


How Supervisors can View Employee's Time History in Self-Service

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 History (Supervisor)** box



Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

Search the employee's full name or ID number. Supervisors can only view their supervisees.

Time History (Supervisor)

Search for Employee

Each pay period consists of two weeks since non-exempt employees are on a biweekly pay cycle. Click on the weeks to view in/out time entered on timecards.

If you cannot see a pay period, the employee did not enter any time on their timecard. If an employee worked, but did not enter their time, please follow the instructions on [How to Submit Time from Previous Pay Periods](#).

Select a Year to view associated Pay Period

2023

| Pay Period | 11/20/2023 - 12/03/2023 |
|--------------------------------------|---|
| 11/20/2023 - 12/03/2023 Bi-Weekly | Bi-Weekly |
| 11/06/2023 - 11/19/2023 Bi-Weekly | Dates 11/20/2023 - 11/26/2023 11/27/2023 - 12/03/2023 |
| 10/23/2023 - 11/05/2023 Bi-Weekly | |
| 10/09/2023 - 10/22/2023 Bi-Weekly | |
| 09/25/2023 - 10/08/2023 Bi-Weekly | |
| 09/11/2023 - 09/24/2023 Bi-Weekly | |

Once a week is selected, it will appear with the in/out time for each day time was entered. The total hours per day appear at the bottom and the total weekly hours appear on the far right. There is also a note that confirms the employee was paid for these hours.

Pay Period 11/20/2023 - 12/03/2023

[< All Time Sheet History](#)

<
Week 11/27/2023 - 12/03/2023
>
 6.42 Total hours

HUREMGR-S-109 • Human Resources Student Manager-FWS

Ms. Rebecka M. Schlake • Human Resources

6.42 | Paid

| Earn Type | Mo 11/27 | Tu 11/28 | We 11/29 | Th 11/30 | Fr 12/1 | Sa 12/2 | Su 12/3 | Total |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|-------|
| College Work Study | 00:00 AM | 11:20 AM | 12:15 PM | 00:00 AM | 12:00 PM | 00:00 AM | 00:00 AM | 6.42 |
| | 00:00 AM | 1:00 PM | 2:00 PM | 00:00 AM | 3:00 PM | 00:00 AM | 00:00 AM | |
| Position Total Hours: | 0.00 | 1.67 | 1.75 | 0.00 | 3.00 | 0.00 | 0.00 | 6.42 |