



# Web Time Entry



## Online "Time Sheet" Training

# Overview

- This is not a time clock system. If you can complete a paper timesheet now – you can complete time entry on the web.
- AM and PM are critically important, and there is no military time used!
- Remember to hit the “submit” button at the bottom of your timesheet to record your time appropriately. (only once)



# Log on through myWitt

The screenshot shows the Wittenberg University website's Information Technology section. The browser address bar displays <http://www.wittenberg.edu/administration/ctr/web services.ht>. The page features a navigation bar with links: Admission, Academics, Students, Alumni, Parents, Athletics, Giving, and a search bar. Below this is a secondary navigation bar with links: L.T. News and Information, Prospective Students, Current Students, Faculty, and Staff. The main heading is "Information Technology". Below the heading, a breadcrumb trail reads "Home » Administration » Information Technology". The section is titled "Web Services for Students, Faculty and Staff". A "Printer-Friendly Version" link is visible. Four service icons are displayed: myWitt (a red square with a white 'W'), Email (a yellow envelope icon), Sharepoint (a blue and green icon), and Moodle (an orange graduation cap icon). A large red arrow points to the myWitt icon. To the right, a "Contact I.T." section includes a photo of a building and contact information: Email: [solution@wittenberg.edu](mailto:solution@wittenberg.edu), Voice: (937) 525-3801, and Thomas Library, Main level: Monday-Thursday 8 AM-10 PM, Friday: 8 AM-9 PM, Saturday: 10 AM-4 PM, Sunday: 3-9 PM.

Wittenberg UNIVERSITY

Apply Now | Student Success | All Offices | myWitt/Email

Admission | Academics | Students | Alumni | Parents | Athletics | Giving

Information Technology

L.T. News and Information | Prospective Students | Current Students | Faculty | Staff

Home » Administration » Information Technology

Web Services for Students, Faculty and Staff

Printer-Friendly Version

myWitt | Email | Sharepoint | Moodle

myWitt

Contact I.T.

Email: [solution@wittenberg.edu](mailto:solution@wittenberg.edu)  
Voice: (937) 525-3801


Thomas Library, Main level:  
Monday-Thursday 8 AM-10 PM  
Friday: 8 AM-9 PM  
Saturday: 10 AM-4 PM  
Sunday: 3-9 PM





# Enter your username and password


Web Services for Students, Fac... Wittenberg University Wittenberg Logon

Log In to MyWitt

 WELCOME TO WITTENBERG







To log in, enter your username and password below:

Username:

Password:

Welcome to myWitt,  
Wittenberg University's intranet portal.


If you are a student, new student, faculty, staff, or alumnus click here to register your account.

If you are a faculty member of a Wittenberg student, click here to register your account.

Are you a current Wittenberg Board Member? Click here.

Need Help? Click here.

Forgot Your Password? Click here.



# Select Time Entry & Approval

Web Services for Students, ... Home - Students

https://my.wittenberg.edu/student/Pages/student.aspx

MyWitt Home Departments Students Campus Forms Information Sites LOG OUT OF MYWITT

MyWitt Home > Students

No announcements found.

Click a title above to view the entire announcement.

**Today's featured events:**

Academic Advising Week  
Tue, Oct 28, 2014, 8 a.m.

See more featured events

Click a date to see what else is happening on campus:

**October 2014**

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Calendars by type or location:

- Academic: Support hours and locations
- Arts
- Athletics
- Lectures and Colloquia
- Comprehensive list of events

You have no unread messages.

**Welcome back!** New and updated this year:

- Office 365 for students
- E2Campus - enroll to receive campus text alerts
- New network options - gaming and other devices
- PRINTING - get the document where you'll be

**The New York Times**

Register for digital access to the New York Times (initial registration must be from the Wittenberg network)

MyAdmin Stuff My Finances My Academics Address and Mailbox

Student Financial Information

Student Academic Info

Personal Information

Time Entry & Approval

MyMoodle Courses My Week

Expand All Collapse All Class Announcements in the last 7 days

**14/FA Bad Girls: Women in Lit I (ENGL-372A-1W)**

- Resource: Queen Elizabeth (1 update) - last updated 10/22/2014: 9:32 PM
- Resource: Taming of the Shrew (1 update) - last updated 10/22/2014: 9:30 PM
- Resource: Margaret Cavendish (1 update) - last updated 10/22/2014: 9:28 PM
- Resource: Behn and the Rover (1 update) - last updated 10/22/2014: 9:27 PM

