Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:

Employee submission of leave report - 5:00 PM of the 10th day of the month following the month being reported.

Approval of leave report - 5:00 PM of the 13th day of the month following the month being reported.



Personal Access Web System

Personal Information	Employee Services	Financial Information			- 17-3
Search	Go		SITE MAP	HELP	EXIT

Welcome, Betty Rubble, to the PAWS Information System! Last web access on Sep 30, 2016 at 09:20 am

Personal Information

View or update your mailing address, current phone number, e-mail address, emergency contact, missing person contact; View name change & social security number change information; Change your PIN.

Employee Services

View your benefits information; View your leave history or balances, job information, pay stubs and W-2.

Financial Information

Budget Query, Encumbrance Query, View Documents, Approve Documents and Code Lookup.

Return to Homepage

RELEASE: 8.7

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Once logged into PAWS, you should have a menu similar to the one above. Click on "Employee Services".



Personal Access Web System

Personal Information Employee Services	Financial Information			
Search Go	RETURN TO MENU	SITE MAP	HELP	EXIT
Employee				

Electronic Time Sheet Entry of time, approval of time. Leave Reports (Monthly) Entry of leave; approval of leave. (For monthly employees only) Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs. Tax Forms W4 information, W2 Form. Jobs Summary Leave Balances RELEASE: 8.7

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LSA PAWS

Personal Access Web System

Personal Information Employee Services Financial Information			
Search Go	SITE MAP	HELP	EXIT

Time Reporting Selection

Selection Criteria

	My Choice	
Access my Time Sheet:	\bigcirc	
Access my Leave Report:	0	
Approve or Acknowledge Time	e: 🖲	
Approve All Departments:		
Act as Proxy:	Self	~
Act as Superuser:		

Select

RELEASE: 8.10

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LSA PAWS	Personal Access	Web System
Personal Information Employee Services Search Go Approver Selection	Financial Information	SITE MAP HELP EXIT
Time Sheet		
Department and Description My Choice U, 172400, Payroll Accounting	BW, Sep 18, 2016 to Oct 01, 2016 V	
Leave Report	e Leave Period	Under the "Leave Report" section, choose
U, 172400, Payroll Accounting	MO, Sep 01, 2016 to Sep 30, 2016 V	the proper department and pay period and click the "Select" button.
Sort employees' records by Status then by	My Choice Name: (i)	
Sort employees' records by Name:	0	

RELEASE: 8.10

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Select the employee's name to access additional details.

U, University of South Alabama REVIEW OF QUEUE STATUSES FOLLOWS

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingLeave Period:Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection

Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	004829 - 00		.00	00.		Approved				Leave Balance Errors
<u>، السا</u>	Associate Payroll Supervisor	′	′	<u> </u>	<u> </u>	<u> </u>	<u> </u>	·		
	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

Returned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
J00361061	Daffy Duck				Comments			
	006488 - 00	.00	.00	.00	Leave Balance			
	Assist. Payroll Administrator							

In Progress									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information			
J00525871	Yosemite Sam					Leave Balance			
1	008733 - 00	.00	.00	.00					
	Assoc. Payroll Administrator								

Not Started						
ID	Name, Position and Title	Other Information				
J00238168	Mickey Mouse					
4	003195 - 00					
۱ <u> </u>	Payroll Supervisor					

COA:	U, University of South Alabama
Department:	172400, Payroll Accounting
Leave Period:	Sep 01, 2016 to Sep 30, 2016
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Open until Oct 13, 2016, 05:00

"Not Started" - Lists those employees who are within the organization (department) number which you are approving, but the employees have not started their leave report. If there are employees listed for whom you do not approve, they will drop out of any of your list once they have started their leave report.

PM

Save

Select All, Approve or FYI Change Selection Reset

Select the employee's name to access additional details.

