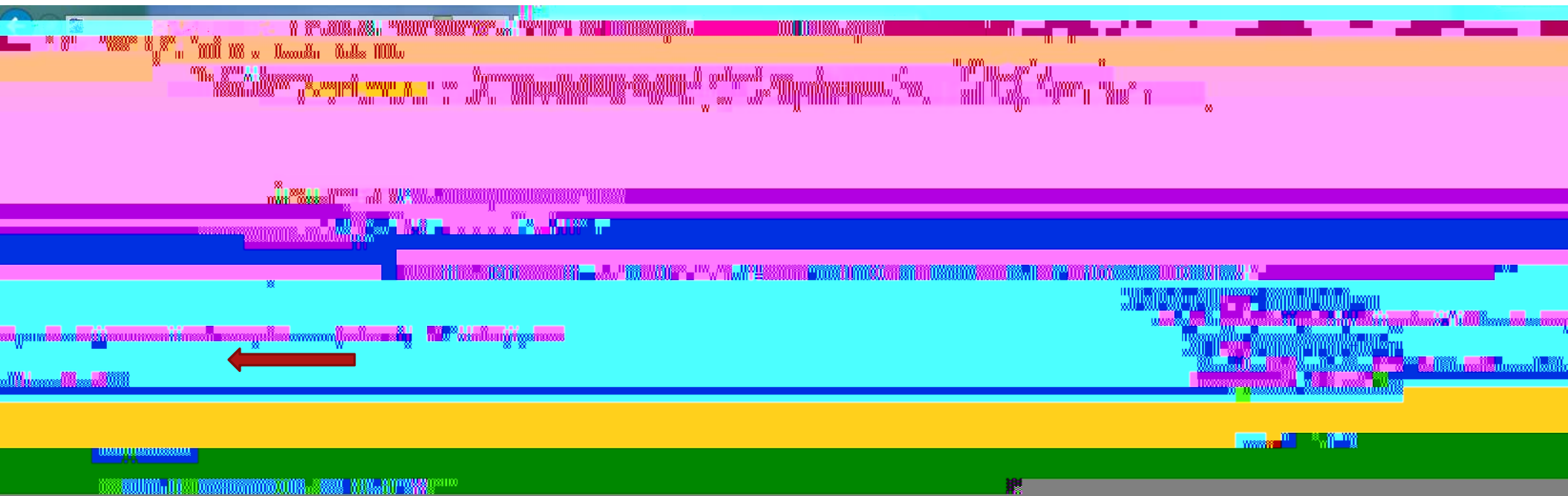


TIME SUBMISSION DEADLINE:

