

How to Submit Time from Previous Pay Periods (NOT paid yet)

Employees must send an email about any missed hours worked from previous pay periods to payroll@wittenberg.edu and their supervisor (see sample email content below). This time information should be submitted **AND** approved by the supervisor as soon as the employee is aware, but no later than the payroll deadline or it will not be added to the current payroll.

The email must include the following information (feel free to copy & paste!):

TO: Payroll@wittenberg.edu

CC: <INSERT SUPERVISOR EMAIL>

SUBJECT: Missed time from previous timecards

MESSAGE:

Here are the date(s) that I worked, but have not yet been paid for:

<INSERT DATE, TIME IN, TIME OUT> [EXAMPLE: 10/31/23 11:00am-2:00pm]

These hours are for my position as <INSERT POSITION NAME>

Supervisor – please “reply all” to approve these hours.

Thank you,

<INSERT EMPLOYEE NAME>