Leave Reporting for Monthly Employees (through PAWS)

Important days to note:

18th of each reporting month – Leave Reports (through PAWS) opens for entry.

10th of each month (following reporting month) – Deadline for submittal of leave report by employee (by 5:00pm).

13th of each month (following reporting month) – Deadline for approval of leave reports by supervisors (by 5:00pm).

<u>Submitting a leave report</u> when there has been no leave taken



Personal Access Web System

Personal Information	Student Services & Financial Aid	Employee Services			
Search	Go		SITE MAP	HELP	EXI

Welcome, Fred Flintstone, to the PAWS Information System! Last web access on Sep 28, 2016 at 10:54 am

Student Services & Financial Aid

General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

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.

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".

LSA PAWS	Personal Access Web System			
Personal Information Student Services & Fin	ancial Aid Employee Services			
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 or	Click to access Leave Reporting			
Pay Information Direct deposit allocation, earnings and deductions history, or	pay stubs.			
Tax Forms W4 information, W2 Form.				
Jobs Summary				

LSA PAWS	Personal Access Web System	
Personal Information Studen	t Services & Financial Aid Faculty Services Employee Services Financial Information	
Search	Go	SITE MAP HELP EXIT
Time Reporting Sele	ection	
Selection Criteria		
Annual Time Charts	My Choice	
Access my Time Sheet: Access my Leave Report:		
Approve or Acknowledge Tim		
Approve All Departments:		
Act as Proxy:	Self V	
Act as Superuser:		
Select		

RELEASE: 8.10

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IF you **ARE** an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you **WILL** see these choices. To access your own leave reporting, click on the bullet next to "Access my Leave Report:", then click the "Select" button.

LSA PAWS	Personal Access We	eb System	
Personal Information Student Services & Search Go	Financial Aid Employee Services		SITE MAP HELP EXIT
Leave Report Selection Title and Department My Ch	oice Leave Report Period and Status		
Payroll Administrator, 003882-00 Payroll Accounting, 172400	Sep 01, 2016 to Sep 30, 2016 Not Started V	Choose the proper pay the "Leave Report" but	•
RELEASE: 8.8			

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Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

🔍 Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

Next

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit By Date:

Earning	Total Hours	Total Units				Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation	0		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick			Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	C) C) c	C	0
Total Units:		c	0	0	C) c) c	C	0

Position Selection Comments Preview Submit for Approval Restart

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Submitting a leave report with no hours reported does not require entry of time (no need to key zeroes). Click on "Submit for Approval" in order to submit leave report to your supervisor for approval.

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fina	ncial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Certification		
	e and accurate record of my time. I am responsible for any changes made using my ID and PIN. with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for a	pproval. You will be redirected to the User Logout web page.

PIN: Entry of your PIN will again be required in order to certify your leave report.

 Submit

 RELEASE: 8.9

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Go

Search

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00, x.25, x.50, x.75).

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

A Your leave report was submitted successfully.

🛆 No hours entered.

Leave Report

Once you submit your leave report you will receive a "No Hours entered." message. This message is for information purposes, and does not affect the leave report moving forward to the approver.

Enter Hour

Monday

Sep 05, 2016

Tuesday

Enter Hour

Sep 06, 2016

Enter Hour

Enter Hour

Enter Hour

Enter Hours

Enter Hour

Enter Hours

Enter Hour

Enter Hours

Sunday

Sep 04, 2016

Title and Number: Department and Number: Leave Report Period: Submit By Date:				Payr Sep	oll Administrat oll Accounting 01, 2016 to S 10, 2016 by 0
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016
Vacation	0		Enter Hours	Enter Hours	
Personal Sick	0		Enter Hours	Enter Hours	
Family Member Sick	0		Enter Hours	Enter Hours	
Death in Family	0		Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	
Family Medical Leave Sick	0		Enter Hours	Enter Hours	
Family Medical Leave Vacation	o		Enter Hours	Enter Hours	

0

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Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Enter Hours

0

| 0 | Enter Hours |
|---|-------------|-------------|-------------|-------------|-------------|
| 0 | Enter Hours |
| 0 | Enter Hours |
| 0 | Enter Hours |
| 0 | Enter Hours |
| 0 | Enter Hours |
| 0 | Enter Hours |

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Other

Total Hours:

