


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.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Next, click the **Time Entry** box



Time Entry

Here you can fill out your timecards.

Click into the current week:

Time Entry

Bi-Weekly

02/26/2024 - 03/03/2024 Due by: 3/11/2024 10:00 AM Total: 0.00 Hours	Human Resources Coordinator	>
03/04/2024 - 03/10/2024 Due by: 3/11/2024 10:00 AM Total: 0.00 Hours	Human Resources Coordinator	>

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.

Week 02/26/2024 - 03/03/2024
0.00 Total hours

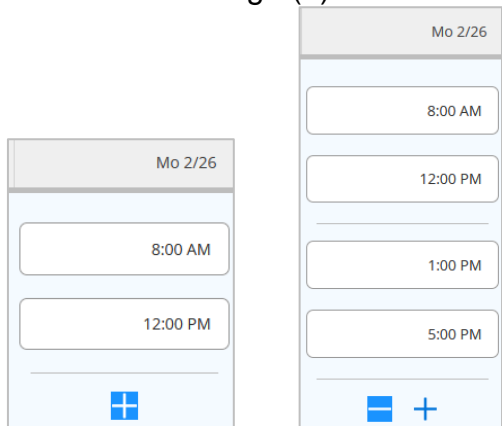
Saved Save View Leave Balances

HURE-B-009 • Human Resources Coordinator
Mrs. Carol Nickoson • Human Resources • Wittenberg Main Campus
0.00

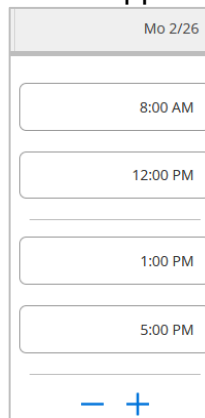
Earn Type	Mo 2/26	Tu 2/27	We 2/28	Th 2/29	Fr 3/1	Sa 3/2	Su 3/3	Total
Regular	8am 00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	7:45 AM 00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	8:00 AM							
	8:15 AM							
	8:30 AM							
	8:45 AM							
	9:00 AM							
	9:15 AM							
	9:30 AM							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments Submit for Approval

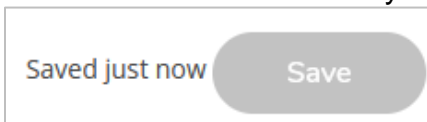
To add a break period, click the plus sign (+). To remove the break period, click the minus sign (-).



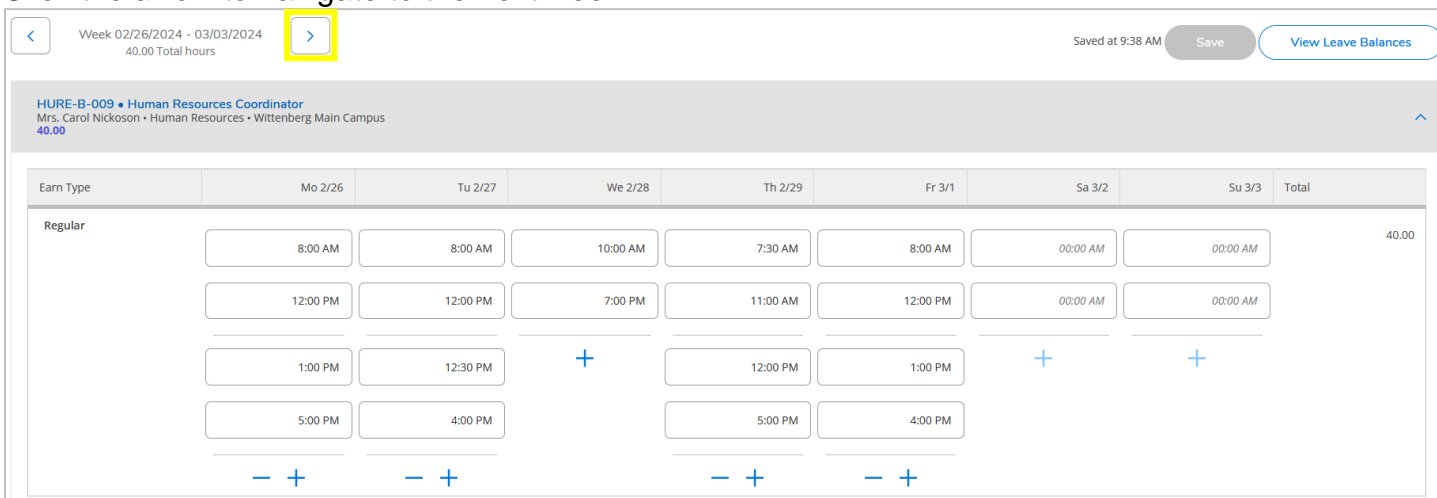
Example – If an employee takes a lunch break from 12pm-1pm, the timecard should appear as:



