



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.

