

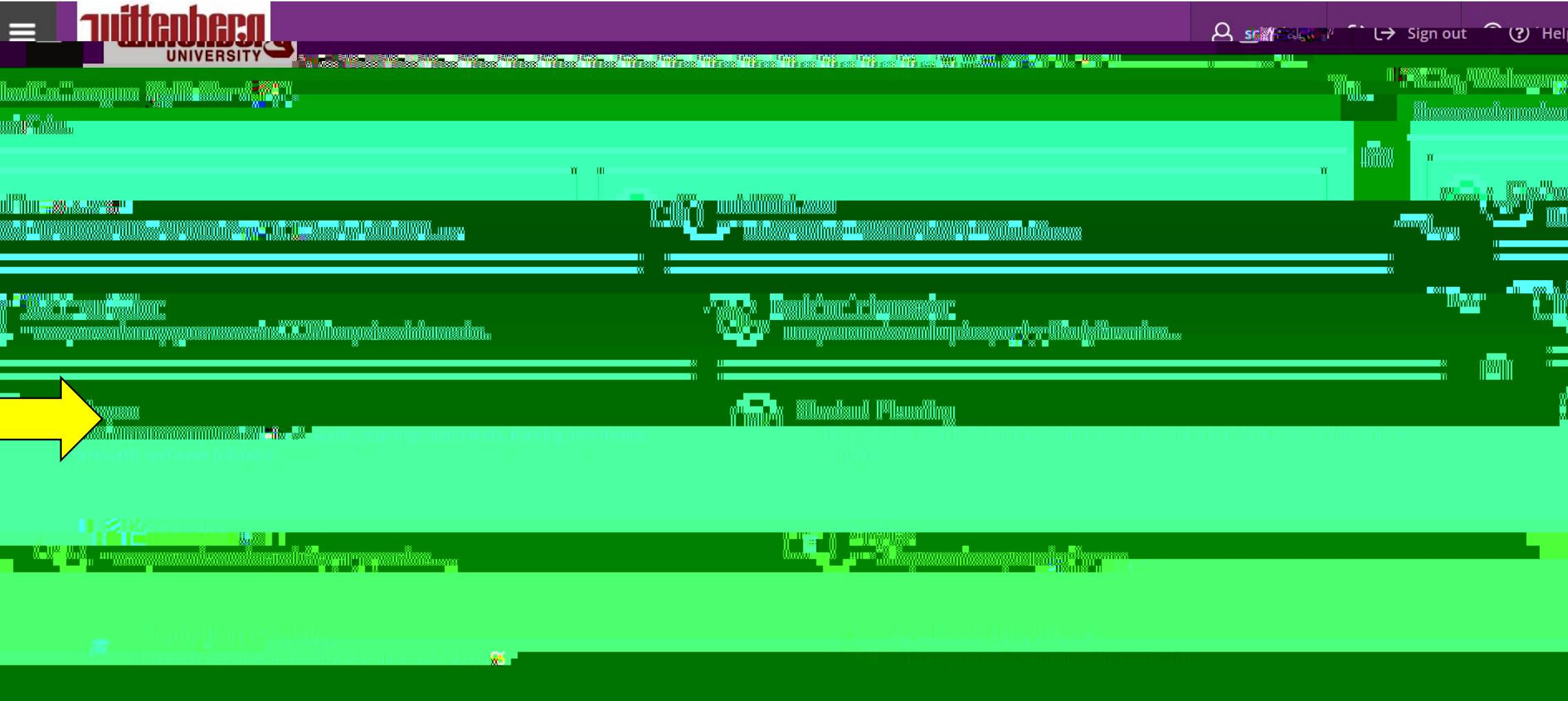
INSTRUCTIONS FOR SUPERVISORS TO VIEW HOURLY STAFF LEAVE BALANCES

Self Service

selfservice.wittenberg.edu



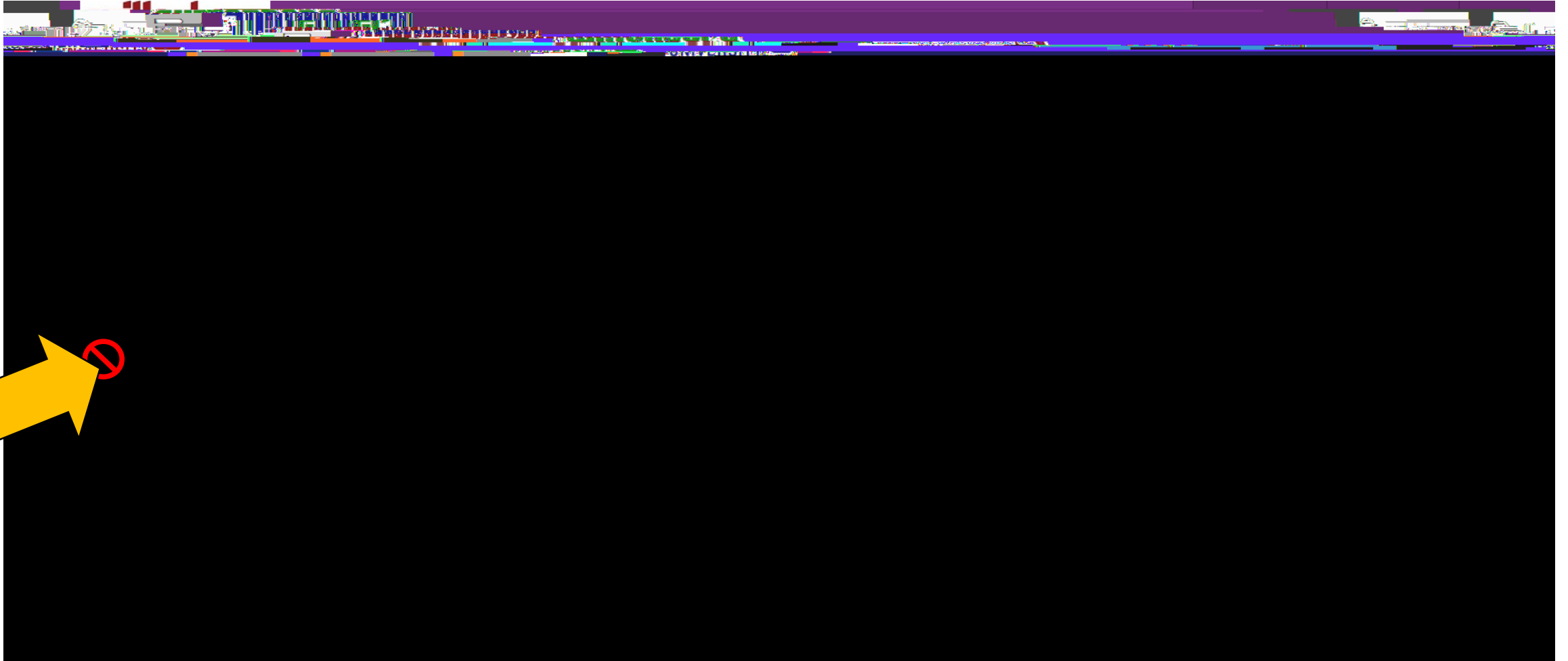