Pending	rending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear 004829 - 00	1	.00	.00		Approved		· ['		Leave Balance Errors
	Associate Payroll Supervisor	1′	<u> </u>	1′	<u> </u>	<u> </u>	[′	'	′	
	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00) 16.00	.00					Change Leave Record Leave Balance

Returned for Correction									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information				
	Daffy Duck 006488 - 00 Assist. Payroll Administrator	.00	.00		Comments Leave Balance				

In Progress								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information		
	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance		
	Assoc. Payroll Administrator							

Not Started		
ID	Name, Position and Title	Other Information
J00238168	Mickey Mouse	
	003195 - 00	
	Payroll Supervisor	

COA:	U, University of South Alabama
Department:	172400, Payroll Accounting
Leave Period:	Sep 01, 2016 to Sep 30, 2016
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Open until Oct 13, 2016, 05:00

Select the employee's name to access additional details.

"In Progress" – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain "In Progress" until the employee fills in all of their applicable leave, and submits to you for approval.

00 PM

Change Selection

Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear	· · · · · · · · · · · · · · · · · · ·				Approved	· · · · · · · · · · · · · · · · · · ·	/	\square	Leave Balance
1 1	004829 - 00	1 '	.00	00.	.00	· · · · · · · · · · · · · · · · · · ·	/ /	1 '	1 '	Errors
	Associate Payroll Supervisor	<u> </u>	<u> </u>	<u> </u>	<u> </u>	·/	<u> </u>	1′	<u> '</u>	
300495265	Fred Flintstone	Approve	1 '	1		1			[/	Change Leave Record
	003882 - 00	1 '	.00	16.00	.00	, · · · · · · · · · · · · · · · · · · ·	1 /	1 '	1 '	Leave Balance
	Payroll Administrator	<u> </u>	<u> </u>	<u> </u>)	<u> </u>	<u> </u>	<u> </u>	

Returned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
	Daffy Duck 006488 - 00 Assist. Payroll Administrator	.00	.00		Comments Leave Balance			

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00525871	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance
	Assoc. Payroll Administrator			.00		

Not Started							
ID	Name, Position and Title	Other Information					
J00238168	Mickey Mouse						
,	003195 - 00	1					
	Payroll Supervisor						

 \blacksquare Select the employee's name to access additional details.

	[• "Pending" – Lists those employees for whom you approve leave, that have submitted their leave report for approval.
COA:	U, University o	of South Alabama	
Department:	172400, Payro	II Accounting	 The "Required Action" column will indicate those awaiting your approval.
Leave Period:	Sep 01, 2016	to Sep 30, 2016	The "Queue Status" column will indicate "Approved" for those you have already approved.
Act as Proxy:	Not Applicable		
Leave Period Leave	e Entry Status: Open until Oct	13, 2016, 05:00 P	M The Director of Payroll will be the final approval on all leave reports. Between the 14 th and 17 th of the month, final approval will be given, which updates employee leave balances, and moves the status to "Completed".
Change Selection	Select All, Approve or FYI Rese	et Save	
Pending		A	vs Total Hours Total Units Queue Status Approve or FYI Return for Correction Cancel Other Information

ID	Name, Position and Title	Required	Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear	· [,	,,	· ['	· [,		Approved	,	,	· [Leave Balance
<i>ı</i> '	004829 - 00	1	1 '	.00	00. 0	.00'	1 '	1	1	1 '	Errors
' '	Associate Payroll Supervisor	<u> </u>	<u> </u>	′	<u> </u>	<u> </u>	′	'		<u> </u>	1
J00495265 [′]	Fred Flintstone	Approve	· · · · · ·	· ['	í	1	1	(· ['	Change Leave Record
 	003882 - 00	1	,	.00	0 16.00	00.	1 '	1	1	1 '	Leave Balance
·'	Payroll Administrator	1	′	′	<u> </u>	·'	<u> </u>	'	·	'	1

Returned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
	Daffy Duck 006488 - 00	.00	.00		Comments Leave Balance			
	Assist. Payroll Administrator							

In Progress								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information		
	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance		
	Assoc. Payroll Administrator							

Not Started							
ID	Name, Position and Title	Other Information					
J00238168	Mickey Mouse						
4	003195 - 00	1					
<u>ا</u>	Payroll Supervisor						

