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 EXIT
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

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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	

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🗧 🖓 😤 http://paws.southalabama.edu:444/test/bwpktais.P_SelectTimeShe 🌅 🔎 - C 🖉 Time Reporting Selection 🛛 × 👺 Banner TEST	n *
Is PAWS Personal Access Web System Alabar	

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

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File Edit View Favorites Tools Help	
S PAWS Personal Access Web System	
Personal Information Student Services & Financial Aid Employee Services Financial Information	
	Party and the second

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

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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
300430859	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
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

rror							
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			
J00566342	Wiley Coyote	40.00	00	Leave Balances			
	Looney Tune Character I	40.00					
300546073	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					
J00229543	Atom Ant						
	Cartoon Character II						
300508663	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
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
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

rror								
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				
J00566342	Wiley Coyote			Leave Balances				
	007515 - 00	40.00	.00					
	Looney Tune Character I							
J00546073	Marvin D. Martian			Leave Balances				
	004989 - 00	80.00	.00					
	Cartoon Character II							

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
300229543	Atom Ant 007557 - 00 Cartoon Character II	
300508663	Daffy Duck 666005 - 00 Student Assistant	

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
J00229543	Atom Ant	
	007557 - 00	
	Cartoon Character II	
J00508663	Daffy Duck	
	666005 - 00	
	Student Assistant	

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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

Pending	Name Dosition and Ti	tlo	Pequired Action	Total Hours	Total Unite		Δn	prove or FYI	Return for Co	rrection	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Chara	cter	Approve	80.	00 .00]				Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II		Approve	80.	.00	D]				Change Time Record Comments Leave Balance
Approved												
ID	Name, Position and Ti	tle	Required Action	Total Hours	Total Units	Queue Status	Ар	prove or FYI	Return for Co	rrection	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I			80.0	.00	Approved						Leave Balances
Frror												
ID	Name, P	osition and Ti	tle		Total Hour	s	1	Total Units		Other Inform	ation	
J00212319	Sylvester 008879 - Looney Tu	D. Cat 00 une Character I	v				.00		.00	Leave Balance Errors		
Returned for	r Correction											
ID	Name, P	osition and Ti	tle		Total Hour	S	1	Total Units		Other Inform	ation	
J00566342	Wiley Coy 007515 - Looney Tu	ote 00 une Character I					40.00		.00	Leave Balance	S	
J00546073	Marvin D. 004989 - Cartoon C	Martian 00 Character II					80.00		.00	Leave Balance	s	
	·				•					•		
In Progress									Compart			
ID 100168812	Name, Pos	ition and litle			Total Hours	10	tal Units	5	Cancel	Other Inf	ormation	
00108813	007558 - 00 Looney Tool) n Character II				32.00			.00		ances	
Not Started		Name Der	ition and Title					Other	Information			
100220542		Atom Ant						other	Information			
100229343		007557 - 0 Cartoon Ch	0 aracter II									
J00508663		Daffy Duck 666005 - 0	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
100299543	Dennis D. Menace				Approved				Leave Balances

007229 - 00 .00	

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
J00566342	Wiley Coyote			Leave Balances
	007515 - 00	40.00	.00	
	Looney Tune Character I			
J00546073	Marvin D. Martian			Leave Balances
	004989 - 00	80.00	.00	
	Cartoon Character II			

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

Not Started		
ID	Name, Position and Title	Other Information
300229543	Atom Ant 007557 - 00 Cartoon Character II	
300508663	Daffy Duck 666005 - 00 Student Assistant	

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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
300430859	Bugs Bunny 003033 - 01 Main Loopey Tupe 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
	Diancy character II	1	1		1	1	I		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
300212319	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
300566342	Wiley Coyote 007515 - 00 Loopey Tupe Character I	40.00	.00	Leave Balances
300546073	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
J00229543	Atom Ant	
	007557 - 00	
	Cartoon Character II	
J00508663	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
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
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

rror							
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				
J00566342	Wiley Coyote	40.00	00	Leave Balances				
	Looney Tune Character I	40.00						
300546073	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					
300229543	Atom Ant 007557 - 00						
	Cartoon Character II						
300508663	Daffy Duck 666005 - 00						
	Student Assistant						

