# Electronic Timesheet (Graduate Assistants)

# **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

S PAWS Personal Access Web System

earch Go	SITE MAP HELP EXI
Welcome, Fred Flintstone, to the PAWS Information System! Last web access on Feb 20, 2016 at 09:23 am	
Student Services & Financial Aid	
General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.	
Personal Information	
/iew 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.	

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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 Sheet	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs,	
Tax Forms W4 information, W2 Form.	
Jobs Summary	
Leave Balances	

Edit         View         Favorites         Tools         Help	labar
Personal Information Student Services & Financial Aid Employee Services Search Go Time Sheet Selection	SITE MAP HELP EXIT
Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.  Title and Department Graduate Assistant, 666007-00 Payroll Accounting, 172400  Time Sheet  RELEASE: 8.8	Choose the proper pay period and click the "Time Sheet" button

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#### Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

#### Time and Leave Reporting

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

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

\*\* Account Distribution adjusted on this day.

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

Graduate Assistant -- 666007-00 Payroll Accounting -- 172400 Feb 07, 2016 to Feb 20, 2016 Feb 23, 2016 by 10:00 AM

Subline by Dutch						100 20, 2010	Dy 10.00 AM				
Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
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Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

# REVIEW OF BUTTON OPTIONS FOLLOWS

#### Personal Information Student Services & Financial Aid Employee Services SITE MAP HELP EXIT Go Search Time and Leave Reporting Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75). Select Next or Previous to navigate through the dates within the period. \*\* Account Distribution adjusted on this day. **Time Sheet Title and Number:** Graduate Assistant -- 666007-00 **Department and Number:** Payroll Accounting -- 172400 **Time Sheet Period:** Feb 07, 2016 to Feb 20, 2016 Submit By Date: Feb 23, 2016 by 10:00 AM Earning Shift Sunday Default Total Total Monday Tuesday Wednesday Thursday Friday Saturday Feb 07, 2016 Feb 08, 2016 Feb 09, 2016 Feb 10, 2016 Feb 11, 2016 Feb 12, 2016 Feb 13, 2016 Hours or Units Hours Units Hours Worked (ACA Tracking) 1 Enter Hours 0 Total Hours: 0 C 0 0 0 Total Units: "Position Selection" - Select to go back to previous selection option. Next Position Selection Comments Preview Submit for Approval Restart Submitted for Approval By: Approved By: Waiting for Approval From:

RELEASE: 8.8

#### Personal Information Student Services & Financial Aid Employee Services SITE MAP HELP EXIT Go Search Time and Leave Reporting Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75). Select Next or Previous to navigate through the dates within the period. \*\* Account Distribution adjusted on this day. **Time Sheet** Title and Number: Graduate Assistant -- 666007-00 **Department and Number:** Payroll Accounting -- 172400 **Time Sheet Period:** Feb 07, 2016 to Feb 20, 2016 Submit By Date: Feb 23, 2016 by 10:00 AM Earning Shift Sunday Tuesday Default Total Total Monday Wednesday Thursday Friday Saturday Feb 08, 2016 Feb 07, 2016 Feb 09, 2016 Feb 10, 2016 Feb 11, 2016 Feb 12, 2016 Feb 13, 2016 Hours or Units Hours Units Hours Worked (ACA Tracking) 1 Enter Hours 0 Total Hours: 0 C 0 0 0 Total Units: 0 0 "Comments" - Available for free-form comments. Position Selection Comments Preview Submit for Approval Restart Next Submitted for Approval By: Approved By: Waiting for Approval From:

RELEASE: 8.8

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Waiting for Approval From:

RELEASE: 8.8

Personal Access Web System LA PAWS

Personal Information Student Services	& Finan	cial Aid Employee Serv	vices								
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Time and Leave Reporting	9										
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Department and Number:							nting 172400				
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Personal Information Student Services	& Financ	cial Aid Employee Serv	vices								
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Submitted for Approval By: Approved By: Waiting for Approval From:					(the	e button wil	l toggle be	tween "Ne	ext" and "P	revious")	
RELEASE: 8.8											

