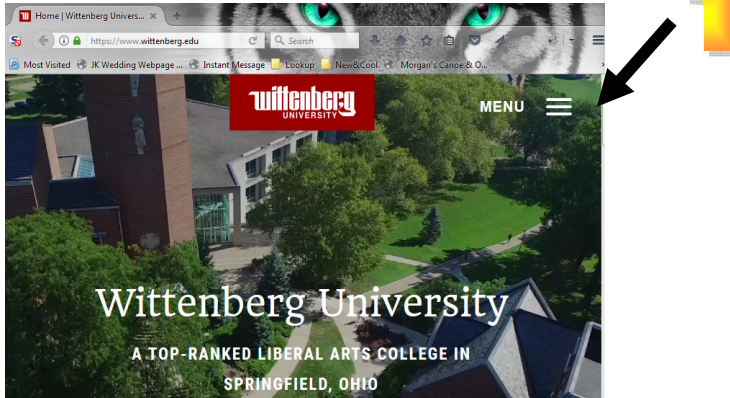


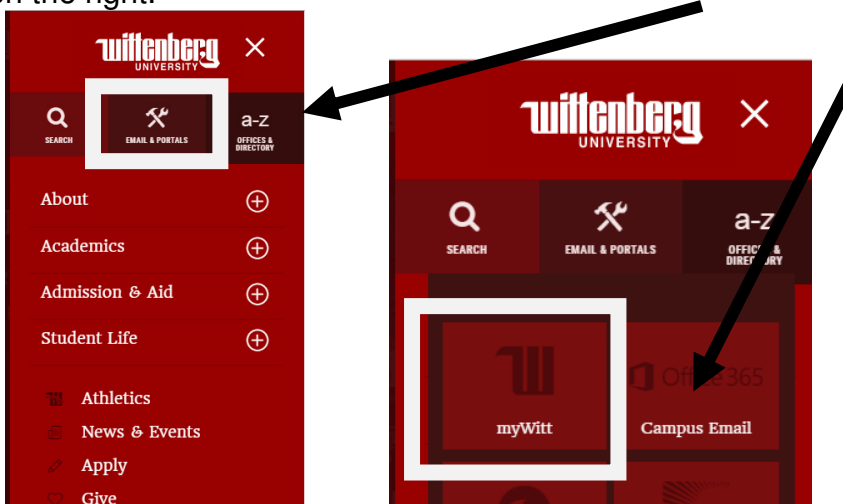
Approving Time cards (For supervisors)

Log on to www.wittenberg.edu

1. Click on the three bars next to MENU in the upper right corner as indicated by the arrow above.



Then, click on Emails & Portals as seen below on left, then MyWitt from the drop-down as seen on the right.