10:00 AM on Monday of pay week

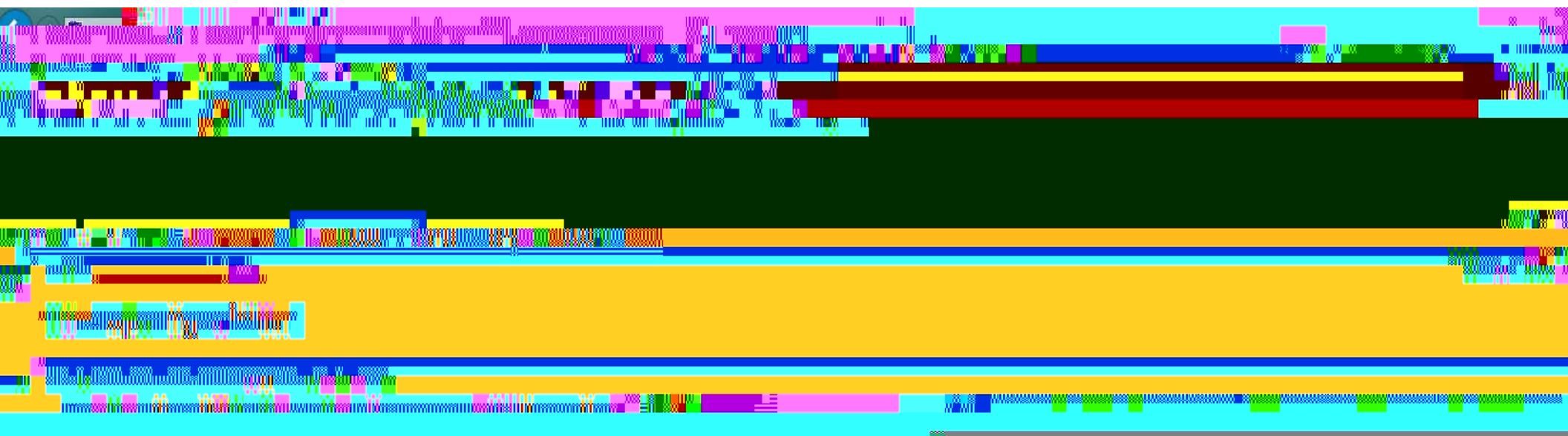




Once logged into PAWS, you should have a menu similar



Click to access Time Sheet



Selection Criteria

 Access my Leave Report:

My Choice

Select

[Proxy Set Up](#)

RELEASE: 8.10

© 2016 Ellucian Company L.P. and its affiliates

Time Sheet

RELEASE: B.8

© 2016 Ellucian Company, L.P. and its affiliates

			0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1											
Personal Sick			1									
Family Member Sick			1									
Holiday Pay						1		0	0		Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)						1					Enter Hours	Enter Hours
0	0	0	0	0	0	0					Total Hours:	0
0	0	0	0	0	0	0					Total Units:	0



"Comments" - Available for free-form comments.

Submitted for Approval By:

Waiting for Approval From:
RELEASE: 8.8

			0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick			1			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick			1			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay					1			0	0	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)					1					Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	0	0	Total Hours:		0	0	
0	0	0	0	0	0	0	0	Total Units:		0	0	



"Preview" = For a "cleaner" view of hours input.

Submitted for Approval By:

Waiting for Approval From:
RELEASE: 8.8

			0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1					Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick			1			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick			1			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay					1			0	0	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)					1					Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0					Total Hours:	0	0
0	0	0	0	0	0					Total Units:	0	0



“Restart” – Will completely re-start the timesheet, clearing all fields.

Submitted for Approval By:

Waiting for Approval From:

RELEASE: 8.8

			0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1											
Personal Sick			1									
Family Member Sick			1									
Holiday Pay					1			0	0		Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)					1						Enter Hours	Enter Hours
0	0	0	0	0	0	0		Total Hours:		0	0	
0	0	0	0	0	0	0		Total Units:		0	0	



Click to advance to next week, or go back to previous week (the button will toggle between "Next" and "Previous")

Waiting for Approval From: [Name] [Next] [Previous] [Submit] [Cancel] [Approval By: [Name]]

Waiting for Approval From:
RELEASE: 8.8



		0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1										
Personal Sick		1									
Family Member Sick		1									
Holiday Pay					1		0	0		Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)					1						
0	0	0	0	0	0				0	0	
0	0	0	0	0	0				0	0	
Total Hours:										0	0
Total Units:										0	0

Click on a day to record hours for the applicable earnings category

Waiting for Approval From:
RELEASE: 8.8

Vacation		1									
Personal Sick		1		0		0		Enter Hours		Enter Hours	
Family Member Sick		1						Enter Hours		Enter Hours	
Holiday Pay		1		0		0		Enter Hours		Enter Hours	
Other (Call, FML, Jury, etc)		1						Enter Hours		Enter Hours	
8	0	0	0	0	0	Total Hours:		8	0	0	
0	0	0	0	0	0	Total Units:		0	0	0	

Position Selection Comments **Preview** Submit for Approval Restart Next




Click on "Preview" to view full timesheet.

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.8

Time Sheet

Earning	Shift	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week 2							
Regular Pay 1							8																			
Total Hours:							8																			
																		Total Units:								

 Click on "Previous Menu" to return to timesheet.

Previous Menu

RELEASE: 8.9

Select Next or Previous to navigate through the dates within the period.

** Account Distribution adjusted on this day.

Time Sheet

Payroll Accounting -- 172400

Department and Number:

Submit By Date:

Jan 31, 2016 by





Time and Leave Reporting

Select Next or Previous to navigate through the dates within the period.



Once timesheet has been certified, you will get the message "Your time

Time and Leave Reporting

Select Next or Previous to navigate through the dates within the period.

After time has been entered and submitted, two options are to exit



Contact Payroll at 460-7868, or
payroll@southalabama.edu
should you need assistance.

When e-mailing, be sure to
include your J number and name
in the text of the e-mail.