

**NC STATE UNIVERSITY**

# WolfTime User Guide for Supervisors

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## Introduction

The new absence management system called "WolfTime" became available at NC State University (NCSU) on July 1, 2017. The WolfTime system replaced the out dated leave system allowing 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 a wall mounted time clock, computer, or a smart device 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 notice a few minor impacts with the new WolfTime system. The web clock and viewing a processed timesheet will look slightly different but the icons used to open the panel will be the same.*

## Leave Balances

Final leave balances from the old web leave system transitioned into the new WolfTime system within the first two weeks of July 2017. New leave requests in the WolfTime system were able to be submitted starting July 10, 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. At a minimum the employee's supervisor is responsible for reviewing and approving employee timesheets on a weekly basis 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*)

NC State University 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 EHRA/SHRA personnel at the university when the standard workweek (Sat-Fri) exceeds 40 hours per week. Physical hours worked beyond 40 hours per week are rounded and calculated at the overtime rate (x1.5) and 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 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 university prefers that comp time be utilized instead of being paid out. However, if comp time is not utilized within 12 months of accrual the system will automatically payout aged out comp hours to the employee.

**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.

## Managing Employees Utilizing the WolfTime System

Supervisors can easily manage direct line reports through the Manager Dashboard, accessible through the "MyPack Portal". Once logged into the portal the supervisor will see the highlighted "For Managers" option at the top of the page. Click on the option to automatically display direct line employee information. This document will focus on a few specific sections of the dashboard to assist supervisors with the weekly approval process and guide them through recommended steps to approve submitted request.



## Pending Approvals

The “Pending Approvals” section in the Managers Dashboard makes the supervisor aware of pending timesheet and absence request submitted by nonexempt employees that require approval. Each day your direct employees record In/Out clock entries their name will appear in the status list along with the “Approval Receipt Date”. Supervisors can use the scroll bar to navigate through the list to see all employee names requiring approval. The list will continue to grow throughout the pay period whenever direct line reports clock In/Out or submit leave request. Employee names will disappear from the list when the supervisor approves the request.

| Approval                             | Name | Effective Date | Approval Receipt Date |
|--------------------------------------|------|----------------|-----------------------|
| <a href="#">Manage Reported Time</a> |      | N/A            | 06/06/2017            |
| <a href="#">Manage Reported Time</a> |      | N/A            | 06/09/2017            |
| <a href="#">Manage Reported Time</a> |      | N/A            | 06/09/2017            |
| <a href="#">Manage Reported Time</a> |      | N/A            | 06/12/2017            |
| <a href="#">Absence</a>              |      | N/A            | 05/10/2017            |
| <a href="#">Absence</a>              |      | N/A            | 05/12/2017            |

Managing employee timesheets and absence request is a very crucial administrative task that needs to occur on a daily or weekly basis in order for direct line reports to be paid correctly and leave balances updated correctly in the WolfTime system. Supervisors should create a daily or weekly routine that allows them to review, manage and approve the employee submitted data in a timely manner.

Supervisors will be able to see all direct employee absence request submitted for approval. To access and review employee leave request the supervisor would click on the corresponding “Absence” link under the approval column. Absence request approvals will be covered later in this user guide.

SHRA nonexempt personnel timesheets must be approved weekly, which allows the system to automatically process shift differential, holiday hours, overtime and extra time correctly. The WolfTime system will process all approved overtime and extra time during a workweek as compensatory or comp time. Supervisor approval allows the built-in automation to produce accurate payment and comp time accrual updates at the end of each workweek. To access and review employee reported time the supervisor would click on the corresponding “Manage Reported Time” link under the approval column.

Once the timesheet panel opens, the supervisor will see “All Time After” the specified date (highlighted below) at the top of the page. The total hours requiring approval is easily identified under “Hours to be Approved” column.

Approve Reported Time  
Timesheet Summary

Employee Selection

Change View  
\*View By All Time After  
Date 03/10/2017

Employees For Time Needing Approval After 03/10/2017

| Select | Last Name | First Name | View Details | Employee ID | Empl Record | Job Title          | Hours to be Approved | Reported Hours | Exception | Hours Approved or Submitted | Denied Hours | OUC    | Supervisor ID | Supervisor Name |
|--------|-----------|------------|--------------|-------------|-------------|--------------------|----------------------|----------------|-----------|-----------------------------|--------------|--------|---------------|-----------------|
|        |           |            | View Details |             | 0           | Work Study Student | 11.00                | 11.00          |           | 0.00                        | 0.00         | 480201 |               |                 |

Approval  
Select All Deselect All Approve







Supervisors have the option to approve all hours reported on the page, by checking the specific boxes under the “Select” column or by clicking “Select All” followed by clicking the “Approve” button. However, this is not the recommend method of approving employee timesheets because of the built in automation associated with the WolfTime system. Supervisors will need to examine the individual workweek (Sat-Fri) and the In/Out reported hours submitted by the employee to understand what they are truly approving each workweek.

