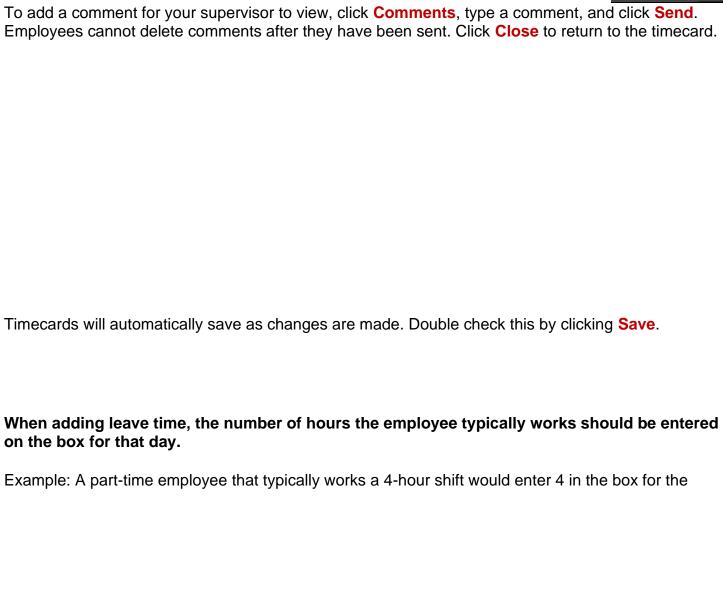Click **Choose Earn Type** and select. Type in the hours of leave used under that earn type. Remember, log hours used to the nearest quarter hour.

Employees can add more than one earn type if needed. A few special leave types are noted below, but if you cannot find a specific earn type or if you have questions, contact Human Resources at hure-

To add a comment for your supervisor to view, click **Comments**, type a comment, and click **Send**. Employees cannot delete comments after they have been sent. Click **Close** to return to the timecard.

Timecards will automatically save as changes are made. Double check this by clicking **Save**.

When adding leave time, the number of hours the employee typically works should be entered on the box for that day.

Example: A part-time employee that typically works a 4-hour shift would enter 4 in the box for the

Click **Submit for Approval** when the week is completed to sign off on their timecard.
Best practice: Submit timecards after the last shift each week in the pay period.
Supervisors will receive an email for each week the employee has submitted.

If you have multiple positions/timecards, enter leave time on your primary position.

Click the arrow to navigate to the next week:

Time must be entered accurately and timecards must be submitted before the payroll deadline.
**Altering, falsifying, tampering with time records, and/or recording time for another employee
may result in disciplinary action, up to and including termination of employment without**
`]a ]H]b[ `h\ Y`i b]j Yfg]m]Q`f][\ h´cZfY]a Vi fgYa YbH'
If employees have worked shifts in a previous pay period and have not been paid yet, view the
instructions on **How to Submit Time from Previous Pay Periods** on the Payroll webpage.

LEAVE BALANCES:
Leave balances are not updated until the biweekly payroll is processed. Once processed, employees
can view their leave balance by clicking **Employee**

CHANGES TO TIMECARDS:

<u>Before the payroll deadline has passed:</u>
Employees can unsubmit their timecard and make the changes needed by clicking **Return to Timecard to Edit**. Once the changes are made, the employee should **Submit for Approval**.

<u>After the payroll deadline has passed:</u>
Email payroll@wittenberg.edu with the changes needed. This change will not go into effect until the following pay period. For any hours that were not paid, follow the instructions for **How to Submit Time from Previous Pay Periods** on the