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

ror							
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				
J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00	.00	Leave Balances				
300546073	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	22.00			Leave Balances			
	007558 - 00	32.00	.00					
	Looney Toon Character II							

Not Started		
ID	Name, Position and Title	Other Information
J00229543	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	eet																			
Earnings	Shift	t Special Rate	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	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	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32	2								C)		:	8 8	ε ε	3 8	3	32
Vacation	1		40)		8	3 8	3 6	3 8	в 1	3	40								0
Holiday Pay	1		8	3								C)	8						8
Total Hou	rs:		80)		8	3 8	3 8	3 8	в	3	40)	8		8 8	ε ε	3 8	3	40
Total Unit	5:			(D															

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	100.00		110000	172400	610400	4600				

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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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.
Employee ID and Name: J0 Title: 00	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	eet																			
Earnings	Shift	tSpecial	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, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Hours	Jan 17, 2016	Jan 18, 2016	Jan 19, 2016	Jan 20, 2016	Jan 21, 2016	Jan 22, 2016	Jan 23, 2016	Hours
Regular Pay	1		32	2								C)		8	8		в	в	32
Vacation	1		40			8	3 8	3 8	8	8		40								0
Holiday Pay	1		8	3								C		8						8
Total Hou	irs:		80			8	3 4	3 8	8	8		40)	8	8	8	: 8	в 1	в	40
Total Uni	ts:			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									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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File Edit	View	Favorites	Tools Hel	lp						-										
Search			Go																SITE MAP	HELP EXIT
Emplo	mployee Details "Previous Menu" – To navigate back to previous menu.																			
👎 Select I	Felect Next or Previous to access another employee.																			
Employee Title:	mployee ID and Name: J00430859 Bugs Bunny Department and Description: U 172400 Payroll Accounting itle: 03033-01 Main Looney Tune Character Transaction Status: Pending																			
Previous	Previous Menu Approve Return for Correction Change Record Delete Add Comment Next Routing Queue Account Distribution																			
<u>Time She</u> Earnings	eet Shift	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, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Hours	Jan 17, 2016	Jan 18, 2016	Jan 19, 2016	Jan 20, 2016	Jan 21, 2016	Jan 22, 2016	Jan 23, 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

															1	
Total Hours:	80		8	8	8	8 8	3 8	*	40	8	. 8	8 8	8	8		4
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									

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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File Edit	View	Favorites	Tools Help)						-										
Search			Go																SITE MAP	HELP EXIT
Emplo	yee	Details	S	" A	ppro	ve" -	Click	k this k	outtor	n to a	appro	ove tl	he tir	ne sh	eet.					
🔜 Select N	lext o	r Previous t	o access an	other emp	oloyee.															
Employee Title: Previous	mployee ID and Name: J00430859 Bugs Bunny Department and Description: U 172400 Payroll Accounting "itle: 003033-01 Main Looney Tune Character Transaction Status: Pending																			
	Routing Queue Account Distribution																			
<u>Time She</u> Earnings	eet Shift	t Special Rate	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	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	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									C)		8	8	8	<u>د د</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
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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:	ID a	and Name: J00430859 Bugs Bunny 003033-01 Main Looney Tune Character									Department and Description: Transaction Status:					U 172 Pendir	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 Queue Account Distribution al Total Sunday , Monday , Tuesday , Wednesday , Thursday , Friday , Week 1 Sunday , Monday , Tuesday , Thursday , Friday , Week 2																
Earnings	Shift	Special Rate	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	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	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	100.00)	110000	172400	610400	4600				
	, ,				•	•				·

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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File Edit View Favorites Tools H	elo .			_
Search Go Employee Details	"Change Record" – Give the time sheet as shown	es the supervisor the ability to change on the following page.	time entered on	IT
Select Next or Previous to access	another employee.			
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>	et			_	_															
Earnings	Shift	Special Rate	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	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	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 8	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	
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

Title:

cent pind	dex Fund	na p	Organization	Account	Program	Activity	Location	Project Type	Cost Type
	1100	0000 1	172400	610400	4600				
100.00									
	100.00	100.00	100.00	100.00 110000 172400	100.00 110000 172400 610400	100.00 110000 172400 610400 4600	100.00 110000 172400 610400 4600	100.00 110000 172400 610400 4600 10000	100.00 110000 172400 610400 4600 10000

