Approving Electronic Timesheets (Approvers)

TIME SHEET DEADLINES:

10:00 AM on Monday of pay week – Employee submission of time

1:00 PM on Monday of pay week – Approval of time (if there are multiple approvers, ALL approvers must have approved).

Please visit the Payroll Department's website. Payroll calendars, with applicable deadlines are available for review.

HTTPS://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL

Ist PAWS Personal Access Web System

Search Go	SITE MAP HELP EXI
Welcome, Daisy Duck, to the PAWS Information System! Last web access on Jan 27, 2016 at 02:25 pm	
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.	
Financial Information	
Budget Query, Encumbrance Query, View Documents, Approve Documents and Code Lookup.	

RELEASE: 8.6

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

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

S PAWS Personal Access Web System

Search Go	RETURN TO MENU SITE MAP HELP EXIT
Employee	
Electronic Time Sheet Click to access Time Sheets	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs,	
Tax Forms W4 information, W2 Form.	
Jobs Summary	
Leave Balances	

© 2015 Ellucian Company L.P. and its affiliates.

	n 🛧
A PAWS PAWS Personal Access Web System A labar	
Personal Information Student Services & Financial Aid Employee Services Financial Information Search Go	SITE MAP HELP EXIT

Time Reporting Selection

Relect a name from the pull-down list to act as a proxy.

If no Selection Criteria is shown, then Web Time Entry is not currently available for your Department.

Selection Criteria



To access those time sheets in your approval queue, select "Approve or Acknowledge Time", then click the "Select" button.

Proxy Set Up

RELEASE: 8.10

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

🔆 🛞 🖀 http://paws.southalabama.edu:4444/test/bwpktais.P_ProcSelectTime 🚬 🔎 + 🕹 🆀 Approver Selection 🛛 🗙	
File Edit View Favorites Tools Help	
S PAWS Personal Access Web System	
Personal Information Student Services & Financial Aid Employee Services Financial Information	
	SITE MAP HELP EXT

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period	
U, 172400, Payroll Accounting	۲	BW, Jan 10, 2016 to Jan 23, 2016	\checkmark

Sort Order

	My Choice
Sort employees' records by Status then by Name:	۲
Sort employees' records by Name:	0

Select

RELEASE: 8.10

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

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingPay Period:Jan 10, 2016 to Jan 23, 2016Act as Proxy:Not ApplicablePay Period Time Entry Status:Open until Jan 31, 2016, 01:00 PM

REVIEW OF QUEUE STATUSES FOLLOWS

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00					Change Time Record Leave Balance
	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00					Change Time Record Comments Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error							
ID	Name, Position and Title	Total Hours	Total Units	Other Information			
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV	.00	.00	Leave Balance Errors			

teturned for Correction							
ID	Name, Position and Title	Total Hours	Total Units	Other Information			
	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00		Leave Balances			
300546073	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00		Leave Balances			

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
J00168813	Tweety Bird				Leave Balances
	007558 - 00	32.00	.00		
	Looney Toon Character II				

Not Started		
ID	Name, Position and Title	Other Information
	Atom Ant 007557 - 00 Cartoon Character II	
	Daffy Duck 666005 - 00 Student Assistant	

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingPay Period:Jan 10, 2016 to Jan 23, 2016Act as Proxy:Not ApplicablePay Period Time Entry Status:Open until Jan 31, 2016, 01:00 PM

Change Selection Select All, Approve or FYI Reset Save

"Not Started" – Those employees who are within the organization (department) number which you are approving, but the employees have not started their time sheet. 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 timesheet.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00					Change Time Record Leave Balance
	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00					Change Time Record Comments Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error				
ID	Name, Position and Title	Total Hours	Total Units	Other Information
	Sylvester D. Cat 008879 - 00 Looney Tune Character IV	.00	.00	Leave Balance Errors

Returned for Correction				
ID	Name, Position and Title	Total Hours	Total Units	Other Information
	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00		Leave Balances
	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00		Leave Balances

n Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird				Leave Balances				
	007558 - 00	32.00	.00	D					
	Looney Toon Character II								

Name, Position and Title	Other Information
Atom Ant 007557 - 00	
Cartoon Character II	
Daffy Duck 666005 - 00 Student Assistant	
	Atom Ant 007557 - 00 Cartoon Character II Daffy Duck 666005 - 00

Change Selection

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingPay Period:Jan 10, 2016 to Jan 23, 2016Act as Proxy:Not ApplicablePay Period Time Entry Status:Open until Jan 31, 2016, 01:00 PM

Select All, Approve or FYI

Reset

Save

"In Progress" – Those employees for whom you approve time, that have started their timesheet. The time sheet will remain "In Progress" until the employee fills in all of their applicable time, and submits to you for approval.

