Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:

Employee submission of leave report - 5:00 PM of the 10th day of the month following the month being reported.

Approval of leave report - 5:00 PM of the 13th day of the month following the month being reported.



Personal Access Web System

Personal Information	Employee Services	Financial Information			- 17-3
Search	Go		SITE MAP	HELP	EXIT

Welcome, Betty Rubble, to the PAWS Information System! Last web access on Sep 30, 2016 at 09:20 am

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.

Return to Homepage

RELEASE: 8.7

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



Personal Access Web System

Personal Information Employee Services	Financial Information	
Search Go	RETURN TO MENU SITE MAP HELP	EXIT
Employee		

Electronic Time Sheet Entry of time, approval of time. Leave Reports (Monthly) Entry of leave; approval of leave. (For monthly employees only) Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs. Tax Forms W4 information, W2 Form. Jobs Summary Leave Balances RELEASE: 8.7

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LSA PAWS

Personal Access Web System

Personal Information Employee Services Financial Information			
Search Go	SITE MAP	HELP	EXIT

Time Reporting Selection

Selection Criteria

	My Choice	
Access my Time Sheet:	\bigcirc	
Access my Leave Report:	0	
Approve or Acknowledge Time	e: 🖲	
Approve All Departments:		
Act as Proxy:	Self	~
Act as Superuser:		

Select

RELEASE: 8.10

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LSA PAWS	Personal Access W	/eb System
Personal Information Employee Services I Search Go Approver Selection	Financial Information	SITE MAP HELP EXIT
Time Sheet Department and Description My Choice U, 172400, Payroll Accounting Leave Report Department and Description My Choice U, 172400, Payroll Accounting Sort Order	Pay Period BW, Sep 18, 2016 to Oct 01, 2016 ∨ Leave Period MO, Sep 01, 2016 to Sep 30, 2016 ∨	Under the "Leave Report" section, choose the proper department and pay period and click the "Select" button.
Sort employees' records by Status then by Sort employees' records by Name: Select	My Choice Name:	

RELEASE: 8.10

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Select the employee's name to access additional details.

U, University of South Alabama REVIEW OF QUEUE STATUSES FOLLOWS

COA:U, University of South AlabamaDepartment:172400, Payroll AccountingLeave Period:Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection

Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear 004829 - 00		.00	.00	.00	Approved				Leave Balance Errors
	Associate Payroll Supervisor									
300495265	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

Returned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
J00361061	Daffy Duck				Comments			
	006488 - 00	.00	.00	.00	Leave Balance			
	Assist. Payroll Administrator							

in Progress								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information		
J00525871	Yosemite Sam	00	00	00		Leave Balance		
	Assoc. Payroll Administrator	.00	.00	.00				

Not Started						
ID	Name, Position and Title	Other Information				
J00238168	Mickey Mouse					
	003195 - 00					
	Payroll Supervisor					

COA:	U, University of South Alabama
Department:	172400, Payroll Accounting
Leave Period:	Sep 01, 2016 to Sep 30, 2016
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Open until Oct 13, 2016, 05:00

"Not Started" - Lists those employees who are within the organization (department) number which you are approving, but the employees have not started their leave report. 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 leave report.

PM

Select All, Approve or FYI Change Selection Reset Save

Select the employee's name to access additional details.

Pending	ending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear 004829 - 00		.00	.00	.00	Approved				Leave Balance Errors
	Associate Payroll Supervisor									
300495265	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

Returned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
J00361061	Daffy Duck				Comments			
	006488 - 00	.00	.00	.00	Leave Balance			
	Assist. Payroll Administrator							

n Progress								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information		
300525871	Yosemite Sam 008733 - 00 Assoc, Payroll Administrator	.00	.00	.00		Leave Balance		

Not Started	ot Started								
ID		Name, Position and Title	Other Information						
J00238168		Mickey Mouse							
		003195 - 00							
		Payroll Supervisor							

COA:	U, University of South Alabama
Department:	172400, Payroll Accounting
Leave Period:	Sep 01, 2016 to Sep 30, 2016
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Open until Oct 13, 2016, 05:00

Select the employee's name to access additional details.

"In Progress" – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain "In Progress" until the employee fills in all of their applicable leave, and submits to you for approval.

