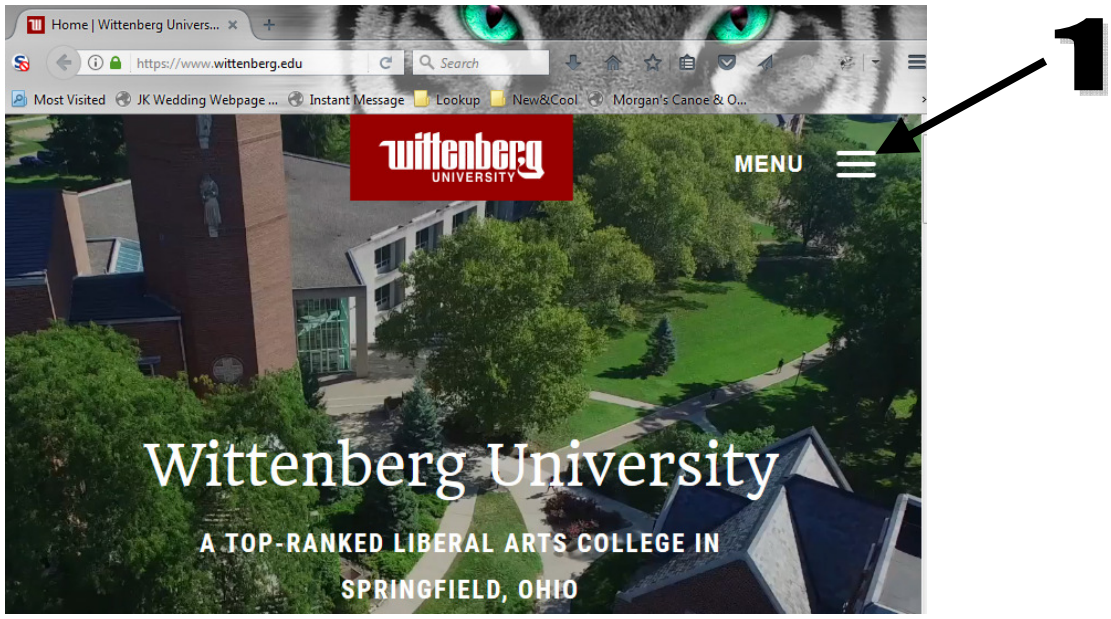
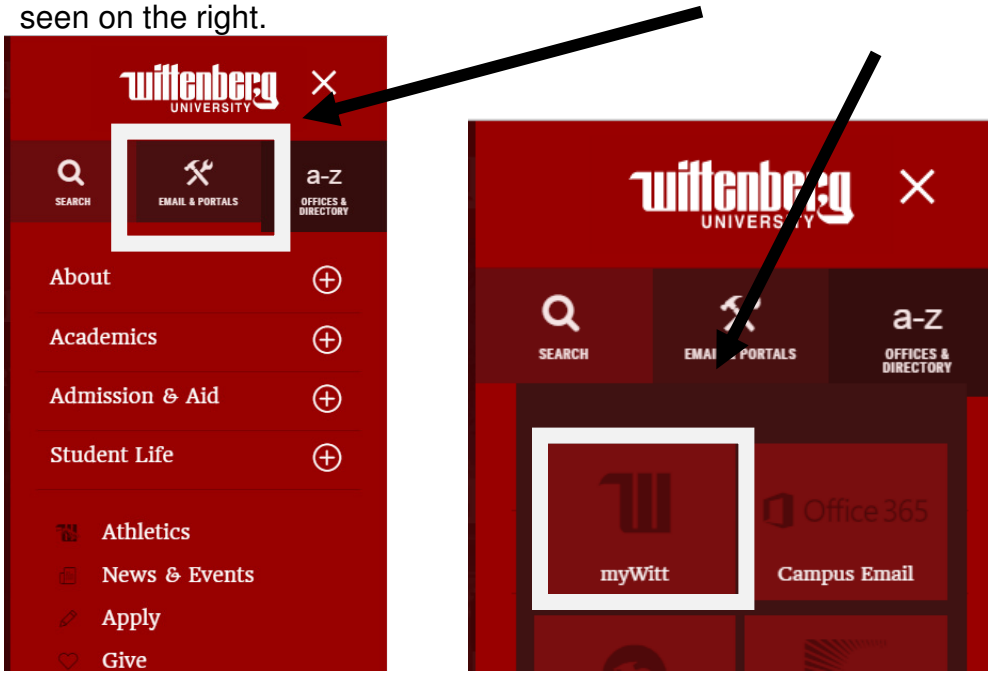
Completing your Online Time Sheet

