fri) exceeds 40 hours per/week. Overtime must be preapproved by the manager/supervisor. The physical hours worked beyond 40 hours per week are calculated automatically in WolfTime at the overtime rate (x1.5). Physical hours worked less than 40 hours per week but accounting for more hours than required for the workweek accrue at an hour-for-hour rate and are referred to as extra time. No matter what type of comp time is accrued, it will automatically transition to the employee's compensatory leave balance after supervisor approval occurs and the weekly leave program detects the approved time during the Monday night process. **The State of NC prefers that comp time be utilized prior to annual/bonus leave and before comp payouts..** However, if comp time is not utilized within 12 months of accrual the system will automatically payout aged out comp hours to the employee. WolfTime is designed to pull from available comp time hours even if Annual/Bonus are selected.

[See Compensatory Time \(Comp Time\) policy](#)

Note: Working during a scheduled holiday will also accrue a maximum of eight hours per day when the employee clocks In/Out and the supervisor approves the employee's time.

Accessing the WolfTime System

Employees can access WolfTime through MyPack Portal/Employee Self Service on a desktop computer or smart device, (i.e: iPhone, iPad, Android).

Click on the WolfTime icon/tile to view the all options:

Exempt Employee Options

Snapshot of the options available to SHRA or EHRA exempt employees:



- Request Absence - employees can submit leave request
- Cancel Absence - employees can cancel leave request
- View Request - employees can review leave request
- Absence Balances - employees can review leave balances
- Adverse Weather - employees can review adverse weather balances

Note: Adverse Weather will automatically be inserted as “taken” when the university makes the condition 2 decision.

Nonexempt Biweekly Employee Options

Snapshot of the options available to temporary and student worker nonexempt employees:



- Web Time Clock - employees can submit In/Out clock entries each day of work
- Weekly Time - employees can review In/Out clock activity each day of work
- Display/Print Time Sheet - employees can review/print an approved processed timesheet

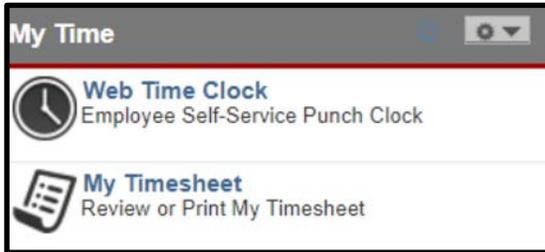
Nonexempt SHRA/EHRA Employee Options

Snapshot of the options available to SHRA/EHRA nonexempt employees:

Employee Self Service	Time
 Web Time Clock	
 Weekly Time	
 Display/Print Time Sheet	
 Weekly Time Summary	
 Request Absence	
 Cancel Absences	
 View Requests	
 Absence Balances	
 Adverse Weather	
 Comp Time	

- Web Time Clock - employees can submit In/Out clock entries each day of work
- Weekly Time - employees can review In/Out clock activity each day of work
- Display/Print Time Sheet - employees can review/print an approved processed timesheet
- Weekly Time Summary - employees can review weekly In/Out total
- Request Absence - employees can submit leave request
- Cancel Absence - employees can cancel leave request
- View Request - employees can review leave request
- Absence Balances - employees can review leave balances
- Adverse Weather - employees can review adverse weather balances

All nonexempt employees should see the following **“My Time”** quick link options to access the “Web Time Clock” and view the payable/processed “My Timesheet”.



Once the employee clicks the “Web Time Clock” the page below will open and allow the employee to submit a clock entry.

Web Time Clock

Starting July 1st all nonexempt SHRA and EHRA employees are required to clock In/Out following departmental rules and guidelines. The following example reflects the Web Time Clock page:

Note: The KABA wall clock device can also be utilized to record In/Out clock entries. Ask your supervisor if you are not sure which device to utilize when clocking In/Out.

The screenshot shows a web interface for reporting time. At the top, there is a red header with a back arrow and the text 'Time' on the left, and 'Report Time' on the right. Below the header, there is a navigation bar with a left arrow, the date 'Tuesday, May 23, 2017', and a right arrow. The main content area shows a dropdown menu for 'Punch Type' with 'In' selected. Below this, it says 'Submitted 0 Hours' and 'Last reported time was Out on Friday, May 19, 2017 at 4:34 PM.' At the bottom right, there is a green 'Submit' button. Three yellow callout boxes with purple borders provide instructions: one points to the 'Punch Type' dropdown, another points to the 'Submit' button, and a third points to the 'Submit' button from a different angle.

