Electronic Timesheet (Student Assistants)

RECORDING TIME USING TIME IN / TIME OUT

TIME SUBMISSION DEADLINE: 10:00 AM on Monday of pay week

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

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

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Is PAWS Personal Access Web System	
Personal Information Student Services & Financial Aid Employee Services	
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Student Services & Financial Aid	
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General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.	
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General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.	
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	

RELEASE: 8.6

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

File Edit View Favorites Tools Help

S PAWS Personal Access Web System

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

File Edit View Favorites Tools Help

Is PAWS Personal Access Web System

	& Financial Aid Employee Services		SITE MAP HELP EXIT
Search Go			
Time Sheet Selection			
Make a selection from My Choice. Choos	se a Time Sheet period from the pull-down list. Select Time She	eet.	
Title and Department My Cho	ice Pay Period and Status		
Student Assistant, 666005-00 Payroll Accounting, 172400	Jan 10, 2016 to Jan 23, 2016 Not Started 🗸	Choose the proper pay period	
Time Sheet			
RELEASE: 8.8			
© 2016 Ellucian Company L.P. and its	affiliates.		

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Personal Information Student Services & Financial Aid Employee Services	
Search Enter time in and time out. Time MUST be entered to the	SITE MAP HELP EXIT
Time In and Out nearest quarter hour, using the "7 minute rule". See the following two pages for an explanation of the "7 minute rule".	
Enter time at intervals of 7 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.	
Date: Marriagy, Jan 11, 2016 Earnings Code: adent Wages Shift Time In Time Out Total Hours	
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Time Sheet Previous Day Next Day	
Add New Line Save Copy Delete RELEASE: 8.8	

What is the "7 minute rule" ?

Time in and time out is to be rounded to quarter hour increments. In order to record time in quarter hour increments, the University of South Alabama uses the "7 minute rule" to determine time in and time out.

If your actual time in for work, or actual time out from work is up to 7 minutes prior to a quarter hour increment, then your time should be rounded up to the next quarter hour.

If your actual time in for work, or actual time out from work is up to 7 minutes <u>after</u> a quarter hour increment, then your time should be rounded back to the prior quarter hour.

The following page has an increment chart, as well as some examples for your review.

"7 Minute Rule"

Recording in Quarter Hour Increment Chart

Minutes	Round to
:00 - :07	:00
:08 - :22	:15
:23 - :37	:30
:38 - :52	:45
:53 - :59	:00

EXAMPLES

Actual	Recorded	Actual	Recorded
In Time	In Time	Out Time	Out Time
8:07 AM	8:00 AM	11:52 AM	11:45 AM
12:08 PM	12:15 PM	4:53 PM	5:00 PM
9:25 AM	9:30 AM	1:38 PM	1:45 PM
8:22 AM	8:15 AM	10:08 AM	10:15 AM
2:54 PM 3:00 PM		5:06 PM	5:00 PM

Personal Information Student Services & Financial Aid Employee Services	
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Is PAWS Personal Access Web System

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\varTheta Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.

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The system will not accept any time that is not rounded to the nearest quarter hour.

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Personal Access Web System 🗡 LSA PAWS

Personal Information	Student Services & Financial Aid	Employee Services	

Search

SITE MAP HELP EXIT

Summary of Reported Time

Set your printer layout to Landscape before printing.

Go

Jaguar Student Student Assistant, 666005-00

Payroll Accounting, 172400

Time Shee	t														 				
Earning Code	Shift	Total Hours	Total Units	Sunday , Jan 10, 2016				Jan 14,	Friday , Jan 15, 2016	Saturday , Jan 16, 2016		Jan 17,	Jan 18,	Jan 19,	Jan 21,	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours	
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Time In and Out, Student Wages

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	01:00 PM												
	02:45 PM												
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	05:00 PM												

Previous Menu RELEASE: 8.9 Click on "Previous Menu" to return to timesheet.

Daily time in and time out will be viewable on the timesheet in preview mode.

Personal Information 5	Student S	ervices & Financial Aid 🕞	mployee Ser	vices							
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Time and Leave	Repo	orting									
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Earning	Shift	Default Hours or Units		Total Units				Wednesday Jan 13, 2016	Thursday Jan 14, 2016	Friday Jan 15, 2016	Saturday Jan 16, 2016
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Total Units:				c	0	0	0	C	0	C	0
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Submitted for Approv Approved By: Waiting for Approval		1			imesheet ac r to submit ti	•			on "Submit	for Approva	al"
RELEASE: 8.8						-					

ile Edit. View Favojites Tools Hélp	
AWS PAWS Personal Access Web System	21
Personal Information Student Services & Financial Aid Employee Services	
Go	SITE MAP HELP EXIT
Certification	
I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made u	ising my ID and PIN.
Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction	In will not be submitted for approval. You will be redirected to the User Logout web page.
submit Entry of your PIN will again b	e required in order to certify your time.
RELEASE: 8.9	

Personal Information	Student !	Services & Financial Aid	Employee Se	ervices							
Search	Go										SITE MAP HELP EXIT
Time and Leave	Rep	orting									
Select the link under a	date to e	nter hours and press save.	Hours must	be entere	d to the nearest quarter	hour (x.00,x.25, x.5	0,x.75).				
Select Next or Previous	to navig	ate through the dates withi	n the period	i.							
A Your time sheet was ** Account Distribution					e timeshee t was subm		n certified, yo essfully".	ou will get th	e message	"Your time	
Time Sheet											
Title and Number:							Student Assistant (666005-00			
Department and Nun	iber:						Payroll Accounting	172400			
Time Sheet Period:							Jan 10, 2016 to Jan 2	23, 2016			
Submit By Date:							Jan 31, 2016 by 10:0	00 AM			
Earning	Shift	Default Hours or Units	Total Hours	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

Earning	Shift	Default									Saturday
		Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016
Student Wages	1	C	8.25		Enter Hours	6.5	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8.25		0	6.5	1.75	0	o	0	0
Total Units:				C	0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time	
Submitted for Approval By:	You on Jan 28, 2016
Approved By:	
Waiting for Approval From:	Miss Pawla
RELEASE: 8.8	

Is PAWS Personal Access Web System

Personal Information Student Services & Financial Aid Employee Services	
Search Go	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.

A Your time sheet was submitted successfully.

Time Sheet

** Account Distribution adjusted on this day.

After time has been entered and submitted, two options are to exit PAWS, or select another position (if you have more than one job).

Title and Number	:					Stu	Student Assistant 666005-00							
Department and	Number:					Pay	roll Accounting 1724	400						
Time Sheet Perio	d:					Jan	Jan 10, 2016 to Jan 23, 2016							
Submit By Date:						Jan	31, 2016 by 10:00 AM	1						
Earning	ng Shift Default Total Total Sunday Monday Hours or Units Hours Units Jan 10, 2016 Jan 11, 2016							Wednesday Jan 13, 2016	Thursday Jan 14, 2016		Saturday Jan 16, 2016			
Student Wages	1		0 8.2	5	Enter Hours	6.5	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
Total Hours:	1		8.2	5	C	6.5	1.75		0) c	c			
Total Units:					0 0	0	0		0) C	C			
Position Selection	Comments	Preview Next Return T	ime											
Submitted for Ap	proval By:					You	You on Jan 28, 2016							
Approved By: Waiting for Appro	oval From:	I				Mis	Miss Pawla							
RELEASE: 8.8														

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.