**14/FA Romantic Lit: Anarchy for UK (ENGL-363-2W)**

- Resource: Term Project (1 update) - last updated 10/24/2014: 7:51 AM


Campus Communication Tools Account Tools Scheduling Training Applications Bookmarks Directories

Meal Plan Adjustment

Submit form to affect a change of your Wittenberg meal plan



# Select Time Entry



<https://my.wittenberg.edu/student/Pages/student.aspx> Web Services for Students, Fac... Home - Students

MyWitt Home Departments Incoming Students **Students** Campus Forms Information Sites LOG OUT OF MYWITT

MyWitt Home > Students

No announcements found.

Click a title above to view the entire announcement.

**Today's featured events:**

Academic Advising Week  
Wed, Oct 29, 2014, 8 a.m.

Peace Corps Information Table  
Wed, Oct 29, 2014, 11:30 a.m.  
Main Lobby, Benham Pence Student Center

Peace Corps Information Session  
Wed, Oct 29, 2014, 2 p.m.  
Room 203 Joseph C Shouvin Center

[See more featured events](#)

Click a date to see what else is happening on campus:

**October 2014**

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Calendars by type or location:**

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- Athletics
- Lectures and Colloquia
- Comprehensive list of events

You have 331 unread messages.

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**MyAdmin Stuff My Finances My Academics Address and Mailbox**

Student Financial Information

Student Academic Info

Personal Information

**Time Entry & Approval**

Time entry

Time approval (for supervisors)

Employee Pay Time Review

Time history

Employee history (for supervisors)

Pay Advices

**MyMoodle Courses My Week**

Expand All Collapse All Class Announcements in the last 7 days

**14/FA From Conception to Birth (BIOL-114N-01)**

Resource: chromosomes and genetic disorders (1 update) - last updated 10/28/2014: 10:28 PM

Resource: (1 update) - last updated 10/28/2014: 10:22 PM

# 1. List of positions currently held will appear

The screenshot shows a web browser window with the URL <https://my.wittenberg.edu/student/Pages/WebAdvisor.aspx?title=Time+entry&pid=HR-XWBHRS006>. The page has a navigation bar with links: MyWitt Home, Departments, Students, Campus, Forms, Information Sites, and LOG OUT OF MYWITT. Below the navigation bar, there is a breadcrumb trail: MyWitt Home > Students > WebAdvisor. A left sidebar contains a menu with the following items: Student Financial Information, Student Academic Info, Personal Information, and Time Entry & Approval (which is highlighted). The main content area has a 'Print friendly version' button at the top right. Below it is a 'Time entry' button with a close icon. A table lists available positions for time entry:

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	10/01/14	10/31/14	Student Activities Coord-Social Media-SE	08/01/14	Student Involvement	Mrs. Elizabeth Ames		11/04/14 12:00PM
<input type="checkbox"/>	10/01/14	10/31/14	Sports Medicine-SE	08/01/14	Athletic Training Rm	Mrs. Ellen L. Crosbie		11/04/14 12:00PM

At the bottom of the table is a 'SUBMIT' button.

2. Select which position you wish to enter hours for

3. If you have been hired in a department and it is not listed here, contact your supervisor

# Enter in and out time for the day at the same time - (designate am or pm)

MyWitt

All Sites

MyWitt Home Departments Students Campus Forms Information Sites LOG OUT OF MYWITT

MyWitt Home > Students > WebAdvisor

Print friendly version

**Time Entry** ×

BACK

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student Activities Coord-Social Media-SE	10/31/14	Student Pay	Student Involvement		Mrs. Elizabeth Ames	11/04/14 12:00PM

Leave Type Leave Balance

Not Applicable

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
10/01/14	Wednesday	10:30AM	01:00PM					
10/01/14	Wednesday	04:00PM	05:00PM					
10/02/14	Thursday	04:00PM	05:00PM					
10/02/14	Thursday							
10/03/14	Friday							
10/03/14	Friday							
10/04/14	Saturday							
10/04/14	Saturday							
10/05/14	Sunday							

Note deadline for entering all time



Clicking the Submit Button will Save your Entries-  
(only click once)

[https://my.wittenberg.edu/studen/Pages/WebAdvisor.aspx](#)