00 PM

Change Selection

Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear 004829 - 00		.00	.00	.00	Approved				Leave Balance Errors
	Associate Payroll Supervisor									
300495265	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

teturned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
J00361061	Daffy Duck				Comments			
	006488 - 00	.00	.00	.00	Leave Balance			
	Assist. Payroll Administrator							

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00525871	Yosemite Sam 008733 - 00 Assoc. Payroll Administrator	.00	.00	.00		Leave Balance

Not Started								
ID	Name, Position and Title	Other Information						
J00238168	Mickey Mouse							
	003195 - 00							
	Payroll Supervisor							

 \blacksquare Select the employee's name to access additional details.

			• "Pending" – Lists those employees for whom you approve leave, that have submitted their leave report for approval
COA:	U, University	of South Alabama	a
Department:	172400, Payr	oll Accounting	 The "Required Action" column will indicate those awaiting your approval.
Leave Period:	Sep 01, 2016	i to Sep 30, 2016	The "Queue Status" column will indicate "Approved" for those you have already approved
Act as Proxy:	Not Applicabl	e	The Queue status column will indicate Approved for those you have already approved.
Leave Period Leav	e Entry Status: Open until Oc	rt 13, 2016, 05:00	0 PM The Director of Payroll will be the final approval on all leave reports. Between the 14 th and 17 th of the month, final approval will be given, which updates employee leave balances, and moves the status to "Completed".
Change Selection	Select All, Approve or FYI Res	set Save	
Pending 🚽			
TD Name	Desition and Title Dequired	d Action Total D	Dave Tetal Hours Tetal Units Queue Status Approve or EVI Return for Correction Cancel Other Information

ID	Name, Position and Title	Required	Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
300491926	Yogi Bear						Approved				Leave Balance
	004829 - 00			.00	.00	.00					Errors
	Associate Payroll Supervisor										
300495265	Fred Flintstone	Approve									Change Leave Record
	003882 - 00			.00	16.00	.00					Leave Balance
	Payroll Administrator										

teturned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
J00361061	Daffy Duck				Comments			
	006488 - 00	.00	.00	.00	Leave Balance			
	Assist. Payroll Administrator							

n Progress									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information			
J00525871	Yosemite Sam					Leave Balance			
	008733 - 00	.00	.00	.00					
	Assoc. Payroll Administrator								

Not Started								
ID	Name, Position and Title	Other Information						
J00238168	Mickey Mouse							
	003195 - 00							
	Payroll Supervisor							

Select the employee's name	e to access additional details.	"Returned for Correction" – Lists those leave reports that have been
COA:	U, University of South Alabama	the energies of the possibly the Paylon Onice for contection by
Department:	172400, Payroll Accounting	ine employee.
Leave Period:	Sep 01, 2016 to Sep 30, 2016	
Act as Proxy:	Not Applicable	
Leave Period Leave Entry	y Status: Open until Oct 13, 2016, 05:00 PM	1
Change Selection Select	All, Approve or FYI Reset Save	

Pending ID Required Action Total Days Total Hours Total Units Queue Status Approve or FYI Return for Correction Cancel Other Information Name, Position and Title J00491926 Yogi Bear Approved Leave Balance .00 .00 .00 004829 - 00 Errors Associate Payroll Supervisor J00495265 Fred Flintstone Change Leave Record Approve .00 16.00 .00 003882 - 00 Leave Balance Payroll Administrator

Returned for Corre	ction 🧲					
ID	Name,	Position and Title	Total Days	Total Hours	Total Units	Other Information
J00361061	Daffy Du	ick				Comments
	006488 ·	- 00	.00	.00	.00	Leave Balance
	Assist. P	ayroll Administrator				

in Progress												
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information						
J00525871	Yosemite Sam					Leave Balance						
	008733 - 00	.00	.00	.00								
	Assoc. Payroll Administrator											

Not Started										
ID	Name, Position and Title	Other Information								
J00238168	Mickey Mouse									
	003195 - 00									
	Payroll Supervisor									

Select All, Approve or FYI

Save

Reset

Change Selection

\blacksquare Select the employee's name to access additional details.		Selecting an employee for review:
COA:	U, University of South Alabama	Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.
Department:	172400, Payroll Accounting	selection will access the employee's leave report.
Leave Period:	Sep 01, 2016 to Sep 30, 2016	
Act as Proxy:	Not Applicable	
Leave Period Leave Entry S	Status: Open until Oct 13, 2016, 05:00 PM	