Select the employee's n	ame to access additional details.	"Returned for Correction" – Lists those leave reports that have been
COA:	U, University of South Alabama	returned by either you, or possibly the Payroll Office for correction by
Department:	172400, Payroll Accounting	the employee.
Leave Period:	Sep 01, 2016 to Sep 30, 2016	
Act as Proxy:	Not Applicable	
Leave Period Leave E	ntry Status: Open until Oct 13, 2016, 05:00 PM	
Change Selection Sel	lect All, Approve or FYI Reset Save	

Pending ID Required Action Total Days Total Hours Total Units Queue Status Approve or FYI Return for Correction Cancel Other Information Name, Position and Title J00491926 Yogi Bear Approved Leave Balance .00 .00 .00 004829 - 00 Errors Associate Payroll Supervisor J00495265 Fred Flintstone Change Leave Record Approve .00 16.00 .00 003882 - 00 Leave Balance Payroll Administrator

Returned for Correction												
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information							
J00361061	Daffy Duck	· · · · · · · · · · · · · · · · · · ·	,		Comments							
/ '	006488 - 00	.00	00.	.00	Leave Balance							
/ '	Assist. Payroll Administrator	<u> </u>	,,	<u> </u>								

In Progress													
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information							
	Yosemite Sam 008733 - 00 Assoc. Payroll Administrator	.00	.00	00. 0		Leave Balance							

Not Started									
ID	Name, Position and Title	Other Information							
J00238168	Mickey Mouse								
/	003195 - 00								
<u>، السبب '</u>	Payroll Supervisor								

Select All, Approve or FYI

Save

Reset

Change Selection

Select the employee's name to	access additional details.	Selecting an employee for review:
COA:	U, University of South Alabama	Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.
DA:U, University of South Alabamaepartment:172400, Payroll Accounting		selection will access the employee's leave report.
Leave Period:	Sep 01, 2016 to Sep 30, 2016	
Act as Proxy:	Not Applicable	
Leave Period Leave Entry St	t atus: Open until Oct 13, 2016, 05:00 PM	

Pending ID Required Action Total Days Total Hours Total Units Queue Status Approve or FYI Return for Correction Cancel Other Information Name, Position and Title J00491926 Yogi Bear Approved Leave Balance .00 .00 .00 004829 - 00 Errors Associate Payroll Supervisor J00495265 Fred Flintstone Change Leave Record Approve .00 16.00 .00 003882 - 00 Leave Balance Payroll Administrator

Returned for Corre	Returned for Correction												
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information								
	Daffy Duck 006488 - 00	.00	.00		Comments Leave Balance								
	Assist. Payroll Administrator		.00	.00									

In Progress													
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information							
	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance							
	Assoc. Payroll Administrator												

Not Started									
ID	Name, Position and Title	Other Information							
J00238168	Mickey Mouse								
	003195 - 00								
	Payroll Supervisor								





Personal Information Employee Service	Financial Information			
Search Go	The employee's leave record is available for review, action as	SITE MAP	HELP	EXIT
Employee Details	necessary, and also displays the current status.			

Select Next or Previous to access another employee.



Leave Balances | Routing Queue

Leure ne	nings Total Total Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday,																				
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	, Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday	, Sunday ,	, Monday ,	Tuesday	, Wednesday,	, Thursday	, Friday	, Saturday	, Sunday	, Mon
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16	, Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total									_												
Hours:	16			8					8												
																					_
Total		_																			
Units:		0																			



Personal Access Web System



Search		REVIEW	OF ACTIC	<u>)N BL</u>	<u> ITTONS FO</u>	OLLOW	<u>V</u>		SITE MAP	HELP EXIT
Employee [etails	Note that	action but	ions av	vailable are	e deper	ndent upon a tir	ne sheet's status.		
Relect Next or P	revious to acc	ess another employee.								
Employee ID and Title:	Name:		5 Fred Flintstone) Payroll Administrato	or		epartment a ransaction S	nd Description: tatus:	U 172400 Payroll Accounting Pending	1	
	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next			