Total Units:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble

0

0

0

Wednesday

Sep 07, 2016

Enter Hours

Enter Hour

Enter Hour

Enter Hours

Enter Hour

Enter Hour

Enter Hours

Enter Hours

Submitting a leave report when there has been leave taken to report

LSA PAWS	Personal Access Web System			
Personal Information Student Services & Fin	ancial Aid Employee Services			
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 or	Click to access Leave Reporting			
Pay Information Direct deposit allocation, earnings and deductions history, or	pay stubs.			
Tax Forms W4 information, W2 Form.				
Jobs Summary				

LSA PAWS	Personal Access Web System	
Personal Information Studen	t Services & Financial Aid Faculty Services Employee Services Financial Information	
Search	Go	SITE MAP HELP EXIT
Time Reporting Sele	ection	
Selection Criteria		
Annual Time Charts	My Choice	
Access my Time Sheet: Access my Leave Report:		
Approve or Acknowledge Tim		
Approve All Departments:		
Act as Proxy:	Self V	
Act as Superuser:		
Select		

RELEASE: 8.10

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IF you **ARE** an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you **WILL** see these choices. To access your own leave reporting, click on the bullet next to "Access my Leave Report:", then click the "Select" button.

LSA PAWS	Personal Access We	eb System	
Personal Information Student Services & Search Go	Financial Aid Employee Services		SITE MAP HELP EXIT
Leave Report Selection Title and Department My Ch	oice Leave Report Period and Status		
Payroll Administrator, 003882-00 Payroll Accounting, 172400	Sep 01, 2016 to Sep 30, 2016 Not Started V	Choose the proper pay the "Leave Report" but	•
RELEASE: 8.8	5. f		

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Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

Next

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

Go

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total	Total	Thursday	Friday	Saturday	Cunday	Monday	Tuocday	Wednesday
Carning	Hours					Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Sep 07, 2016
Vacation		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		D	0	C	0	0	0	C	0
Total Units:		0	0	o	0	0	0	C	0

Position Selection Comments Preview Submit for Approval Restart

Submitted for Approval By:

Approved By:

Waiting for Approval From:

REVIEW OF BUTTON OPTIONS FOLLOWS

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Go

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Leave	кер	ort	Per	10
Submi	t Bv	Dat	te:	

Submit By Date: Oct 10, 2016 by 05:00 PM									
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016			Wednesday Sep 07, 2016
Vacation		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours
Personal Sick		0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours
Family Member Sick	1	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours
Death in Family		0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours
Jury Duty		0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours
Family Medical Leave Sick		0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours
Family Medical Leave Vacation	1	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours
Other		0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours
Total Hours:		0	ſ) с)	0 (0 () (0
Total Units:		(о <u>с</u>	<u>م</u>)	0	0 ()	0

Position Selection Comments Preview Submit for Approval Restart Next

"Position Selection" - Select to go back to previous selection option.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Go

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit By Date:					10, 2016 by 05:00 P						
Earning	Total Hours	Total Units	Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016		Wednesday Sep 07, 2016		
Vacation		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Other		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours:		0	C	0	C) (0	0	0		
Total Units:		0	D O	0	C		0	0	0		
	1							1	I		

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

"Comments" - Available for free-form comments.

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Go

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Payroll Administrator -- 003882-00

	-				CΡ		۰.			
S		h	m	it	Rν	D	at	te		

Submit By Date:				001	10, 2016 by 05:00 Pi	I *I			
Earning	Total Hours	Total Units	Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016		Wednesday Sep 07, 2016
Vacation		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Personal Sick		0	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Family Member Sick		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	5 Enter Hours	s Enter Hours
Death in Family		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Jury Duty		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Family Medical Leave Sick		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Family Medical Leave Vacation		0	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Other		0	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Total Hours:		0	(o c) C	0) C	0 0
Total Units:		(0 (, (O) C	0) C	0 0
		I	-	_		•			1

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

"Preview" - For a "cleaner" view of leave hours input.

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit by Date:			1		10, 2016 by 05:00 Pi		1	1	
Earning	Total Hours	Total Units	Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	C	C	C	C	0	0	0
Total Units:		C	C	C	C	C	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

"Submit for Approval" – Used when ready to submit your leave report to your supervisor. User certification will follow, using PIN.

