

How to Report Leave on Timecards in Self-Service (Non-Exempt Employees)

Go to Self-Service: <https://selfservice.wittenberg.edu/>

From the home page, click the **Employee** box.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Next, click the **Time Entry** box:



Time Entry

Here you can fill out your timecards.

Click into the current week:

Time Entry

Bi-Weekly

02/26/2024 - 03/03/2024 Due by: 3/11/2024 10:00 AM Total: 0.00 Hours	Human Resources Coordinator	>
03/04/2024 - 03/10/2024 Due by: 3/11/2024 10:00 AM Total: 0.00 Hours	Human Resources Coordinator	>

NOTE: Payroll deadlines will always be displayed under each week next to **Due by:**

To add any leave time, click **Additional Time**.

Week 02/26/2024 - 03/03/2024
6.00 Total hours

Saved Save View Leave Balances

HURE-B-009 • Human Resources Coordinator
Mrs. Carol Nickoson • Human Resources • Wittenberg Main Campus
6.00 | Unsubmitted

Earn Type	Mo 2/26	Tu 2/27	We 2/28	Th 2/29	Fr 3/1	Sa 3/2	Su 3/3	Total
Regular	10:00 AM	00:00 AM	6.00					
	12:00 PM	00:00 AM						
	1:00 PM	+	+	+	+	+	+	
	5:00 PM							
	- +							
Position Total Hours:	6.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00

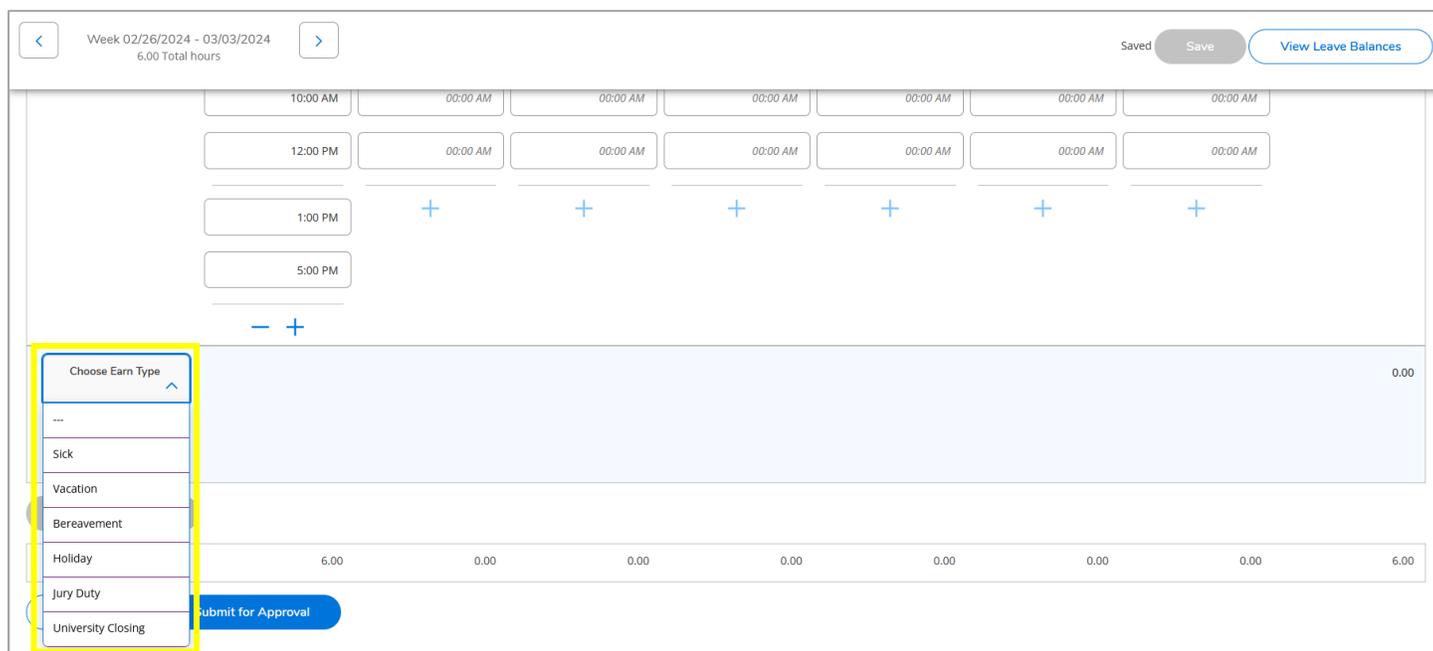
+ Additional Time

Comments Submit for Approval

Click **Choose Earn Type** and select. Type in the hours of leave used under that earn type. Remember, log hours used to the nearest quarter hour.

