

# **WolfTime**

## **Timekeeping and Leave System**

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**WolfTime is a new way of  
doing things**

**CHANGE!**

# Resources

[go.ncsu.edu/wolftime](https://go.ncsu.edu/wolftime)

## 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"

**Today you will get a  
preview of WolfTime.**

**But first, let's understand  
the why...**

# Current Challenges

*Holiday DEC 28, 29, 30, 31*

Number of Hours Worked Per Week: 40 Year of Time Sheet: 2016  
 Hours worked per week, Year and Month of Time Sheet fields are required. Month of Time Sheet: January

PAID FEB 09 2016  
*BSM*

HOURS WORKED								LEAVE BALANCE								ADDITIONAL HOURS FOR ALL PAID								Comp Time Balance		
WEEK OF	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL WORKED	ANNUAL	COMP TIME	HOLIDAY	COMB SERVICE	INDUSTRIAL	BONUS	OTHER	TOTAL HOURS	HOURS WORKED	EXTRA TIME	000 OVERTIME	100 EXTRA TIME	040 SHIFT TIME	030 SHIFT PREM OT	105 HOLIDAY PAY	080 OTH CALL PAY	Comp Balance from last month	Comp (OT) Earned this month (X 1.5)
12/26/15	0:00	0:00	H	H	H	H	A	0:00	20:15	0:00	0:00	0:00	0:00	0:00	0:00	20:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:15	0:00
01/02/16	0:00	0:00	8:00	8:15	8:00	8:00	8:00	40:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:15	0:15	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00
01/11/16	0:00	0:00	8:30	8:00	8:00	8:15	8:30	39:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	39:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	25:00	0:00	0:00
01/18/16	4:15	0:00	H	8:00	8:15	7:45	8:00	34:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	34:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	26:45	0:00	0:00
01/22/16	0:00	0:00	8:00	9:15	8:00	8:00	8:00	41:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	41:15	1:15	0:00	0:00	0:00	0:00	0:00	0:00	5:30	0:00	0:00

Hours Worked 51.8 round down to nearest quarter hour. Hours Worked 2.7.8 round up to nearest quarter hour.

All entries should be in the format hours:minutes A or P. Example 7:15 P place a space between minutes and A or P. To enter values less than 1 hour use a 0 for the hours example 0:15

Day	WEEK OF 12/26/15		01/01/16		WEEK OF 01/02/16		01/08/16		WEEK OF 01/09/16		01/16/16		WEEK OF 01/16/16		01/22/16		WEEK OF 01/23/16		01/28/16		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Saturday																					
Sunday																					
Monday					7:30 AM	11:30 AM	12:30 PM	4:30 PM	7:30 AM	11:45 AM	12:15 PM	4:30 PM									
Tuesday					7:30 AM	11:30 AM	12:30 PM	4:45 PM	7:30 AM	1:15 PM	2:15 PM	4:30 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	7:30 AM	11:30 AM	12:00 PM	4:30 PM	
Wednesday					7:30 AM	12:00 PM	1:00 PM	4:30 PM	7:30 AM	12:00 PM	1:00 PM	4:30 PM	7:30 AM	11:00 AM	11:30 AM	4:15 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	
Thursday					7:30 AM	1:00 PM	2:00 PM	4:30 PM	7:30 AM	11:30 AM	12:15 PM	4:30 PM	7:30 AM	12:15 PM	1:00 PM	4:00 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	
Friday					7:30 AM	11:30 AM	12:30 PM	4:30 PM	7:30 AM	12:30 PM	1:30 PM	3:00 PM	7:30 AM	11:30 AM	12:00 PM	1:45 PM	7:30 AM	1:00 PM	2:00 PM	4:30 PM	

Time should be rounded to the nearest quarter hour (7 minutes or less round down, 8 minutes or more round up)

Employee Notes/Signature: [Redacted]  
 Supervisor Notes/Signature: [Redacted]

Accumulative Leave Totals			
	Annual	Sick	Commuter
Balance From Last Month	172.00	1117.52	24.00
Earned This Month	15.20	8.00	
Total	187.20	1125.52	
Used this month		0.00	0.00
Ending Balance	187.20	1125.52	24.00