Log into <https://selfservice.wittenberg.edu/> using your Wittenberg email, password, and MFA. Once on the Self-Service home page, choose **Employee**.



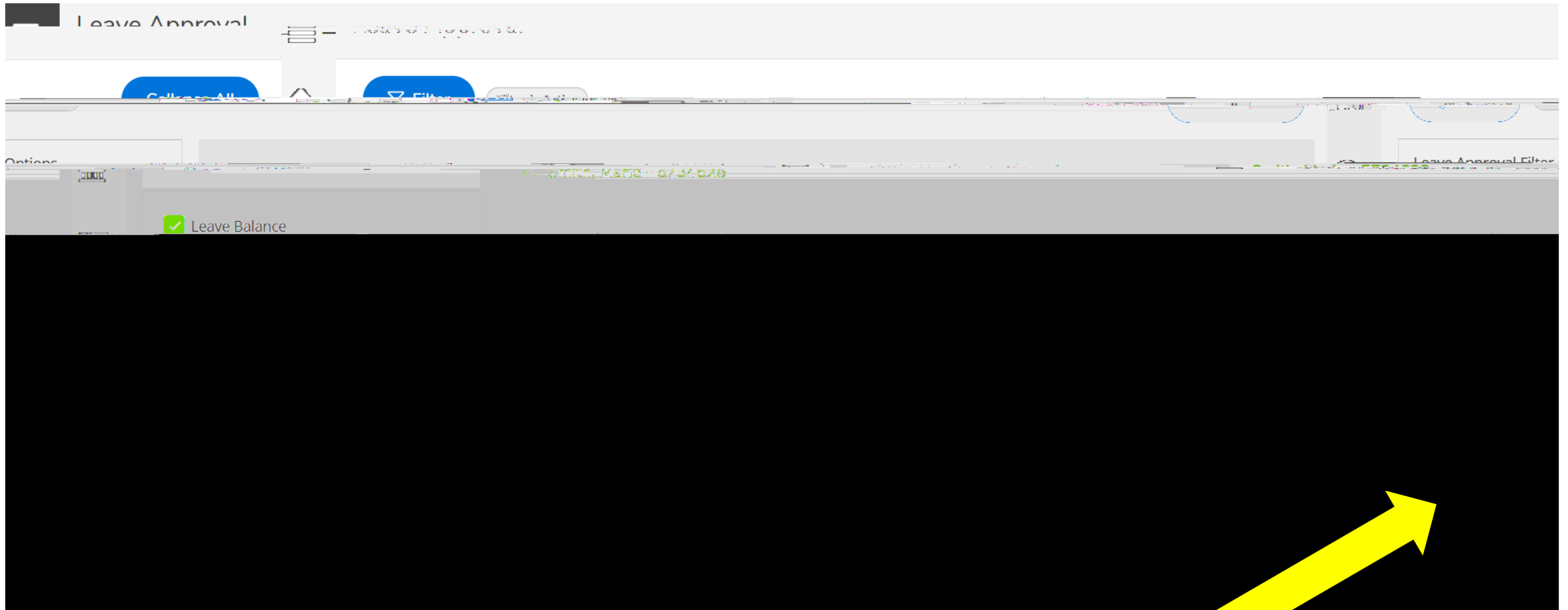
Choose **Supervisor Employee Leave Balances.**