Log on to www.wittenberg.edu

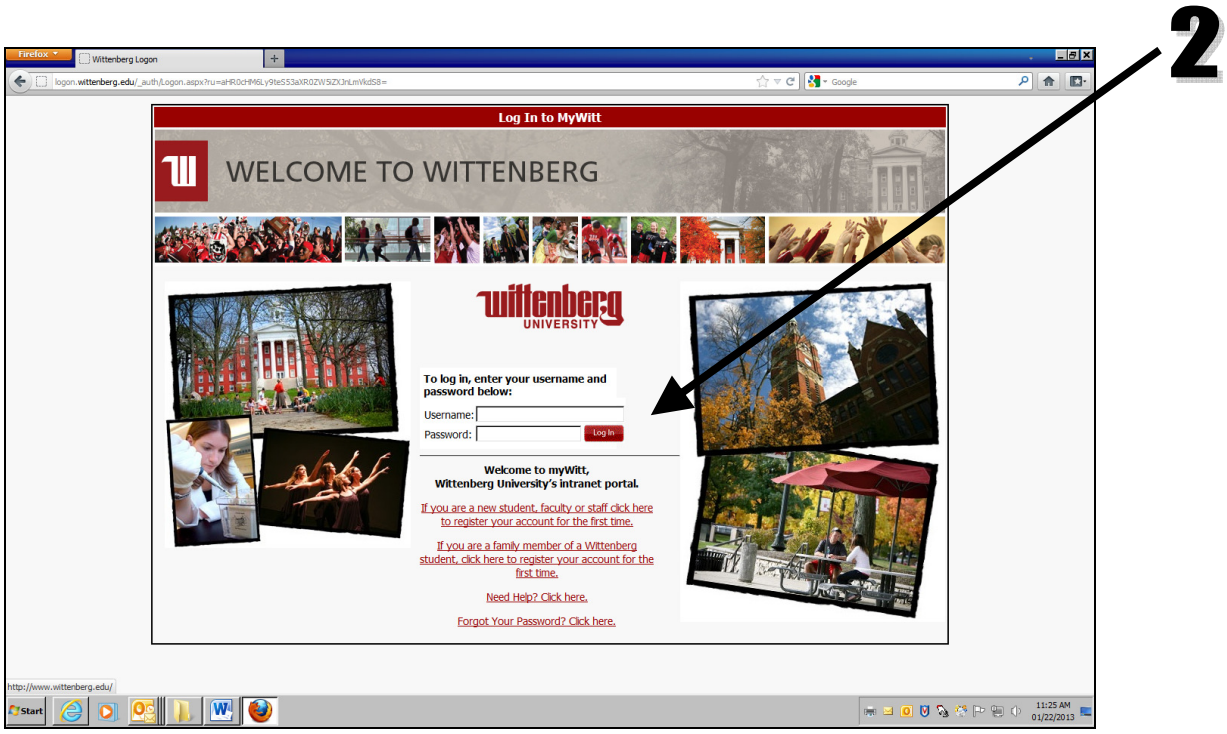
Time sheets are required to be completed daily. Failure to do so could result in missed pay.



1. Click on the three bars next to MENU in the upper right corner as indicated by the arrow above. Then, click on Emails & Portals as seen below on left, then MyWitt from the drop-down as seen on the right.

