


How to Complete Time Approval 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 Approval** box



Time Approval

Here you can approve or reject timecards for the people you supervise

Filters can be used by the supervisor or proxy to sort by the status of the timecards. Hover over the blue **i** to view definitions of each status. Once a status is selected to filter, click **Apply Filters**. To clear all filters, click **Reset Filters**. If you clear the filters, all of the student and/or staff members that you supervise will appear. The total supervisees can be found at the top right or bottom right.

Filter

Search for Employee

Employee Name or ID Page 1 of 1 Total: 3

Pay Cycles

Bi-Weekly

Status

Submitted ⓘ
 Not Complete ⓘ
 No Time Entered ⓘ
 Approved ⓘ
 Rejected ⓘ

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Employee 1							
Employee 2							
Employee 3							

Page 1 of 1 Total: 3

It is the supervisor's responsibility to make sure employees are completing timecards daily and submitting before the payroll deadline! Supervisors must also analyze the time entered and approve/edit/reject as needed.

Use the arrows to move to the next page if there are a large number of supervisees.

This is an example of what a timecard may look like in the middle of the pay period:

- Time has been entered for the first week, but **Not Complete** means that the employee has not submitted yet.
- The second week shows **No Time Entered** since the total hours is 0.
- Remind employees to complete their time entry **daily** and to submit timecards **weekly!**

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Employee 1							
Bi-Weekly	11/06/2023-11/19/2023	11/17/2023 12:00 PM	ⓘ Not Complete	6.47	6.47	0.00	0.00
<div style="border: 1px solid gray; padding: 2px;">This is an overview of the entire biweekly pay period</div>				✓ Approve	ⓘ Reject	💬 Comments	⋮ View
	11/06/2023 - 11/12/2023		ⓘ Not Complete	6.47	6.47	0.00	0.00
<div style="border: 1px solid gray; padding: 2px;">First week of the pay period</div>				✓ Approve	ⓘ Reject	💬 Comments	⋮ View
	11/13/2023 - 11/19/2023		ⓘ No Time Entered	0.00	0.00	0.00	0.00
<div style="border: 1px solid gray; padding: 2px;">Second week of the pay period</div>				✓ Approve	ⓘ Reject	💬 Comments	⋮ View

Example of a timecard that has been submitted by the employee and is ready to be reviewed:

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Employee 1							
Bi-Weekly	11/06/2023-11/19/2023	11/17/2023 12:00 PM	✔ Submitted	14.97	14.97	0.00	0.00
				✔ Approve ⓘ Reject 💬 Comments ⋮ View			
	11/06/2023 - 11/12/2023		✔ Submitted	7.47	7.47	0.00	0.00
				✔ Approve ⓘ Reject 💬 Comments ⋮ View			
	11/13/2023 - 11/19/2023		✔ Submitted	7.50	7.50	0.00	0.00
				✔ Approve ⓘ Reject 💬 Comments ⋮ View			

Supervisors must view the hours & comments for each week before approving.

Click **View** to see the time in/out for each day and scroll to see total hours per day and week.

Time Approval - Employee 1

< Time Approval

Week 11/06/2023 - 11/12/2023
7.47 Total hours
Submitted

Saved Save Other Actions **Approve**

HUREOFA-S-109 • Human Resources Office Asst-FWS
Ms. Rebecka M. Schlake • Human Resources
7.47 | Submitted

Earn Type	Mo 11/6	Tu 11/7	We 11/8	Th 11/9	Fr 11/10	Sa 11/11	Su 11/12	Total
College Work Study	10:53 AM	10:00 AM	10:55 AM	10:00 AM	10:55 AM	00:00 AM	00:00 AM	7.47
	11:51 AM	11:31 AM	11:55 AM	12:59 PM	11:55 AM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	
Position Total Hours:	0.97	1.52	1.00	2.98	1.00	0.00	0.00	7.47

Click the drop down next to **Other Actions** to view or add **Comments**. Type the comment and click **Send**.

Other Actions

Approve

Reject

Comments

Comments

Human Resources Office Asst-FWS

Add comments here

Send

Close

If supervisors see an error with the time in/out, make the change directly on the timecard before it is approved. Add a comment explaining the changes made so it is recorded.

- Employees must email any missed hours worked from previous pay periods to payroll@wittenberg.edu in this format: Date, Time in, Time out (ex: 10/31/23 11:00am-2:00pm) – see complete instructions titled **How to Submit Time from Previous Pay Periods**
- Specific to student employees: make sure total hours per week between all positions are 18 hours or less

Once all changes have been made for the week, click **Approve**.

Week 11/06/2023 - 11/12/2023
7.47 Total hours
Submitted
>
Saved
Save
Other Actions
v
Approve

Use the arrow to move to the next week.

Week 11/06/2023 - 11/12/2023
7.47 Total hours
Approved
>
Saved
Save
Other Actions
v
Approve

Once both weeks are approved, the timecards will appear as approved on all lines:

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
^ Employee 1							
^ Bi-Weekly	11/06/2023-11/19/2023	11/17/2023 12:00 PM	Approved	14.97	14.97	0.00	0.00
				✓ Unapprove	⚠ Reject	💬 Comments	⋮ View
∨	11/06/2023 - 11/12/2023		Approved	7.47	7.47	0.00	0.00
				✓ Unapprove	⚠ Reject	💬 Comments	⋮ View
∨	11/13/2023 - 11/19/2023		Approved	7.50	7.50	0.00	0.00
				✓ Unapprove	⚠ Reject	💬 Comments	⋮ View

If any changes need to be made after approval but before the payroll deadline, click **Unapprove**, make the changes needed, and click **Approve**.

If supervisors are not able to approve timecards, a Proxy can be assigned. View the **How to Assign a Proxy in Self-Service** instructions.