Pending Cancel ID Name, Position and Title **Required Action** Total Hours Total Units Approve or FYI **Return for Correction** Other Information Oueue Status J00430859 Buas Bunny Approve Change Time Record 80.00 .00 003033 - 01 Leave Balance Main Looney Tune Character J00083323 Minnie Mouse Approve Change Time Record 003039 - 00 80.00 .00 Comments Disney Character II Leave Balance Approved ID Total Hours Name, Position and Title **Required Action** Total Units Queue Status Approve or FYI Return for Correction Cancel Other Information 300299543 Dennis D. Menace Leave Balances Approved 80.00 .00 007229 - 00 Cartoon Character I Error ID Name, Position and Title Total Hours Total Units Other Information .00 Leave Balance J00212319 Sylvester D. Cat .00 008879 - 00 Looney Tune Character IV Returned for Correction Total Units ID Name, Position and Title Total Hours Other Information 300566342 Wiley Coyote Leave Balances 40.00 .00 007515 - 00 Looney Tune Character I 300546073 Marvin D. Martian Leave Balances 80.00 .00 004989 - 00 Cartoon Character II In Progress Name, Position and Title Cancel ID Total Hours Total Units Other Information 300168813 Leave Balances Tweety Bird 32.00 007558 - 00 .00 Looney Toon Character II Not Started

ID	Name, Position and Title	Other Information
	Atom Ant 007557 - 00 Cartoon Character II	
	Daffy Duck 666005 - 00 Student Assistant	

File	Edit	Victor	Favorites	Tools	Holp
FILE					

Act as Proxy:

COA: U, University of South Alabama Department: 172400, Payroll Accounting Pay Period: Jan 10, 2016 to Jan 23, 2016

"Pending" - Those employees for whom you approve time, that have submitted Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM their time sheet to you for approval.

Change Selection Select All, Approve or FYI Reset Save

Not Applicable

Student Assistant

		54.4									
Pending											
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approv	ve or FYI	Return for Corr	rection	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.0								Change Time Record Leave Balance
J00083323 	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.0	.00							Change Time Record Comments Leave Balance
Approved											
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve	e or FYI	Return for Corre	ection	Cancel	Other Information
 J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00		Approved						Leave Balances
Error											
ID	Name, Position and Ti	itle		Total Hours	/s	Total	l Units	0	ther Informat	tion	
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character 1					.00			eave Balance		
Returned for	Correction										
ID	Name, Position and Ti	itle		Total Hours	s	Total	l Units	0	ther Informat	tion	
J00566342	Wiley Coyote 007515 - 00 Looney Tune Character 1					40.00		.00	eave Balances		
300546073	Marvin D. Martian 004989 - 00 Cartoon Character II					80.00		.00	eave Balances		
In Progress											
ID	Name, Position and Title	e	Т	Total Hours	Te	tal Units		Cancel	Other Infor	mation	
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II	·			32.00		.00		Leave Balance		
Not Started											
ID	Name, Pr	sition and Title					Other Inf	formation			
J00229543	Atom Ant 007557 - 0 Cartoon Ch	00									
J00508663	Daffy Duck 666005 - 0										

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingPay Period:Jan 10, 2016 to Jan 23, 2016Act as Proxy:Not Applicable

Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

"Approved" – Those employees for whom you approve time, that you have approved. **IMPORTANT** – Only those time sheets in an "Approved" status will be picked up by the payroll system. Once picked up (usually Monday evenings of pay week), the status will change to "Completed".