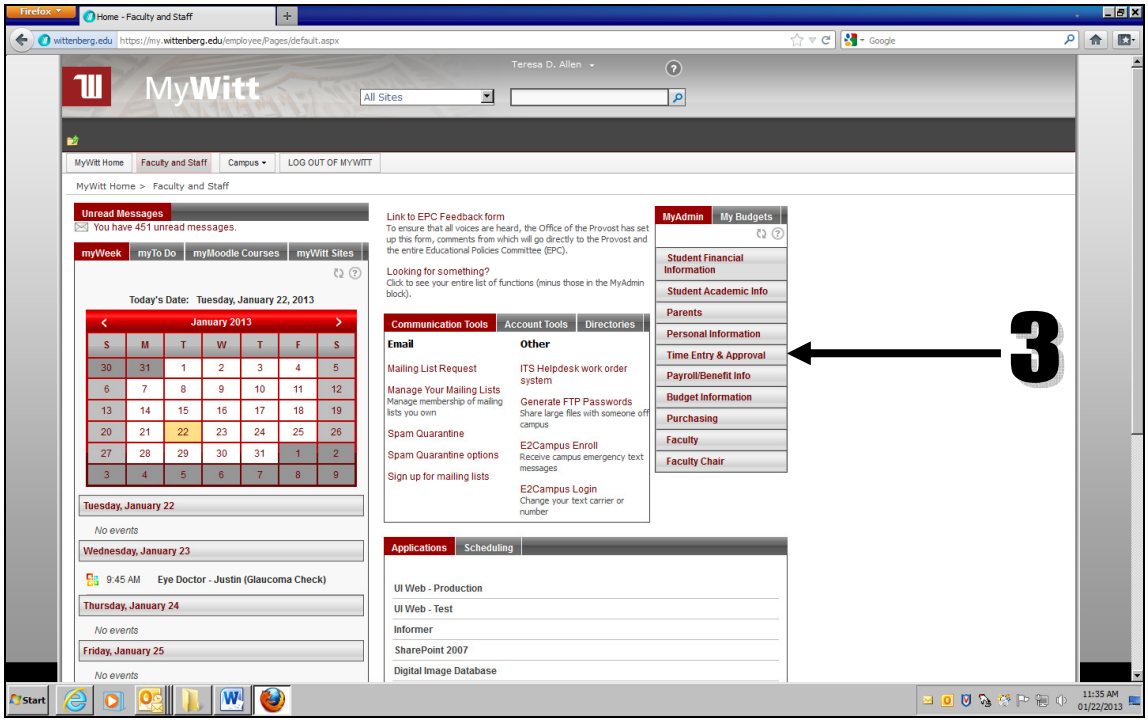


2. Enter your username and password and then click “Log in”

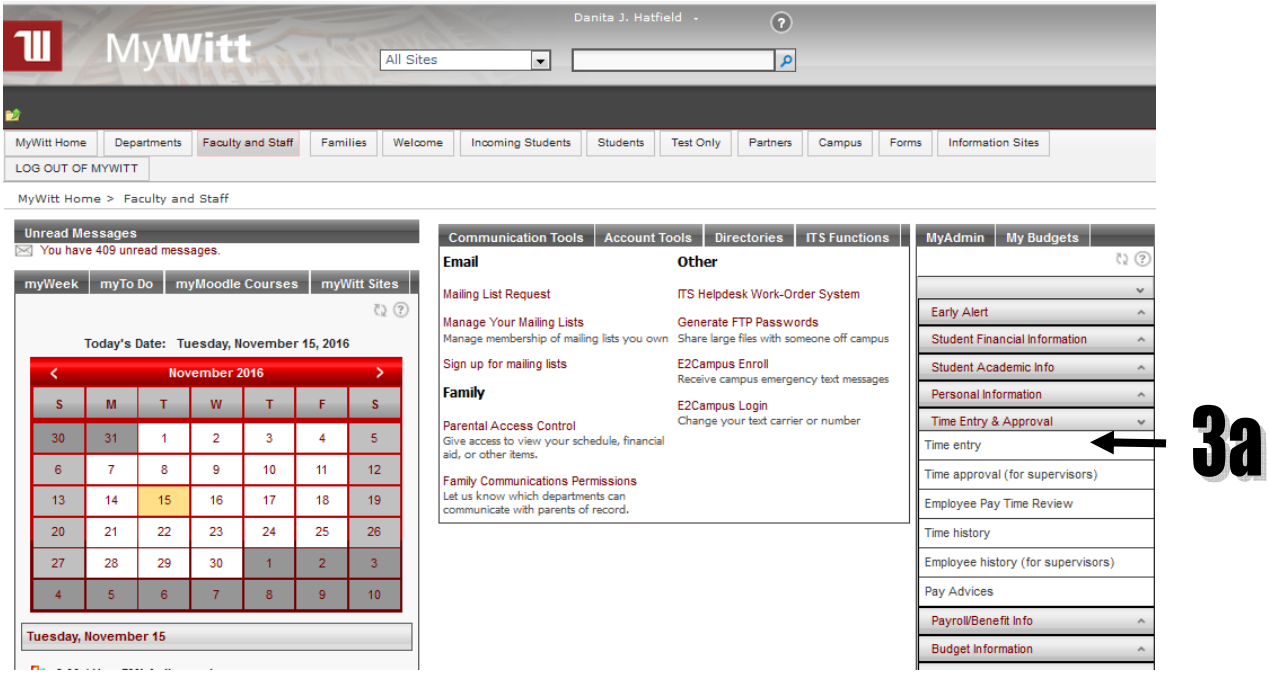


