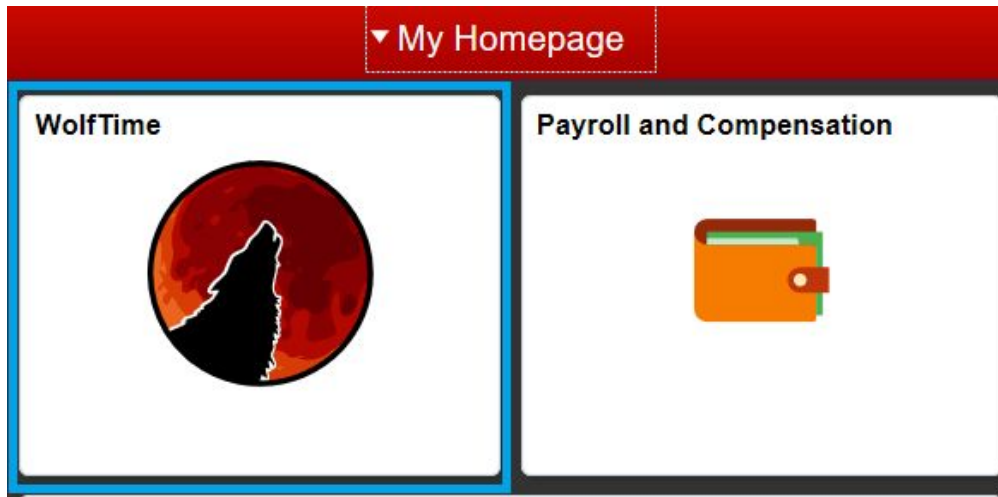


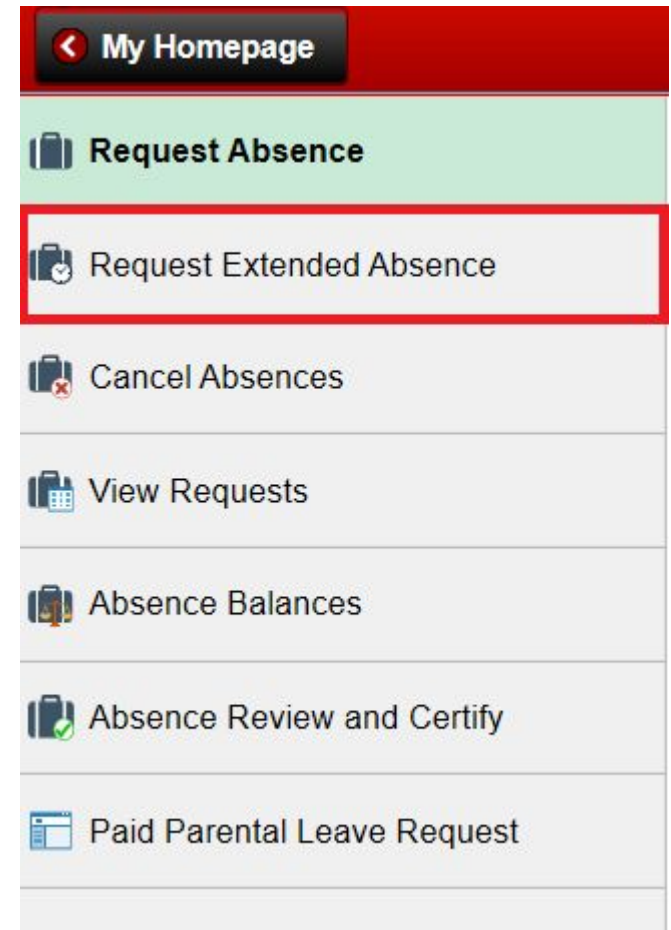
Employee Submission for Paid Parental Leave

<https://benefits.hr.ncsu.edu/leave-programs/paid-parental-leave/>

- Log in to MyPack Portal
- Select the WolfTime Tile



- Select Request Extended Absence



Select the plus sign to add new entry

< My Homepage

- Request Absence
- Request Extended Absence**
- Cancel Absences
- View Requests
- Absence Balances
- Absence Review and Certify
- Paid Parental Leave Request

Manage Extended Absence

Create and manage your extended absence information.
If you are missing some information