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00					Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00					Change Time Record Comments Leave Balance
Approved 🧲									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
300299543	Dennis D. Menace				Approved				Leave Balances

	Cartoon Character I					
J00299543	007229 - 00	80.00	.00	Approved		Leave Balances

ID	Name, Position and Title	Total Hours	Total Units	Other Information
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV	.00	.00	Leave Balance Errors

Returned for Correction				
ID	Name, Position and Title	Total Hours	Total Units	Other Information
	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00		Leave Balances
	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00		Leave Balances

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
J00168813	Tweety Bird				Leave Balances
	007558 - 00	32.00	.00		
	Looney Toon Character II				

Not Started		
ID	Name, Position and Title	Other Information
	Atom Ant 007557 - 00	
	Cartoon Character II	
	Daffy Duck 666005 - 00	
	Student Assistant	

	Favorites	Tools	

COA:	U, University of South Alabama
Department:	172400, Payroll Accounting
Pay Period:	Jan 10, 2016 to Jan 23, 2016
Act as Proxy:	Not Applicable
Pay Period Time Entry Status	Open until Jan 31, 2016, 01:00 PM

Other Statuses:

"Returned for Correction" – Time sheet has been returned by either you, or possibly the Payroll Office for correction by the employee.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859		Approve	80.00	.00					Change Time Record
	003033 - 01 Main Looney Tune Character		00.00	.00					Leave Balance
J00083323		Approve							Change Time Record
	003039 - 00		80.00	.00					Comments
	Disney Character II								Leave Balance

"Error" - Access the time sheet for the specific error message.

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error				
ID	Name, Position and Title	Total Hours	Total Units	Other Information
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV	.00	.00	Leave Balance Errors

Returned for Correction				
ID	Name, Position and Title	Total Hours	Total Units	Other Information
	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00		Leave Balances
300546073	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00		Leave Balances

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
J00168813	Tweety Bird				Leave Balances
	007558 - 00	32.00	.00		
	Looney Toon Character II				

Not Started		
ID	Name, Position and Title	Other Information
	Atom Ant 007557 - 00 Cartoon Character II	
	Daffy Duck 666005 - 00 Student Assistant	

File	Edit	View	Favorites	lools	Help	

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingPay Period:Jan 10, 2016 to Jan 23, 2016Act as Proxy:Not Applicable

Other Information:

Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM Leave Balance – Available for viewing up to date leave balances.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00					Change Time Record Leave Balance
	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00					Change Time Record Comments Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error	rror								
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV	.00		Leave Balance Errors					

Returned for Correction	eturned for Correction								
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00		Leave Balances					
300546073	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00		Leave Balances					

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird				Leave Balances				
	007558 - 00	32.00	.00						
	Looney Toon Character II								

Not Started								
ID	Name, Position and Title	Other Information						
	Atom Ant 007557 - 00 Cartoon Character II							
	Daffy Duck 666005 - 00 Student Assistant							

Eil-	E al la	Vinnes	Favorites	Teele	
rile	Ealt	VIEW	ravontes	10015	neip

COA: U, University of South Alabama Department: 172400, Payroll Accounting Pay Period: Jan 10, 2016 to Jan 23, 2016 Act as Proxy: Not Applicable

Selecting an employee for review:

Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

Select All, Approve or FYI Reset Save Change Selection

Click directly on the employee's name, highlighted in blue. The selection will access the employee's time sheet.

Pending	vending the second s									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	
J00430859 	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00					Change Time Record Leave Balance	
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00					Change Time Record Comments Leave Balance	

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
300299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error								
ID	Name, Position and Title	Total Hours	Total Units	Other Information				
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV	.00	.00	Leave Balance Errors				

Returned for Correction	eturned for Correction								
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00		Leave Balances					
	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00	.00	Leave Balances					

In Progress					
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
J00168813	Tweety Bird				Leave Balances
	007558 - 00	32.00	.00		
	Looney Toon Character II				

Not Started		
ID	Name, Position and Title	Other Information
	Atom Ant 007557 - 00 Cartoon Character II	
J00508663	Daffy Duck 666005 - 00 Student Assistant	

Search

Employee Details

The employee's time sheet is available for review, action as necessary, and also displays the current status.

SITE MAP HELP EXIT

Select Next or Previous to access another employee.