Note: Please wait for the "My Admin" box to finish loading before continuing.

3. Click once on "Time Entry & Approval"

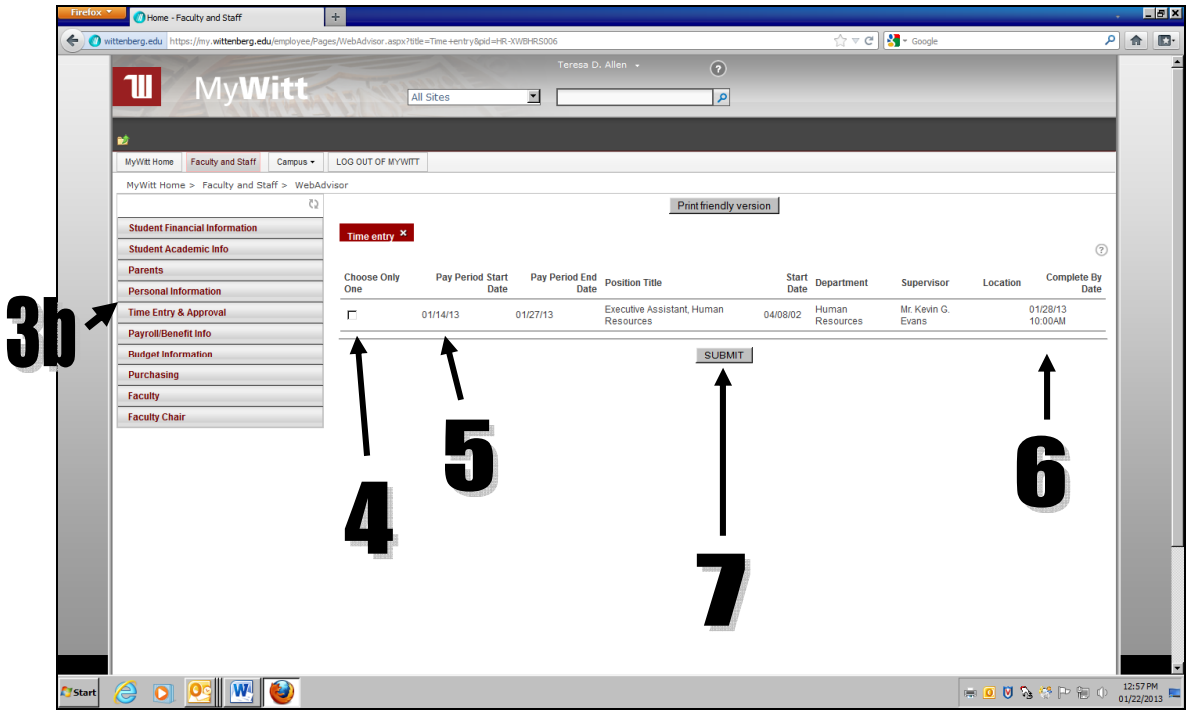


3a. Click once on "Time Entry"

