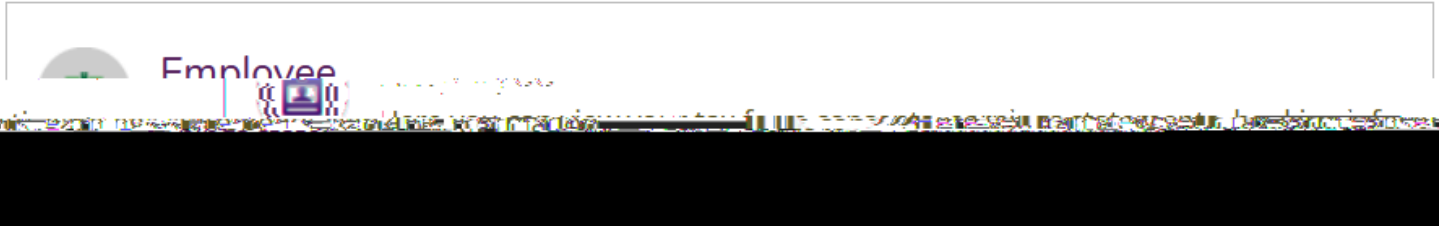


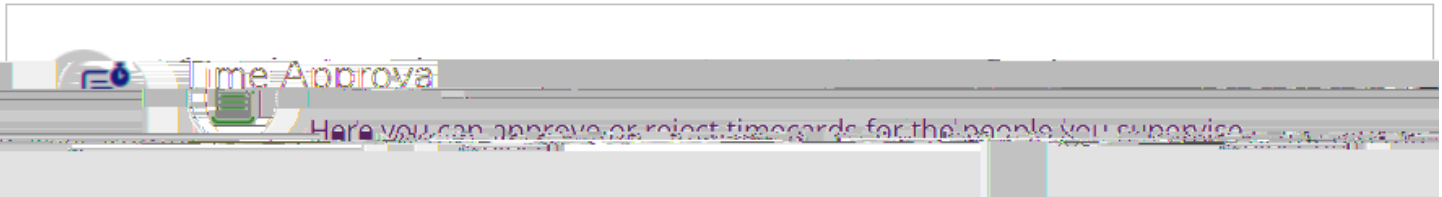
How to Complete Time Approval in Self-Service

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

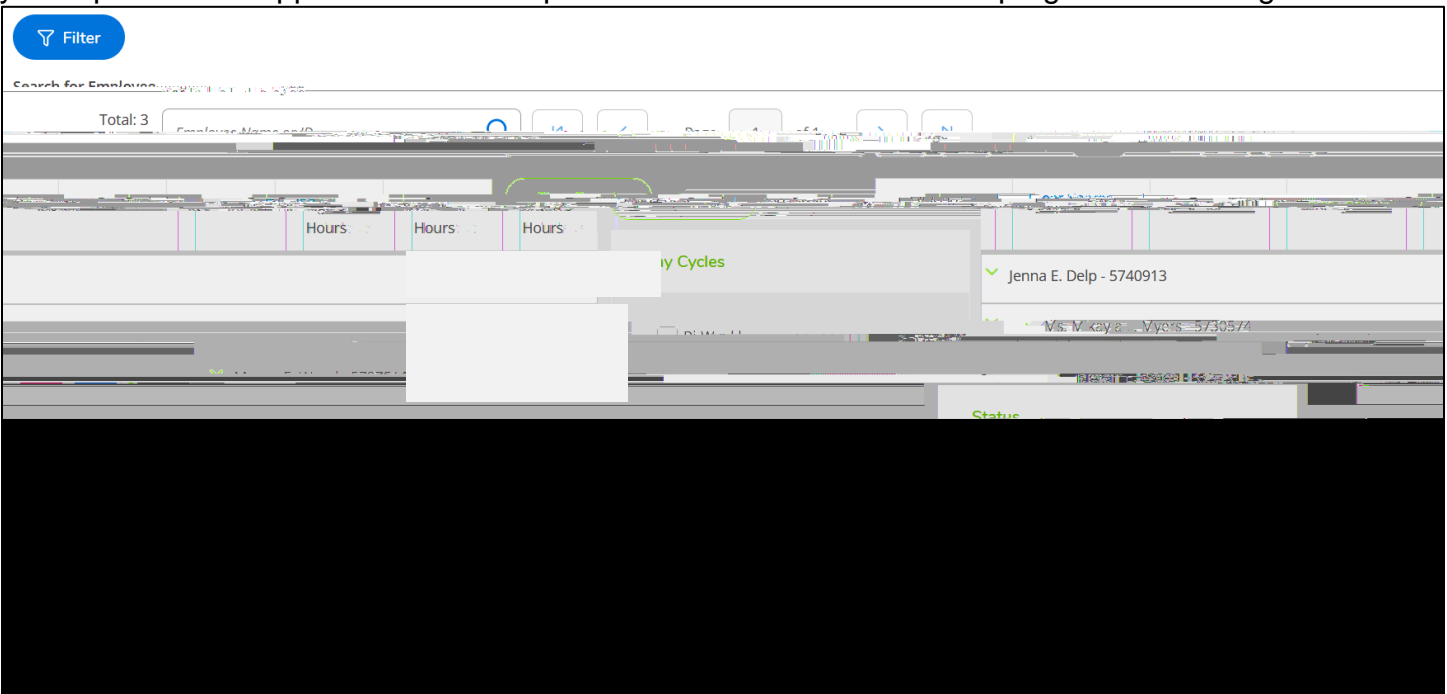
From the home page, click the **Employee** box.



Next, click the **Time Approval** box



Filters can be used by the supervisor or proxy to sort by the status of the timecards. Hover over the blue i to view definitions of each status. Once a status is selected to filter, click **Apply Filters**. To clear all filters, click **Reset Filters**. If you clear the filters, all of the student and/or staff members that you supervise will appear. The total supervisees can be found at the top right or bottom right.



employees are completing timecards daily and submitting before the payroll deadline! Supervisors must also analyze the time entered and approve/edit/reject as needed.

