WolfTime
Timekeeping and Leave System

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WolfTime is a new way of doing things
Live Webinars:

• The WolfTime team will host live webinars each Thursday at 10:00 a.m.
• These webinars will be used to review hot topics and allow time for Q&A.
• Space is limited, register via our website under "Resources"

Resources
go.ncsu.edu/wolftime
Today you will get a preview of WolfTime.

But first, let’s understand the why...
Current Challenges
Overall Benefits

- Compliance
- Automation and integration
- Streamlined processes
- Efficiency and accuracy

Effective July 1, 2017, NC State University will begin using a new timekeeping and leave system, Wolf Time.
FAQs and Live Demo
Please hold all questions to the end of the presentation
Clocking In and Out

Who will have to clock in and out?

All SHRA and EHRA non-exempt employees who currently use a paper timesheet.
Clocking In and Out

When do I have to clock in and out?

When you start your work, you should clock in. For every “in” there must be an “out”.

Ex:

In: 8:02 am       Out: 12:11 pm
In: 1:06 pm       Out: 5:03 pm
Clocking In and Out

How do I clock in and out?

• A wall clock (KABA clock)
• Computer via MyPack Portal
• Mobile device via MyPack Portal

Department may have policies in place
Clocking In and Out

What happens if I forget to clock in?

Your supervisor or time keeper will need to assist you with correcting your time. We recommend documenting this correct in writing or email. Supervisor can provide comments in WolfTime.
Clocking In and Out

What happens if my supervisor forgets to approve my time each week?

Your monthly base pay will not be impacted. WolfTime makes sure you are paid for additional pay such as shift premium, comp time, etc.
Clocking In and Out

Do I have to take a lunch break every day?

Federal law (FLSA) and state law do not require lunch breaks, but it is a best practice for employees to take at least a 30 minute break during the work day. It is a manager discretion.
Clocking In and Out Demo
Using Leave Time

Does anything change regarding how I take time off?

No, other than you will now track your time off in WolfTime instead of the current Web Leave System. Balances will be transferred over to WolfTime by July 10.
Using Leave Time

Will I still be able to take vacation time, sick time, community service leave, etc?

Yes, leave requests can be put in with a future date, after the fact, or “saved for later”. All leave and leave policies will remain as they are today.
Using Leave Time

What if there is a time when I need to go into negative leave—what happens?

Per state rules, you can go into a negative leave balance. WolfTime knows how much you will accrue for the year and allows up to that amount in the negative.
Using Leave Time

Do I have to use leave time if I am short of my 40 hours at the end of the work week?

Yes, employees will need to make sure they reflect 40 hours a week or whatever hours in their normal work week. Comp, annual or bonus can be used.
Using Leave Demo
Extra Pay

If I am scheduled to work 40 hours a week, but my supervisor needs me to work some overtime, what happens?

If you are non-exempt (paper timesheet), as you clock in and clock out during the week, WolfTime will know when you go over 40 hours and will bank your comp time at 1.5 times.
Extra Pay

Example:

I normally work 40 hours a week, but this week my supervisor authorizes me to work 42 hours.

2 hours over 40 becomes 3 hours and are placed in your comp time bucket.
Extra Pay

I am “on call” occasionally. How does this work in WolfTime?

Your supervisor or timekeeper will need to enter the time you are on call. You are paid extra for on-call time. If you get called in, you clock in and clock out. WolfTime knows to pay you extra for this work time.
Extra Pay

I sometimes work second or third shifts. How does this work in WolfTime?

WolfTime will track your clock in and clock out times and make extra pay adjustments based on the majority of hours worked in a shift.
Extra Pay Demo
Comp Time

Do I get paid out for comp time if I work over 40 hours in a week?

No, comp time is banked for your use at 1.5 times. Whenever you use vacation or bonus leave, WolfTime will force you to use comp time first.
Comp Time

Do I get paid out for comp time if I don’t use it?

Whenever comp time is earned in WolfTime, it is date stamped. If you did not take any vacation or bonus leave that would force you to use comp time, you would be paid out for comp time when it ages out after one year.
Comp Time

What if my department wants me to be paid out my comp time due to special circumstances?

A Leave Coordinator can create a special leave payout when authorized by a manager due to special circumstances. (Ex. Beyonce’)

Comp Time

Do I earn comp time if I work 12 hours in a day instead of my normal 8 hours?

No, comp time begins to accrue once an employee has reached 40 hours in the work week.
Comp Time

If I normally work 30 hours a week, and I work 32 hours in a week, do I get comp time?

No, comp time begins to accrue once an employee has reached 40 hours in the work week.
Comp Time

If I have comp time and want to take some time off, can I save my comp time and use annual or bonus leave?

No, state policy requires that any comp time be used first before annual or bonus leave.
Comp Time

If I use 8 hours of sick leave on Monday, but then work four 9-hour days, do I get comp time (total of 44 hours)?

No, leave time cannot be used to enhance pay or add to comp time. The 8 hours of sick leave should be adjusted to 4 hours to get the employee to 40 hours.
Comp Time Demo
Key Points to Remember

- All non-exempt employees will begin clocking in/out July 3, 2017
- System defaults to comp time for hours physically worked over 40
Key Points to Remember

• The leave system in WolfTime will be in a blackout period from June 24-July 10 to allow time for balance reconciliation and the transfer of data to the new system.

• Time taken off between July 1-July 10 should be entered once the leave system in WolfTime goes live on July 10.
Questions?
Thank you for attending.

WolfTime goes live
July 3, 2017
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Impact to Timekeepers/Leave Coordinators

• Move to data validation role as opposed to data entry
• Will no longer calculate and enter exception pay such as shift differential and holiday pay
• Will no longer calculate and enter compensatory time
• Will still enter on-call pay
• Monitor for exception alarms and supervisor approvals
• Serve as back up approver for supervisors
Impact to Supervisors

• Timesheet and leave approvals will now be online – no paper!
• Timesheet approvals should be completed on a weekly basis; will receive e-mail notifications for time pending approval
• Approval list will be shown in Manager Dashboard
• Managers will review for exceptions such as missed entries
• Can approve remotely