

Self Service Time Entry

Student Employee Instructions



- To access Self Service, go to www.wittenberg.edu
- Click on the 3 lines next to the "Menu"



Click on "Email & Portals" and then click on "Self Service"



Hello, Welcome to Wittenberg Sel...

Choose a category to get started.



Financial Aid

Here you can access financial aid data, forms, etc.



Employee

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



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.

Click on "Employee"

Welcome to Wittenberg Employee Self-Service!



Time Entry

Here you can fill out your timecards.



Earnings Statements

Here you can view your earnings statement history.



Leave

Here you can view your leave balances and leave requests.



Click on "Time Entry"

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Time Entry

Student Pay

06/01/2022 - 06/05/2022 Due by: 7/5/2022 12:00 PM Total: 18 Hours	Approved	Career Services Office Asst-BREAK	>
06/06/2022 - 06/12/2022 Due by: 7/5/2022 12:00 PM Total: 30 Hours	Approved	Career Services Office Asst-BREAK	>
06/13/2022 - 06/19/2022			>

You will enter time WEEKLY by *clicking on the dates* OR by *clicking the arrow* next to the position title.

<p>06/13/2022 - 06/19/2022 Due by: 7/5/2022 12:00 PM Total: 30 Hours</p>			<p>Career Services Office Asst-BREAK</p>	
<p>06/20/2022 - 06/26/2022 Due by: 7/5/2022 12:00 PM Total: 30 Hours</p>			<p>Career Services Office Asst-BREAK</p>	
<p>06/27/2022 - 06/30/2022 Due by: 7/5/2022 12:00 PM Total: 24 Hours</p>			<p>Career Services Office Asst-BREAK</p>	
<p>07/01/2022 - 07/03/2022 Due by: 8/2/2022 12:00 PM Total: 0 Hours</p>			<p>Career Services Office Asst-BREAK</p>	
<p>07/04/2022 - 07/10/2022 Due by: 8/2/2022 12:00 PM Total: 0 Hours</p>			<p>Career Services Office Asst-BREAK</p>	

Your **time entry status** can be found between your weekly dates and your position title:

- Approved = your supervisor has reviewed and "approved" your timecard for that week
- Submitted = you have submitted your time for supervisor review for that week
- BLANK = you have **not** submitted your time for supervisor review for that week

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Pay Period 06/01/2022 - 06/30/2022
[All Time Sheets](#)

Week 06/01/2022 - 06/05/2022
 18.00 Total hours

Saved Save View Leave Balances

CPLDOFA-S-110 • Career Services Office Asst-BREAK
 Garrett Scales, Joi A. • Career Center
 18.00 | Approved

When you select a week to enter time, the selected monthly pay period shows up at the top of the screen and the selected work week shows up just below it.

Entering Time – For each day, you will be able to **type** in your start and end times **OR** you can **choose from a drop-down menu** of start and end times. *Your entries automatically save.*

Earn Type	Mon 5/30	Tue 5/31	Wed 6/1	Thu 6/2	Fri
Break Wages: Student	00:00 AM	00:00 AM	10:00 AM	10:00 AM	10:00 AM
	00:00 AM	00:00 AM	4:00 PM	4:00 PM	4:00 PM

Use the **blue +** to add more start/end times. If you have added more than two (2) start/end times, a **blue -** will appear and can be used to remove unnecessary time slots.

Comments may be added by clicking the "Comments" button. (see next page)

Position Total Hours: 6.00 6.00 6.00 6.00

Comments Submit for Approval

Once your timecard is complete for the week, click the "Submit for Approval" button.

Comments ✕

Human Resources Coordinator ^

Rebecka Schlake 6/13/2022 3:26 PM
First comment ^
▼

Enter message

Send

Close

Entering Comments

If you click the "Comments" button, a box will display for you to provide your comment.

Once you have typed in a message, the "Send" button will change color and allow you to save your message.

You cannot delete a comment once you click "Send"!

To cancel a comment without sending, click "Close".

Pay Period 06/01/2022 - 06/30/2022

[< All Time Sheets](#)Week 06/01/2022 - 06/05/2022
18.00 Total hours

Saved

Save

[View Leave Balances](#)CPLDOFA-S-110 • Career Services Office Asst-BREAK
Garrett Scales, Joi A. • Career Center
18.00 | ApprovedWeek 06/20/2022 - 06/26/2022
30.00 Total hours

Saved

Save

[View Leave Balances](#)

Break Wages: Student

10:00 AM

10:00 AM

10:00 AM

10:00 AM

10:00 AM

4:00 PM

4:00 PM

4:00 PM

4:00 PM

4:00 PM



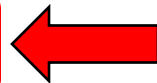
Position Total Hours:

6.00

6.00

6.00

6.00

[Comments](#)[Return Timecard to Edit](#)

If you have submitted your time for approval, but you need to make changes or add a comment **PRIOR** to the monthly timecard submission deadline, you can click the "Return Timecard to Edit" button.

You MUST resubmit your timecard for approval.

Note: Your supervisor will receive an email every time you submit/unsubmit your timecard.