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Go

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Payroll Administrator -- 003882-00

Submit	By	Date:

Wednesday	Tuesday	Monday		Saturday		Thursday	Total	Total	Earning
Sep 07, 2016								Hours	
ours Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Vacation
ours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Personal Sick
ours Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Family Member Sick
ours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Death in Family
ours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Jury Duty
urs Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Family Medical Leave Sick
ours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Family Medical Leave Vacation
ours Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		(Other
0 0	0	0	0	0	0	0		(Total Hours:
0 0	0	0	0	0	0	0	C		Total Units:
Hou	Enter	Enter Hours 0	Enter Hours	Enter Hours 0	Enter Hours 0	Enter Hours		(Total Hours:

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

"Restart" - Will completely re-start the leave report, clearing all fields.

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Payroll Administrator -- 003882-00

Submit	Βv	Date:	

Total	Total	Thursday	Friday	Saturday	Sunday	Monday	VebaouT	Wednesday
Hours		Sep 01, 2016	Sep 02, 2016					Sep 07, 2016
(D			-	-	-	-	
(o	Enter Hours	s Enter Hours	ን Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
(o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
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(o	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
(o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
(o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
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(o	C	0	, c) C	0	, C	0
	(J C) 0	, <u>(</u>) C	0	, C	0
			Hours Units Sep 01, 2016 0 Enter Hours 0 Enter Hours	HoursUnitsSep 01, 2016Sep 02, 20160Enter HoursEnter Hours0Enter HoursEnter Hours	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 20160Enter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 04, 20160Enter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 04, 2016Sep 05, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 04, 2016Sep 05, 2016Sep 06, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours0 </td

Position Selection Comments Preview Subr

Submit for Approval Restart Next

Click to advance seven days.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Click to advance seven days.

Subline by Date:				,	10, 2010 Dy 03.00 Pi				
Earning	Total Hours	Total Units	Thursday Sep 08, 2016				Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	C	O	C	0 0	0	C	0
Total Units:		(D 0	o	c	O	0	C	0
	1	1	1	1	1	1		1	

Position Selection Comments Preview Submit for Approval Restart Previous

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Click to go back seven days.

Next

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Sublint by Date:				000	10, 2010 Dy 03.00 Pr	<u></u>			
Earning	Total Hours	Total Units	Thursday Sep 08, 2016			Sunday Sep 11, 2016	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Personal Sick		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Family Member Sick		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Death in Family		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Jury Duty		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Family Medical Leave Sick		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Family Medical Leave Vacation		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Other		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Total Hours:		0	(, <mark>с</mark>	, <mark>с</mark>) (0 () (0
Total Units:		(0 () (, <mark>с</mark>) (0 () (0 (
							-		

Position Selection Comments Preview Submit for Approval Restart Previous Next

Click on a day to record hours for applicable leave (an entry box will appear.)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning:

Date: Hours: Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM Personal Sick Sep 09, 2016 Enter hours for e

Enter hours for each day absent. Clicking on "Save", or pressing the "Enter" key on your keyboard will save your input. This must be done independently for each day.

Save	Сору

Earning	Total Hours	Total Units	Thursday Sep 08, 2016		Saturday Sep 10, 2016	Sunday Sep 11, 2016	Monday Sep 12, 2016		Wednesday Sep 14, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	C	C	C	C	0	0	0
Total Units:		(0 0	0	0	0	0	0	0

Payroll Administrator -- 003882-00

Payroll Accounting -- 172400

Go

Search

Save Copy

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

 Leave Report
 Payroll Administrator -- 003882-00

 Department and Number:
 Payroll Accounting -- 172400

 Leave Report Period:
 Sep 01, 2016 to Sep 30, 2016

 Submit By Date:
 Oct 10, 2016 by 05:00 PM

 Earning:
 Personal Sick

 Date:
 Sep 09, 2016

 Hours:
 8

Sare copy		_	- <u>-</u>						
Earning	Total Hours	Total Units	Thursday Sep 08, 2016		Saturday Sep 10, 2016	Sunday Sep 11, 2016		Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation		0	Enter Hours		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
Personal Sick		8	Enter Hours	; 8	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours
Total Hours:		8	C	8	c	C	0		0
Total Units:			o o	o	c	C	0		0
			•	Click	on "Preview	/" to view full	leave renor	t for the mor	nth

Position Selection Comments Preview Submit for Approval Restart Previous Next

Click on "Preview" to view full leave report for the month.

LSA PAWS	Personal Access Web System		
Personal Information Student Services & Finance	cial Aid Employee Services		
Search Go		SITE MAP H	HELP EXIT
Summary of Reported Time			

Set your printer layout to Landscape before printing.