If the supervisor chooses to approve the reported hours on this page, the unity\_ID of the approver is recorded and maintained in the HR system for audit purposes. Please keep in mind the employees reported hours for the workweek may not be processed correctly if the weekly totals have not been managed and approved accurately.

## My Employees Time

The “My Employees Time” section provides quicklink options to monitor and manage timesheets from a weekly perspective. This guide will cover a few of the options and explain how to utilize the information. First, let’s examine the “Weekly Time Calendar”. The Weekly Time Calendar provides the supervisor with a weeks’ worth of total hours worked along with absence request.

**My Employees Time**

|   |   |   |
|---|---|---|
|  <p><b>My Employees Timesheets</b><br/>Enter reported time and task details for a day, week, or time period.</p> |  <p><b>Time Exceptions</b><br/>View and Correct problems with an Employee's Time</p>                       |  <p><b>View/Print Biweekly Timesheets</b><br/>View and Print your Employee's Timesheets for any Pay Period.</p>        |
|  <p><b>Approve Reported Time</b><br/>Review and Approve Reported Punch Time for your Direct Reports.</p>         |  <p><b>Weekly Time Calendar</b><br/>View time reporters' weekly reported, payable, and scheduled time.</p> |  <p><b>View/Print Monthly Timesheets</b><br/>View and Print your Monthly Employee's Timesheets for any Pay Period.</p> |

## Weekly Time Calendar

Clicking on the “Weekly Time Calendar” will automatically display a supervisor's direct line reports, allowing them to view daily reported In/Out clock totals, requested absences, approved absences, holidays, and exception alarms. The legend at the bottom of the page indicates the color-coding that captures weekly activity and most importantly, it shows a combined number of total hours worked and absence requested under the “Total” column. Supervisors can change the weekly view by clicking on “Previous or Next Week” in the criteria section.

| Last Name | First Name | Employee ID | Job Title                  | Total | Sat<br>05/20/2017 | Sun<br>05/21/2017 | Mon<br>05/22/2017 | Tue<br>05/23/2017 | Wed<br>05/24/2017 | Thu<br>05/25/2017 | Fri<br>05/26/2017 |
|-----------|------------|-------------|----------------------------|-------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|           |            |             | Human Resources Specialist | -     | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
|           |            |             | Human Resources Specialist | 40.00 | -                 | -                 | 8:40<br>08:00     | 8:40<br>08:00     | 8:40<br>08:00     | 8:40<br>08:00     | 8:40<br>08:00     |
|           |            |             | Human Resources Specialist | -     | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
|           |            |             | Human Resources Specialist | 46.80 | -                 | -                 | 8:40<br>07:40     | 8:40<br>07:40     | 8:40<br>08:40     | 8:40<br>08:00     | 8:40<br>13:15     |

Legend


- Approved Absence
- Default Reported/Payable Time
- Requested Absence
- Holidays
- Exceptions

Limits  
 Manager Self Service  
 Time Management


The ultimate goal for supervisors is making sure the employee meets their expected standard workweek hours defined in the HR system. For example if the standard workweek is defined as 40 hours per/week the “Total” column should at least meet that number. If the weekly total exceeds the standard workweek and the supervisor has questions regarding the excessive hours, they can easily review the weekly calendar to determine what may have caused the excessive hours during a specific workweek. Accessing the individual employee timesheet to investigate In/Out clock entries will be covered later but keep in mind that submitted leave request could push the total hours beyond the standard workweek as well. Excessive gap hours for the week that push the total weekly time beyond the standard workweek will not carry over to the employee comp balance but rather be deducted from the employee balance, if the supervisor approves the request. The gap time should never be more than required to fulfill the standard workweek target. Any discrepancies with the employee timesheet should be resolved and corrected prior to the approval.

