Approving Time cards
(For supervisors)

Log on to www.wittenberg.edu

1. Click on the small "lock" symbol or "myWitt" indicated by the arrow below. This will take you to "myWitt", Wittenberg's Intranet Portal screen.

2. Enter your username and password and then click "Log in"
3. Click once on "Time Entry & Approval"

![Image of the Time Entry & Approval page]

4. Click once on "Time Approval for Supervisors"

![Image of the Time Approval for Supervisors page]
There are three locations where you can approve a time card. The first that you will see is the least detailed, and your first chance to approve the time.

5. Total hours are displayed in this column.
6. If you prefer, you can approve directly from this screen. Just check this box for each and click "Submit."
7. To review in more details make sure the "review entry" box is checked and click "Submit."
8. Click the submit button (only once).
If you checked “Review Entry” and click “Submit,” you will be given more detail on the total hours that were worked. On this screen you will see your staff’s daily time in/out entered for each day. This is your second chance to approve the time card.

9. You can see hours worked per day here. Make any necessary changes in this space.
10. Annual leave, sick, and any other hours such as personal or holiday would be displayed in these columns. All leave hours should be recorded in one-hour increments.

Remember to use the mouse or tab key to navigate through the screen. If you hit the enter key, it will react the same way as clicking on “Submit.”
11. Here is your staff's time in/out data.
12. The employee has not signed the time card until this says "yes."
13. Your last chance to approve the time card is here. Choose “Approve” from the drop down box and click “Submit.” Avoid clicking submit twice.

After clicking “Submit” for approval, you will receive a confirmation screen. An automated email message is now sent to the employee(s) that you have approved their time card(s).

You can click on “Log Out of MyWitt” to return to the main MyWitt Portal menu.