Pending ID Required Action Total Days Total Hours Total Units Queue Status Approve or FYI Return for Correction Cancel Other Information Name, Position and Title J00491926 Yogi Bear Approved Leave Balance .00 .00 .00 004829 - 00 Errors Associate Payroll Supervisor J00495265 Fred Flintstone Change Leave Record Approve .00 16.00 .00 003882 - 00 Leave Balance Payroll Administrator

Returned for Corre	eturned for Correction												
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information								
J00361061	Daffy Duck				Comments								
	006488 - 00	.00	.00	.00	Leave Balance								
	Assist. Payroll Administrator												

in Progress													
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information							
J00525871	Yosemite Sam					Leave Balance							
	008733 - 00	.00	.00	.00									
	Assoc. Payroll Administrator												

Not Started										
ID	Name, Position and Title	Other Information								
J00238168	Mickey Mouse									
	003195 - 00									
	Payroll Supervisor									





Personal Information Employee Services	Financial Information			
Search Go	The employee's leave record is available for review, action as	SITE MAP	HELP	EXIT
Employee Details	necessary, and also displays the current status.			

Select Next or Previous to access another employee.



Leave Balances | Routing Queue

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday , Sep 03, 2016	, Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	, Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Mor Sep 201
Vacation	8			8																	
Personal Sick	8								8												
Total Hours:	16			8					8												
Total Units:		0																			



Personal Access Web System



Search		REVIEW	OF ACTIC	<u>)N BL</u>	<u> ITTONS FO</u>	OLLOW	<u>V</u>		SITE MAP	HELP EXIT
Employee [etails	Note that	action but	ions av	vailable are	e deper	ndent upon a tir	ne sheet's status.		
Relect Next or P	revious to acc	ess another employee.								
Employee ID and Title:	Name:	J00495265 003882-00	5 Fred Flintstone) Payroll Administrato	or	D	epartment a ransaction S	nd Description: tatus:	U 172400 Payroll Accounting Pending	1	
		Debum for Consettion	Change Decard	Delete	Add Commont	Drovious	Mout			

Leave Balances | Routing Queue

Earnings	Total	Tota	Thursday ,	, Friday ,	Saturday ,	, Sunday ,	Monday	, Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday	, Sunday ,	, Monday ,	Tuesday ,	, Wednesday,	, Thursday ,	, Friday ,	Saturday	, Sunday ,	Mor
	Hours	s Units	Sep 01,	Sep 02	, Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation	5	R		8	X																
	Ì																				
Personal Sick	8	8							8	5											
Total Hours:	16	6		8	3				8												
Total Units:		0)																		



Earnings	Total	Tota	Thursday	, Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday	, Wednesday,	, Thursday ,	, Friday ,	Saturday ,	, Sunday ,	, Monday ,	Tuesday ,	Wednesday,	Thursday ,	, Friday ,	Saturday ,	Sunday ,	, Mor
	Hours	Units	Sep 01, 2016	Sep 02, 2016	Sep 03, 2016	Sep 04, 2016	Sep 05, 2016	Sep 06, 2016	Sep 07, 2016	Sep 08, 2016	Sep 09, 2016	Sep 10, 2016	Sep 11, 2016	Sep 12, 2016	Sep 13, 2016	Sep 14, 2016	Sep 15, 2016	Sep 16, 2016	Sep 17, 2016	Sep 18, 2016	Sep 201
Vacation	8	3		8																	
Personal Sick	8	3							8	3											
Total Hours:	16	5		8					8	3											
Total Units:		C																			

LSA PAWS			Perso	onal A	ccess Web S	ystem					
Personal Informati	ion Employ	ree Services Financial Info	ormation								
Search		• "Approve	e" – Click	this k	outton to	appro	ove the le	ave repo	rt.	SITE MAP	HELP EXIT
Employee D	etails										
Select Next or Pre	evious to acc	ess another employee.									
Employee ID and I Title:	Name:	J00495265 003882-00	5 Fred Flintstone) Payroll Administrato	r	De Tr	partment a ansaction S	nd Description: tatus:		U 172400 Payroll Accounting Pending		
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next				
	T				Leave Balances	Routing Que	Je				