## Approve Reported Time


**My Employees Time**




**My Employees Timesheets**  
Enter reported time and task details for a day, week, or time period.




**Time Exceptions**  
View and Correct problems with an Employee's Time




**View/Print Biweekly Timesheets**  
View and Print your Employee's Timesheets for any Pay Period.



**Approve Reported Time**  
Review and Approve Reported Punch Time for your Direct Reports.



**Weekly Time Calendar**  
View time reporters' weekly reported, payable, and scheduled time.



**View/Print Monthly Timesheets**  
View and Print your Monthly Employee's Timesheets for any Pay Period.

The “Approve Reported Time” option allows the supervisor to review all reported hours that have not been approved after the date specified in the “Change View” section.

Approve Reported Time  
Timesheet Summary

**Employee Selection**

| Selection Criterion      | Selection Criterion Value |                      |
|--------------------------|---------------------------|----------------------|
| Time Reporter Group      | 0003806                   | <input type="text"/> |
| Employee ID              | <input type="text"/>      | <input type="text"/> |
| Empl Record              | <input type="text"/>      | <input type="text"/> |
| Last Name                | <input type="text"/>      | <input type="text"/> |
| First Name               | <input type="text"/>      | <input type="text"/> |
| Department               | <input type="text"/>      | <input type="text"/> |
| Location Code            | <input type="text"/>      | <input type="text"/> |
| North American Pay Group | <input type="text"/>      | <input type="text"/> |

**Change View**

\*View By All Time After  Include Absence  Show Schedule Information

Date 05/19/2017

Employees For Vance Prince, Time Needing Approval After 05/19/2017

| Select                   | Last Name | First Name | View Details                 | Employee ID | Empl Record | Job Title                  | Hours to be Approved | Reported Hours | Scheduled Hours | Exception | Absence to be Approved | Hours Approved or Submitted | Denied Hours | OUC    |
|--------------------------|-----------|------------|------------------------------|-------------|-------------|----------------------------|----------------------|----------------|-----------------|-----------|------------------------|-----------------------------|--------------|--------|
| <input type="checkbox"/> |           |            | <a href="#">View Details</a> |             | 0           | Human Resources Specialist | 0.00                 | 0.00           | 0.00            |           |                        | 0.00                        | 0.00         | 480201 |
| <input type="checkbox"/> |           |            | <a href="#">View Details</a> |             | 0           | Human Resources Specialist | 16.26                | 16.26          | 0.00            |           |                        | 0.00                        | 0.00         | 480201 |
| <input type="checkbox"/> |           |            | <a href="#">View Details</a> |             | 0           | Human Resources Specialist | 15.53                | 15.53          | 0.00            |           |                        | 0.00                        | 0.00         | 480201 |

**Approval**

For supervisors this panel should automatically display direct line reports. However if it does not display all direct line reports the “Employee Selection” criteria at the top can be utilized to retrieve approval results for monthly staff (MTH), student workers (STW) and temp hourly personnel (TMS) if they are focusing on a specific empl\_class by specifying the “North American Pay Group”. You can also retrieve employees assigned to a specific Time Keeping Location (TKL) by identifying the “Time Reporter Group” or identifying the “Department Number”.



The panel provides the same options to approve all reported hours after the specified date by “Selecting All” followed by clicking the “Approve” button at the bottom of the page. However, as previously mentioned, this is not the recommended method because the supervisor is not able to examine the In/Out clock entries for the week.

To examine the employee submitted In/Out clock activity more closely, before approving, simply click on the employees “Last Name” to open the weekly timesheet view.

Once the weekly timesheet view opens, the supervisor would notice the “Reported Status” column indicating any hours that “Needs Approval”. The In/Out employee submitted entries provides detailed information to easily verify and manage before approving the hours worked during the week.

Report Time Timesheet

**Timesheet**

Work Study Student Employee ID [redacted]  
 Fmpl Record 0  
 Earliest Change Date 02/08/2017

Actions -  
 Select Another Timesheet

\*View By Week  
 \*Date 03/11/2017 [calendar icon] [refresh icon]

Previous Week Next Week

Reported Hours 5.00 Print Timesheet Lapsed Timesheet

From 03/11/2017 to 03/17/2017 (?)