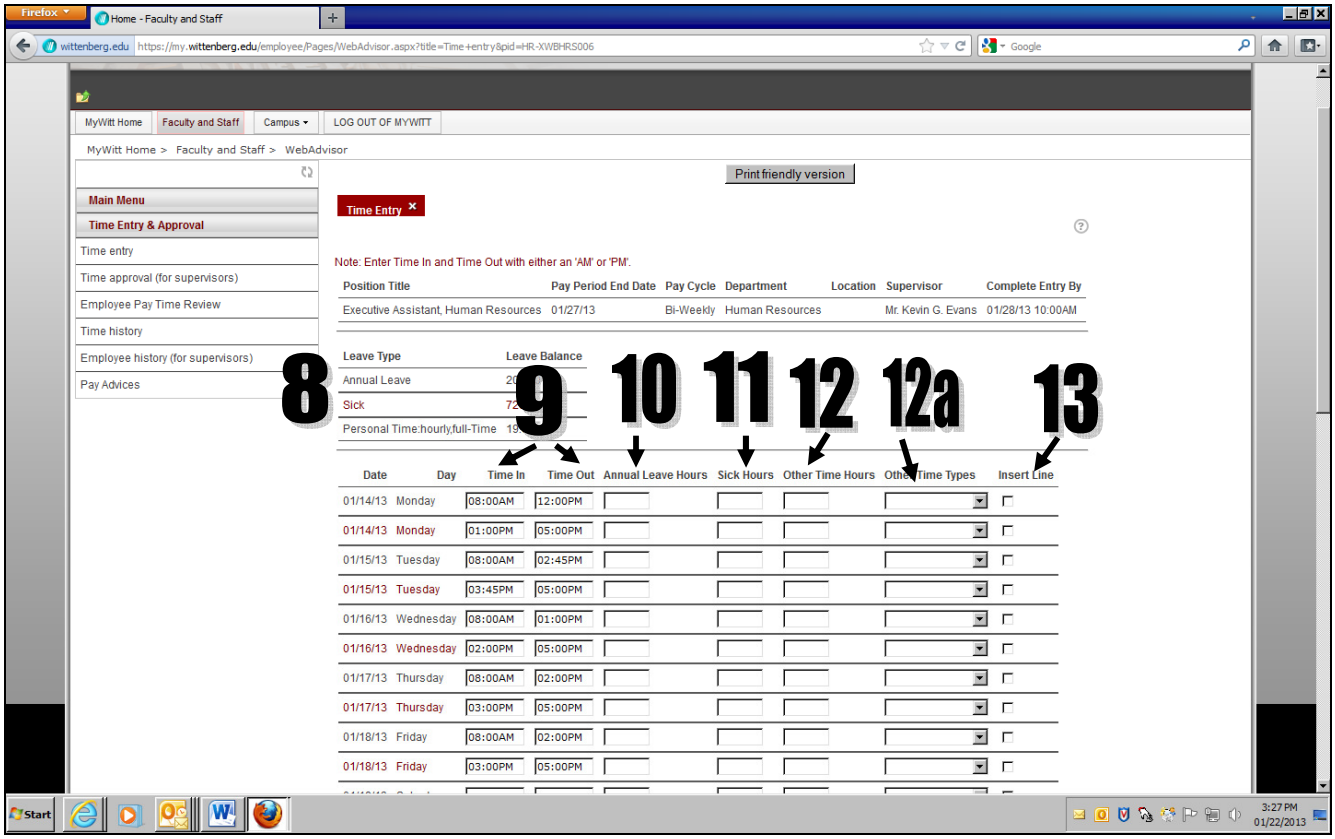


3b. A list of your current position(s) will be displayed. Please note that the MyAdmin menu is now on the left side of the screen.

4. Click the box to choose which position you will be entering time worked.
5. CAUTION: Pay attention that you are selecting the correct pay period before entering hours.
6. IMPORTANT NOTE: Your time must be submitted by the date and time listed in this box.
7. Click the submit button (only once).



This is the time sheet entry screen that will be displayed after you click the "Submit" button.



8. Current leave balances will be listed. Annual Leave refers to vacation for staff and PTO for police.

9. Record time in/out in these boxes. Round to the nearest quarter hour (i.e. 8:05a would be rounded to 8:00a). Simply type “a” or “p” to indicate a.m. and p.m. Do not enter a space between your time in/out and “a” or “p”. As lunch breaks are not paid time, you will generally have 2 time in/out entries for each day. Example: A person who takes lunch at 11am will have 8a to 11a on one line and 12p to 5p on the second line for the day.

10. Vacation or PTO would be recorded in this column, and should normally be taken in full day increments but must not be taken in less than whole-hour increments (1, 2, 3, etc., not 1.75 or 2.5).