Leave R	epor	t																			
Earnings	s Tota Hou	l Tota rs Unit	al Thursday s Sep 01, 2016	, Friday , Sep 02, 2016	, Saturday , Sep 03, 2016	, Sunday , Sep 04, 2016	, Monday , Sep 05, 2016	, Tuesday , Sep 06, 2016	, Wednesday, Sep 07, 2016	, Thursday Sep 08, 2016	, Friday Sep 09 2016	, Saturday , Sep 10, 2016	, Sunday Sep 11, 2016	, Monday Sep 12, 2016	, Tuesday Sep 13, 2016	, Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	, Friday , Sep 16, 2016	, Saturday , Sep 17, 2016	, Sunday , Sep 18, 2016	, Mo Sep 201
Vacation		8		8	3																
Personal Sick		8							8	3											
Total Hours:	1	16		8	3				8	3											
Total Units:			0																		



Earnings	Total Hours	Total Units	Thursday Sep 01, 2016	, Friday , Sep 02, 2016	, Saturday , Sep 03, 2016	Sunday , Sep 04, 2016	, Monday , Sep 05, 2016	, Tuesday , Sep 06, 2016	, Wednesday, Sep 07, 2016	, Thursday Sep 08, 2016	, Friday , Sep 09, 2016	Saturday Sep 10, 2016	, Sunday , Sep 11, 2016	Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	, Wednesday, Sep 14, 2016	Thursday Sep 15, 2016	, Friday , Sep 16, 2016	, Saturday , Sep 17, 2016	, Sunday , Sep 18, 2016	Mor Sep 201
Vacation	8			8																	
Personal Sick	8								8	3											
Total Hours:	16			8					8	3											
Total Units:		0)																		

LSA PAW	/S				P	ersona	al Access	Web S	ystem	1									
Personal Inform Search Employee	Details	yee Service Go " C ON	Financia Change the le	e Rec eave	tion Cord″ repo	– Giv rt as s	ves the shown o	super on the	visor e follo	the a owing	bility pag	to ch e.	nange	e leave	enter	ed	SITE MAP	HELP EXI	п
Relect Next or	Previous to ac	cess anothe	er employee.	í.															
Employee ID an Title:	nd Name:		J0049 0038	95265 Fre 82-00 Pay	d Flintstone roll Admini	e istrator		D	epartme ransactio	nt and Des on Status:	cription:			U 17240 Pending	0 Payroll Acc	counting			
Previous Menu	Approve	Return	for Correct	ion Ch	ange Rec	ord De	lete Add (Comment	Previo	us Next									
					T		Leave	e Balances	Routing	Queue									
Leave Report				-		L .		 .			-		L					1	
Earnings Total Hours	Total Thursd Units Sep 01, 2016	y , Friday Sep 02 2016	, Saturday , , Sep 03, 2016	Sunday, Sep 04, 2016	, Monday , Sep 05, 2016	, Tuesday Sep 06, 2016	, Wednesday, Sep 07, 2016	, Thursday Sep 08, 2016	, Friday , Sep 09, 2016	Saturday , Sep 10, 2016	Sunday, Sep 11, 2016	, Monday Sep 12, 2016	, Tuesday Sep 13, 2016	, Wednesday, Sep 14, 2016	, Thursday , Sep 15, 2016	, Friday Sep 16, 2016	Saturday Sep 17, 2016	Sunday Sep 18, 2016	, Moi Sep 201
Vacation 8	2010	{	3	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	201
Personal Sick 8							8	3											+

Total Hours:

Total Units:

Access any leave category and day by clicking directly on the blue link as applicable. Fred Flintstone

Leave Report Name:

Title and Number:

Department and Number:

Leave Report Period: Submit By Date: Fred Flintstone Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 13, 2016 by 05:00 PM

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation	:	3	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8
Family Member Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Negative Vacation		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Administrative Leave		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Negative Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Partial Day Vacation - Exempt		þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Partial Day Sick Exempt		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Non-TRS Sick		þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	10	5	0	8	0	0	0	0	8





Personal Information Employee S	Financial Information		-8
Search Go	"Delete" – This button will in	nitiate a dialogue box to conf	Firm deletion. Once SITE MAP HELP EXIT
Employee Details	deleted, the employee's le	eave report will return to a "No	ot Started" status.
Select Next or Previous to access	another employee.		
Employee ID and Name: Title: Previous Menu Approve R	J00495265 Fred Flintstone 003882-00 Payroll Administrator eturn for Correction Change Record Delete	Department and Description: Transaction Status:Add CommentPreviousNext	U 172400 Payroll Accounting Pending
	1	Leave Balances Routing Queue	