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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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 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
Regular Pay	1	0	32		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1	a	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	a	40		Enter Hours	8	8	8	8	8	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	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	o) 8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)	1	O	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Sick	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Family Medical Leave	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Administrative Leave	1	a	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Personal Leave	1	O	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Court Appearance	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	O	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	o	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Pay @ 1.75	1	o	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	1	O	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	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	I	1	1	e	S	h	e	e	t	

Earnings	Shift	Special Rate	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	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	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		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	100.00		110000	172400	610400	4600				

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

Earnings	Shift	Special Rate	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	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	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		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
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search "Next" – This button will access the next employee's time sheet as is appeared in	File Edit View Favorites Tools Help		
the queue listing.	Search Go Employee Details	"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	Shift	Special Rate	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	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	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	ε	ε ε	3 8	ε ε		40								0
Holiday Pay	1		8									0		8	•					8
Total Hou	rs:		80			8	8	3 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	100.00		110000	172400	610400	4600				

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT
Employee Details	

Employee ID and Name: Title:		J00430859 Bugs Bunny 003033-01 Main Looney	Tune Charac	ter		Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending
Previous Menu App	rove Return for Cor	ection Change Recor	l Delete	Add Comment	Next		

Routing Queue | Account Distribution

<u>Time She</u>	eet		_		-						-					-				
Earnings	Shift	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, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Hours	Jan 17, 2016	Jan 18, 2016	Jan 19, 2016	Jan 20, 2016	Jan 21, 2016	Jan 22, 2016	Jan 23, 2016	Hours
Regular Pay	1		32									C	þ		8	8	8 8	8 8	3	32
Vacation	1		40			8	3 (3 8	8	3 6		40	D							0
Holiday Pay	1		8									C	D	8						8
Total Hou	irs:		80			8	3 8	3 8	8	3 8		40	D	8	8	8	8 8	8 8	3	40
Total Unit	ts:			0	D															

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	100.00		110000	172400	610400	4600				

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

Employee ID and	Name:	30043	J00430859 Bugs Bunny									
Title:		00303	3-01 Main Looney Tu	ine Characte	er							
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next						

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

Routing Queue | Account Distribution

Time She	ime Sheet																			
Earnings	Shift	t Special Rate	Total	Total	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 1	Sunday , Jan 17	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday , Jan 22	Saturday ,	Week 2
		Kute	nours	Units	2016	2016	2016	2016	2016	2016	2016	nours	2016	2016	2016	2016	2016	2016	2016	inours
Regular Pay	1		32	2								C)		8	8 8	8 8	8	3	32
Vacation	1		40			ε	ε ε	8 8	ε ε	3 8	3	40								0
Holiday Pay	1		8	3								C)	1	3					8
Total Hou	rs:		80)		٤	8 8	8 8	٤	3 8	3	40)	1	3 8	8 8	8	8	3	40
Total Unit	5:				D															

Routing Queue													
Name		4	Action and Date										
Bugs Bunny		c	Driginated Jan 28	, 2016 02:17 pm									
Bugs Bunny		5	Submitted Jan 28	, 2016 02:38 pm	Acc	ount Di	stributior	ו Defau	lt Data v	vill indicate t	he		
Daisy Duck		P	ending		/ 100		Stribution	Derad	n Data v				
Foghorn Leghorn	I	In the Queue			APAL to	he char	ned an	d the ne	ercentades a	76			
Winnie D. Pooh	I	In the Queue			Torrine to be enarged, and the percentages as								
			-		anr	oronriate	unless	overrida	den				
					app	nophatt	r_1 units r_2	ovenia					
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 Correcti	on Change Re	ecord De	lete Add Cor	nment Next									