Employees can add more than one earn type if needed. A few special leave types are noted below, but if you cannot find a specific earn type or if you have questions, contact Human Resources at hure-mail@wittenberg.edu.

1. **Bereavement** – When using the bereavement earn type, add a comment (see instructions below) to specify the immediate family member. For deaths in the immediate family, employees may use up to three (3) consecutive paid working days to handle family affairs and attend the funeral. The university provides one (1) additional day for required travel beyond a 250-mile radius. See Employee Manual for full policy and definition of immediate family member.
2. **FMLA** – Prior to using FMLA you must contact HR and have the appropriate paperwork on file. HR will work with you and your supervisor on details pertaining to your leave. Reference the Employee Manual as appropriate. There is no specific leave type associated with FMLA. HR will work with you on how to record FMLA leave.
3. **Short Term Disability** – After exhausting the 30-day wait period for non-exempt employees on an approved FMLA leave, a short term disability benefit may be available. You must work with HR to meet all documentation requirements related to FMLA and short term disability. Once the 30-day wait has been met, HR will add a DISA code to your available leaves. You will use the DISA code for the period of time you are on approved short term disability. Once your short term disability has ended, HR will remove the DISA code. See the Employee Manual for more on short term disability.



Week 02/26/2024 - 03/03/2024
6.00 Total hours

Saved Save View Leave Balances

10:00 AM	00:00 AM					
12:00 PM	00:00 AM					
1:00 PM	+	+	+	+	+	+
5:00 PM						
	-	+				

Choose Earn Type

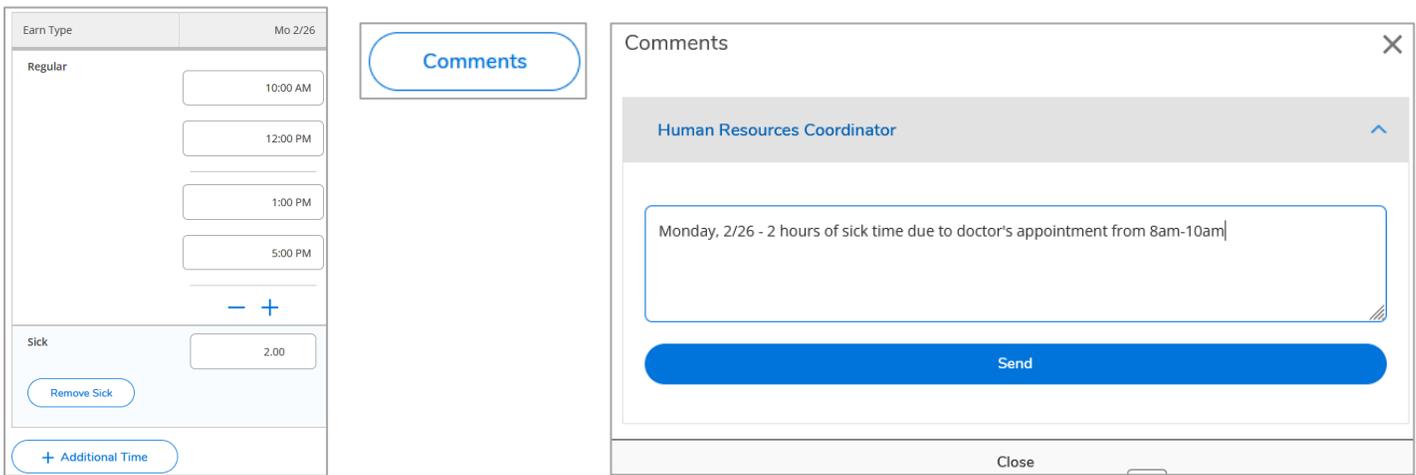
-
- Sick
- Vacation
- Bereavement
- Holiday
- Jury Duty
- University Closing

6.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 6.00

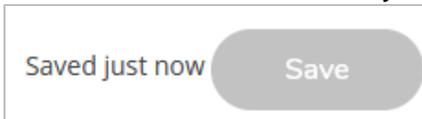
Submit for Approval

Please view the [Employee Manual](#) to view full policies on each leave type.