Time Report Time

Tuesday, May 23, 2017

*Punch Type In

Submitted 0 Hours

Last reported time was Out on Friday, May 19, 2017 at 4:34 PM.

Submit

If the employee agrees with the next clock punch type then click "Submit" at the bottom of the page to record the data on the employee timesheet.

Employees can see the next clock "Punch Type" that will be recorded at the top of the page. If the employee agrees with the next punch type then click "Submit" at the bottom of the page to record the data

Weekly Time

Employees can review their individual submitted clock entries per week in the WolfTime system by clicking on the "Weekly Time" option. The following example reflects the Weekly Time page:

Time		Weekly Time	
		◀	04/15/17 - 04/21/17 ▶
Weekly Total 38.09 Hours			
Saturday, April 15			
No time reported			
Sunday, April 16			
No time reported			
Monday, April 17			
	Out	4:30:47PM	
	In	1:18:33PM	
	Out	11:46:11AM	
	In	7:48:18AM	
			Total 7.17 Hours
Tuesday, April 18			
	Out	4:30:00PM	
	In	1:51:23PM	
	Out	1:23:34PM	
	In	7:31:48AM	
			Total 8.52 Hours

- The current week is displayed but previous weeks can be reviewed by clicking the highlighted arrows at the top.
- Weekly Total Hours are displayed in the upper left corner of the page and daily In/Out entries are recorded each day the employee utilizes WolfTime:
 - If the employee falls short of meeting their standard hour work week they will need to submit a leave request to cover the difference between what they actually worked and what is expected each week.
 - In this example the standard expected hours per week for this employee is 40 hours per/week. However they are approximately 2 hours short (38.09 hrs/decimal) of meeting that number based on the In/Out clock combinations for the week.

Weekly Time Summary

Employees can review their weekly submitted clock totals in the WolfTime system by clicking on the “Weekly Time Summary” option. The following example reflects the Weekly Time Summary page:

Updated 9/21/17, VP

← Time
Weekly Time Summary

Total work hours and requested absence hours for the week will be display at the top, ultimately producing a "Weekly Total Hours."

Start Date

Work Hours 39.15

Absence Hours 0.00

Weekly Total Hours 39.15

Work Hours	
4/8 Saturday	0 Hours
4/9 Sunday	0 Hours
4/10 Monday	8.00 Hours
4/11 Tuesday	8.00 Hours
4/12 Wednesday	7.50 Hours
4/13 Thursday	8.65 Hours
4/14 Friday	7.00 Hours

If the employee submitted any leave request it would also appear on this page. In this example there are no absence request submitted.

- Weekly Total Hours including all the daily In/Out clock entries are tallied up and displayed on this page:
 - If the employee falls short of meeting their standard hour work week they will need to submit a leave request to cover the difference between what they actually worked and what is expected each week.
 - In this example the standard expected hours per week for this employee is 40 hours per/week. However they are approximately 45 minute short (39.15 hrs/decimal) of meeting 40 hours per/week based on the In/Out clock combinations for the week.

Standard Hours Worked

Full-time employees are expected to work a standard number of hours each workweek and their monthly wages are based on the employee meeting that expectation. The actual workweek at NCSU is (Sat.-Fri.) and some weeks may carry over from the previous month or extend into the following month throughout the year. The total hours worked each workweek is automatically calculated based on the In/Out clock data submitted by the employee. Each employee is responsible for clocking In/Out throughout the day and will not have the ability to correct any missed clock entries directly on their timesheet. Notify your direct supervisor if you are unable to record In/Out clock entries and provide them with the missing clock data to update the timesheet.

Leave Offsetting

The purpose of paid leave is to maintain employee income, not enhance it. If employees work additional hours outside their standard work week in which they also take time off, the additional time worked "offsets" the time that the employee intended to cover with available leave. Therefore, the number of leave hours

originally charged must be reduced by the number of additional hours worked. This offset is mandatory and the employee **cannot be paid** for leave time plus the time outside of the normal standard work hours. However, it does not apply to Holidays, Civil Leave and other Management Approved Leave, (Benefit reference link: https://www.ncsu.edu/human_resources/benefits/leave/index.php)

Absence Management Options

EHRA and SHRA eligible employees accrue leave throughout the year. Employees can review their available balances by selecting “Absence Balances” from the WolfTime options below.