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday Sep 03, 2016	, Sunday , Sep 04, 2016	, Monday , Sep 05, 2016	, Tuesday , Sep 06, 2016	Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	, Friday , Sep 09, 2016	Saturday Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	, Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	, Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday Sep 18, 2016	Mor Sep 201
Vacation	8	3		8																	
Personal Sick	8	3							8												
Total Hours:	16	5		8	5				8												
Total Units:		0)																		





Personal Information Employee Services Financial Information														
iearch Go "Add Comment" – Free form field to add comments, which becomes a permanent record with the leave report. Employee Details Select Next or Previous to access another employee.														
Select Next or Previous to access another employee.														
Employee ID and Name:J00495265 Fred FlintstoneDepartment and Description:U 172400 Payroll AccountingTitle:003882-00 Payroll AdministratorTransaction Status:Pending														
Previous Menu Approve Return for Correction Change Record Delete Add Comment Previous Next														

Earnings	Total Hours	Tota S Units	Thursday , Sep 01, 2016	Friday Sep 02, 2016	, Saturday , , Sep 03, 2016	, Sunday , Sep 04, 2016	, Monday Sep 05, 2016	, Tuesday , Sep 06, 2016	Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	, Saturday Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	, Friday , Sep 16, 2016	Saturday , Sep 17, 2016	, Sunday , Sep 18, 2016	Mor Sep 201
Vacation	8	3		8	3																
Personal Sick	8	3							8												
Total Hours:	10	5		8	3				8												
Total Units:		(





Personal Informat	tion Employ	ee Services Financial Info	ormation											
^{search} "Previous" and "Next" – These buttons will access the previous or next														
Employee Details employee's leave record as applicable as it appeared in the queue listing.														
Select Next or Pr	revious to acc	ess another employee.												
Employee ID and Title:	Name:	J00495265 003882-00	; Fred Flintstone) Payroll Administrato	or	D T)epartment a Transaction S	nd Description: tatus:	U 172400 Payroll Accounting Pending	2.					
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next							

Leave Balances | Routing Queue

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday , Sep 03, 2016	Sunday , Sep 04, 2016	Monday , Sep 05, 2016	, Tuesday , Sep 06, 2016	Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	, Tuesday , Sep 13, 2016	Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Mor Sep 201
Vacation	8			8																	
Personal Sick	8								8												
Total Hours:	16			8					8												
Total Units:		0																			

Earnings	Total Hours	Total Units	Thursday Sep 01, 2016	, Friday , Sep 02, 2016	Saturday Sep 03, 2016	, Sunday , Sep 04, 2016	, Monday , Sep 05, 2016	, Tuesday , Sep 06, 2016	, Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday Sep 12, 2016	, Tuesday , Sep 13, 2016	, Wednesday, Sep 14, 2016	, Thursday , Sep 15, 2016	, Friday , Sep 16, 2016	Saturday , Sep 17, 2016	, Sunday , Sep 18, 2016	Monday , Sep 19, 2016	, Tue Sep 201
Vacation	8	3		8																		
Personal Sick	8	3							8													
Total Hours:	16	5		8					8													
Total Units:		C																				

Leave Balances as	of Sep 30, 2016						
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue	
Name	Action and Date
Fred Flintstone	Originated Sep 30, 2016 08:50 am
Fred Flintstone	Submitted Sep 30, 2016 08:51 am
Betty Rubble	Pending
Robin Hood Lankford	In the Queue
Previous Menu Approve Return	for Correction Change Record Delete Add Comment Previous Next

Leave balances for the employee will be shown below the leave reported. The "Available Balance" will be updated by the leave reported once the status is moved to "Completed".