Extended Absence Request

+	Absence Name	A
	Paid Parental Leave EA	

Absence Type: Paid Parental Leave

Absence Take: Paid Parental Leave EA

Select: Launch

Wolftime



Launch

Absence Type Paid Parental Leave ▾

*Absence Take Paid Parental Leave EA ▾

The Extended Absence Request page is broken down into four sections

1. Absence Information

- Enter in dates for request**
- Recovery - maximum four weeks**
 - Birth**
- Bonding - maximum four weeks**
 - Adoption**
 - Birth**
 - Foster Placement**
 - Other Placement**
- Comment**

Select Save

Select Next

***For childbirth PPL, submit recovery and bonding as two separate entries**

[✕ Exit](#)

Extended Absence Request

Absence Name Paid Parental Leave EA
Absence Type Paid Parental Leave
Status New

- 1 Absence Information**
Visited
- 2 FMLA Eligibility**
Not Started
- 3 Attachments and Notes**
Not Started
- 4 Review and Submit**
Not Started

Step 1 of 4: Absence Information

***Start Date** 

***Expected Return Date** 

Actual Return Date 

***Absence Reason** 

Comments

2. FMLA Eligibility

- This page will show the FMLA eligibility and hours.
- Even if “FML Eligible” is No, the submission can still be complete
- In the comments section note any reasons the FMLA eligibility should be overridden. Ex. Prior eligible employment as a temp or permanent employee at another state agency.
- Select Next

▼ **Extended Absence Section**

Date Change Will Take Effect 11/16/2020

Sequence 0

Payroll Status Active

Effective Date

11/16/2020

Empl ID

001115674

Empl Record

0.000000

FMLA Eligible

Yes

Override Eligibility

No

Leave Taken

0.000000

FMLA Balances

160

Earned Hours

1384.000000

Service Weeks

250.000000

State Earned Hours Elig

Yes

State Service Weeks Elig

Yes

▼ **Comments**

Comments

3. Attachments and Notes

- Select Add Attachment
- Find saved document on device
- Select Open
- Select Upload
 - formats: PDF, JPEG, PNG, Text, *no Word files
- Select Done
- Select Save
- Select Next

What Document are needed?

Qualifying Event	Examples: Parental Leave Acceptable Supporting Documentation (Only one (1) document required)
Adoption	<ul style="list-style-type: none"> > Adoption Order > Proof of Placement
Birth	<ul style="list-style-type: none"> > Birth Certificate > Hospital Report of Birth in lieu of Birth Certificate > Certified DNA Results > Custody Order > Proof of Placement
Foster Placement	<ul style="list-style-type: none"> > Foster Care Placement Agreement > Custody Order > Proof of Placement
Other Legal Placements	<ul style="list-style-type: none"> > Custody Order > Proof of Placement

4. Review and Submit

- Review dates and reason
- Select FMLA Eligibility
 - Confirm comments, if entered
- Select Submit

View PPL Submission

- Select Request Extended Absence
- Previously submitted entries will show in a list
- Status column will show if saved, submitted, approved, or denied
- Select entry to review
- Select View Attachments to review previously submitted attachments

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Manage Extended Absence

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with t information.

If you are missing some information, save your request for later to manage your extended absences at a later time.

Extended Absence Request



Absence Name ◇	Absence Reason ◇	Start Date ◇	Expected Return Date ◇	Status ◇	Source ◇	Absence I
Paid Parental Leave EA		10/01/2020	10/23/2020	Approved	Employee Extended Absence	No
Paid Parental Leave EA	Birth-Bonding	11/16/2020	12/11/2020	Submitted	Employee Extended Absence	No

Submit Subsequent Leave Request

- Once the Paid Administrative Leave has been approved the leave entry can be submitted through WolfTime
- Select Request Absence
- Select Include FML/FIL/Workers Comp Absences (YES)

- Absence Name: Paid Parental Leave
- Absence Reason: Match reason to PPL submission absence reason
- Start Date and End Date
 - Dates within range of PPL request
 - One week at a time
- Select View Eligibility and Forecast
- Select Submit

Request Absence

[Submit](#) [Save for Later](#)

Yes **Include FML/FIL/Workers Comp Absences**

*Absence Name

*Reason

*Start Date

End Date

Supervisor Name

[View Eligibility and Forecast](#) [View Eligibility Details](#)

Forecasting has completed with no errors. Date Time: November 08,2020 at 21:47

Comments

[View Balances](#) >

[View Requests](#) >