Timecards will automatically save as changes are made. Double check this by clicking **Save**.



Click the arrow to navigate to the next week:

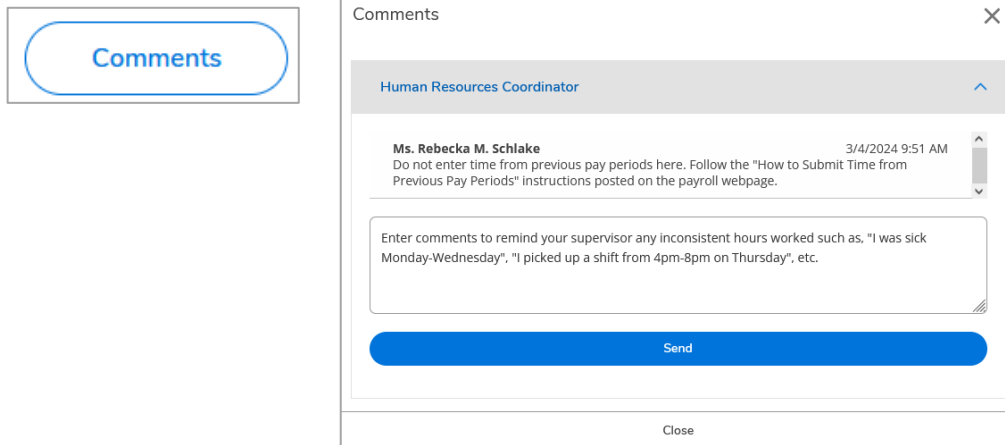


NOTE: Students – During the academic year, students may only work up to 18 hours per week (Mon-Sun). During the summer, students may work up to 37.5 hours per week (Mon-Sun).

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

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](#).

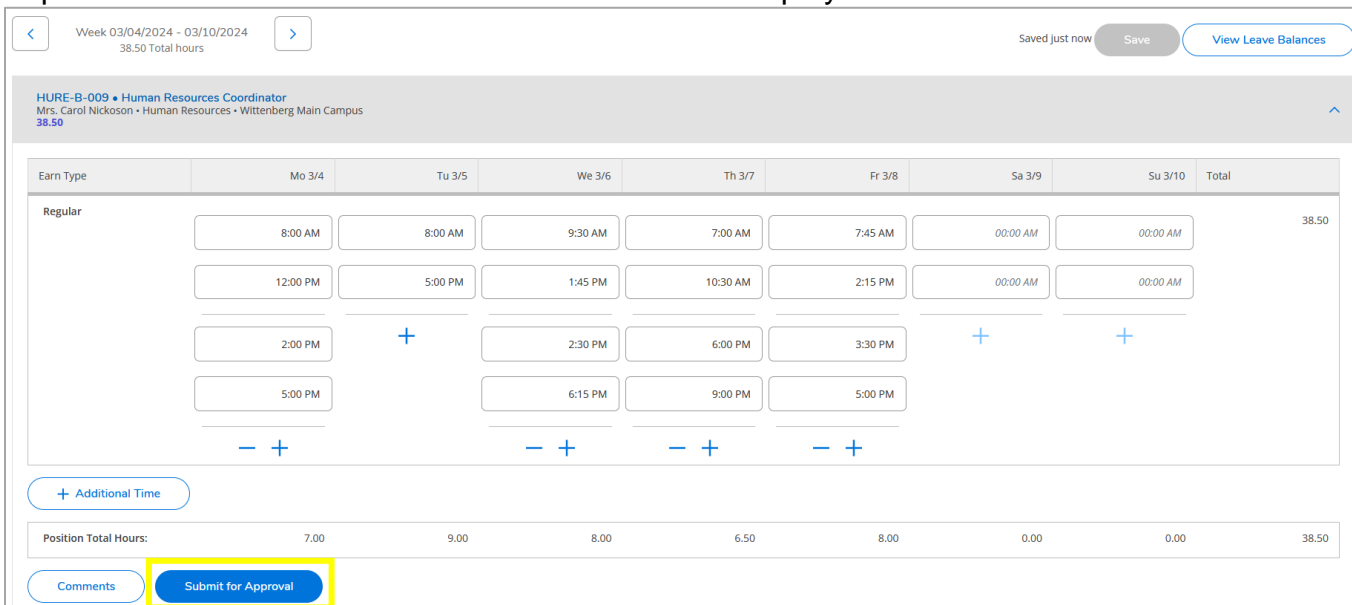
To add a comment for your supervisor to view, click **Comments**, type a comment, and click **Send**. Employees cannot delete comments after they have been sent. Click **Close** to return to the timecard.



