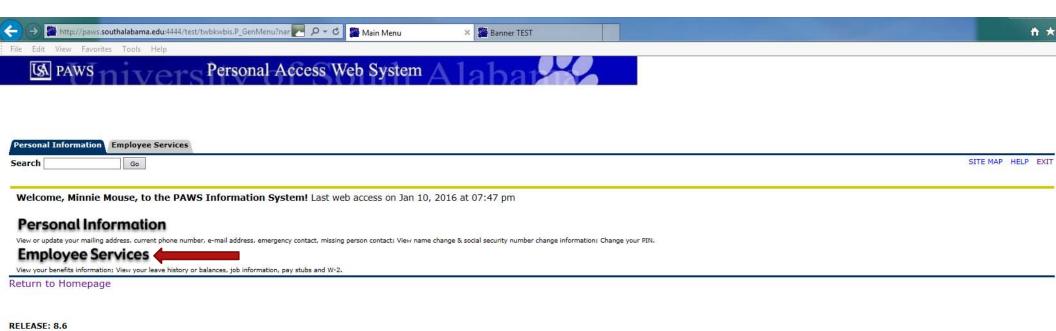
Electronic Timeshet (Non-Exempt Staff)

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.

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



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

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

RELEASE: 8.11.2



Time Reporting Selection

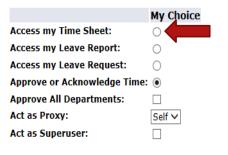
Select a name from the pull-down list to act as a proxy.

Go

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

Selection Criteria

Search



<u>IF</u> you <u>ARE NOT</u> an approver of someone else's time sheet, then you <u>WILL NOT</u> see these choices. Proceed to the next slide to see your next choices.

SITE MAP HELP EXIT

<u>IF</u> you <u>ARE</u> an approver of someone else's time sheet, then you <u>WILL</u> see these choices. To access your own time sheet, click on the bullet next to "Access my Time Sheet:", then click the "Select" button.

Proxy Set Up

RELEASE: 8.10

Select

File Edit View Favorites	Tools Help	
Search	Go	SITE MAP HELP

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Submit By Date:						Jan 31, 2016 b	у 10:00 AM				
Earning	Shift		Total Hours							Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1	С	1	0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Time and a Half	1	С	(0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Regular Rate	1	С) (0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Vacation	1	c) (0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Personal Sick	1	С	, ,	0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	es Enter Hours	es Enter Hours	rs Enter Hours
Family Member Sick	1	С	ر	0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours	es Enter Hours	rs Enter Hours
Holiday Pay	1	c	,	0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	c	,	0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Total Hours:			(0	c	c)		J (0
Total Units:				C	0	c	C	, (, c	1	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By: Approved By:

Waiting for Approval From:

REVIEW OF BUTTON OPTIONS FOLLOWS

RELEASE: 8.8

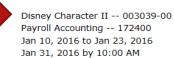
File Edit View Favorites	s Tools Help	
Search	Go	SITE MAP

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:



	3411 51 2516 57 15160 7111										
Earning											Saturday Jan 16, 2016
Regular Pay	1	C	1	٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	es Enter Hours
Overtime at Time and a Half	1	c) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours
Overtime at Regular Rate	1	С) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Vacation	1	c	J C	٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Personal Sick	1	0	, (0	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Family Member Sick	1	c	, (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Holiday Pay	1	c	, (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	o	J C	٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Total Hours:			(٥	c) (J		0
Total Units:				С	0	(C) (0	C	0

Submitted for Approval By:

Approved By:

Position Selection

Waiting for Approval From:

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

RELEASE: 8.8

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Preview

Submit for Approval

Restart Next

File Edit View Favorites Loois Help	
Search Go	SITE MAP HE

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Submit by Date.						Jan 31, 2010 D	y 10.00 AM				
Earning							Tuesday Jan 12, 2016				Saturday Jan 16, 2016
Regular Pay	1	0	, (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours	rs Enter Hours
Overtime at Time and a Half	1	o) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Regular Rate	1	C	,	٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Vacation	1	O	,	٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Personal Sick	1	0	(٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	es Enter Hours	rs Enter Hours
Family Member Sick	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	Enter Hours	rs Enter Hours
Holiday Pay	1	0		٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	o	1	٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Total Hours:			(٥	c	, c) (0 (0
Total Units:				() C	C	,) (0	, (0

Submitted for Approval By:

"Comments" - Available for free-form comments.

