Completing your Online Time Card

Log on to www.wittenberg.edu

1. Click on “myWitt” indicated by the arrow below which will take you to the Log In to MyWitt screen.

2. Enter your username and password and then click “Log in”
3. Click once on “Time Entry & Approval”

First, a list of your current position(s) will be displayed.

4. Click the box to choose which position you will be entering time worked
5. CAUTION: Pay attention that you are selecting the correct pay period before entering hours.
6. IMPORTANT NOTE: Your time must be submitted by the date and time listed in this box.
7. Click the submit button (only once).
8. Current leave balances will be listed. Annual Leave refers to vacation for hourly staff and PTO for police and security staff.

9. Record hours worked in these boxes. Round to the nearest quarter hour (i.e. 8:05a would be rounded to 8:00a). Simply type “a” or “p” to indicate a.m. and p.m. AVOID typing a space between your hours worked and “a” or “p”.

10. Vacation or PTO would be recorded in this column, and should normally be taken in full day increments and may not be taken in less than one-hour increments.

11. Sick leave is recorded in this column – in no less than one hour increments.

12. Other hours such as personal and holiday would be recorded here. Use the drop down box to indicate type of leave.

13. The “insert line” is to add an extra line if you worked more than two times during a work day. You must check mark the box on the applicable day and time click submit to get the extra line.

- As a reminder, noon is 12p, and midnight is 12a.
- AVOID using the “enter” key to navigate through the time card.
- Use either the tab key or your mouse!
14. AVOID checking this box. If you have overtime from a previous pay period that is unpaid, report those hours and dates in the employee comment box listed below.

15. Check this when you’ve entered ALL your hours for the entire biweekly pay period. This becomes your legal signature. AVOID checking this box prior to entering ALL hours for the pay period.

16. The comments you make in the employee comments box will become a part of your permanent time card and can be viewed in “Time Card History” on MyWitt. You can use this box to document doctor’s appointments, FMLA, notes to your supervisor, etc.

17. Click on the “Submit” button to update any changes or modifications that you have made to your time. Please only click the “Submit” button ONCE! We ask for your patience as the system updates… Do not close this screen until you see a summary of your hours like the one on the next page.
After you have entered your time and clicked the “Submit” button, you will receive a summary page that looks like this. If you do not get this summary page, it is likely that the system did not record the hours entered.

18. All hours as you have entered them will be recorded in the summary format.
19. If the system does not reflect the appropriate hours, click the “x” red confirmation box to close this screen.

20. Click on the “Time Entry and Approval” link on the left side of screen shown below which will open a new screen where you can choose “Time Entry.” We highly recommend that you AVOID using the “Back” button at the top of the screen.
21. Check the box to select the position you are entering hours for, review and update hours if necessary.

If all of the information is correct, you may click “OK" to exit the screen or click “Log Out of MyWitt,” which brings you to the main MyWitt Portal menu.
After you have electronically signed your time card for the entire biweekly pay period – YOU MAY NOT ACCESS THAT SPECIFIC TIME CARD, and you will receive this message. You will have to contact your supervisor and HR if you signed your time card prematurely.

You can click on “Log Out of MyWitt” to return to the main MyWitt Portal menu.