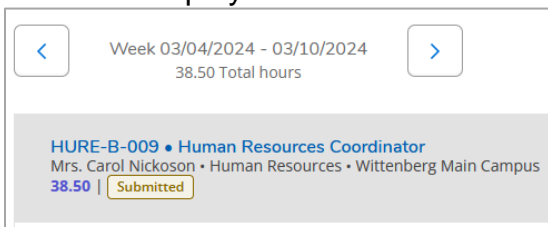
Student employees do not receive leave time. All non-exempt employees who receive leave time should view the instructions for **How to Report Leave on a Timecard**.

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**.

Earn Type	Mo 3/4	Tu 3/5	We 3/6	Th 3/7	Fr 3/8	Sa 3/9	Su 3/10	Total
Regular	8:00 AM	8:00 AM	9:30 AM	7:00 AM	7:45 AM	00:00 AM	00:00 AM	38.50
	12:00 PM	5:00 PM	1:45 PM	10:30 AM	2:15 PM	00:00 AM	00:00 AM	
	2:00 PM	+	2:30 PM	6:00 PM	3:30 PM	+	+	
	5:00 PM		6:15 PM	9:00 PM	5:00 PM			
	+		+	+	+			
Position Total Hours:	7.00	9.00	8.00	6.50	8.00	0.00	0.00	38.50

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

Week 03/04/2024 - 03/10/2024 30.50 Total hours
Saved at 10:17 AM

HURE-B-009 • Human Resources Coordinator
Mrs. Carol Nickoson • Human Resources • Wittenberg Main Campus
30.50 | Unsubmitted

Earn Type	Mo 3/4	Tu 3/5	We 3/6	Th 3/7	Fr 3/8	Sa 3/9	Su 3/10	Total
Regular	8:00 AM	8:00 AM	9:30 AM	7:00 AM	00:00 AM	00:00 AM	00:00 AM	30.50
	12:00 PM	5:00 PM	1:45 PM	10:30 AM	00:00 AM	00:00 AM	00:00 AM	
	2:00 PM	+	2:30 PM	6:00 PM	+	+	+	
	5:00 PM		6:15 PM	9:00 PM				
	- +		- +	- +				
Position Total Hours:	7.00	9.00	8.00	6.50	0.00	0.00	0.00	30.50

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

02/26/2024 - 03/03/2024 Due by: 3/11/2024 10:00 AM Total: 40.00 Hours	<input type="button" value="Submitted"/>	Human Resources Coordinator	<input type="button" value="→"/>
03/04/2024 - 03/10/2024 Due by: 3/11/2024 10:00 AM Total: 30.50 Hours	<input type="button" value="Submitted"/>	Human Resources Coordinator	<input type="button" value="→"/>

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](#).