ADMINISTRATIVE VACATION/SICK LEAVE SUPERVISOR APPROVAL   08/27/2020

Each month is to be completed by the employee and marked as such, then approved by the supervisor no later than the 10th (or closest working day) of the following month, i.e., January should be completed by February 10 and so on.

Be sure to check the holiday/closing schedule so days are not used unnecessarily. It may be found at:
        https://www.wittenberg.edu/administration/humanresources/payroll

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Log into MyWitt.

Click the up arrow ^ next to Payroll/Benefit Info to expand the menu.

Then click on Supervisor Approval (Exempt Vac/Sick)Vacation and Sick Leave Time Entry

This will take a moment to load, please be patient.

Select the person you wish to review by clicking the radio button to the left of their name, then hit the submit button at the bottom of the page.

If someone is missing from your list, please email payroll@wittenberg.edu with information to fix.

You are then prompted to select the year you wish to review for that person.

The employee's summary page for the year you selected will then be displayed.

Position Title...: Colleague Support Specialist

Year...................: 2020

Department.....: Information Technology Svcs

Supervisor.......: Mrs. Danita J. Hatfield

Available Vacation..........: 14.5 Total Number of Vacation Days available.

Last Year's Carry Over.: 0 Days which must be used by December 31st due to COVID 19 Exception!

This Year's Vacation.....: 4.5 Days which must be used by December 31st or they will be lost!

Carry Over.......................: 10 Total number of days that may be used or will be carried over to next year.

Sick....................................: 143

Edit/Review	Months	Vaca	Sick	Employee Signed	Supervisor Approved
○	January	3	0	Y	Y
○	February	2	1	Y	Y
○	March	0	0	Y	Y
○	April	1.5	0	Y	Y
○	May	0.5	0	Y	Y
○	June	2	0	Y	Y
○	July	0.5	0	Y	
○	August	1	0		
○	September	0	0		
○	October	0	0		
○	November	2	0		

Select the month you wish to review by clicking the radio button to the left of that month then hitting the submit button at the bottom of the form. If the "Employee Signed" column has a "Y" in it, the employee has completed that month and marked it as such.

For planning purposes, you can see anything the employee has entered on future months and see how many days they need to schedule or forfeit, etc.

Once you have reviewed and agree with the employee's entries, click the box next to Supervisor Signoff followed by the submit button   **Supervisor Signoff:** Pending ☑

> **CAUTION – if you approve a card that has not been marked as completed by the employee, they will no longer be able to modify it and may have issues with subsequent months as cards must be approved in order for balance calculations.**

The summary screen will show you which months are completed, approved, number and type of leave used, etc.

Edit/Review	Months	Vaca	Sick	Employee Signed	Supervisor Approved
○	January	3	0	Y	Y
○	February	2	1	Y	Y
○	March	0	0	Y	Y
○	April	1.5	0	Y	Y
○	May	0.5	0	Y	Y
○	June	2	0	Y	Y
○	July	0.5	0	Y	
○	August	1	0		
○	September	0	0		
○	October	0	0		
○	November	2	0		
○	December	8	0		

If you do not agree with the data entered and the faculty/staff member has marked the card as completed, please discuss with the person and, if the card needs to be changed, email payroll@wittenberg.edu to remove the person's signature so that they may correct the card for your approval.