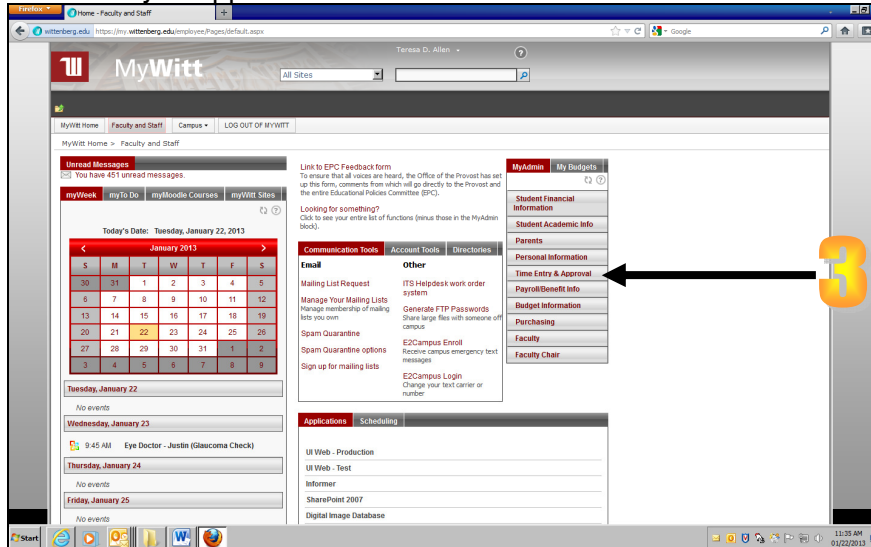


2. Enter your username and password and then click "Log in"

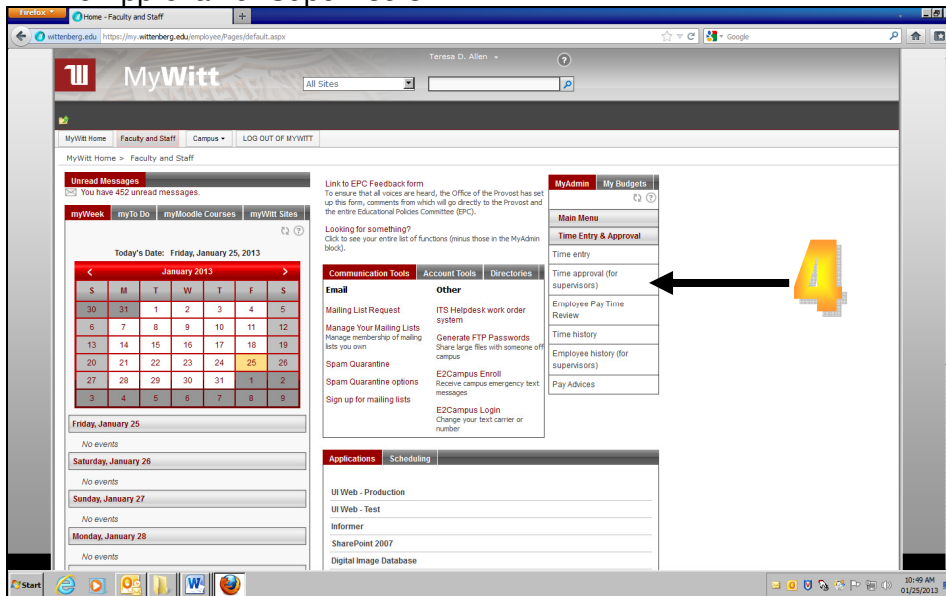


Note: Please wait for the "My Admin" box to finish loading before continuing.

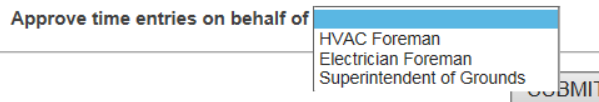
3. Click once on “Time Entry & Approval”



4. Click once on “Time Approval for Supervisors”



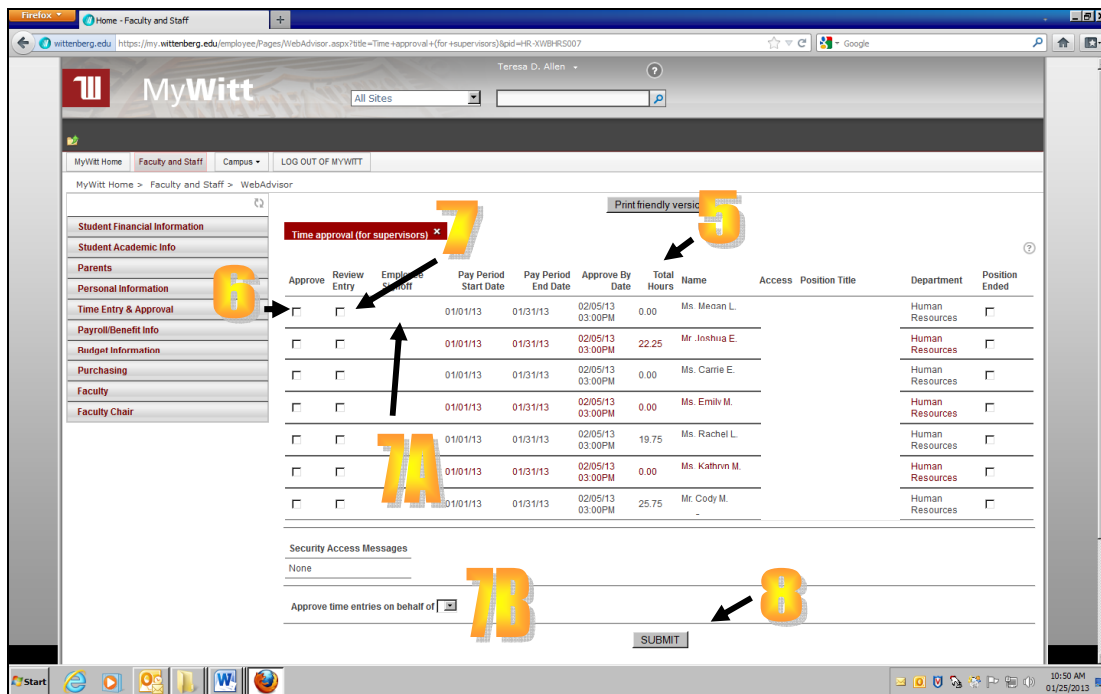
NOTE: If you are the *ALTERNATE* supervisor, you must first scroll to the bottom of the page. Click on the drop down arrow beside the “Approve time entries on behalf of” label. Select the appropriate person/position for which you are approving, then hit the submit button. (See 7B below.)



There are three locations where you can approve a time card. The first that you will see is the least detailed, and your first chance to approve the time.

5. Total hours are displayed in this column.
6. If you prefer, you can approve directly from this screen. Just check this box for each and click “Submit.”
7. To review in more detail make sure the “review entry” box is checked and click “Submit.”
- 7A. “Y” in the Employee Signoff column (just to the right of Review Entry) indicates the employee has marked their time card as completed. If a supervisor approves a time card prior to the employee marking it completed, the employee will not be able to access the card again.