Leave Report | Routing Queue

Earnings	Total Hours	Total Units	Thursday Sep 01, 2016	, Friday , Sep 02, 2016	Saturday , Sep 03, 2016	, Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	, Tuesday , Sep 13, 2016	Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	, Friday , Sep 16, 2016	, Saturday , Sep 17, 2016	, Sunday , Sep 18, 2016	Monday Sep 19, 2016	, Tue Sep 201
Vacation	8	3		8	3																	
Personal Sick	8	3							8													
Total Hours:	16	5		8	5				8													
Total Units:		C)																			

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue							
Name				📕 🖌 Acti	on and Date		
Fred Flintstone				Origi	inated Sep 30, 2016	08:50 am	
Fred Flintstone				Subr	nitted Sep 30, 2016	08:51 am	
Betty Rubble				Pend	ling		
Robin Hood Lankfor	ď			In th	ie Queue		
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next

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 the Director of Payroll has approved the leave report, the status will be updated to "Completed".

Leave Report | Routing Queue

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	, Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	, Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	, Friday , Sep 09, 2016	Saturday , Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	, Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	, Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Monday , Sep 19, 2016	Tue Sep 201
Vacation	8			8	5																	
Personal Sick	8								8													
Total Hours:	16			8	5				8													
Total Units:		C																				

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue					
Name			A	ction and Date	
Fred Flintstone			O	riginated Sep 30, 2016 08:50 am	
Fred Flintstone			S	ubmitted Sep 30, 2016 08:51 am	
Betty Rubble			📄 Ре	ending	
Robin Hood Lankford			In	the Queue	
Previous Menu Approve I	Return for Correction	Change Record	Delete	e Add Comment Previous Next	t
				Leave Report Routing Queue	

Once you are ready to approve the leave record, click on the "Approve" button. You will see your queue status go from "Pending" to "Approved" as shown on the next page.

Earnings	Total Hours	Total Units	Thursday Sep 01, 2016	, Friday , Sep 02, 2016	Saturday Sep 03, 2016	, Sunday Sep 04, 2016	, Monday Sep 05, 2016	, Tuesday , Sep 06, 2016	, Wednesday, Sep 07, 2016	Thursday , Sep 08, 2016	, Friday , Sep 09, 2016	Saturday Sep 10, 2016	, Sunday , Sep 11, 2016	, Monday , Sep 12, 2016	, Tuesday , Sep 13, 2016	, Wednesday, Sep 14, 2016	Thursday Sep 15, 2016	, Friday , Sep 16, 2016	Saturday Sep 17, 2016	, Sunday Sep 18, 2016	, Monday , Sep 19, 2016	Tu Se 20
Vacation	8			8																		
Personal Sick	8								8													
Total Hours:	16			8					8													
Total Units:		C)																			

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	C	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	C	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

The status of the leave report will remain "Pending" until **Routing Queue** Action and Date Name the Director of Payroll (currently Robin Lankford) or her Fred Flintstone Originated Sep 30, 2016 08:50 am designee approves the leave report. This will occur Fred Flintstone Submitted Sep 30, 2016 08:51 am between the 14th and the 17th of the month. Once she Betty Rubble Approved Sep 30, 2016 10:05 am Robin Hood Lankford Pending approves the leave report the status will move to "Completed", and leave balances will be updated. Previous Menu Previous Next Click "Previous Menu" to return to queue.

Leave Report | Routing Queue

Change Selection

Select the employee's name to access additional details.

COA:	U, University of South Alabama	The queue listing will display up to date statuses of each leave report. Once a leave					
Department:	172400, Payroll Accounting	report is approved by you:					
Leave Period:	Sep 01, 2016 to Sep 30, 2016	The Leave Depart status will remain "Depaine"					
Act as Proxy:	Not Applicable	 The Leave Report status will remain "Pending" 					
Leave Period Leave Entry	Status: Open until Oct 13, 2016, 05:00 PM						

• The "Required Action" will be blank and ...

The "Queue Status" will be "Approved"

Pending 🚽											
ID	Name, Position and Title	Required Action	Total D	ays 🛛	Fotal Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear						Approved				Leave Balance
	004829 - 00			.00	.00	.00					Errors
	Associate Payroll Supervisor										
300495265	Fred Flintstone	L					Approved				Leave Balance
	003882 - 00			.00	16.00	.00					
	Payroll Administrator										

Returned for Correction					
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
J00361061	Daffy Duck				Comments
	006488 - 00	.00	.00	.00	Leave Balance
	Assist. Payroll Administrator				

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00525871	Yosemite Sam	.00	.00	.00		Leave Balance
	Assoc. Payroll Administrator	100				

Not Started						
ID	Name, Position and Title	Other Information				
J00238168	Mickey Mouse					
	003195 - 00					
	Payroll Supervisor					

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.