Completing your online Time card

1. Click on the drop down bar called “Go directly to…”, and select WittLink Portal

Log on to www.wittenberg.edu
1. Enter your username and password and then click “Log in”

Scroll down to the “Faculty and Staff” section. Then click once on “Time card entry”
First, a list of your current positions will be displayed.

1. **CAUTION**: Pay attention that you are selecting the correct pay period before entering hours.
2. **IMPORTANT NOTE**: Your time must be submitted by the date and time listed in this box.
3. **Click the box to choose which position you will be entering time worked and then click the submit button (only once).**
1. Current leave balances will be listed. Annual Leave refers to vacation for hourly staff and PTO for police and security staff.
2. Record hours worked in these boxes. Round to the nearest quarter hour (i.e. 8:05a would be rounded to 8:00a). Simply type “a” or “p” to indicate a.m. and p.m. AVOID typing a space between your hours worked and “a” or “p”.
3. Vacation or PTO would be recorded in this column, and should normally be taken in full day increments and may not be taken in less than one-hour increments.
4. Sick leave is recorded in this column – in no less than one hour increments.
5. Other hours such as personal and holiday would be recorded here. Use the drop down box to indicate type of leave.
6. The “insert line” is to add an extra line if you worked more than two times during a work day. You must check mark the box on the applicable day and time click submit to get the extra line.

As a reminder, noon is 12p, and midnight is 12a.

IMPORTANT NOTE: You must have both a time in and a time out or the system will give you an error message.

AVOID using the “enter” key to navigate through the time card. Use either the tab key or your mouse!
This is the bottom of the time card entry screen. You will see this when you scroll down.

1. **AVOID** checking this box. If you have overtime from a previous pay period that is unpaid, report those hours and dates in the employee comment box listed below.

2. Check this when you’ve entered **ALL** your hours for the entire biweekly pay period. This becomes your legal signature. **AVOID** checking this box prior to entering **ALL** hours for the pay period.

3. The comments you make in the employee comments box will become a part of your permanent time card and can be viewed in “Time Card History” on WittLink. You can use this box to document doctor’s appointments, FMLA, notes to your supervisor, etc.

4. Click on the “Submit” button to update any changes or modifications that you have made to your time. Please only click the “Submit” button **ONCE**! We ask for your patience as the system updates... Do not close this screen until you see a summary of your hours like the one on the next page.
After you have entered your time and clicked the “Submit” button, you will receive a summary page that looks like this. If you do not get this summary page, it is likely that the system did not record the hours entered.

1. All hours as you have entered them will be recorded in the summary format.
2. If the system does not reflect the appropriate hours, go back to the time card by clicking the “Wittlink” button at the top of the screen and review your time card carefully. Choose “Time Card Entry” from the Faculty and Staff menu to resume.
3. We highly recommend that you AVOID using the “Back” button at the top of the screen.
4. If all of the information is correct, you may close the screen or click “Log Out,” which brings you to the main WittLink Portal menu.
After you have electronically signed your time card for the entire biweekly pay period – YOU MAY NOT ACCESS THAT SPECIFIC TIME CARD, and you will receive this message.

1. This message means you are attempting to access your time card after you have electronically signed it for the entire biweekly pay period. You will have to contact your supervisor and HR if you signed your time card prematurely.
2. You can click on “Log Out” to return to the main WittLink Portal menu.