8. Click the submit button (only once).

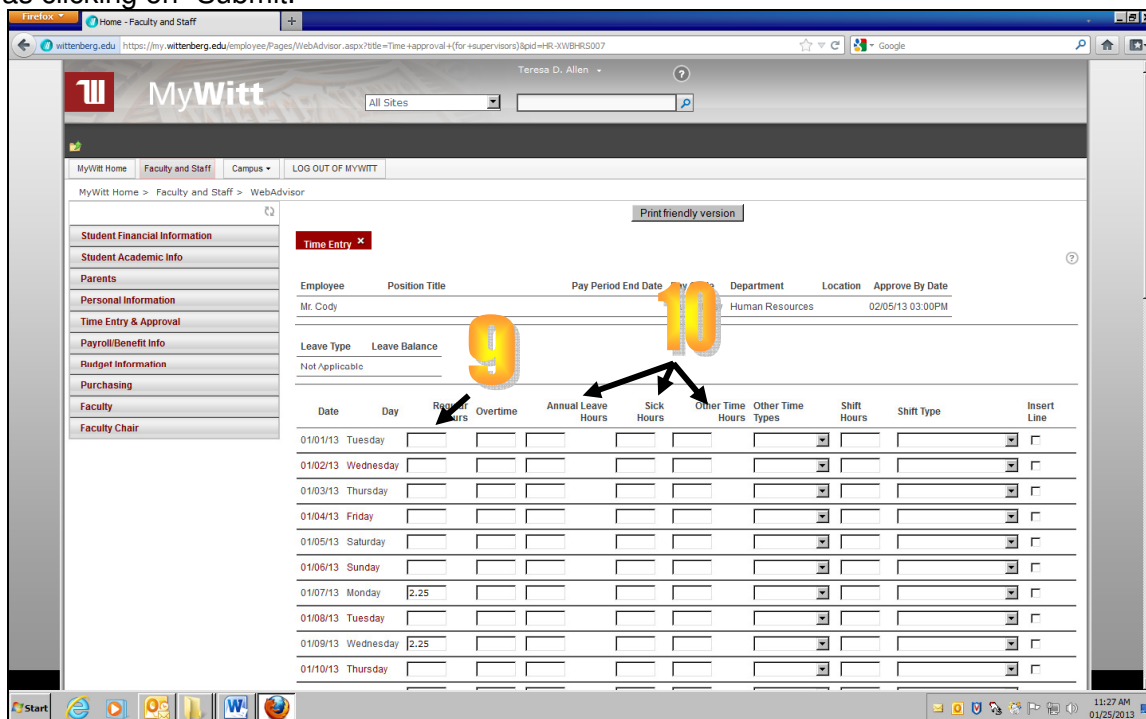


If you checked “Review Entry” and click “Submit,” you will be given more detail on the total hours that were worked. This is your second chance to approve the time card.

9. You can see hours worked per day here. Make any necessary changes in this space.

10. Annual leave, sick, and any other hours such as personal or holiday would be displayed in these columns. All leave hours should be recorded in one-hour increments.

Remember to use the mouse or tab key to navigate through the screen. If you hit the enter key, it will react the same way as clicking on “Submit.”



11. Near the bottom of this screen, if you wish to see the actual time in/out data, click on the box and then on the submit button.

12. The employee has not signed the time card until this says “yes.”

13. If you do not wish to review time in/out data, and are ready to approve, select APP from the drop-down box, then SUBMIT. You may also add supervisory comments to the record if you so desire.

The employee has time in/out data. To review it, check the box **11**

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

Employee has electronically signed the time entry as complete Yes **12**

Employee Comments

Supervisor Decision **13**

Enter E-mail Subject

Supervisor Comments

Employee Email Address

14. On this screen you will see your staff's daily time in/out entered for each day.

15. Your last chance to approve the time card is here. Choose “Approve” from the drop down box and click “Submit” once.

The screenshot shows a web browser window displaying the time card approval system. The interface includes a table of dates with time in/out fields and checkboxes. A yellow arrow points to the 'Supervisor Decision' dropdown menu, which is highlighted with the number 15. A 'SUBMIT' button is visible at the bottom of the form.

01/25/13	Friday	08:00AM	09:00AM	<input type="checkbox"/>
01/25/13	Friday	10:15AM	12:30PM	<input type="checkbox"/>
01/26/13	Saturday			<input type="checkbox"/>
01/27/13	Sunday			<input type="checkbox"/>
01/28/13	Monday	08:00AM	09:00AM	<input type="checkbox"/>
01/28/13	Monday	10:15AM	11:30AM	<input type="checkbox"/>
01/29/13	Tuesday			<input type="checkbox"/>
01/30/13	Wednesday	08:00AM	09:00AM	<input type="checkbox"/>
01/30/13	Wednesday	10:15AM	11:30AM	<input type="checkbox"/>
01/31/13	Thursday			<input type="checkbox"/>

Non-Exempt Other Position Hours Exempt Other Position Hours
0.00 0.00

Employee has electronically signed the time entry as complete No

Employee Comments

Supervisor Decision **15**

Enter E-mail Subject

Supervisor Comments

Employee Email Address

After clicking “Submit” for approval, you will receive a confirmation screen. An automated email message is now sent to the employee(s) that you have approved their time card(s).

Confirmation ×

BACK



Thank you for reviewing the time entries

OK

[MyWitt Home](#)

will return you to the Portal home page.

LOG OUT OF MYWITT

will log you out of the Portal completely.