Go



Routing Queue | Account Distribution

Time She	et																	
Earnings		Total Hours	Units	Jan 10,	Jan 11,	Tuesday , Jan 12, 2016		Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Hours	Jan 17,	Jan 18,	Jan 19,	Wednesday, Jan 20, 2016	Jan 21,	Jan 22,	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1	32								0			8	8	8	8		32
Vacation	1	40			8	ε ε	8	8	8	40								0
Holiday Pay	1	8								0		8						8
Total Hou	rs:	80			8	8	3 8	8	8	40		8	8	8	8	8		40
Total Unit	5:		0															

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	L
---------------	---------	-----------------------	---------------	--------	-------------	------	---

File Edit View Favorites Tools Help			
Search Go			SITE MAP HELP EXIT
Employee Details	REVIEW OF ACTION BUTTONS	<u>FOLLOW</u>	
Select Next or Previous to access another employee.	Note that action buttons available	are dependent upon a time sh	neet's status.
	0430859 Bugs Bunny 3033-01 Main Looney Tune Character	Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending
Previous Menu Approve Return for Correctio	Change Record Delete Add Comment Next		

Routing Queue | Account Distribution

Time She	et																	
Earnings		Total Hours	Units	Jan 10,	Monday , Jan 11, 2016	Jan 12,	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Jan 15,	Saturday , Jan 16, 2016	Hours	Jan 17,	Monday , Jan 18, 2016	Jan 19,	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Jan 22,	Week 2 Hours
Regular Pay	1	32									0			8	8	8	8	32
Vacation	1	40			8	8	8	8	8		40							0
Holiday Pay	1	8									0		8					8
Total Hou	rs:	80			8	8	8	8	8		40		8	8	8	8	8	40
Total Unit	5:		0															

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	L
---------------	---------	-----------------------	---------------	--------	-------------	------	---

File Edit	Edit View Favorites Tools Help																			
Search			Go																SITE MAP	HELP EXIT
Emplo	yee	Details	S	" P	revio	us Me	enu" -	- To n	aviga	ate b	ack t	o pre	eviou	s mei	าน.					
👎 Select I	lect Next or Previous to access another employee.																			
Employee Title:																				
Previous	Previous Menu Approve Return for Correction Change Record Delete Add Comment Next Routing Queue Account Distribution																			
<i>Time She</i> Earnings		Special	Total	Total	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 1	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 2
		Rate	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016	Jan 13,	Jan 14, 2016			Hours	Jan 17, 2016	Jan 18, 2016		Jan 20,		Jan 22, 2016		Hours
Regular Pay	1		33	2								C			8	3 8	8	8 8	3	32
Vacation	1		40	0		ε	ε ε	8	8	β ε	3	40								0
Holiday Pay	1		8	8								C		8						8

Total Hours:	80	þ		8	8	8	8	8	40	8	8	8	8	8	40
Total Units:		C)												

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

File Edit	View	Favorites	Tools Help)						-										
Search			Go																SITE MAP	HELP EXIT
Employee Details "Approve" – Click this button to approve the time sheet.																				
🔜 Select N	lext o	r Previous t	o access an	other emp	oloyee.															
Employee ID and Name: J00430859 Bugs Bunny Department and Description: U 172400 Payroll Accounting Title: 003033-01 Main Looney Tune Character Transaction Status: Pending Previous Menu Approve Return for Correction Delete Add Comment Next																				
Routing Queue Account Distribution																				
<u>Time She</u> Earnings		t Special Rate	Total Hours	Units	Jan 10,	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Hours			Jan 19,		Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									C)		8	8	8	<u>ا</u>	3	32
Vacation	1		40			ε	ε ε	8	8	6	3	40)							0
Holiday Pay	1		8									C)	8						8
Total Hou	rs:		80			8	8 8	8	8	8	3	40)	8	8	8	8	8 8	3	40
Total Unit	5:			0																
L			1	1	1	1	1	<u> </u>	1	<u>I</u>	1	1	1	1	<u> </u>		1	1		

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	
---------------	---------	-----------------------	---------------	--------	-------------	------	--

File Edit View Favorites Tools Hel		
Search Go		SITE MAP HELP EXIT
Frankrige Dataila	"Return for Correction" – This button will return the time sheet to the employee.	
Employee Details	Add a comment, if necessary, to the time sheet before returning.	

