COMPUTER SCIENCE (CSC) EMPLOYEE WOLFTIME QUICK GUIDE
HOW DO I ACCESS THE SYSTEM

• The Wolftime web clock is...
  – Accessible from the MYPACK Portal through Employee Self Service. *(Navigation: Time Reporting->Report Time->Punch Clock)*
  – Employees with a valid NCSU ID # can login to the web clock to punch In/Out.
  – Employees can access with a computer, laptop, or personal IP (smart phone/tablet) device with access to the internet.
Employee Responsibilities

Punch In/Out (Clock In/Out) on the Wolftime Web clock each time you start or end work. NOTE: You must also punch in and out for meals and breaks which are required if working over 4 hours in a day.

Follow the onscreen instructions to punch In/Out.

If you have multiple jobs on campus, make sure you select the correct job at punch in.
IMPORTANT POINTS

Your Punch (Clock In/Out) is your WORD that you are working-this is your certification.

To work on a holiday, you must have *prior* written approval.

The following slides show the screen shots of punching in and out and viewing your time entered:
Wolftime Web Clock: Punch In (Clock In/Out)

Enter your 9 digit employee ID# then click OK
Wolftime Web Clock: Punch in (Clock In/Out)

Click on the “Job Clock In” link at the beginning of your work day or returning after a break.
If you have multiple jobs, select the appropriate clock (job) location from the drop down list.
Welcome Employee

Successful clock punch (clock in)

B-COMM for PeopleSoft Time and Labor 7
Friday, June 24, 2011

Good Bye VANCE BRUCE (Check Clock Successful)
Welcome Employee

OK
Click on the “Job Clock Out” link for breaks or the end of your work day.
Wolftime Web Clock

Successful clock punch (clock out)
Wolftime Web Clock: To View Your Time Record

To view historical punch data click on “Time Record View”.
Select the date you want to view and click the “View Time” link.
Punch (clock in/out) time activity for a specific date. When you finish view click “Done”.
WHAT TO DO IF I HAVE AN ERROR

Please contact

Lauren Williamson or Marcus Bullett

Located in EB2, Suite 3321
VIEW AND OR PRINT A COPY OF A TIMESHEET

To **view and/or print a copy of their timesheet**: Navigating to Employee Self Service in the MYPACK Portal.

**Navigation Path:**
- Main Menu->Employee Self Service->Time Reporting->View Time-> Display/Print Time Sheet
Employee Self Service Timesheet

When the Display/Print Time Sheet panel opens (below) the user can click on the highlighted search icon then select the specific paycheck date the user wants to view or print. After the date is select then click “Generate Time Sheet” to view and/or print. **DON’T FORGET TO CLICK THE BOX “INCLUDE PROJECT DETAILS”**
NC State University

Timesheet Summary with Project IDs & Signatures

Timesheet – Biweekly

Employee ID: TKL
Employee Name: Valeska
Department: Communication

Pay Period: 06-07-2014 - 06-20-2014
Pay Day: 07-04-2014
Exp End Date: 06-21-2014

<table>
<thead>
<tr>
<th>Sat 06-07-2014</th>
<th>Sun 06-08-2014</th>
<th>Mon 06-09-2014</th>
<th>Tue 06-10-2014</th>
<th>Wed 06-11-2014</th>
<th>Thurs 06-12-2014</th>
<th>Fri 06-13-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>Out</td>
<td>In</td>
<td>Out</td>
<td>In</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>09:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

Week Ending 06-13-2014 Total Hours Worked 8.00

* Holiday

Week Ending 06-20-2014 Total Hrs Worked 13.00 Total Hrs for Pay Period 21.00 Total All Jobs – 21.00

I certify that all hours have been recorded accurately.

WWWITTEK

06-24-2014 04:22 PM Electronic Signature on File. 06-24-2014 02:21 PM

Employee Signature Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Project ID</th>
<th>Hours</th>
<th>Hourly Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-10-2014</td>
<td>201555</td>
<td>8.00</td>
<td>$12.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>06-17-2014</td>
<td>201555</td>
<td>7.00</td>
<td>$12.00</td>
<td>$84.00</td>
</tr>
<tr>
<td>06-18-2014</td>
<td>201555</td>
<td>6.00</td>
<td>$12.00</td>
<td>$72.00</td>
</tr>
</tbody>
</table>

Period Ending: 06-20-2014 21.00 $252.00