

Self Service Time Approval

Student Employment Supervisor 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"

wittenberg UNIVERSITY

scalesj Sign out Help

Hello, Welcome to Wittenberg Self-Service!
Choose a category to get started.

- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**
Here you can view and search the course catalog.
- Academic Attendance**
Here you can view your attendances by term.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.
- Financial Aid Counseling**
Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

Click on "Employee"

wittenberg UNIVERSITY

scalesj Sign out Help

Employment · Employee · Employee Overview

Welcome to Wittenberg Employee Self-Service!

- Time Approval**
Here you can approve or reject timecards for the people you supervise
- Earnings Statements**
Here you can view your earnings statement history.
- Employee Proxy**
Here you can delegate certain types of work tasks to another employee.

Click on "Time Approval"

Wittenberg UNIVERSITY

scalesj Sign out Help

Employment · Employee · Time Approval

Time Approval

< Employee

Filter

Search for Employee

Employee Name or ID

Oder, Brady
5720196

Clear Search

Pay Cycles

Student Pay

Bi-Weekly

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours
<input checked="" type="checkbox"/> Oder, Brady C. - 5720196							

Status

Submitted ⓘ

Not Complete ⓘ

No Time Entered ⓘ

Approved ⓘ

Rejected ⓘ

Reset Filters Apply Filters

Once you're inside Time Approval, you may need to search for your employees.

1. Use the "Search for Employees" box.
2. If you approve time for Bi-Weekly hourly employees as well, you will need to select Student
3. Once your student workers show up, you will need to click on the blue down arrow to see their time.



Search for Employee

Clear Search

Oder, Brady
5720196

Pay Cycles

Student Pay
 Bi-Weekly

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours
-----------	------------	--------	--------	-------------	---------------	----------------	------------------

^ Oder, Brady C. - 5720196

Student Pay	06/01/2022-06/30/2022	7/6/2022 3:00 PM	Submitted	132.00	132.00	0.00	0.00
-------------	-----------------------	------------------	-----------	--------	--------	------	------

Approve Reject Comments View

Status

Submitted
 Not Complete
 No Time Entered
 Approved
 Rejected

When you click the blue down arrow next to your student employee's name, you will see the sum total of all hours entered and/or submitted for that student for the month. You will have the ability to "Approve" the entire month of entered/submitted time from here. However, this is NOT recommended. (see next page)

Pay Cycles

Student Pay
 Bi-Weekly

Status

Submitted ⓘ
 Not Complete ⓘ
 No Time Entered ⓘ
 Approved ⓘ
 Rejected ⓘ

[Reset Filters](#) [Apply Filters](#)

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours
^ Oder, Brady C. - 5720196							
^ Student Pay	06/01/2022-06/30/2022	7/6/2022 3:00 PM	✓ Submitted	132.00	132.00	0.00	0.00
✓ Approve ⓘ Reject 💬 Comments ⋮ View							
∨	06/01/2022 - 06/05/2022		Approved	18.00	18.00	0.00	0.00
✓ Unapprove ⓘ Reject 💬 Comments ⋮ View							
∨	06/06/2022 - 06/12/2022		Approved	30.00	30.00	0.00	0.00

1. Click the blue down arrow next to the Pay Cycle "Student Pay" to see each week of work in the monthly pay period.
2. Review time for accuracy by clicking "View".

∨	06/20/2022 - 06/26/2022		✓ Submitted	30.00	30.00	0.00	0.00
✓ Approve ⓘ Reject 💬 2 View							
∨	06/27/2022 - 06/30/2022		✓ Submitted	24.00	24.00	0.00	0.00
✓ Approve ⓘ Reject 💬 Comments ⋮ View							

Time Approval - Oder, Brady C.

< [Time Approval](#)

Week 06/20/2022 - 06/26/2022
30.00 Total hours
Submitted

Saved **Save** **Other Actions** **Approve**

CPLDOFA-S-110 • Career Services Office Asst-BREAK
Garrett Scales, Joi A. • Career Center
30.00 | **Submitted**

Earn Type	Mon 6/20	Tue 6/21	Wed 6/22	Thu 6/23	Fri 6/24	Sun 6/26
Break Wages: Student	10:00 AM	00:00 AM				
	4:00 PM	00:00 AM				
	+	+	+	+	+	+
Position Total Hours:	6.00	6.00	6.00	6.00	6.00	0.00

Once hours have been verified, you can click the blue "Approve" button or select "Other Actions" to Reject or add Comments. You can also go back to the previous screen to approve multiple weeks at a time.

Pay Cycles

Student Pay
 Bi-Weekly

Status

Submitted ⓘ
 Not Complete ⓘ
 No Time Entered ⓘ
 Approved ⓘ
 Rejected ⓘ

[Reset Filters](#) [Apply Filters](#)

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additio... Hours
^ Oder, Brady C. - 5720196							
^ Student Pay	06/01/2022-06/30/2022	7/6/2022 3:00 PM	✓ Submitted	132.00	132.00	0.00	0.00
✓ Approve ⓘ Reject 💬 Comments ... View							
∨	06/01/2022 - 06/05/2022	Approved	18.00	18.00	0.00	0.00	
✓ Unapprove ⓘ Reject 💬 Comments ... View							
∨	06/06/2022 - 06/12/2022	Approved	30.00	30.00	0.00	0.00	
✓ Unapprove ⓘ Reject 💬 Comments ... View							
∨	06/13/2022 - 06/19/2022	Approved	30.00	30.00	0.00	0.00	

If you made a mistake and would like to reverse your approval, you can click "Unapprove".