Leave Balances | Routing Queue

Leave ne	ings Total Total Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Saturday, Sunday, Monday, Monday, Tuesday, Netriday, Saturday, Saturday, Sunday, Monday, Monday, Netriday, Saturday,																				
Earnings	Total 1	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	, Sunday ,	, Monday ,	Tuesday ,	Wednesday,	Thursday	, Friday ,	Saturday	, Sunday	, Mon
	lours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
1 1	8			8																	
																				<u> </u>	
Personal																					
Sick	8								8												
																				<u> </u>	+
Total				_																	
Hours:	16			8					8												
																				<u> </u>	+
Total																					
Units:		0																			



													_	-							
Earnings	Total	Total	Fhursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	, Tuesday	Wednesday,	Thursday ,	Friday ,	Saturday	, Sunday ,	, Monday ,	Tuesday ,	, Wednesday,	Thursday	, Friday	, Saturday	, Sunday	, Mor
	Hours	Units						Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,			Sep 16	, Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal Sick	8								8												
Total Hours:	16			8					8												
Total Units:		0																			

LSA PAWS	Personal A	ccess Web System		
Personal Information Employe Search G		outton to approve the leave	e report.	KIT
Employee Details				_
Employee ID and Name: Title:	J00495265 Fred Flintstone 003882-00 Payroll Administrator	Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending	
Previous Menu Approve	Return for Correction Change Record Delete	Add Comment Previous Next Leave Balances Routing Queue		

Leave Re	port																		
Earnings	Total	Total						Wednesday,	, Thursday ,	Friday ,	Saturday ,	Sunday ,	, Monday ,	Tuesday ,	Wednesday,			, Sunday	, Mor
	Hours		Sep 01, 2016	Sep 02, 2016	Sep 03, 2016	Sep 05, 2016	Sep 06, 2016		Sep 08, 2016	Sep 09, 2016	, Sep 10, 2016	Sep 11, 2016	Sep 12, 2016	Sep 13, 2016			, Sep 17, 2016	Sep 18, 2016	Sep 201
Vacation	8			8															
Personal Sick	8							8	k										
Total Hours:	16			8				8	1										
Total Units:		0																	



													_								
Earnings	Total 1	Fotal	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,								Wednesday,	Thursday	, Friday ,	, Saturday	, Sunday	, Mon
	Hours	Units	Sep 01,				Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16	Sep 17,	Sep 18,	Sep
		:	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total		0																			
Units:		0																			

RJ.	PAV	٧S					P	ersona	al Access	Web Sy	ystem	1									
						_	-														
Search Emplo																					
Relect I	Select Next or Previous to access another employee.																				
Employee Title:	mployee ID and Name: J00495265 Fred Flintstone Department and Description: U 172400 Payroll Accounting																				
Previous	s Menu	u A	pprove	Return f	or Correction	on Cha	ange Reco	ord Del	lete Add Co	Comment	Previou	us Next									
							T		Leave	e Balances	Routing (Queue									
Leave Re	eport																				
Earnings	Total	Total Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,		Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	Sep
Vacation	8	•	2016	2016 8	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201

L

Leure ne																					
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday	Friday ,	, Saturday	, Sunday ,	, Monday ,	Tuesday ,	, Wednesday,	Thursday	, Friday	, Saturday	, Sunday	, Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	, Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16	, Sep 17,	Sep 18,	
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8	3											
Total																					
Hours:	16			8					8	3											
																					<u> </u>
Total																					
Units:		0																			

Access any leave category and day by clicking directly on the blue link as

Leave Report Name:

Title and Number:

Department and Number:

applicable.

