



How Supervisors can View Employee's Time History in Self-Service

Go to Self-Service: <https://selfservice.wittenberg.edu/>

From the home page, click the **Employee** box.

Next, click the **Time History (Supervisor)** box



Once a week is selected, it will appear with the in/out time for each day time was entered. The total hours per day appear at the bottom and the total weekly hours appear on the far right. There is also a note that confirms the employee was paid for these hours.

A screenshot of a software interface, likely a time tracking system. The interface is partially obscured by a large black redaction box at the bottom. The visible portion shows a table with columns for dates and times. The text "HIPENCP S 100 - Human Resources Student Manager CWC" is visible in the background. The table appears to have columns for dates (e.g., 11/03/2022, 12/03/2022) and time entries. The bottom of the table shows totals for each day and a total for the week.