Date	Day	In	Out	Total Time	Status
10/25/14	Saturday				[Dropdown] [X]
10/26/14	Sunday				[Dropdown] [X]
10/26/14	Sunday				[Dropdown] [X]
10/27/14	Monday				[Dropdown] [X]
10/27/14	Monday				[Dropdown] [X]
10/28/14	Tuesday				[Dropdown] [X]
10/28/14	Tuesday				[Dropdown] [X]
10/29/14	Wednesday				[Dropdown] [X]
10/29/14	Wednesday				[Dropdown] [X]
10/30/14	Thursday				[Dropdown] [X]
10/30/14	Thursday				[Dropdown] [X]
10/31/14	Friday				[Dropdown] [X]
10/31/14	Friday				[Dropdown] [X]

Additional Time(Prior Period) ☐

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Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☐


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Employee Comments


Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address siemonl@exchange.wittenberg.edu

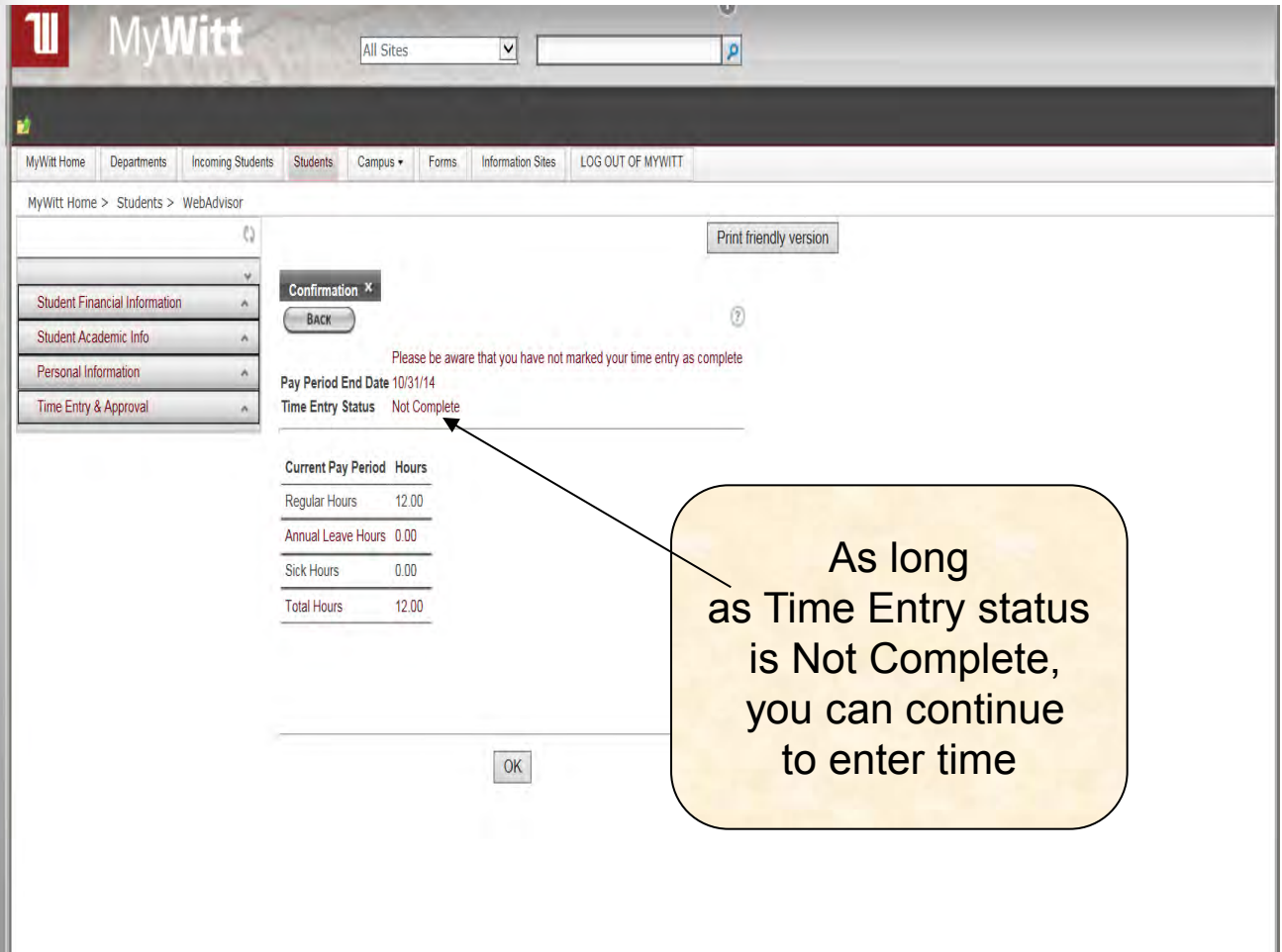



Wittenberg University  
 World Square North/Wittenburg Ave.  
 Springfield, Ohio 45501  
 (937) 296-0132