*157.35*

Adverse Weather	
Balance Owed	0.00
Charged this month	0.00
Total Owed	0.00
Made up this month	0.00
Balance Owed	0.00

Comp Time Balance Summary:  
 Comp Balance from last month: 2:15  
 Comp (OT) Earned this month (X 1.5): 0:00  
 Extra time earned this month: 10:15  
 Total comp available: 12:45  
 Comp used this month: 2:15  
 Comp paid out this month: 10:30  
 Ending Balance: 11:30

*2/13/16*  
*STT 2:30*  
*11:30*

\*Bonus - Reflects any bonus time utilized during the pay period week.  
 \*Other - Reflects any university closing or other events relative to status 1 or 2 conditions. (Note the hours do not have to be made up)

*2/13/16*

Last Revised 05/01/05

# Overall Benefits

- **C**ompliance
- **A**utomation and integration
- **S**streamlined processes
- **E**fficiency 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 employees have to clock in and out?

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 employees clock in and out?

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

Departments may have policies in place

# Clocking In and Out

Who can make changes to an employee's time record?

Only the person listed in the Reports To field in the HR System and the time keeper for the department can make time record changes. All changes are recorded in WolfTime.

# Clocking In and Out

What happens if an employee forgets to clock in?

The supervisor or time keeper will need to assist employees with correcting their time. We recommend documenting this correction in writing or email. Supervisors can provide comments in WolfTime.

# Clocking In and Out

What happens if you, the supervisor, forget to approve time each week?

The employee's monthly base pay will not be impacted. WolfTime will ensure employees are paid for additional pay such as shift premium, on call, etc.

# Clocking In and Out

How do I review and approve my employee's time?

Supervisors should review and approve time on a weekly basis through the Manager Dashboard

# Clocking In and Out Approving Time Demo



# Using Leave Time

What if any employee needs to go into negative leave—what happens?

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

# Using Leave Time

How often should I approve leave?

Like approving time, we recommend that supervisors approve leave on a weekly basis through the Manager Dashboard. Leave can be approved ahead of time or after it is taken.

# Using Leave Time

Do employees have to use leave time if they are short their scheduled 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 time , annual or bonus leaves can be used.

# Using and Approving Leave Demo

# Extra Pay

If an employee is scheduled to work 40 hours a week, but you need the employee to work some overtime, what happens?

As the non-exempt (paper timesheet) employee clocks in and clocks out during the week, WolfTime will know when track hours over 40 and will bank the comp time at 1.5 times.

# Extra Pay

Example:

Employee normally work 40 hours a week, but this week the supervisor authorizes the employee to work 42 hours.

2 hours over 40 becomes 3 hours and is placed in the comp time bucket

# Extra Pay

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

The supervisor or timekeeper will need to enter the time the employee is on call. The employee is paid extra for on-call time. If called in, the employee clocks in and clocks out. WolfTime knows to pay you extra for this work time.

# Extra Pay

I have employees who work second and third shifts. How does this work in WolfTime?

WolfTime will track 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

Are employees paid out for comp time if they work over 40 hours in a week?

No, comp time is banked for use at 1.5 times. Whenever employees use vacation or bonus leave, WolfTime will force the use of comp time first.

# Comp Time

What if my department wants the employee to be paid out 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

Does an employee earn comp time if they 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 an employee normally works 30 hours a week, but works 32 hours in a week, does he/she get comp time?

No, not comp time in the sense of 1.5 times. The two hours will go into comp time, but just hour for hour.

# Comp Time

If an employee uses 8 hours of sick leave on Monday, but then works four 9-hour days, does the employee 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

- By June 22, 2017, enter all requests for leave taken or to be taken through June 30, 2017 in the current web leave system. Remind your supervisor to approve your leave.
- By 5:00 p.m. on June 23, print out and sign your Monthly Breakdown Web Leave Report in the current web leave system and provide it to your supervisor.
- Supervisor must approve all pending leave actions in current Web Leave System by June 23 at 5:00 p.m.

# 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**

# Resources

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# Contacts

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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