11. Sick leave is recorded in this column – in whole hour increments (1, 2, 3, etc., not 1.75 or 2.5).

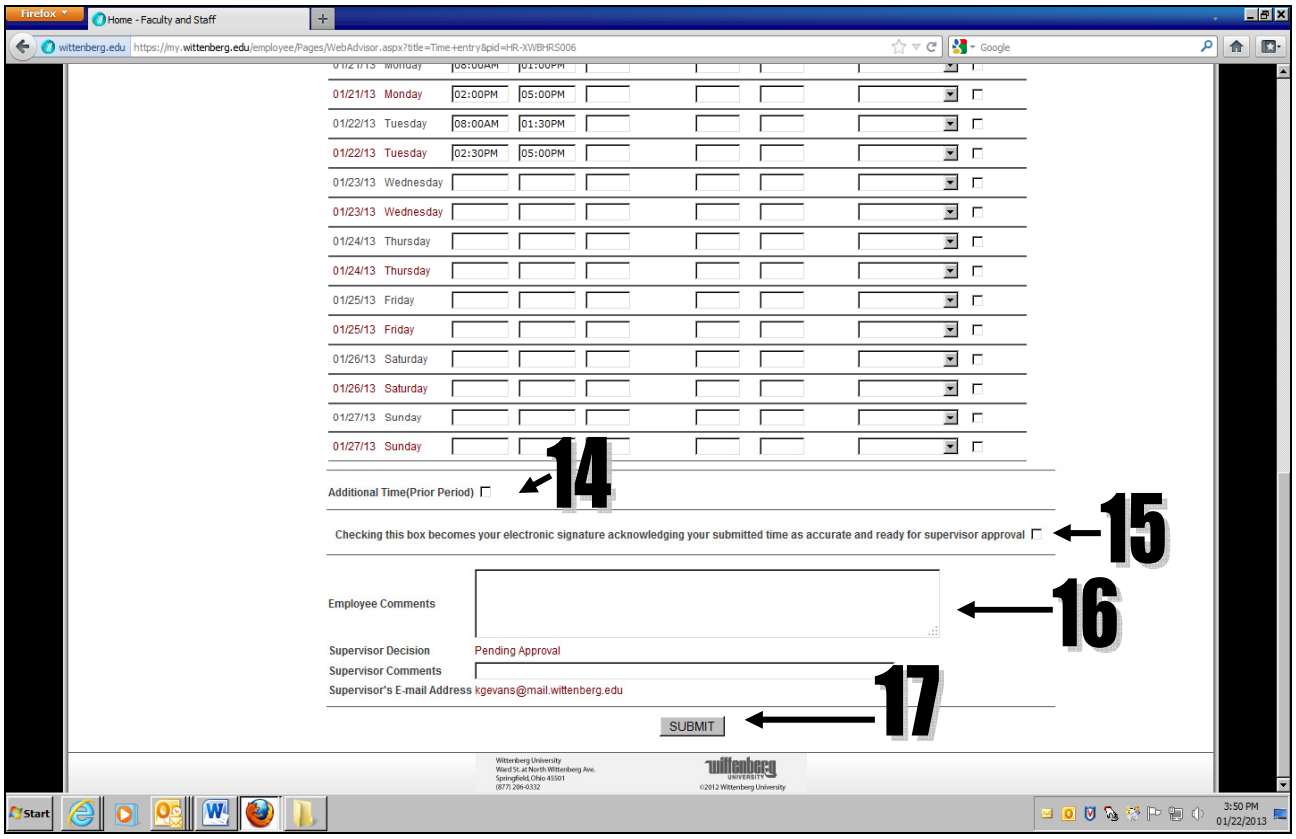
12. Other leave hours such as personal, holiday, University closing, etc., are recorded here in whole hour increments.

12a. Use this drop down box to indicate type of leave for the hours entered in #12.

13. The “insert line” check box is to add an extra line if you have additional time in/out data to enter for that day. You must check the box on the applicable day and time, then click submit to access the extra line.

- As a reminder, noon is 12p, and midnight is 12a.
- Use either the tab key or your mouse to navigate through the time sheet
- AVOID using the “enter” key to navigate through the time sheet.

When you scroll to the bottom of the time sheet, this is what you will see.



14. DO NOT check this box. If you have hours worked from a previous pay period that were not recorded, report those hours and dates in the employee comment box listed below (see #16).

