

INSTRUCTIONS FOR SUPERVISORS TO VIEW HOURLY STAFF LEAVE BALANCES

Self Service

selfservice.wittenberg.edu



Log into <https://selfservice.wittenberg.edu/> using your Wittenberg email, password, and MFA. Once on the Self-Service home page, choose **Employee**.

wittenberg UNIVERSITY schlaker Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Academic Attendance**
Here you can view your attendances by term.

Click Here

Choose Supervisor Employee Leave Balances.

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Employment · Employee · Employee Overview

Welcome to Colleague Employee Self-Service!

- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Time Entry**
Here you can fill out your timecards.
- Time Approval**
Here you can approve or reject timecards for the people you supervise
- Earnings Statements**
Here you can view your earnings statement history.
- Faculty Contracts**
Here you can view your contract assignment details.
- Employee Proxy**
Here you can delegate certain types of work tasks to another employee.
- Leave**
Here you can view your leave balances and leave requests.
- Supervisor Employee Leave Balances**
Leave Balances
- Time History**
Here you can view your paid timecards.

Click Here

Under **Leave Approval Filter Options**, check the box that says **Leave Balance**. Turn on **Include Employees with no Outstanding Leave Requests** and then **Apply Filters**. The employees supervised will appear as shown below.

The screenshot shows the Wittenberg University Self-Service portal. The top navigation bar includes the university logo, the user name 'schlaker', and links for 'Sign out' and 'Help'. The breadcrumb trail is 'Employment > Employee > Supervisor Employee Leave Balances'. The main heading is 'Leave Approval'. A 'Filter' button is visible. The 'Leave Approval Filter Options' section contains three items: 'Leave Balance' (checked), 'Leave Request' (unchecked with a red prohibition sign), and 'Include Employees with no Outstanding Leave Requests' (checked). Below the filters are 'Reset Filters' and 'Apply Filters' buttons. The employee list shows two entries: 'Smith, Marie - 5734628' and 'Thompson, Sarah - 5687347', both with expandable arrows. A 'Collapse All' button is located to the right of the list. A large yellow arrow points from the 'Collapse All' button to a text box that reads: 'Click Collapse All if you supervise a lot of employees and only want to see their names as displayed below.'

Check the box for **Leave Balance**

Leave Requests are not active.

Click Here

Click Apply Filters

Click the arrow to view leave balances

Click **Collapse All** if you supervise a lot of employees and only want to see their names as displayed below.

Leave Requests are not currently available in Self-Service. Employees should continue to communicate leave requests with their supervisors.

Once the employee's leaves are expanded, the different leave types will display as shown below. The **Balance** shows how many leave hours the employee has remaining.

Leave Approval

Filter Filter is Active Collapse All

Leave Approval Filter Options

- Leave Balance
- Leave Request

Include Employees with no Outstanding Leave Requests

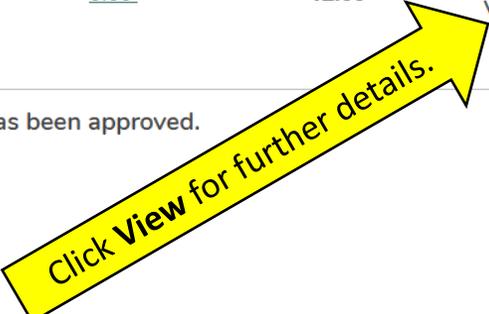
Reset Filters Apply Filters

Smith, Marie - 5734628

Employee Leave - As Of 11/3/2022

Description	Starting Balance	Earned/Advanced- See Staff Manual	Used	Adjustments	Balance	Actions
Sick Pay: Hourly, Fte <= .99 ~	<u>34.59</u>	<u>39.76</u>	<u>22.00</u>	<u>0.00</u>	52.35	... View
Vacation- Hourly ~	<u>0.00</u>	<u>40.00</u>	<u>25.00</u>	<u>0.00</u>	15.00	... View
Personal Time:hourly,full- Time ~	<u>0.00</u>	<u>12.00</u>	<u>0.00</u>	<u>0.00</u>	12.00	... View

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



If you click **View**, the box below will appear. Please see the [Employee Manual](#) for details on each leave type.

Leave Approval

Filter Filter is Active Collapse All

Leave Approval Filter Options

Leave Balance
 Leave Request

Include Employees with no Outstanding Leave Requests

Reset Filters Apply Filters

Smith, Marie - 5734628

Employee Leave Balance Details

Description	Vacation-Hourly ~
Accrual Rate	80.0000
Accrual Limit	120.0000
Maximum Carryover	40.0000
Maximum Rollover	
Starting Balance	0.00
Earned/Advanced-See Staff Manual	40.00
Used	25.00
Adjustments	0.00
Balance	15.00

Close

Adjustments	Balance	Actions
<u>0.00</u>	52.35	... View
<u>0.00</u>	15.00	... View
<u>0.00</u>	12.00	... View

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

Important Reminders for Hourly Staff Leaves

- Personal hours earned in Q1, Q2, & Q3 must be used in the same calendar year. Personal hours earned/granted in Q4 may be carried over to the next calendar year.
- Only 40 Vacation hours may be carried over to the following calendar year. Vacation hours carried over must be used by June 30.
- Sick leave is to be used for personal illness, personal medical appointments and up to 32 hours for covered family members.
 - Sick leave used for a covered family member should be documented by writing “family sick leave” in the comment section after recording the appropriate sick leave usage. Medical details should never be included.
- Serious illness or injuries (surgeries, long term illness, intermittent care needed for self or family member, etc.) may be FMLA eligible. If you are using sick leave to supplement FML time, please write “FMLA” in the comments section of your leave card for tracking purposes. DeAnna Sullivan should be notified of all instances where an employee is going to be out for more than 3 days due to either their own serious illness, the serious illness of an immediate family member, or birth of a child.
- Please see the [Employee Manual](#) for more details.