#### Personal Information Student Services & Financial Aid Employee Services SITE MAP HELP EXIT Go Search Time and Leave Reporting 👎 Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75). Select Next or Previous to navigate through the dates within the period. \*\* Account Distribution adjusted on this day. **Time Sheet Title and Number:** Graduate Assistant -- 666007-00 **Department and Number:** Payroll Accounting -- 172400 **Time Sheet Period:** Feb 07, 2016 to Feb 20, 2016 Submit By Date: Feb 23, 2016 by 10:00 AM Earning Shift Sunday Default Total Total Monday Tuesday Wednesday Thursday Friday Saturday Feb 07, 2016 Feb 08, 2016 Feb 09, 2016 Feb 10, 2016 Feb 11, 2016 Feb 12, 2016 Feb 13, 2016 Hours or Units Hours Units Hours Worked (ACA Tracking) 1 Enter Hours 0 Total Hours: 0 0 0 0 0 0 Total Units: C 0 0 Next Position Selection Comments Preview Submit for Approval Restart Click on a day to record hours worked. Submitted for Approval By:

Approved By: Waiting for Approval From:

RELEASE: 8.8

## S PAWS Personal Access Web System

Personal Information Student Services	& Finan	cial Aid Employee Se	rvices									
Search Go											SITE MAP	HELP EXIT
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## S PAWS Personal Access Web System

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Time and Leave Reporting	9												
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Personal Information	Student Services & Financial Aid Employee Services			
Search	Go	SITE MAP HE	ELP EX	KIT
Summary of R	eported Time			

Set your printer layout to Landscape before printing.

Fred Flintstone Graduate Assistant, 666007-00

Payroll Accounting, 172400

#### Time Sheet

Earning Code	Shit	ft Total Hours	Total Units		Monday , Feb 08, 2016		Feb 10,	Thursday , Feb 11, 2016	Friday , Feb 12, 2016	Saturday , Feb 13, 2016	Week 1 Hours	Sunday , Feb 14, 2016	Monday , Feb 15, 2016	Tuesday , Feb 16, 2016	Wednesday, Feb 17, 2016	Thursday , Feb 18, 2016	Friday , Feb 19, 2016	Saturday , Feb 20, 2016	Week 2 Hours
Hours Worked (ACA Tracking)	1	3	5			5						5				-			
Total Hours:			5			5						5							
Total Units:	7			0															

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

SA PAWS Personal Access Web System

Personal Information Student Services	& Finan	cial Aid Employee Ser	vices									
Search Go											SITE MAP HE	LP EXIT
Time and Leave Reporting	9											
Relect the link under a date to enter ho	urs and p	press save. Hours must l	pe entered	to the n	earest quarter hour (x	00,x.25, x.50,x.75).	0					_
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** Account Distribution adjusted o	n this c	lay.										
Time Sheet												
Title and Number:							stant 666007-00					
Department and Number:							ting 172400					
Time Sheet Period:							to Feb 20, 2016					
Submit By Date:						Feb 23, 2016	by 10:00 AM					
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		5										
Save Copy Account Distribution												
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 201	16
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Waiting for Approval From:												
RELEASE: 8.8		-										

## Is PAWS Personal Access Web System

Personal Information Student Services & Financial Aid Employee Services Financial Information Search 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 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 su	bmitted for approval. You will be redirected to the User Logout web page.
PIN:	
Submit	
RELEASE: 8.9	

I PAWS Personal Access Web System

Personal Information Student Services	& Financ	cial Aid Employee Serv	vices								
Search Go											SITE MAP HELP EXIT
Time and Leave Reporting	i -										
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<i>Time Sheet</i> Title and Number:						Graduate Assi	stant 666007-00				
Department and Number:							nting 172400				
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Submitted for Approval By:						You on Feb 20	, 2016				
Approved By: Waiting for Approval From:						Foghorn Legh	orn				
RELEASE: 8.8											

Personal Information	Student Services & Financial Aid	Employee Services
Search	Go	

#### 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.

\*\* 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).

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SITE MAP HELP EXIT

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Time Sheet											
Title and Number:						Graduate Assi	istant 666007-00				
Department and Number:						Payroll Accour	nting 172400				
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016				
Submit By Date:						Feb 23, 2016	by 10:00 AM				
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You on Feb 20, 2016

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Position Selection Comments Preview Next Return Time					
	Position Selection	Comments	Preview	Next	Return Time

#### Submitted for Approval By:

Approved By:

Total Units:

Waiting for Approval From:

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.