Employee Title:	Employee ID and Name: J00430859 Bugs Bunny Title: 003033-01 Main Looney Tune Character							haracter		Department and Description: Transaction Status:							U 172400 Payroll Accounting Pending				
Previous	Men	u Appro	ove Ret	turn for C	Correction	Change Re	cord De	lete Add C	omment	Next											
Time She	et			Routing Queu								ribution									
Earnings	Shift	Special Rate	Total Hours		Sunday , Jan 10, 2016	Jan 11,	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016		Jan 19,		Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours	
Regular Pay	1		32	2								C	D		8	8	6	3 8	3	3	
Vacation	1		40	D		8		в	3	8 8	3	40	D .								
Holiday Pay	1		٤	3								C	D	8							
Total Hour	s:		80	D		8		в	3	8 8	3	40	D	8	8	8	6	3 8	3	4	
Total Unit	5:																			•	

Routing Queue		
Name	Action and Date	
Bugs Bunny	Originated Jan 28, 2016 02:17 pm	
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm	
Daisy Duck	Pending	
Foghorn Leghorn	In the Queue	
Winnie D. Pooh	In the Queue	

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	
---------------	---------	-----------------------	---------------	--------	-------------	------	--

0

File Edit View Favorites Tools H	elo .			_
Search Go Employee Details		es the supervisor the ability to change on the following page.	time entered on	IT
Select Next or Previous to access				
Employee ID and Name:	J00430859 Bugs Bunny	Department and Description:	U 172400 Payroll Accounting	

Transaction Status:

Pending

Previous	Men	J Appro	ove Re	eturn for (Correction	Change Re	ecord Del	ete Add C	omment	Next										
						1			Roi	iting Queue	Account Dist	ribution								
<u>Time She</u>					_															
Earnings		Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016		Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016		Saturday , Jan 16, 2016		Sunday , Jan 17, 2016	Jan 18,	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016		Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		3	32								C)			8 1	3 8	3 8	3	32
Vacation	1		4	+0		8	3 6	3 8	3	8 8	3	40								c
Holiday Pay	1			8								C		8	8					8
Total Hou	rs:	1	٤	30		8	3 8	3 8	3	8 8	3	40		8	8	8 1	3 8	3 8	3	40
Total Unit	5:				0															•

Routing Queue	
	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Title:

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	
---------------	---------	-----------------------	---------------	--------	-------------	------	--

003033-01 Main Looney Tune Character

Time Sheet

Title and Number:

Time Sheet Period: Submit By Date:

Department and Number:

Name:

** Account Distribution adjusted on this day.

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

applicable.

Bugs Bunny Main Looney Tune Character -- 003033-01 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 01:00 PM

Earning	Shift	Default Hours or Units	Total	Total Units	Sunday Jan 10, 2016	Monday Jan 11, 2016	Tuesday Jan 12, 2016	Wednesday Jan 13, 2016	Thursday Jan 14, 2016	Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1	Hours or Units	Hours	Units	Jan 10, 2010	Jan 11, 2010	Jan 12, 2010	Jan 13, 2010	Jan 14, 2010	Jan 15, 2010	Jan 10, 2010
	-	C	32	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Overtime at Time and a Half	1	0	0		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Overtime at Regular Rate	1	0	0)	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hour:	s Enter Hours
Vacation	1	0	40		Enter Hours	8	8	8	8	3 8	B Enter Hours
Personal Sick	1	O	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hour:	s Enter Hours
Family Member Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hour:	s Enter Hours
Holiday Pay	1	0	8		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hour	s Enter Hours
Other (Call, FML, Jury, etc)	1	o	0)	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hour	s Enter Hours
Unpaid Sick	1	0	0)	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Unpaid Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Other Administrative Leave	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Unpaid Personal Leave	1	0	0		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Court Appearance	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Military Leave	1	O	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Jury Duty	1	C	0		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Death in Family	1	O	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
On-Call Pay @ 1.75	1	o	0		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Family Medical Leave Sick	1	o	0		Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hour:	s Enter Hours

File Edit View Favorites Tools Help		
Search Go		SITE MAP HELP EXIT
	"Delete" – This button will initiate a dialogue box to confirm deletion. Once	
Employee Details	deleted, the employee's time sheet will be back to a "Not Started" status.	