| Select                   | Add Comments         | Day | Date | Reported Status | In         | Out        | In | Out | Punch Total |
|--------------------------|----------------------|-----|------|-----------------|------------|------------|----|-----|-------------|
| <input type="checkbox"/> | <input type="text"/> | Sat | 3/11 | New             |            |            |    |     |             |
| <input type="checkbox"/> | <input type="text"/> | Sun | 3/12 | New             |            |            |    |     |             |
| <input type="checkbox"/> | <input type="text"/> | Mon | 3/13 | New             |            |            |    |     |             |
| <input type="checkbox"/> | <input type="text"/> | Tue | 3/14 | Needs Approval  | 9:00:00AM  | 12:00:00PM |    |     | 3.00        |
| <input type="checkbox"/> | <input type="text"/> | Wed | 3/15 | New             |            |            |    |     |             |
| <input type="checkbox"/> | <input type="text"/> | Thu | 3/16 | Needs Approval  | 12:00:00PM | 2:00:00PM  |    |     | 2.00        |
| <input type="checkbox"/> | <input type="text"/> | Fri | 3/17 | Needs Approval  | 10:00:00AM |            |    |     |             |

Submit Clear

**Approval**

Select All Deselect All Approve

Any overtime, extra time, or holiday hours worked during the week would result in comp time feeding over to the employee comp leave balance after timesheet approval. Shift premium eligibility is an automated built in process when the majority of hours worked during the day fall between 4 PM and 8 AM. The college division HR administrators determine which positions qualify for shift premium.

If the approver finds any issues with the timesheet, such as missing In/Out clock entry or questionable hours worked, they may hold off approving a specific date until they resolve the issue with the employee. Once resolved, the timesheet would need to be updated with the correct In/Out entry then submitted and approved before the system can detect the adjustment. The timesheet also allows comments to be submitted if adjustments are made by clicking on the comment bubble next to the date in question. The unity\_ID of the person adjusting the employee timesheet is tracked in the HR system for audit purposes.

**Entering On Call Time**

Any "On Call" hours worked during the week will have to be submitted by clicking the "Elapsed Timesheet" option at the top. Once the panel opens enter the total on call hours for the week on Friday using Time Reporting Code" 080 from the drop down list. Change your view back to "Punch Timesheet" at the top to approval reported hours for the week.

The reported hours would still have to be approved by the end of the pay week before they could be processed. To approve all dates worked during the workweek simply click "Select All" followed by "Approve". Keep in mind the unity\_ID of the approver is recorded and maintained in the HR system for audit purposes.

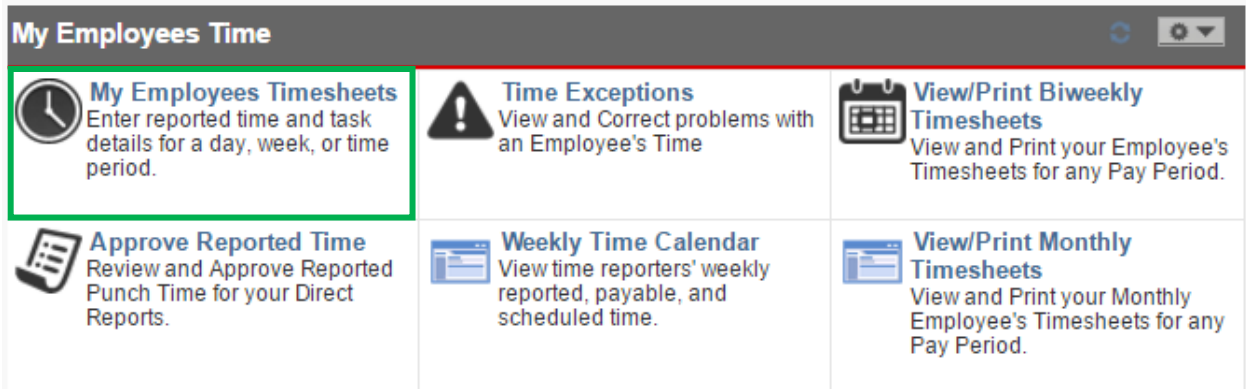
Creating a daily or weekly routine allows the supervisor to review, manage, resolve and approve timesheets by the end of a workweek so the system can process payment and update comp leave balances in a timely manner. If timesheets are not approved by the end of a workweek the supervisor will receive an email notification the following Monday morning.

**IMPORTANT NOTE:**

**Supervisors will be locked out of the employee timesheet six (6) days after the monthly pay period ends. If the supervisor has not managed, resolved and approved their direct line reports after they are locked out they must work directly with the timekeeping administrators within their division to resolve any timesheet issues.**

**My Employee Timesheets**

"My Employee Timesheets" provides another option that allows the supervisor to manage and approve direct line employee timesheets, similar to approving reported time as previously covered. Click the link to access employee timesheets.