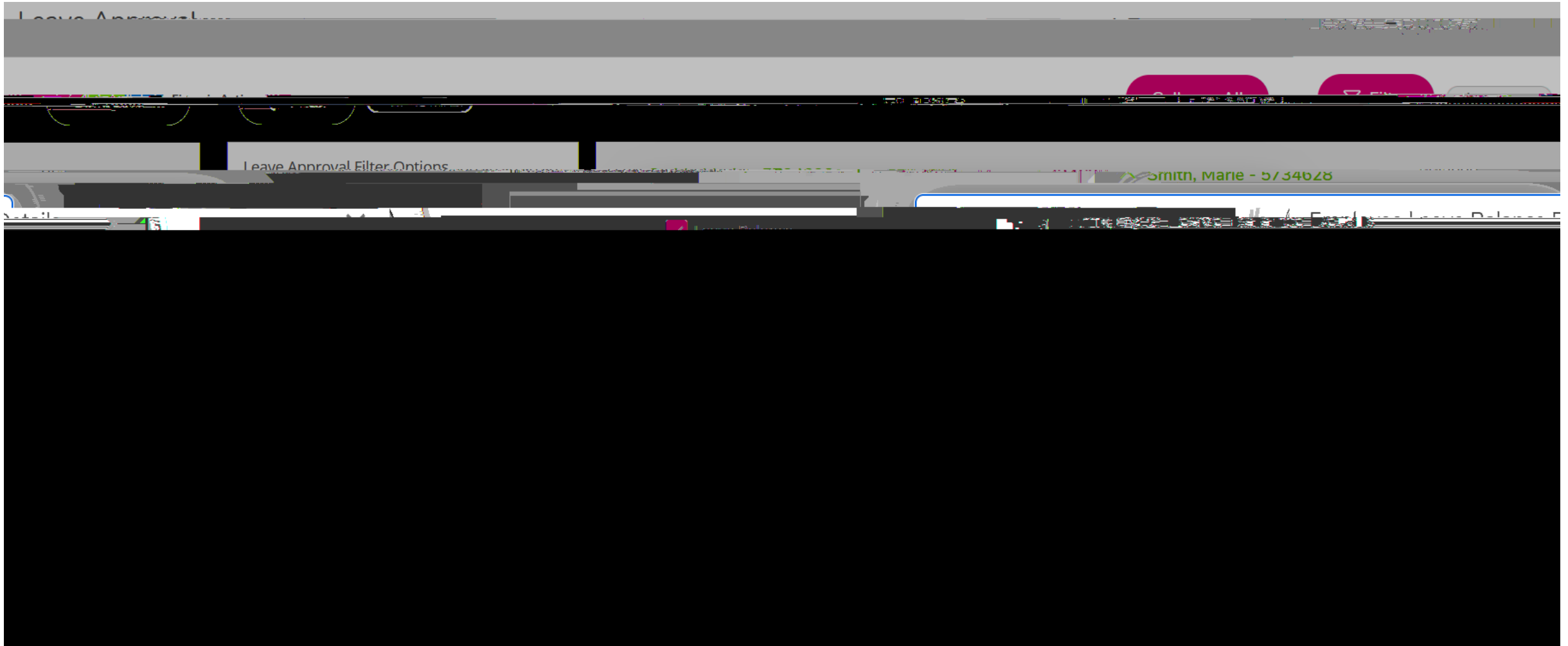
Under **Leave Approval Filter Options**, check the box that says **Leave Balance**. Turn on **Include Employees with no Outstanding Leave Requests** and then **Apply Filters**. The employees supervised will appear as shown below.



leave types will display as shown below. The **Balance** shows how many leave hours the employee has remaining.



If you click **View**, the box below will appear. Please see the [Employee Manual](#) for details on each leave type.



Important Reminders for Hourly Staff Leaves

Personal hours earned in Q1, Q2, & Q3 must be used in the same calendar year. Personal hours earned/granted in Q4 may be carried over to the next calendar year.

Only 40 Vacation hours may be carried over to the following calendar year. Vacation hours carried over must be used by June 30.

Sick leave is to be used for personal illness, personal medical appointments and up to 32 hours for covered family members.

should never be included.

Serious illness or injuries (surgeries, long term illness, intermittent care needed for self or family member, etc.) may be FMLA eligible. If you are using sick leave to supplement FML time, please

should be notified of all instances where an employee is going to be out for more than 3 days due to either their own serious illness, the serious illness of an immediate family member, or birth of a child.

Please see the [Employee Manual](#) for more details.