

## How Employees view Time History in Self-Service

Go to Self-Service: <a href="https://selfservice.wittenberg.edu/">https://selfservice.wittenberg.edu/</a>

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



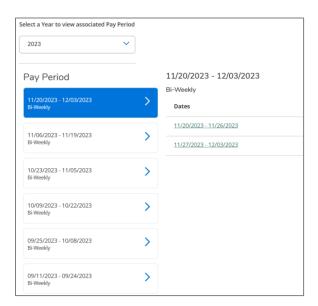
## Time History

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.



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



### HUREMGR-S-109 • Human Resources Student Manager-FWS

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	
Position Total Hours:	0.00	1.67	1.75	0.00	3.00	0.00	0.00	6.42