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# After submitting time, this summary screen appears



The screenshot displays the MyWitt web application interface. At the top, the MyWitt logo is visible next to a search bar. Below the logo, a navigation menu includes links for MyWitt Home, Departments, Incoming Students, Students, Campus, Forms, Information Sites, and LOG OUT OF MYWITT. The main content area shows a confirmation message: "Please be aware that you have not marked your time entry as complete". Below this message, the "Pay Period End Date" is listed as 10/31/14, and the "Time Entry Status" is "Not Complete". A table titled "Current Pay Period Hours" shows the following data:


Current Pay Period	Hours
Regular Hours	12.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	12.00

An arrow points from a text box to the "Time Entry Status" field. The text box contains the following text:

As long as Time Entry status is Not Complete, you can continue to enter time

At the bottom of the screen, there is an "OK" button.

Be sure to sign time card on **your**  
last working day of the month



10/31/14 Friday

Additional Time(Prior Period) ☐

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval ☐

Employee Comments


Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address [siemoni@exchange.wittenberg.edu](mailto:siemoni@exchange.wittenberg.edu)

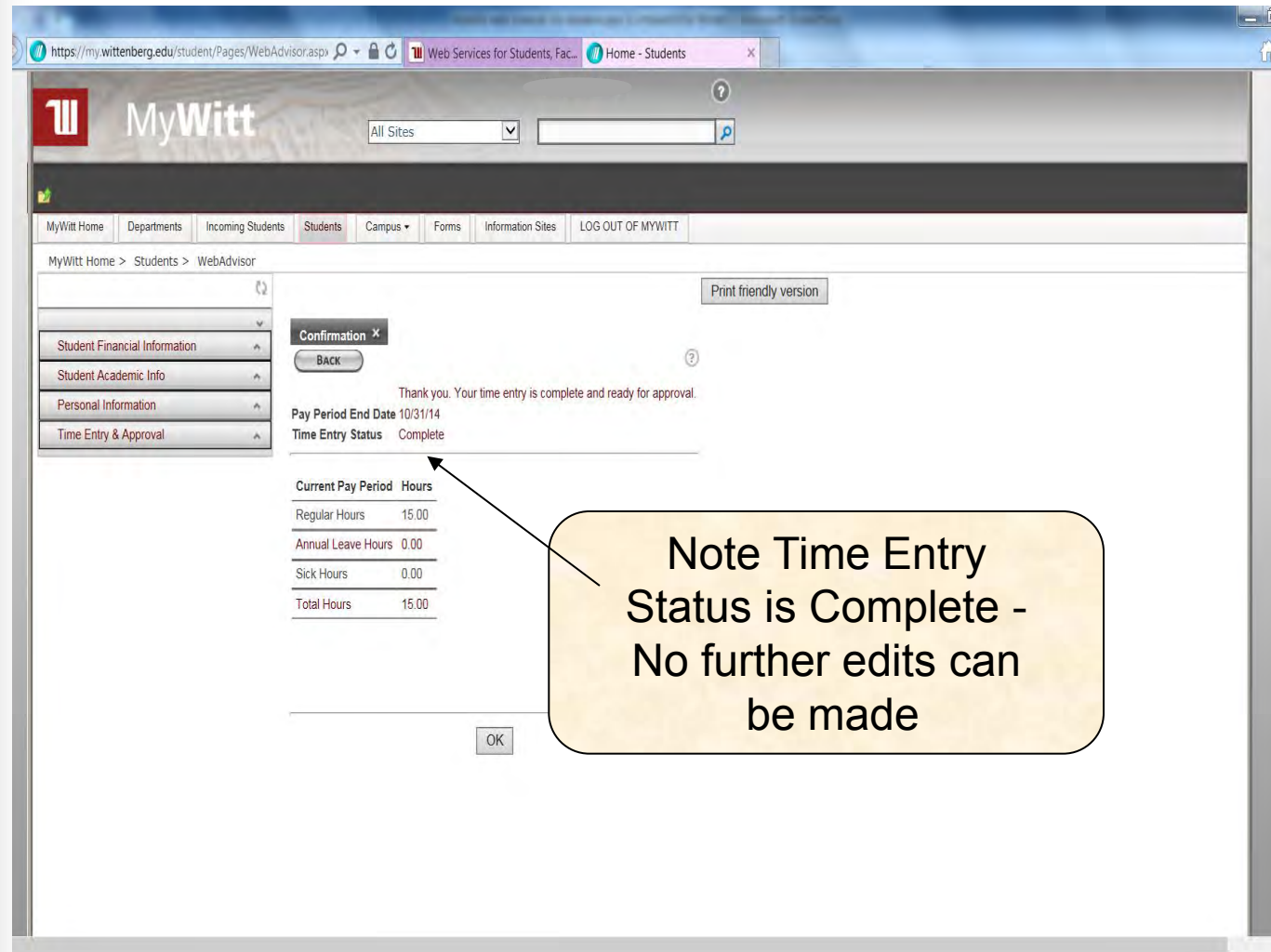

Click Submit Button only once

Wittenberg University  
1001 S. at North Wittenberg Ave.  
Springfield, Ohio 45501  
(937) 236-0332

  
©2012 Wittenberg University



After Time card is electronically signed—you will receive a completion message.



The screenshot displays the MyWitt WebAdvisor interface. The browser address bar shows the URL <https://my.wittenberg.edu/student/Pages/WebAdvisor.aspx>. The page header includes the MyWitt logo and a search bar. The navigation menu contains links for MyWitt Home, Departments, Incoming Students, Students, Campus, Forms, Information Sites, and LOG OUT OF MYWITT. The breadcrumb trail indicates the user is in MyWitt Home > Students > WebAdvisor. A confirmation message is displayed, stating: "Thank you. Your time entry is complete and ready for approval." Below this, the "Pay Period End Date" is 10/31/14, and the "Time Entry Status" is "Complete". A table shows the current pay period hours: Regular Hours (15.00), Annual Leave Hours (0.00), Sick Hours (0.00), and Total Hours (15.00). A yellow callout box with an arrow pointing to the "Time Entry Status" field contains the text: "Note Time Entry Status is Complete - No further edits can be made".