Fred Flintstone Payroll Administrator, 003882-00

Payroll Accounting, 172400

Leave Report

		s Units S	Sep 01,		, Sep 03,	Sep 05,	, Tuesday , Sep 06, 2016		Sep 09,	, Sep 10,	Sep 12,	, Tuesday , Sep 13, 2016	Sep 14,	Sep 16,	5, Sep 17,	, Sunday Sep 18, 2016
Personal Sick	8	\$							٤	3						
Total Hours:	8	\$		'					1	3						
Total Units:		0														

Previous Menu

RELEASE: 8.9

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Use this bar to scroll across to view more days.

LSA PAWS	Personal Access Web System		
Personal Information Student Services & Final Search Go	ancial Aid Employee Services	SITE M	IAP HELP EXIT
Summary of Reported Time			

Set your printer layout to Landscape before printing.

Fred Flintstone Payroll Administrator, 003882-00

Payroll Accounting, 172400

Leave Report

		Units	Sep 01,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,		Sep 10,	Sep 12,	Sep 13,	Sep 15,	Sep 17,	, Sunday Sep 18, 2016
Personal Sick	8									8						
Total Hours:	8									8						
Total Units:		0														

Previous Menu

Click on "Previous Menu" to return to leave reporting.

RELEASE: 8.9

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Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Leave Report			
Title and Nun	nber:		
Department a	and Number:		
Leave Report	Period:		
Submit By Da	ite:		
Earning:			
Date:			
Hours:			

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Save	Сору
------	------

Earning	Total Hours								Wednesday Sep 14, 2016
Vacation	(D	Enter Hours	s Enter Hours					
Personal Sick	1	8	Enter Hours	88	B Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Family Member Sick	(D	Enter Hours	s Enter Hours					
Death in Family	(0	Enter Hours	s Enter Hours					
Jury Duty	(0	Enter Hours	s Enter Hours					
Family Medical Leave Sick	(D	Enter Hours	s Enter Hours					
Family Medical Leave Vacation	(0	Enter Hours	s Enter Hours					
Other	(D	Enter Hours	s Enter Hours					
Total Hours:	1	в	с	8	C) C	, C	, c	0
Total Units:		(o c	0	, c	c c	, c	, c	0

Personal Sick Sep 09, 2016

Position Selection Comments Preview Submit for Approval Restart Previous Next

Submitted for Approval By: Approved By:

Waiting for Approval From:



Once the leave report accurately reflects leave taken, click on "Submit for Approval" in order to submit leave to your supervisor for approval.

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fina	ncial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Certification		
	and accurate record of my time. I am responsible for any changes made using my ID and PIN. with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for	or approval. You will be redirected to the User Logout web page.

PIN: Entry of your PIN will again be required in order to certify your leave report.

 Submit

 RELEASE: 8.9

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Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

▲ Your leave report was submitted successfu Leave Report Title and Number: Department and Number: Leave Report Period: Submit By Date:	illy.	Once leave report has been certified, you will get the message "Your leave report was submitted successfully". Payroll Administrator 003882-00 Payroll Accounting 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM							
Earning	Total Hours		Thursday Sep 01, 2016			Sunday Sep 04, 2016	Monday Sep 05, 2016		Wednesday Sep 07, 2016
Vacation	C)	Enter Hours	Enter Hours	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	Enter Hours
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
Total Hours:	8	3	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble

Search

Time and Leave Reporting

▲ Your leave report was submitted successfully.

Relect the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

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

Go

After leave has been entered and submitted, two options are to exit PAWS, or click on "Position Selection" to view new status of leave report.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours		Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours
Personal Sick	1	в	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours
Death in Family	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	1	в	c	0	Q	c	0	C	c
Total Units:		0	C	0	Q	c	0	C	c
				•	•		•	•	

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble





LSA PAWS	Personal Access Web System	
Personal Information Student Services	s & Financial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Leave Report Selection		
Title and DepartmentMyPayroll Administrator, 003882-00Image: Compare the second sec	Choice Leave Report Period and Status Sep 01, 2016 to Sep 30, 2016 Pending V	
RELEASE: 8.8	Once leave reporting has been submitted to your staffiliates. the leave report will be "Pending". After your super leave report, the status will remain "Pending" until processed the leave taken and updated the leave the status will become "Completed". The Payroll C leave report between the 14 th and 17 th of the mon	rvisor has approved the the Payroll Office has e balances, at which time Office will process the

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.