Approved By:

Waiting for Approval From:

RELEASE: 8.8

Position Selection

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Comments

Preview

Submit for Approval

Restart

File Edit view Favorites Loois Help	
Search Go	SITE MAP HEI

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

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

Submit By Date:						Jan 31, 2016 b	•				
Earning	Shift					Monday	Tuesday				Saturday Jan 16, 2016
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	o		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	C	0
Total Units:	•			0	0	0	0	0	0	C	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

Position Selection

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Comments

Preview

Submit for Approval

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			_	
Search		Go		SITE MAP HEL

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Submit by Date:						Jan 31, 2016 D	y 10:00 AM				
Earning											Saturday Jan 16, 2016
Regular Pay	1	0	c	٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Time and a Half	1	0	, c	٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Regular Rate	1	0	, (٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Vacation	1	0	C	0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Personal Sick	1	0	(٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours	s Enter Hours	rs Enter Hours
Family Member Sick	1	0	C	٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	rs Enter Hours
Holiday Pay	1	0	C	٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	0		٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours	s Enter Hours	rs Enter Hours
Total Hours:			С	٥	0	С	C) (0	(0
Total Units:	_			С	0	C	C) (C	(0

Position Selection Comments

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

RELEASE: 8.8

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Preview

Submit for Approval

Restart Next

File Edit view Favorites Loois Help	
Search Go	SITE MAP HELP

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Submit By Date:						Jan 31, 2016 b	y 10:00 AM				· ·
Earning			Total Hours							Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1	C	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Overtime at Time and a Half	1	C	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Overtime at Regular Rate	1	C	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Vacation	1	0	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours
Personal Sick	1	0	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours
Family Member Sick	1	0	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours
Holiday Pay	1	0	0	J	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours
Other (Call, FML, Jury, etc)	1	0	0)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Total Hours:			0)	0	0	· O	0	0	(0
Total Units:				(0	0	Q	0	0	(0

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

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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Search Go	SITE MAP HELI

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.

** Account Distribution adjusted on this day.

Time Sheet Title and Number: Department and Number: Time Sheet Period: Submit By Date:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Submit by Date:						Jan 31, 2016 D	y 10:00 AM				
Earning											Saturday Jan 16, 2016
Regular Pay	1	0	c	ا ا	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Overtime at Time and a Half	1	0	, c	٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Overtime at Regular Rate	1	0	, (٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Vacation	1	0	C	٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Personal Sick	1	0	(٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Family Member Sick	1	0	C	٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Holiday Pay	1	0	C	٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	0		٥	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Total Hours:			C	٥	0	С) (0) (0
Total Units:				С	0	C	, () (0	, (0

Position Selection	Comments	Preview	Submit for Approval	Restart	Next	
Submitted for A	pproval By:					•

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

Approved By: RELEASE: 8.8

Waiting for Approval From:

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

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Submit by Date:						Jan 31, 2016 D	y 10:00 AM				
Earning											Saturday Jan 16, 2016
Regular Pay	1	0) (٥	Enter Hours	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours	rs Enter Hours
Overtime at Time and a Half	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Regular Rate	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Vacation	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours
Personal Sick	1	0	, (٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	es Enter Hours	rs Enter Hours
Family Member Sick	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	Enter Hours	rs Enter Hours
Holiday Pay	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	0) (٥	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours	rs Enter Hours
Total Hours:			(٥	0	()) (0	, (0
Total Units:				(0	C) () (0	, (0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By: Waiting for Approval From: Click on a day to record hours for the applicable earnings category.

RELEASE: 8.8

ile	Edit	View	Favor	rites	Tools	Heli	r

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

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

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

Save Copy Account Distribution

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Regular Pay
Jan 11, 2016
1

Earning											Saturday Jan 16, 2016
Regular Pay	1	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2010	Jan 12, 2010	Jan 13, 2010	Jan 14, 2010	Jan 15, 2016	Jan 10, 2010
Regular Pay	1	0	0		Enter Hours						
Overtime at Time and a Half	1	0	0		Enter Hours						
Overtime at Regular Rate	1	0	0		Enter Hours						
Vacation	1	0	0		Enter Hours						
Personal Sick	1	0	0		Enter Hours						
Family Member Sick	1	0	0		Enter Hours						
Holiday Pay	1	0	0		Enter Hours						
Other (Call, FML, Jury, etc)	1	0	0		Enter Hours						
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Enter hours, then either click on "Save", or press the Enter key on your keyboard.

RELEASE: 8.8

ile	Edit	View	Favorites	Tools	Help

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

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

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning: Date:

Shift:

Hours:

Save Copy Account Distribution

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Earning	Shift		Total Hours	Total Units		Monday Jan 11, 2016					Saturday Jan 16, 2016
Regular Pay	1	0	8	3	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Houn
Overtime at Time and a Half	1	0	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1	0	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	1	0	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	1	0	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)	1	0	c		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	'		8	3	0	8	0	0	O	0	C
Total Units:				(0	O	0	0	0	0	C

Position Selection Comments Preview

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Click on "Preview" to view full timesheet.

Regular Pay

Jan 11, 2016

RELEASE: 8.8

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Submit for Approval

Restart Next

IS PAWS PAWS Personal Access Web System A laboratory

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

Summary of Reported Time

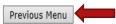
Set your printer layout to Landscape before printing.

