How to Complete Time Approval in Self-Service

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

From the home page, click the Employee box.

Next, click the Time Approval box

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.

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*!

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![Timecard Example](image)

- **First week of the pay period**
- **Second week of the pay period**

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

![Timecard Submitted](image)

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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.

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

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**.

Use the arrow to move to the next week.

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

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Pay Period</th>
<th>Due By</th>
<th>Status</th>
<th>Total Hours</th>
<th>Regular Hours</th>
<th>Overtime Hours</th>
<th>Additional Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bi-Weekly</td>
<td>11/06/2023-11/09/2023</td>
<td>Approved</td>
<td>14.97</td>
<td>14.97</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>11/06/2023</td>
<td>11/17/2023 12:00 PM</td>
<td>Approved</td>
<td>7.47</td>
<td>7.47</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>11/13/2023</td>
<td>11/19/2023</td>
<td>Approved</td>
<td>7.50</td>
<td>7.50</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.