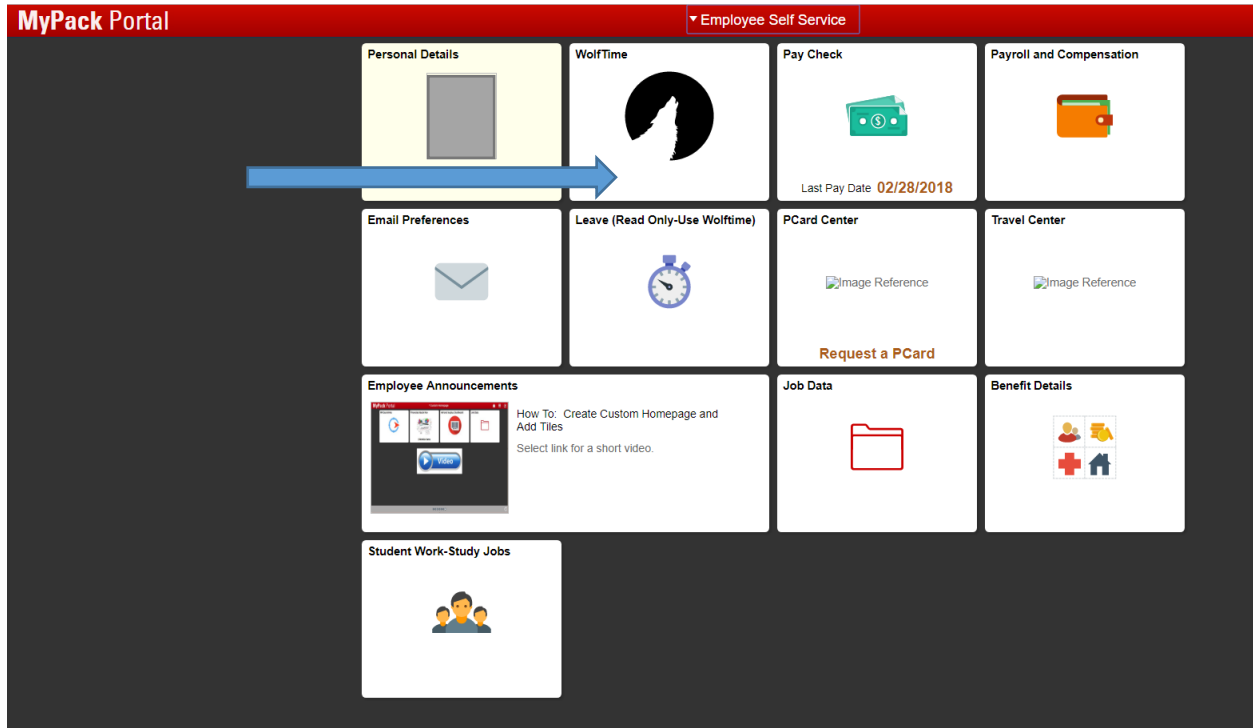


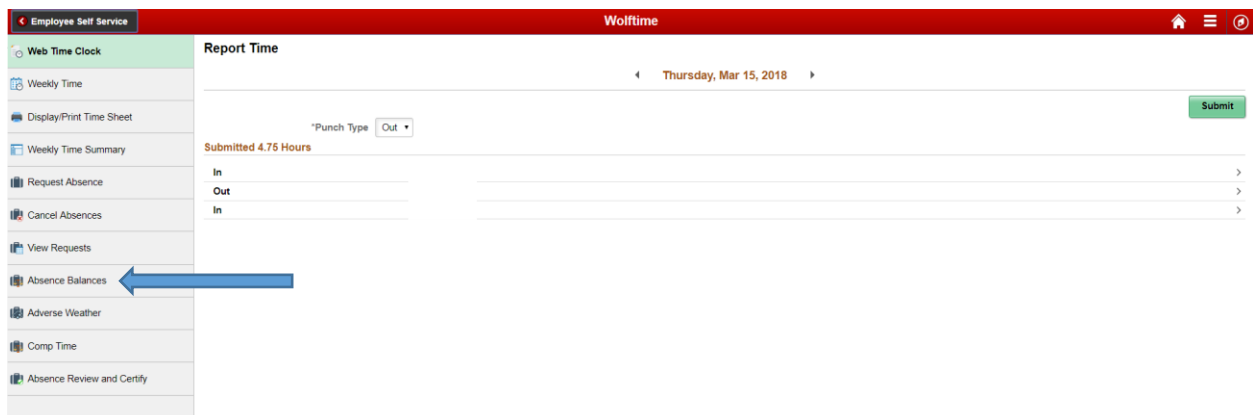
## To view FORCASTED BALANCES as an employee:

