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 Requests are not currently available in Self-Service. Employees should continue to communicate leave requests with their supervisors.

Once the employee's leaves are expanded, the different leave types will display as shown below. The **Balance** shows how many leave hours the employee has remaining.

Leave Approval

Filter | Filter is Active | Collapse All

Leave Approval Filter Options

☑ Leave Balance
☐ Leave Request

🔵 Include Employees with no Outstanding Leave Requests

Reset Filters | Apply Filters

⌃ Smith, Marie - 5734628

Employee Leave - As Of 11/3/2022

Description	Starting Balance	Earned/Advanced- See Staff Manual	Used	Adjustments	Balance	Actions
Sick Pay: Hourly, Fte <= .99 ~	34.59	39.76	22.00	0.00	52.35	··· View
Vacation- Hourly ~	0.00	40.00	25.00	0.00	15.00	··· View
Personal Time:hourly,full- Time ~	0.00	12.00	0.00	0.00	12.00	··· View

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

Click **View** for further details.

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

Leave Approval

🔽 Filter   Filter is Active   Collapse All

Leave Approval Filter Options

▢ ☑ Leave Balance

▢ Leave Request

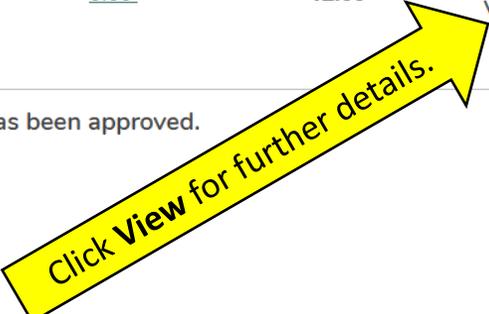⬤— Include Employees with no Outstanding Leave Requests

Reset Filters   Apply Filters

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En...

		Adjustments	Balance	Actions

Employee Leave Balance Details   ✕

Description	Vacation-Hourly ~
Accrual Rate	80.0000
Accrual Limit	120.0000
Maximum Carryover	40.0000
Maximum Rollover	
Starting Balance	0.00
Earned/Advanced-See Staff Manual	40.00
Used	25.00
Adjustments	0.00
Balance	15.00

Close

		Adjustments	Balance	Actions
		0.00	52.35	⋯ View
		0.00	15.00	⋯ View
		0.00	12.00	⋯ View

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

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.
  - Sick leave used for a covered family member should be documented by writing "family sick leave" in the comment section after recording the appropriate sick leave usage. Medical details 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 write "FMLA" in the comments section of your leave card for tracking purposes. DeAnna Sullivan 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.