Once the panel opens it will reflect a list of employee names and total hours submitted by the employee during the specific workweek. The supervisor can select and manage employee timesheets by clicking on the employee last name.

## Approving Absence Requests

Supervisors will be able to see all direct employee request submitted for approval under the Pending Approvals section. To access and review employee leave request the supervisor would click on the corresponding “Absence” link under the approval column.

|  |                                      |  |     |            |
|--|--------------------------------------|--|-----|------------|
|  | <a href="#">Absence</a>              |  | N/A | 05/09/2017 |
|  | <a href="#">Absence</a>              |  | N/A | 05/10/2017 |
|  | <a href="#">Absence</a>              |  | N/A | 05/12/2017 |
|  | <a href="#">Absence Cancellation</a> |  | N/A | 04/19/2017 |

Once the leave absence page opens the supervisor will be able to see all direct employee request submitted for approval. The system defaults to a six (6) month view from the last system leave balance update. If the supervisor wants to expand the view they would click the highlighted search arrow at the top and change the “From” or “Through” date then click search to refresh the view.

Multiple Absence Requests

[Search](#)

Cancel Absence Requests

Personalize | Find | View All | First 1-5 of 6 Last

| Select                   | *Employee ID | Name                       | Job Title                  | Employee Status | *Start Date | *End Date  | *Absence Name         | Reason            | Balance       | Entry Source             | Status    |
|--------------------------|--------------|----------------------------|----------------------------|-----------------|-------------|------------|-----------------------|-------------------|---------------|--------------------------|-----------|
| <input type="checkbox"/> |              | Human Resources Specialist | Human Resources Specialist | Active          | 05/01/2017  | 05/05/2017 | Annual/Vacation Leave | Annual/Vacation   | 156.74 Hours  | Employee Absence Request | Submitted |
| <input type="checkbox"/> |              | Human Resources Specialist | Human Resources Specialist | Active          | 05/22/2017  | 05/26/2017 | Annual/Vacation Leave | Annual/Vacation   | 156.74 Hours  | Employee Absence Request | Submitted |
| <input type="checkbox"/> |              | Human Resources Specialist | Human Resources Specialist | Active          | 04/28/2017  | 04/28/2017 | Annual/Vacation Leave | Annual/Vacation   | 156.74 Hours  | Employee Absence Request | Submitted |
| <input type="checkbox"/> |              | Human Resources Specialist | Human Resources Specialist | Active          | 05/24/2017  | 05/26/2017 | Annual/Vacation Leave | Annual/Vacation   | 79.66 Hours   | Employee Absence Request | Submitted |
| <input type="checkbox"/> |              | Human Resources Specialist | Human Resources Specialist | Active          | 05/24/2017  | 05/24/2017 | Community Service     | Community Service | Not Available | Employee Absence Request | Submitted |

Select All Deselect All

Approver Comments

Approve Deny Forecast

Cancel

Supervisors can review the specific details of any request by clicking on the highlighted employee name.

Once the detail page opens, the supervisor will be able to review the request and return to the absence page to approve or deny by clicking “Ok” at the bottom of the page.

Multiple Absence Requests

**Instructions**  
View Request Status and Approval Details

**Details**

Start Date: 05/24/2017  
End Date: 05/26/2017  
Absence Name: Annual/Vacation Leave  
Reason: Annual/Vacation  
Partial Days: Start Day Only  
Start Day Hours: 4.00  
Duration: 20.00 Hours  
Status: Submitted  
Current Balance: 79.66 Hours\*\*

**Additional Information**  
Scheduled Daily Hrs (if not 8)

**Request History**

| Approval Process | Status    | Name | Date       | Comments |
|------------------|-----------|------|------------|----------|
| Absence Request  | Submitted |      | 05/22/2017 |          |

OK

NCSU Leave Programs

Current balance does not reflect absences that have not been processed.

Return to Manager Dashboard

Supervisors can also review absence request by utilizing the highlighted quicklink options located under the “My Employees Absences” section on the “For Manager” dashboard.

**My Employees Absences**

- Approve Absence Requests**  
Approve the absence requests submitted by your employees (also listed in the Pending Approvals section).
- Absence Request History**  
View an employee's absence request history.
- Absence Balances**  
View an employee's absence balances.
- Submit Absence Request**  
Submit an absence request for one of my employees.
- Approv/Review Abs Certification**  
Complete the annual certification of absences.
- Help with WolfTime**  
Help with WolfTime

## 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](https://www.ncsu.edu/human_resources/benefits/leave/index.php) )

## 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.