15. Check this when you've entered ALL your hours for the entire biweekly pay period. This becomes your legal signature. DO NOT check this box prior to entering ALL hours for the pay period as it will lock your time sheet which prevents you from accessing it again.

16. The comments you make in the employee comments box will become a part of your permanent time sheet and can be viewed in "Time History" on MyWitt. Types of comments include:
    FMLA (specifying self, family or service member); Family sick leave; Unusual missed time explanation (but do not specify type of illness for privacy reasons); Explanation of overtime; hours & dates worked in a previous time period that were not reported earlier; relationship for bereavement usage, etc.

17. Click on the "Submit" button to update any changes or modifications that you have made to your time. Please only click the "Submit" button ONCE! We ask for your patience as the system updates… Do not close this screen until you see a summary of your hours like the one on the next page.

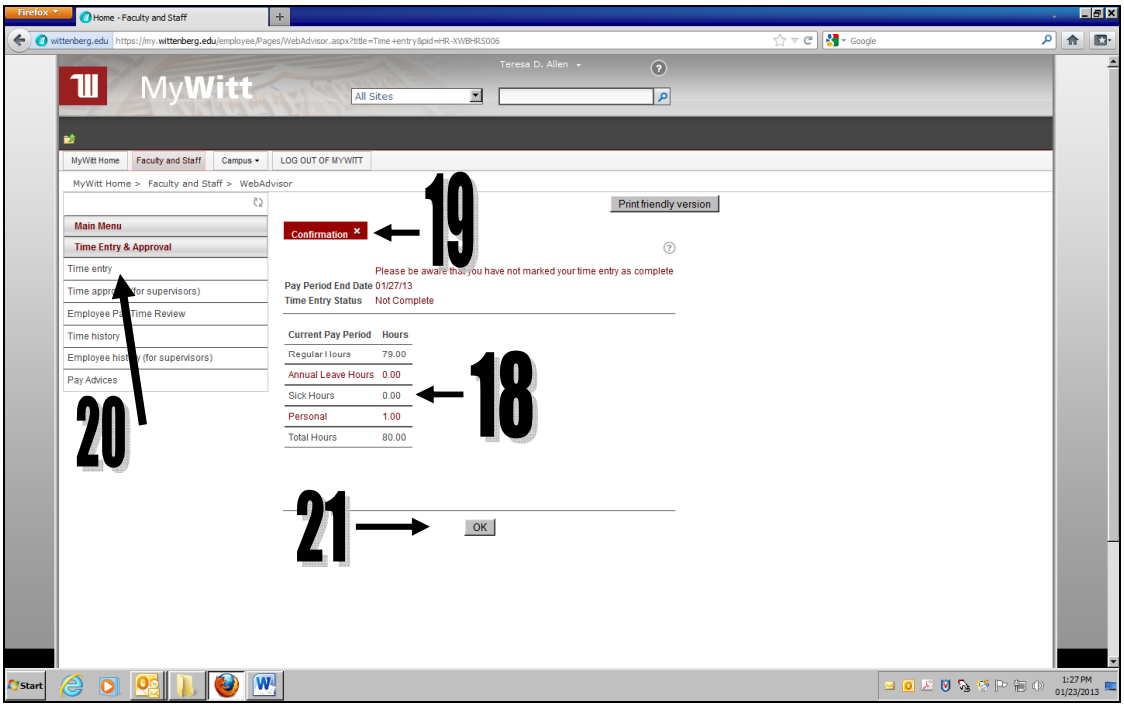
After you have entered your time and clicked the “Submit” button, you will receive a summary page that looks like this. If you do not get this summary page, it is likely that the system did not record the hours entered.

18. All hours as you have entered them will be recorded in the summary format.

19. If the system does not reflect the appropriate hours, click the “x” in the confirmation box to close this screen. Reopen time entry using the menu on the left side, starting at step 3 and continuing through to review/correct your time in/out data.

20. If the summary screen does not appear, reopen time entry using the menu on the left side, starting at step 3 and continuing through to review/correct your time in/out data.

21. If all of the information is correct, you may click “OK” to exit the screen or click “Log Out of MyWitt,” which returns you to the main MyWitt Portal menu.



After you have electronically signed your time sheet for the entire biweekly pay period – the sheet will be locked and you will receive this message. Please contact your supervisor and HR if you signed your time sheet prematurely.