


## How Employees view Time History 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 History** box



### Time History

Here you can view your paid timecards.

Employees may only see timecards from the current calendar year.

Each pay period consists of two weeks since non-exempt employees are on a biweekly pay cycle. Click on the weeks to view in/out time entered on paid timecards.

**If you cannot see a pay period, the employee did not enter any time on their timecard. If an employee worked, but did not enter their time, please follow the instructions on [How to Submit Time from Previous Pay Periods](#).**

Select a Year to view associated Pay Period

2023

Pay Period	11/20/2023 - 12/03/2023
11/20/2023 - 12/03/2023 Bi-Weekly	Bi-Weekly
11/06/2023 - 11/19/2023 Bi-Weekly	Dates 11/20/2023 - 11/26/2023 11/27/2023 - 12/03/2023
10/23/2023 - 11/05/2023 Bi-Weekly	
10/09/2023 - 10/22/2023 Bi-Weekly	
09/25/2023 - 10/08/2023 Bi-Weekly	
09/11/2023 - 09/24/2023 Bi-Weekly	

Once a week is selected, it will appear with the in/out time for each day time was entered. The total hours per day appear at the bottom and the total weekly hours appear on the far right. There is also a note that confirms the employee was paid for these hours.

Pay Period 11/20/2023 - 12/03/2023

[All Time Sheet History](#)

<
Week 11/27/2023 - 12/03/2023
>  
 6.42 Total hours

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6.42 | Paid

Earn Type	Mo 11/27	Tu 11/28	We 11/29	Th 11/30	Fr 12/1	Sa 12/2	Su 12/3	Total
College Work Study	00:00 AM	11:20 AM	12:15 PM	00:00 AM	12:00 PM	00:00 AM	00:00 AM	6.42
	00:00 AM	1:00 PM	2:00 PM	00:00 AM	3:00 PM	00:00 AM	00:00 AM	
<b>Position Total Hours:</b>	0.00	1.67	1.75	0.00	3.00	0.00	0.00	6.42