Leave Report Period: Submit By Date: Fred Flintstone Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 13, 2016 by 05:00 PM

				Friday	Saturday Sep 03, 2016	Sunday Sep 04, 2016			Wednesday Sep 07, 2016
Vacation	nouis	onits	Sch 01, 2010	Sch 02, 2010	36h 03' 2010	36p 04, 2010	Sep 03, 2010	Sep 00, 2010	Sch 01, 2010
	8	3	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	8	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8
Family Member Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Negative Vacation	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Administrative Leave	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Negative Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Partial Day Vacation - Exempt	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Partial Day Sick Exempt	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non-TRS Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	16	5	0	8	0	0	0	0	8
Partial Day Sick Exempt	C C C 16)) ;	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	





Personal Information	bloyee Services Financial Information													
Search		nitiate a dialogue box to confi												
Employee Details deleted, the employee's leave report will return to a "Not Started" status.														
Select Next or Previous to access another employee.														
Employee ID and Name: Title:	J00495265 Fred Flintstone 003882-00 Payroll Administrator	Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending											
Previous Menu Appro	e Return for Correction Change Record Delete	Add Comment Previous Next												
	T	Leave Balances Routing Queue												

	P																				
Earnings	Total 1	Total									Friday ,	Saturday	Sunday ,	, Monday ,	Tuesday ,	Wednesday,	Thursday	, Friday ,	Saturday	, Sunday	, Mor
	Hours	Units			Sep 03,		Sep 05,					Sep 10,						Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal	0								0												
Sick	8								0												
Total																					
Hours:	16			8					8												
Total		0																			
Units:		0																			





Personal Information Employee Se	Financial Information														
SearchGo"Add Comment" – Free form field to add comments, which becomes aSITE MAPHELPEXITEmployee Detailspermanent record with the leave report.															
	Select Next or Previous to access another employee.														
Employee ID and Name: Title:	J00495265 Fred Flintstone 003882-00 Payroll Administrator	Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending												
Previous Menu Approve Ret	urn for Correction Change Record Delete	Add Comment Previous Next													
		Leav Balances Routing Queue													

	P													_				_			
Earnings	Total 1	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday	, Sunday	, Monday ,	Tuesday ,	Wednesday,	Thursday	, Friday ,	Saturday	, Sunday	, Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,			Sep 16	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			
																	1				





Personal Information Emplo	yee Services Financial Info	rmation												
search "Previous" and "Next" – These buttons will access the previous or next														
Employee Details employee's leave record as applicable as it appeared in the queue listing.														
Select Next or Previous to access another employee.														
Employee ID and Name: Title:		Fred Flintstone Payroll Administrator			epartment a ransaction St	nd Description: tatus:	U 172400 Payroll Accounting Pending							
Previous Menu Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next								

Leave Balances | Routing Queue

Loui o ne																		_			_
Earnings	Total 1	Total 1	Fhursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,							, Wednesday	, Thursday	, Friday ,	Saturday	, Sunday	, Mon
	Hours	Units				Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,		Sep 12,	Sep 13,	Sep 14,		Sep 16,	Sep 17,	Sep 18,	Sep
		2	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			

Leave Re	pore																					
																Wednesday,						
	Hours							Sep 06,		Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,			Sep 17,		Sep 19,	
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2010
Vacation																						
	8			8																		
Personal																						
Sick	8								8													
Total																						
Hours:	16			8					8													
Total Units:		0																				

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	C
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	C
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue						
Name			Actio	on and Date		
Fred Flintstone			Origi	nated Sep 30, 2016	08:50 am	
Fred Flintstone			Subn	nitted Sep 30, 2016	08:51 am	
Betty Rubble			Pend	ing		
Robin Hood Lankford			In th	e Queue		
			-			
Previous Menu Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next

Leave balances for the employee will be shown below the leave reported. The "Available Balance" will be updated by the leave reported once the status is moved to "Completed".

Leave Report | Routing Queue

Leure Re	port																					
					Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,							, Wednesday,						
	Hours							Sep 06,	Sep 07,						Sep 13,						Sep 19,	Sep
		1	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																						
	8			8																		
Personal																						
Sick	8								8													
Total																						
Hours:	16			8					8													
Total Units:		0																				
onitsi		Ŭ																				

Leave Balances as of Sep 30, 2016

Ecure buildinees us of be	<u></u>		-				
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue						
Name			Ac	tion and Date		
Fred Flintstone			Or	ginated Sep 30, 2016	08:50 am	
Fred Flintstone			Su	bmitted Sep 30, 2016	08:51 am	
Betty Rubble			Pe	nding		
Robin Hood Lankford			In	the Queue		
Previous Menu Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next

The routing queue will show actions awaiting, actions taken, and dates and times of actions taken. Some names may be listed that are FYI's, and are not approvers. Once the Director of Payroll has approved the leave report, the status will be updated to "Completed".