T	i	n	n	e	S	h	e	e	t	

Think one																			
Earnings		Total Hours	Units	Jan 10,	Jan 11,	Jan 12,		Jan 14,	Jan 15,	Saturday , Jan 16, 2016		Jan 17,	Jan 18,	Jan 19,			Jan 22,	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1	32									C			8	8	8	8		32
Vacation	1	40			8	8	8	ε	8		40								0
Holiday Pay	1	8									C		8						8
Total Hou	rs:	80			8	8	8	8	3 8		40		8	8	8	8	8		40
Total Unit	5:		0																

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

ercent I	index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
		110000	172400	610400	4600				
100.00									
	100.00	100.00	100.00	110000 172400	110000 172400 610400	100.00 172400 610400 4600	100.00 172400 610400 4600	100.00 172400 610400 4600	100.00 172400 610400 4600

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	
---------------	---------	-----------------------	---------------	--------	-------------	------	--

File Edit View Favorites Tools Help		
search Go Employee Details	"Add Comment" – Free form field to add comments, which becomes a permanent record with the time sheet.	SITE MAP HELP EXIT



Time Sheet

THIC SHC		 								 								
Earnings		Total Hours	Units	Jan 10,	Jan 11,	Jan 12,		Jan 14,	Jan 15,	Hours	Jan 17,	Jan 18,	Jan 19,		Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1	32								0			8	8	٤	8		32
Vacation	1	40			8	8	8	8	8	40								0
Holiday Pay	1	8								0		8						8
Total Hou	rs:	80			8	8	8	8	8	40		8	8	8	٤	8 8		40
Total Unit	5:		0															

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
		110000	172400	610400	4600				
100.00									
		Percent Index 100.00	110000	110000 172400	110000 172400 610400	110000 172400 610400 4600	110000 172400 610400 4600	110000 172400 610400 4600	110000 172400 610400 4600

Previous Menu	Approve Return for Correction	Change Record	Delete	Add Comment	Next	
---------------	-------------------------------	---------------	--------	-------------	------	--

"Next" – This button will access the next employee's time sheet as is appeared in	File Edit View Favorites Tools Help									
the queue listing.	Emerila vec Dataila	"Next" – This button will access the next employee's time sheet as is appeared in the queue listing.	SITE MAP HELP E							



Department and Description: Transaction Status: U 172400 Payroll Accounting Pending



Time	Sheet

Earnings		Total Hours	Units	Jan 10,	Jan 11,	Jan 12,		Jan 14,	Jan 15,	Saturday , Jan 16, 2016	Hours	Jan 17,	Jan 18,	Jan 19,		Jan 21,	Jan 22,	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1	32									0			٤	3 8	\$ 8	3 8	3	32
Vacation	1	40			8	s E	3 8	3 8	в в	٤	40								0
Holiday Pay	1	8	·								0		8	3					8
Total Hou	irs:	80			8	5 8	3 8	3 8	в в	3	40		8	3 8	3 8	\$ 8	3 8	3	40
Total Unit	ts:		0)															

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve Return for Correction	Change Record [Delete	Add Comment	Next	
---------------	-------------------------------	-----------------	--------	-------------	------	--

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT
Employee Details	

Employee ID and Nam Title:	ne:		0859 Bugs Bunny 3-01 Main Looney Tu	ine Charact	er		Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending
Previous Menu Ap	oprove	Return for Correction	Change Record	Delete	Add Comment	Next		

Routing Queue | Account Distribution

Time She	et																		
Earnings	Shift	Total Hours	Units		Jan 11,	Jan 12,	Jan 13,	, Thursday , Jan 14, 2016	Jan 15,	Saturday , Jan 16, 2016	Hours	Jan 17,	Jan 18,	Jan 19,	Jan 20,	Jan 21,	Friday , Jan 22, 2016		Week 2 Hours
Regular Pay	1	32	/								¢)		٤	\$ 8	3 1	8 1	8	32
Vacation	1	40	· []		ε	3 8	3 t	3 £	3 E	3	40)							o
Holiday Pay	1	8	/'								¢)	٤	3					8
Total Hou	rs:	 80	/'		E	3 8	3 1	3 F	\$ E	3	40		£	3 8	\$ E	\$ 1	8 1	8	40
Total Unit	5:		0	1															

Routing Queue	
Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

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 all approvers have approved a time sheet, the status will be updated to "Approved".

