How to Complete Timecards in Self-Service (Non-Exempt Employees)

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

From the home page, click the Employee box.

Next, click the Time Entry box.

Click into the current week:

**NOTE:** Payroll deadlines will always be displayed under each week next to Due by:

Enter in and out times on a regular basis. Employees can manually enter the times or click in the box to view the drop-down menu. Round to the nearest fifteen-minute mark.
Timecards will automatically save as changes are made. Double check this by clicking Save.

Click the arrow to navigate to the next week:

**NOTE: Students** – During the academic year, students may only work up to 18 hours per week (Mon-Sun). During the summer, students may work up to 37.5 hours per week (Mon-Sun).

**Staff** – Overtime hours must be approved by supervisors prior to working over 40 hours (Mon-Sun).

To add a break period, click the plus sign (+). To remove the break period, click the minus sign (–).

Example – If an employee takes a lunch break from 12pm-1pm, the timecard should appear as:

Time must be entered accurately and timecards must be submitted before the payroll deadline. ** Altering, falsifying, tampering with time records, and/or recording time for another employee may result in disciplinary action, up to and including termination of employment without limiting the university’s right of reimbursement.** View the applicable employment manual (students – Student Employment Policies, staff – Employee Manual) for full policies.

If employees have worked shifts in a previous pay period and have not been paid yet, view the instructions on **How to Submit Time from Previous Pay Periods** on the Payroll webpage.
To add a comment for your supervisor to view, click **Comments**, type a comment, and click **Send**. Employees cannot delete comments after they have been sent. Click **Close** to return to the timecard.

Student employees do not receive leave time. All non-exempt employees who receive leave time should view the instructions for **How to Report Leave on a Timecard**.

Once all in/out time has been entered for each week, employees must click **Submit for Approval** to sign off on their timecard. **Even if the employee worked zero hours during one week, they should still click Submit for Approval for that week.**

**Best practice:** Submit timecards after the last shift each week in the pay period. Supervisors will receive an email for each week the employee has submitted.

Once the employee clicks **Submit for Approval**, the timecard will appear as **Submitted**.

If you have multiple positions, follow the same instructions above for each timecard.
CHANGES TO TIMECARDS:

Before the payroll deadline has passed:
Employees can unsubmit their timecard and make the changes needed by clicking Return to Timecard to Edit. Once the changes are made, the employee should Submit for Approval.

Once all edits have been made, the employee must Submit for Approval again.

Click All Time Sheets to confirm both weeks were Submitted. Once your supervisor approves, both weeks will appear as Approved.

After the payroll deadline has passed:
Email payroll@wittenberg.edu with the changes needed. This change will not go into effect until the following pay period. For any hours that were not paid, follow the instructions for How to Submit Time from Previous Pay Periods on the Payroll webpage.