Leave Report | Routing Queue

Leave Re	PUIL																					
																, Wednesday,						
	lours							Sep 06,				Sep 10,							, Sep 17,		Sep 19,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																						
	8			8																		
Personal																						
Sick	8								8													
Total																						
Hours:	16			8					8													
Total Units:		0																				
Units		Ŭ																				

Leave Balances as of Sep 30, 2016

Ecure buildinees us of s							
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue	
Name	Action and Date
Fred Flintstone	Originated Sep 30, 2016 08:50 am
Fred Flintstone	Submitted Sep 30, 2016 08:51 am
Betty Rubble	Pending
Robin Hood Lankford	In the Queue
Previous Menu Approve Return for Correction Change Re	ecord Delete Add Comment Previous Next
T	Leave Report Routing Queue

Once you are ready to approve the leave record, click on the "Approve" button. You will see your queue status go from "Pending" to "Approved" as shown on the next page.

Leuve Re																						
Earnings	Total 1	Total	Thursday ,	Friday ,					Wednesday,							Wednesday,						
	Hours				Sep 03,	Sep 04,	Sep 05,	Sep 06, 2016	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,		Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18, 2016	Sep 19,	Se
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	20
Vacation																						
	8			8																		
Personal																						
Sick	8								8													
Total																						
Hours:	16			8					8													
Total																						\top
Units:		0																				

Leave Balances as of Sep 30, 2016

Leave balances as e							
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	C	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	O	Aug 15, 2016	0	0	0	0
Sick	Hours	C	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

The status of the leave report will remain "Pending" until **Routing Queue** Action and Date Name the Director of Payroll (currently Robin Lankford) or her Fred Flintstone Originated Sep 30, 2016 08:50 am designee approves the leave report. This will occur Fred Flintstone Submitted Sep 30, 2016 08:51 am between the 14th and the 17th of the month. Once she Betty Rubble Approved Sep 30, 2016 10:05 am Robin Hood Lankford Pending approves the leave report the status will move to "Completed", and leave balances will be updated. Previous Menu Previous Next Click "Previous Menu" to return to queue.

Leave Report | Routing Queue

Change Selection

Select the employee's name to access additional details.

COA:	U, University of South Alabama	The queue listing will display up to date statuses of each leave report. Once a leave
Department:	172400, Payroll Accounting	report is approved by you:
Leave Period:	Sep 01, 2016 to Sep 30, 2016	
Act as Proxy:	Not Applicable	 The Leave Report status will remain "Pending"
Leave Period Leave Entry	Status: Open until Oct 13, 2016, 05:00 PM	

• The "Required Action" will be blank and ...

-• The "Queue Status" will be "Approved"

Pending 🔶											
ID	Name, Position and Title	Required Action	Total Day	s To	otal Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
300491926	Yogi Bear						Approved				Leave Balance
	004829 - 00			.00	.00	.00					Errors
	Associate Payroll Supervisor										
300495265	Fred Flintstone	-					Approved				Leave Balance
	003882 - 00			.00	16.00	.00					
	Payroll Administrator										

Returned for Correction							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information		
J00361061	Daffy Duck			1	Comments		
4	006488 - 00	.00	00.	.00′	Leave Balance		
	Assist. Payroll Administrator	· · · · · · · · · · · · · · · · · · ·	·'	1′			

In Progress							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	
	Yosemite Sam 008733 - 00 Assoc. Payroll Administrator	.00	.00	.00		Leave Balance	
	ASSOC. Payroll Auministrator	/	/				

Not Started							
ID	Name, Position and Title	Other Information					
J00238168	Mickey Mouse						
	003195 - 00	1					
· /	Payroll Supervisor						

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.