MyWitt

All Sites

MyWitt Home Departments Incoming Students Students Campus Forms Information Sites LOG OUT OF MYWITT

MyWitt Home > Students > WebAdvisor

Print friendly version

Confirmation

BACK

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 10/31/14

Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	15.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	15.00

OK

Note Time Entry Status is Complete - No further edits can be made

# After Entering Your Time

- You may print a copy of your timesheet for your records—not necessary!
- Employees must check mark for electronic signatures. This will allow the supervisor to approve/change timesheet. You may not enter hours after submitting electronic signature!
- Once it is “Signed”, the supervisor is the only one who can access the timesheet.



# Supervisor will approve timesheet after review.

https://my.wittenberg.edu/employee/Pages/WebAdvisor.aspx Web Services for Students, Faculty Home - Faculty and Staff

Date	Day	Hours	Start	End	Rate	Notes
10/27/14	Monday	1.50				
10/28/14	Tuesday					
10/29/14	Wednesday	1.50				
10/30/14	Thursday					
10/31/14	Friday					

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

☐ The employee has time in/out data. To review it, check the box ☐

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

☐ Employee has electronically signed the time entry as complete Yes

Employee Comments

Supervisor Decision

Enter E-mail Subject

Supervisor Comments

Employee Email Address

Wittenberg University  
Ward St. or North Wittenberg Ave.  
Spartanburg, Ohio 45501

**wittenberg**  
UNIVERSITY








## Email

- After supervisor approval, an email message is generated automatically and sent to the employee notifying them of the approval.




# IMPORTANT

- Students have until noon on the second working day of the following month to review and electronically sign the timecard for supervisor approval
  - Do not enter time for previous pay periods
  - If you missed hours from a previous pay period, indicate dates and times missed in the comments section
  - Must have a contract for all positions that you are working
  - Tax forms and contracts must be complete before you can begin working (position will not appear on myWitt if paperwork is not complete)
  - Electronically sign time card on last day you work in the pay period if possible but no later than noon on second working day of the month
- 
- 
- 



Questions should be  
directed to your supervisor



Further assistance is available by  
contacting Student Employment  
ext. 937-327-7319