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next	
---------------	---------	-----------------------	---------------	--------	-------------	------	--

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT
Employee Details	

Employee ID and Name:	J00430859 Bugs Bunny	
Title:	003033-01 Main Looney Tune Character	
Previous Menu Approve	Return for Correction Change Record Delete Add Comment Nex	ĸt

Department and Description: Transaction Status: U 172400 Payroll Accounting Pending

Routing Queue | Account Distribution

Time She	et	 																	
Earnings			Units	Jan 10,	Jan 11,		Jan 13,	Jan 14,	Friday , Jan 15, 2016		Hours	Jan 17,	Jan 18,	Jan 19,		Thursday , Jan 21, 2016	Jan 22,		Week 2 Hours
Regular Pay	1	32									C			8	8	1	8 8	5	32
Vacation	1	40			8	3 1	8 8	ε	3 ε	3	40								0
Holiday Pay	1	8									C		8						8
Total Hou	rs:	80			8	3 1	8 8	3 8	3 8		40		8	8	8		8 8	**	40
Total Unit	5:		C)															

Routing Queue											
Name		A	Action and Date								
Bugs Bunny			-	3, 2016 02:17 pm	^						
Bugs Bunny		S	Submitted Jan 28	3, 2016 02:38 pm	ACC	ount dis	stribution	i Defau	it Data v	vill indicate t	ne
Daisy Duck		P	ending								_
Foghorn Leghorn		I	n the Queue		F()A	PAL to b	be charc	ned an	d the pe	ercentages a	7S
Winnie D. Pooh		I	n the Queue				<u> </u>			loomageee	20
				appropriate, unless overridden.							
					appi	ophate		overnat			
Account Distribution Default Data		-								-	
Pay Period Effective Date	Percent	Index	Fund	Organization	A	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	6	510400	4600				
	100.00										
		l	1	1			1	1	1	1	
Previous Menu Approve Return for Correction	on Change Re	ecord De	lete Add Co	mment Next							

										_											
File Edit	View F	avorites 7	Tools Help)																	
Search			Go																SITE MAP	HELP E	XIT
Emplo	·																				
Select N	Next or P	Previous to	access an	other em	ployee.																
Employee Title:	Amployee ID and Name: J00430859 Bugs Bunny Department and Description: U 172400 Payroll Accounting ritle: 003033-01 Main Looney Tune Character Transaction Status: Pending																				
Previous	Menu	Approv	ve Ret	urn for C	Correction	Change Re	ecord Del	ete Add C	omment	Next											
Time She	eet	Î							Rout	ting Queue	Account Distr	ribution									
Earnings				Total Units		Monday , Jan 11, 2016	Tuesday , Jan 12, 2016		Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016		Week 2 Hours	
Regular Pay	1		32									c			8	8 8	3 8	вε	3		32
Vacation	1		40			8	8 6	3 6	8	3 6		40									0
Holiday Pay	1		8									C		8							8
Total Hou	irs:		80			8	8 8	3 8	8	8 8		40		8	٤ ٤	8	3 8	Β ε	3		40
Total Unit	ts:			C	D																
<i>Routing</i> Name	Queue		1	1		1	A	ction and Dat		lf	the a	pprc	ver i	s the	only a	appro	over c	of a ti	me		

Routing Queue	If the approver is the only approver of a time
Name	Action and Date
Bugs Bunny	originated Jan 28, 2016 02:17 pm Submitted Jan 28, 2016 02:38 pm sheet, or the last approver to take action, then
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Pay Period Effective Date	Percent I	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				
Previous Menu Approve Return for Correct	ion Change Re	cord Dele	ete Add Cor	nment Next						

File Edit View Favorites Tools Help				
Search Go				SITE MAP HELP EXIT
Employee Details				
Select Next or Previous to access another employ	ee.			
${}^{\rm A}$ Time transaction successfully approved.				
Employee ID and Name: Title:	J00430859 Bugs Bunny 003033-01 Main Looney Tune Character	Department and Description: Transaction Status:	U 172400 Payroll Accounting Approved	
Previous Menu Return Time Next				

Routing Queue | Account Distribution

Time Sheet

Earnings		Special Rate	Total Hours	Total Units	Monday, Jan 11, 2016	Jan 12,		Thursday , Jan 14, 2016	Jan 15,	Saturday , Jan 16, 2016	Week 1 Hours	Jan 17,		Tuesday , Jan 19, 2016		Thursday , Jan 21, 2016	Jan 22,	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32								(þ		8	8	ε	8 8	:	32
Vacation	1		40		8	8 8	3 8	8 8	3 8		4()							0
Holiday Pay	1		8								(D	8						8
Total Hou	rs:		80		8	8 8	3 8	8 8	3 8		4(b	8	8	8	8	8 8		40
Total Unit	5:			C															