To add a comment for your supervisor to view, click **Comments**, type a comment, and click **Send**. Employees cannot delete comments after they have been sent. Click **Close** to return to the timecard.



Timecards will automatically save as changes are made. Double check this by clicking **Save**.



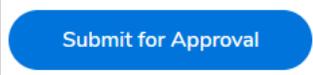
When adding leave time, the number of hours the employee typically works should be entered on the box for that day.

Example: A part-time employee that typically works a 4-hour shift would enter 4 in the box for the leave type. If an employee is not typically scheduled to work on a day that a holiday/university closing falls on, they should NOT enter time on that day.

This employee typically works 8 hour shifts Monday-Friday. Tuesday was a regular work day with a 1-hour lunch break. This employee is taking Wednesday and Thursday as vacation and Friday is a "Holiday" in this example. Leave hours should be entered on the same line as the earn type. Leave hours are to be used in quarter hour (0.25) increments.

Earn Type	Mo 2/26	Tu 2/27	We 2/28	Th 2/29	Fr 3/1	Sa 3/2	Su 3/3	Total
Regular	10:00 AM	8:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	14.00
	12:00 PM	12:00 PM	00:00 AM					
	1:00 PM	1:00 PM	+	+	+	+	+	
	5:00 PM	5:00 PM						
- +		- +						
Sick	2.00							2.00
Remove Sick								
Holiday					8.00			8.00
Remove Holiday								
Vacation			8.00	8.00				16.00
Remove Vacation								

Click **Submit for Approval** when the week is completed to sign off on their timecard.
Best practice: Submit timecards after the last shift each week in the pay period.
 Supervisors will receive an email for each week the employee has submitted.



If you have multiple positions/timecards, enter leave time on your primary position.

Click the arrow to navigate to the next week:

Pay Period 02/26/2024 - 03/10/2024
[< All Time Sheets](#)

Week 02/26/2024 - 03/03/2024
 40.00 Total hours

HURE-B-009 • Human Resources Coordinator
 Mrs. Carol Nickoson • Human Resources • Wittenberg Main Campus
 40.00 | Unsubmitted

Time must be entered accurately and timecards must be submitted before the payroll deadline.
Altering, falsifying, tampering with time records, and/or recording time for another employee may result in disciplinary action, up to and including termination of employment without limiting the university's right of reimbursement.
 If employees have worked shifts in a previous pay period and have not been paid yet, view the instructions on **How to Submit Time from Previous Pay Periods** on the [Payroll webpage](#).

LEAVE BALANCES:

Leave balances are not updated until the biweekly payroll is processed. Once processed, employees can view their leave balance by clicking **Employee > Leave** or by clicking **View Leave Balances** in the top right of the timecard.

Non-exempt employees **SHOULD NOT** use the leave requests shown below since leave is reported in timecards.

Employment - Employee - Leave

Leave

Leave Balance

Vacation (Hours)
 0.00 Used | 80.00 Balance

Sick (Hours)
 0.00 Used | 100.00 Balance

Leave Requests
 You have no outstanding leave requests

Request Leave

Leave - As Of 3/4/2024

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Nonexempt -	0.00	80.00	0.00	0.00	80.00	... View
Sick-Nonexempt FTE=1 -	0.00	100.00	0.00	0.00	100.00	... View
Personal-Nonexempt -	0.00	16.00	0.00	0.00	16.00	... View
Volunteer-Nonexempt -	0.00	8.00	0.00	0.00	8.00	... View

- Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

CHANGES TO TIMECARDS:

Before the payroll deadline has passed:

Employees can unsubmit their timecard and make the changes needed by clicking **Return to Timecard to Edit**. Once the changes are made, the employee should **Submit for Approval**.

After the payroll deadline has passed:

Email payroll@wittenberg.edu with the changes needed. This change will not go into effect until the following pay period. For any hours that were not paid, follow the instructions for **How to Submit Time from Previous Pay Periods** on the [Payroll webpage](#).