The following example reflects leave balance totals for a typical nonexempt SHRA employee. The primary difference between nonexempt and exempt personnel would be the available comp total that would not appear for exempt employees.

Time		Balances
Community Service Leave		
As Of 05/12/2017		24.00 Hours
TOTAL Comp Available		
As Of 05/12/2017		4.25 Hours
Future Sick Accrual thru 12/31		
As Of 05/12/2017		64.00 Hours
Future Vac Accrual thru 12/31		
As Of 05/12/2017		106.67 Hours
Sick Leave		
As Of 05/12/2017		237.25 Hours
Annual/Vacation Leave		
As Of 05/12/2017		143.41 Hours



Leave accruals through the end of the year (purple) are displayed along with current leave (green) available. The **“As Of Date”** indicates the last updates to the leave balances. Comp time will only be updated if the employee exceeds their standard hour work week (overtime or extra time) and the supervisor approves the employee timesheet. After supervisor approval a weekly program runs every Monday night which updates the comp balance.

Employees can also submit leave by selecting “Request Absence” from the WolfTime options below.

Employee Self Service	Time
Request Absence	
Cancel Absences	
View Requests	
Absence Balances	
Adverse Weather	



Once the Request Absence page opens the employee can select one of the options from the drop down listing below.

Absence Detail ?

No Include FML/FIL/Workers Comp Absences

*Absence Name

- AW Made Up - Condition 3
- AW Made Up - Hours Worked
- AW Made Up - Unpaid
- AW Made Up - Use Bonus
- AW Made Up - Use Vacation
- Annual/Vacation Leave
- Bonus Leave
- Civil Duty
- Community Service
- Comp Time Taken
- Leave Without Pay
- Military Leave
- Select Absence Name
- Sick Leave

The highlighted leave options (blue) are typically used to request leave. The following information provides a brief description of the leave options:

- **Annual/Vacation** – reflects any annual leave used during the week
- **Bonus** – reflects any bonus leave used during the week, typically pre-approved by supervisor
- **Civil Duty** – reflects any civil service duties required by the state, such as jury duty
- **Community Service** – 24 hours available during a calendar year and pre-approved by supervisor, (reference Benefit link)
- **Comp Time Taken** – If Comp Time is available it must be used before taking annual or bonus leave. **Note: If an employee has comp time available the system will automatically use their comp time first and annual leave second. For example: if an employee requests 8 hours of annual leave, but has 8 hours of comp time available, then the system will automatically change the annual leave request to comp time.**
- **Leave Without Pay** – should *ONLY* be used if the employee has exhausted all available leave and pre-approved by supervisor
- **Military** – reflects approved military service, pre-approved by benefits

Note: **Adverse Weather (AW)** – will automatically be “taken” in WolfTime when the university announces a status 2 AW condition on campus and the employee is not available to work during that timeframe. Employees have 90 days to make up AW and if not made up after 90 days the system will automatically deduct from comp first followed by annual second. If the employee decides to submit one of the “AW Made Up” options the supervisor would have to approve the request.

Reference Links:

- [Benefits & Leave Administration](#)

- [NCSU Holiday Schedule](#)

Additional Hours To Be Paid

If an employee is scheduled to work on call hours, the supervisor must enter on call hours directly on the employee's WolfTime timesheet utilizing earning code "080 On Call Pay" on a weekly basis. If an employee is on call but actually gets called into work, the employee is required to clock In/Out during the work activity reducing the number of on call hours. Once the actual hours worked are documented they would show up on the WolfTime timesheet as physical hours worked during the workweek as overtime (OT) or extra time

Signatures

The employee's clock entry data represents their signature/validation they are performing scheduled work activities during the workweek. Supervisors are responsible for reviewing direct report WolfTime timesheets on a weekly basis. If the supervisor agrees with the weekly submitted In/Out clock data, they will approve the timesheet. If the supervisor makes any adjustments to existing In/Out clock entries, submitted by the employee, it will be documented in the audit tables and retrievable in the event of an audit. Once the monthly timesheet is completed an "Electronic Signature on File" along with the date of approval will be stamped on the printable timesheet. These timesheets will be maintained in the HR system eliminating the need to submit a paper timesheet. Employees are able to view/print their processed WolfTime timesheet after supervisor approval.