Electronic Timesheet (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.

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

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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	
Search Go	SITE MAP HELP EXI
Welcome, Miss Pawla, to the PAWS Information System! Last web access on Jan 04, 2016 at 09:20 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	
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	

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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 Palances	

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File Edit View Favorites Tools Help	
A PAWS PAWS Personal Access Web System	
Personal Information Student Services & Financial Aid Employee Services Financial Information	
Personal Information Student Services & Financial Aid Employee Services Financial Information Search Go Go	SITE MAP HELP EXIT

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



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

<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

File Edit View Favorites Tools Help

S PAWS Personal Access Web System

Search Go		SITE MAP HELP EXIT
Time Sheet Selection		
Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Shee	et.	
Title and Department My Choice Pay Period and Status		
USA Mascot, 006937-00 💿 Jan 10, 2016 to Jan 23, 2016 Not Started 🗸	Choose the proper pay period and click the	
Payroll Accounting, 172400		
Payroll Accounting, 172400	"Time Sheet" button	

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

Go

** Account Distribution adjusted on this day.

Fime Sheet Title and Number: Department and Number: Time Sheet Period: Submit By Date:						USA Mas Payroll A Jan 10, 1 Jan 31, 1	cot 006937-00 Accounting 172400 2016 to Jan 23, 2016 2016 by 10:00 AM	5			
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
Vacation	1		0	0	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
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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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REVIEW OF BUTTON OPTIONS FOLLOWS

SITE MAP HELP EXIT

Personal Information Student Services & Financial Aid Employee Services Financial Information

Search

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.

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** Account Distribution adjusted on this day.

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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
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By: Approved By:

Waiting for Approval From:

RELEASE: 8.8

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

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SITE MAP HELP EXIT

Submitted for Approval By:

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Waiting for Approval From:

RELEASE: 8.8

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

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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
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RELEASE: 8.8

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Time and Leave Reporting

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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
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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SITE MAP HELP EXIT

Personal Information	Student Services & Financial Aid	Employee Services	Financial Information	
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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).

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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		
Vacation	1		0	0	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		
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Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
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SITE MAP HELP EXIT

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Approved By:

Waiting for Approval From:

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

Time and Leave Reporting

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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
Vacation	1		0	o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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Family Member Sick	1		0	o	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
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Personal Information Student Services & Financial Aid Employee Services Financial Information

Search

Time and Leave Reporting

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Position Selection Comments Preview Submit for Approval Restart Next

Click on a day to record hours for the applicable earnings category.

SITE MAP HELP EXIT

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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File Edit View Favorites Tools Help											
Search Go	s & Finan	icial Aid Employee Serv	ices Fina	ncial Info	rmation						SITE MAP HELP EXIT
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Save Copy Account Distribution	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	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
Vacation	1		D (D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Personal Sick	1		D (D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Family Member Sick	1		D (D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
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Enter hours, then either click on "Save", or press

the Enter key on your keyboard.

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

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RELEASE: 8.8

File Edit View Favorites Tools Help											
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Department and Number						Payroll A	counting = 172400				
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	5	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
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Click on "Preview" to

view full timesheet.

Waiting for Approval From: RELEASE: 8.8

Submitted for Approval By:

Other (Call, FML, Jury, etc)

Total Hours:

Total Units:

Approved By:

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Position Selection Comments Preview

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Submit for Approval Restart Next

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Search

SITE MAP HELP EXIT

Summary of Reported Time

Ret your printer layout to Landscape before printing.

Go

Miss Pawla USA Mascot, 006937-00

Payroll Accounting, 172400

Time Sheet

Earning Code	Shit	ft 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
Vacation	1	8			8	3					8	3							0
Total Hours	;:	8			8	3					8	3							0
Total Units	:		C																

Previous Menu Click on "Previous Menu"

RELEASE: 8.9

to return to timesheet.

File Edit View Favorites Tools Help											
Search Go	es & Finan	cial Ald Femployee Sel	vices V F	inancial Info	rmation						SITE MAP HELP EXIT
Time and Leave Reportin	ıg										
Select the link under a date to enter h	ours and p	ress save. Hours must l	e entere	d to the near	est quarter hour (x.00,:	x.25, x.50,x.75).					
Select Next or Previous to navigate th	rough the	dates within the period.									
** Account Distribution adjusted	on this d	ay.									
Time Sheet											
Title and Number: Department and Number:						USA Mas Pavroll A	cot 006937-00 ccounting 172400				
Time Sheet Period:						Jan 10, 2	2016 to Jan 23, 2016				
Submit By Date:						Jan 31, 2	016 by 10:00 AM				
Earning:					Vacation						
Date:					Jan 11, 2016						
Shift:					1						
					8						
Save Copy Account Distribution			— • •		-		L_ •	•	L	- • •	
Earning	Shift	Default Hours or Units	Hours	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
Vacation	1		0	8	Enter Hours	8	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

Enter Hour

Enter Hours

Enter Hours

Enter Hours

Position Selection Comments Preview Submit for Approval Restart Next

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

Holiday Pay

Total Hours: Total Units:

Other (Call, FML, Jury, etc)

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

Enter Hour

Enter Hour

Enter Hour

Enter Hour

Enter Hour

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Enter Hours

Enter Hour

Enter Hour

Enter Hour

File Edit View Favorites Tools Help

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 l	D 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.
PIN:	
Submit	
RELEASE: 8.9	

Personal Information Student Services & Financial Aid Employee Services Financial Information

Search

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.

Go

A Your time sheet was submitted successfully.

** Account Distribution adjusted on this day. sheet was submitted su

Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".

Time Sheet Title and Number:						USA Ma	scot 006937-00				
Department and Number:						Payroll A	Accounting 172400)			
Time Sheet Period:						Jan 10,	2016 to Jan 23, 2016	5			
Submit By Date:						Jan 31,	2016 by 10:00 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
Vacation	1		o	8	Enter Hours	8	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours
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Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)	1		0	0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours
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Total Units:					0 0	C	C) () () c	0
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Submitted for Approval By:

Approved By:

You on Jan 28, 2016

Daisy Duck

Waiting for Approval From:

RELEASE: 8.8

Personal Access Web System LSA PAWS

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

Search

Time Sheet

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.

Go

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).

SITE MAP HELP EXIT

Title and Number:						USA Ma	scot 006937-00					
Department and Number:				Payroll Accounting 172400								
Time Sheet Period:			Jan 10, 2016 to Jan 23, 2016									
Submit By Date:		Jan 31, 2016 by 10:00 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	
Vacation	1		0	8	Enter Hours	s 8	B Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	
Personal Sick	1		o	0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s 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	s Enter Hours	
Holiday Pay	1		0	0	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		0	0	Enter Hours	s Enter Hours	s Enter Hour:	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	
Total Hours:		•		8	() 8	3 () () () () 0	
Total Units:					0 0) () () () () () 0	
Position Selection Comments F	Preview Next	t Return Time										
Submitted for Approval By:						You on .	Jan 28, 2016					
Approved By:												
Waiting for Approval From:				Daisy Duck								
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.