Minnie Mouse Disney Character II, 003039-00

Payroll Accounting, 172400

Time Sheet

Time Siree						_													
Earning	Shif	t Total	Total	Sunday ,	Monday,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 1	Sunday ,	Monday,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 2
Code		Hours	Units	Jan 10,	Jan 11,	Jan 12,	Jan 13,	Jan 14,	Jan 15,	Jan 16,	Hours	Jan 17,	Jan 18,	Jan 19,	Jan 20,	Jan 21,	Jan 22,	Jan 23,	Hours
				2016	2016	2016	2016	2016	2016	2016		2016	2016	2016	2016	2016	2016	2016	
Regular Pay	1																		
		8	3		8	3					8	3							0
Total Hours	5:																		
		8	3		8	3					8	3							0
Total Units	:																		
			0)															



Click on "Previous Menu"

RELEASE: 8.9

to return to timesheet.

Eile	Dalle	Vienna	Favorites	Tools	LI-I-

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

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

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:

Submit By Date: Earning:

Date: Shift: Hours:

ave Copy Account Distribution

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units									Saturday Jan 16, 2016
Regular Pay	1	(80		Enter Hours	8	8	8	8	8	Enter Hou
Overtime at Time and a Half	1	(0		Enter Hours	Enter Hour					
Overtime at Regular Rate	1	(0		Enter Hours	Enter Hour					
Vacation	1	(0		Enter Hours	Enter Hour					
Personal Sick	1	(0		Enter Hours	Enter Hou					
Family Member Sick	1		0		Enter Hours	Enter Hou					
Holiday Pay	1		0		Enter Hours	Enter Hour					
Other (Call, FML, Jury, etc)	1		0		Enter Hours	Enter Hour					
Total Hours:			80		0	8	8	8	8	8	
Total Units:				0	0	0	0	0	0	C	7

Regular Pay

Jan 11, 2016

Position Selection Comments Preview Submit for Approval Restart Next

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

Once timesheet accurately reflects time worked, click on "Submit for Approval" in order to submit time to your supervisor for approval.

Personal Information Student Services & Financial Aid Employee Services		
Search Go	SITE MAP HE	ELP E
Certification		
■ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.		
Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.		
Entry of your PIN will again be required in order to certify your tin	ne.	
RELEASE: 8.9		

File	Edit	View	Favorites	Tools	Help			
Sea	rch			G	io l			

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 time sheet was submitted successfully. ** Account Distribution adjusted on this day. Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".

Time Sheet Title and Number: Department and Number: Time Sheet Period:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016

Submit By Date:						Jan 31, 2016 b	y 10:00 AM				
Earning	Shift		Total Hours				Tuesday Jan 12, 2016	Wednesday Jan 13, 2016		Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1	С	0 80)	Enter Hours	; ε	8	3 8	1	3	8 Enter Hours
Overtime at Time and a Half	1	c) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Overtime at Regular Rate	1	c) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Vacation	1	c) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Personal Sick	1	c) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Family Member Sick	1	С) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Holiday Pay	1	c) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Other (Call, FML, Jury, etc)	1	c) ()	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Total Hours:			80)	C	. ε	8	3 8	8	3 8	3 0
Total Units:				(0	C	0) 0	C) (0

Position Selection | Comments | Preview | Next | Return Time

Submitted for Approval By:

You on Jan 28, 2016

Daisy Duck

Waiting for Approval From:

RELEASE: 8.8

Approved By:

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ile	Edit	View	Favorites	Tools	He

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 time sheet was submitted successfully.

** 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).

Time Sheet Title and Number: Department and Number: Time Sheet Period:

Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016 lan 31, 2016 by 10:00 AM

Submit By Date:			Jan 31, 2016 by 10:00 AM								
Earning	Shift		Total Hours								Saturday Jan 16, 2016
Regular Pay	1	C	80)	Enter Hours		8	8	8	3 8	8 Enter Hours
Overtime at Time and a Half	1	C	С)	Enter Hours	s Enter Hours					
Overtime at Regular Rate	1	C	С)	Enter Hours	s Enter Hours					
Vacation	1	C	С)	Enter Hours	s Enter Hours					
Personal Sick	1	C	c)	Enter Hours	s Enter Hours					
Family Member Sick	1	c	C)	Enter Hours	s Enter Hours					
Holiday Pay	1	C	C)	Enter Hours	s Enter Hours					
Other (Call, FML, Jury, etc)	1	C	c)	Enter Hours	s Enter Hours					
Total Hours:		80)	0	8	8	8	. 8	3 8	3 0	
Total Units:				(0	. 0	. 0	0	0	C	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Jan 28, 2016

Daisy Duck

RELEASE: 8.8

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Comments

Preview Next Return Time

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.