

## Instructions for Changing Leave Requests Submitted on or After July 1, 2018, to FY 2018-19 Special Bonus Leave

FY 2018-19 Special Bonus Leave is now available for use in WolfTime. It can be used retroactively to July 1, 2018 within **30 calendar days** from the implementation date of Sept. 25, 2018. Please follow these instructions for changing leave requests dated on or after July 1, 2018 to FY 2018-19 Special Bonus Leave. College/division leave coordinators may also administer retroactive leave changes if the employee is not available (i.e., employees who retired, separated or were out on approved paid leave after July 1, 2018, and prior to the Special Bonus Leave loading into the system). Retroactive changes will not be updated in the employee leave balances until the weekly automated WolfTime leave program has completed its Tuesday process.

### EMPLOYEE UPDATES

The employee may cancel the original leave transaction (for leave taken on or after July 1, 2018) and re-enter a replacement leave transaction for **absence hours less than or equal to the amount of 2018 Special Bonus Leave received. To do so, follow these instructions:**

1. If the absence has been approved, the employee will have to cancel the original request dated 7/1/18 or later by logging into Employee Self Service and selecting the WolfTime tile.



2. Select the "Cancel Absences" activity,  and the results will indicate the date ranges that have been approved.
3. Select the absence request that needs to be canceled, and a new page will open.

#### Cancel Absences

##### View Requests

4 rows

<b>Annual Leave or Comp</b>		
Approved	08/06/2018 - 08/10/2018	40 Hours

4. Once the cancellation page opens, the employee can click the "Cancel Absence" button, and a notification will be sent to their supervisor for approval.

#### Cancel Absence

[Return to Cancel Absences](#)

[Cancel Absence](#)

#### Absence Details

5. Once the supervisor has approved the cancellation, the employee can re-enter a new leave transaction using the Special Bonus Leave 2018 option.

\*Absence Name

- Annual Leave or Comp
- Bonus Leave
- Civil Duty
- Community Service
- Leave Without Pay
- Military Leave
- Select Absence Name
- Sick Leave
- Special Bonus Leave 2017
- Special Bonus Leave 2018**

6. The supervisor must approve the 2018 Special Bonus Leave transaction.
7. The automated WolfTime Leave program will update employee leave balances after the next Tuesday

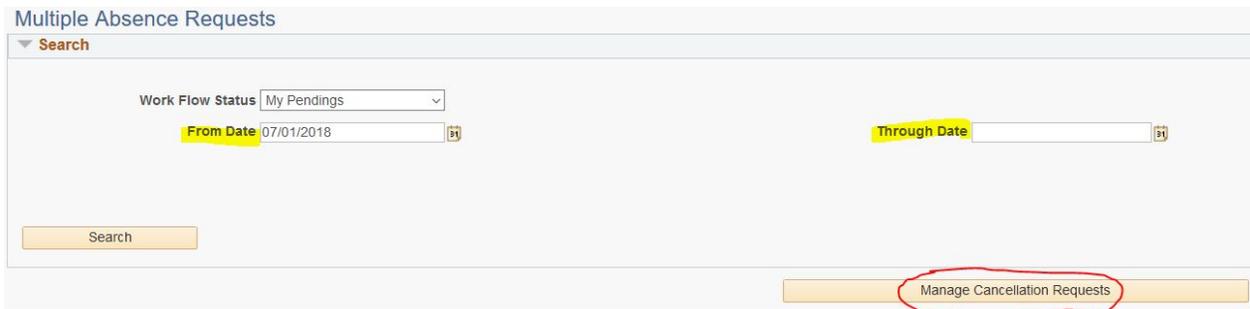
process cycle is complete.

**MANAGER UPDATES**

If your direct reports decide to cancel the original leave transaction, dating back to 7/1/18, you will need to locate the cancellation request and approve it before the employee can submit a new request using 2018 Special Bonus Leave.

1. Click the “My Employee Absences” tile  and make sure the activity reflects an absence request that needs to be approved. 

2. Once the page opens, change the “From Date” to begin on **7/1/2018** and change the “Through Date” to reflect the current date.

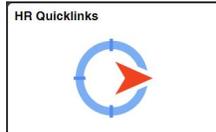


3. Once the dates have been updated, click “Manage Cancellation Requests” to retrieve leave cancellations submitted by your direct reports.
4. Once the employee submits a new leave request, including 2018 Special Bonus Leave, the manager will receive notification and follow their normal steps of approving the request.

## LEAVE COORDINATORS

Alternatively, leave coordinators can cancel or modify the employee's original transaction if the employee and/or manager is not available. Step 1 reflects the long navigation path, and **step 2 reflects the short navigation path:**

1. The leave coordinator can navigate to MyPack Portal → Main Menu → Human Resources System → Global Payroll & Absence Mgmt → Payee Data → Maintain Absences → Create and Maintain Absences.



2. Click the "HR Quicklinks" tile and then click the WolfTime menu option. The drop-down activity list allows the leave coordinator to select the "Create and Maintain Absences" page to search for the original employee leave transaction.
3. Search for the employee ID# and any transaction that needs to be changed/modified from July 1, 2018, to the current date
4. Change the Absence Name and Reason to Special Bonus Leave 2018 on the transaction.
5. Check the select box and then click "Forecast" at the bottom.
6. Once forecasting is complete, select the Forecast tab to verify that the Special Bonus Leave forecast value is eligible.
7. Check the select box, verify that the Submit Option Field indicates "Approve Automatically" and then click Submit at the bottom.
8. Follow the steps above for any other transactions that need to be changed to Special Bonus Leave.

**NOTE:** FY 2018-19 Special Bonus Leave is independent. It will not automatically be taken before annual leave/comp, bonus or other types of leave. If employees want to take FY 2018-19 Special Bonus Leave, they must select it from the absence name drop-down list.