Open Employee Self Service within the MyPack Portal.

Click on WolfTime



Click on Absence Balances



The balances on this page only include approved actions and accruals as of the “Balance as of Date”

To see balances for future dates that include pending actions as well as actions with future dates and future accrual, **Select “Forecast Balance”**.

**Wolftime**

My Homepage

Web Time Clock

Weekly Time

Display/Print Time Sheet

Weekly Time Summary

Request Absence

Cancel Absences

View Requests

**Absence Balances**

Adverse Weather

Comp Time

Absence Review and Certify

**Absence Balances**

<b>Special Bonus Leave Available</b> As Of 03/09/2018	19.30 Hours
<b>Community Service Remaining</b> As Of 03/09/2018	24.00 Hours
<b>TOTAL Comp Leave Available</b> As Of 03/09/2018	1.79 Hours
<b>Bonus Leave Available</b> As Of 03/09/2018	40.00 Hours
<b>Future Sick Accrual thru 12/31</b> As Of 03/09/2018	80.00 Hours
<b>Future Vac Accrual thru 12/31</b> As Of 03/09/2018	127.34 Hours
<b>Sick Leave Available</b> As Of 03/09/2018	605.10 Hours
<b>Vacation Leave Available</b> As Of 03/09/2018	262.66 Hours

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

Forecast Balance

Choose the type of leave for which you would like to verify balances. These totals include any pending future actions for leave taken and any accruals of leave that will happen between now and the “As of Date” you enter.

Enter the termination date into the “As of Date” field.

#### NOTES:

“Annual Leave or Comp” will show the forecasted balance for ANNUAL LEAVE only.

“Comp time Balance” will show the forecasted balance for COMP TIME only.

“Sick Leave” will show the forecasted balance for SICK LEAVE only.

Note: Since Bonus Leave and Special Bonus Leave do not accrue over time, you cannot select these in the “Forecast Balance”. To calculate balances for Bonus Leave and/or Special Bonus Leave, click on Absence Balances and view the “Balance as of” column and subtract out any actions that were entered for days AFTER the “as of” date.

**My Homepage** **Wolftime**

- Web Time Clock
- Weekly Time
- Display/Print Time Sheet
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- Request Absence
- Cancel Absences
- View Requests
- Absence Balances**
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### Absence Balances

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\*\*Disclaimer The current balance does not reflect absences that have not been processed

▼ **Forecast Balance**

As of Date:

\*Absence Name:  Current Balance: 262.66 Hours\*\*

Enter term date

Forecast Balance

## Forecast Details

✕

<b>Vacation Carried Over YTD</b> 01/01/2018 - 12/31/2018	240.00
<b>Vacation Granted YTD</b> 01/01/2018 - 12/31/2018	33.99
<b>Vacation Taken YTD</b> 01/01/2018 - 12/31/2018	0.00
<b>Vacation Adjusted YTD</b> 01/01/2018 - 12/31/2018	0.00
<b>Vacation Leave Available</b> ← 01/01/2018 - 12/31/2018	273.99
<b>Leave Rolled to Sick 12/31</b>	33.99