Routing Queue

Name	Action and Date	
Bugs Bunny	Originated Jan 28, 2016 02:17 pm	
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm	the employee's time sheet status will be
Daisy Duck	Approved Jan 28, 2016 02:50 pm	1 5
Foghorn Leghorn	Pending	updated to approved.
Winnie D. Pooh	Pending	

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400	610400	4600				
	100.00									

Previous Menu Return Time Next

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

Employee Details

Select Next or Previous to access another employee.

▲ Time transaction successfully approved.

Employee ID and Name: Title: J00430859 Bugs Bunny 003033-01 Main Looney Tune Character Department and Description: Transaction Status: U 172400 Payroll Accounting Approved

Previous Menu Return Time Next



Routing Queue | Account Distribution

Time Sheet

Earnings		Special Rate	Total Hours		Jan 10,	Jan 11,	Jan 12,		Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Hours	Jan 17,	Jan 18,	Jan 19,		Jan 21,	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8 8	8	8		40								0
Holiday Pay	1		8									0		8						8
Total Hou	rs:		80			8	ε	8	8	8		40		8	8	8	8	8		40
Total Unit	5:			0																

Routing Queue

Name	Action and Date	
Bugs Bunny	Originated Jan 28, 2016 02:17 pm	You may then click the "Previous Menu" button to return
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm	5
Daisy Duck	Approved Jan 28, 2016 02:50 pm	to the queue listing as shown on the next page.
Foghorn Leghorn	Pending	to the quote listing as shown on the next page.
Winnie D. Pooh	Pending	

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016			110000	172400		4600				
	100.00									

Previous Menu Return Time Next

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingPay Period:Jan 10, 2016 to Jan 23, 2016Act as Proxy:Not Applicable

Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

Change Selection Select All, Approve or FYI Reset Save

The queue listing will display up to date statuses of each time sheet.

Pending												
ID	Name, Positi	on and Title	Required Action	Total Hours	Total Units	Queue Stati	us Ap	pprove or FYI	Return for Corr	ection	Cancel	Other Information
J00083323	Minnie Mouse	1	Approve]				Change Time Record
	003039 - 00			80.00	.00							Comments
	Disney Charac	ter II										Leave Balance
Approved												
ID	Name, Positi	on and Title	Required Action	Total Hours	Total Units	Queue Stat	tus A	pprove or FYI	Return for Cor	rection	Cancel	Other Information
J00430859	Bugs Bunny					Approved						Leave Balances
	003033 - 01			80.0	0.00							
	Main Looney T											
J00299543	Dennis D. Men	ace		80.0	.00	Approved						Leave Balances
	007229 - 00	ahan T		80.0	.00							
	Cartoon Chara											
Error												
ID		Name, Position and Tit	le		Total Hours	5		Total Units	(Other Informat	tion	
J00212319		Sylvester D. Cat							l	eave Balance		
		008879 - 00					.00		.00 E	Errors		
		Looney Tune Character IV	V									
D 1 (<u> </u>											
Returned for												
ID		Name, Position and Tit	le		Total Hours	5		Total Units		Other Informat	tion	
J00566342		Wiley Coyote 007515 - 00					40.00		.00	eave Balances		
		Looney Tune Character I					40.00		.00			
J00546073		Marvin D. Martian								eave Balances		
500510075		004989 - 00					80.00		.00	cave balances		
		Cartoon Character II										
		·			•							
In Progress												
ID		ame, Position and Title		T	otal Hours		Total Unit	ts	Cancel	Other Infor		
J00168813		weety Bird				22.00				Leave Balan	ces	
		07558 - 00				32.00	7		00			
	LC	ooney Toon Character II										
Not Started												
ID		Name, Pos	ition and Title					Other I	nformation			
J00229543		Atom Ant										

10	Name, Position and The	other information
	Atom Ant	
	007557 - 00	
	Cartoon Character II	
300508663	Daffy Duck	
	666005 - 00	
	Student Assistant	

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.