File Edit	Vie	w Favorites	Tools Help	p						_										
Search			Go																SITE MAP	HELP EXIT
Emplo	ye	e Detail	s																	
👎 Select I	Vext	t or Previous	to access an	other em	ployee.															
Employee Title: Previous	e ID	and Name:	ove Ret	urn for C	J0043 00303 Correction	0859 Bugs Bu 3-01 Main Lo Change Re	inny oney Tune Cł ecord Del	aracter	omment	Next	Depa Tran	artment and saction Stat	l Descriptio tus:	n:		U 172 Pendi	400 Payroll A ng	ccounting		
Time Sh	eet.	1							Rou	ting Queue	Account Dist	ribution								
Earnings	Sh	ift Special Rate	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	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	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32	2								C)		8	3 8	3	в	3	32
Vacation	1		40			6	3 8	3 6	3 8	3 8	3	40)							0
Holiday Pay	1		8	3								C		8	3					8
Total Hou	irs:		80)		8	3 8	3 8	3 8	3 8	3	40)	8	8 8	3 8	3	в	в	40
Total Uni	ts:			(D															
Routing	Que	eue			1					lf	the a	ipprc	ver i	s the	only	appro	over c	of a ti	me	

Routing Queue		
Name	Action and Date	
Bugs Bunny	Originated Jan 28, 2016 02:17 pm	sheet or the last approver to take action then
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm	sheet, of the last approver to take action, then
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	100.00		110000	172400	610400	4600				
Previous Menu Approve Return for Correcti	on Change Re	ecord Dele	ete Add Co	mment Next		1				

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	Shift	Special Rate	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	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	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		40								0
Holiday Pay	1		8									0		8						8
Total Hou	rs:		80	1		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	the employee's time sheet status will be
Daisy Duck	Approved Jan 28, 2016 02:50 pm	
Foghorn Leghorn	Pending	undated 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	Shift	Special Rate	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	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	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									O			8	8	8	8	\$	32
Vacation	1		40			8	8	8	8	8		40								
Holiday Pay	1		8									0		8						٤
Total Hou	rs:		80			8	8	8	8	8		40		8	8	8	8	8	\$	4(
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	Tournay more solution to read more solution to retain
Daisy Duck	Approved Jan 28, 2016 02:50 pm	to the queue listing as shown on the next page
Foghorn Leghorn	Pending	to the queue isting as she with on the text 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	610400	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, Position and Title	Required Action	Total Hours	Total Units	Queue Stat	us A	pprove or FYI	Return for Co	rrection	Cancel	Other Information
J00083323	Minnie Mouse	Approve									Change Time Record
	003039 - 00		80.00	00.							Comments
	Disney Character II										Leave Balance
Approved								-			-
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Sta	tus /	Approve or FYI	Return for Co	prrection	Cancel	Other Information
J00430859	Bugs Bunny			-	Approved						Leave Balances
	003033 - 01		80.0	0. 0	0						
	Main Looney Tune Character										
J00299543	Dennis D. Menace				Approved						Leave Balances
	007229 - 00		80.0	.0	0						
	Cartoon Character I										
Frror											
ID	Name, Position and	litle		Total Hou	rs		Total Units		Other Informa	tion	
100212319	Sylvester D. Cat				-				Leave Balance		
500212015	008879 - 00					.00	D	.00	Errors		
	Looney Tune Character	IV									
L				I			1				
Returned fo	r Correction										
ID	Name, Position and	Fitle		Total Hou	'S		Total Units		Other Informa	tion	
J00566342	Wiley Coyote								Leave Balances		
	007515 - 00					40.00	D	.00			
	Looney Tune Character	· I									
300546073	Marvin D. Martian								Leave Balances		
	004989 - 00					80.00	D D	.00			
	Cartoon Character II										
Ter Due europe											
In Progress	Name Desition and Tit	10		atal Hours		Total Uni	te	Cancol	Othor Info	mation	
10	Name, Position and Tit	le		otal nours		Total Uni	15	Cancer	Other Into	rmation	
100168813					32.00		00		Leave Balar	ices	
	Loopey Toop Character II				52.00	1	.00	1			
L						1		1	I		
Not Started											
ID	Name, P	osition and Title					Other Inf	formation			
100000540							other In				

10		
J00229543	Atom Ant	
	007557 - 00	
	Cartoon Character II	
J00508663	Daffy Duck	
	666005 - 00	
	Student Assistant	
		I

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.