Leave Reporting for Monthly Employees (through PAWS)

Important days to note:

18th of each reporting month – Leave Reports (through PAWS) opens for entry.

10th of each month (following reporting month) – **Deadline for submittal of leave report by employee** (by 5:00pm).

13th of each month (following reporting month) – Deadline for approval of leave reports by supervisors (by 5:00pm).

Submitting a leave report when there has been no leave taken





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

Welcome, Fred Flintstone, to the PAWS Information System! Last web access on Sep 28, 2016 at 10:54 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.

Return to Homepage

RELEASE: 8.7

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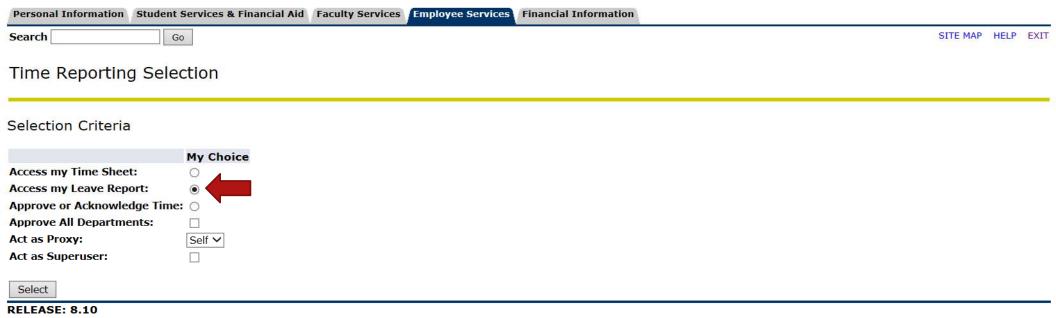
Once logged into PAWS, you should have a menu similar to the one above. Click on "Employee Services".





RELEASE: 8.7





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<u>IF</u> you <u>ARE</u> an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you <u>WILL</u> see these choices. To access your own leave reporting, click on the bullet next to "Access my Leave Report:", then click the "Select" button.





Personal Information Student Ser	vices & Financial Aid / Employee Services	
Search Go		SITE MAP HELP EXIT
Leave Report Selection		
Title and Department Payroll Administrator, 003882-00 Payroll Accounting, 172400	My Choice Leave Report Period and Status Sep 01, 2016 to Sep 30, 2016 Not Started >	Choose the proper pay period and click the "Leave Report" button.
Leave Report		

RELEASE: 8.8

Personal Information Student Services & Financial Aid	Employee Services	
Search Go	SITE MAP HEL	LP EXIT

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

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

Leave Report

Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

out the same of th					10, 2010 2, 00.00				
Earning	Total Hours					Sunday Sep 04, 2016			Wednesday Sep 07, 2016
Vacation	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	C		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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

Submitted for Approval By:

Approved By: Waiting for Approval From:



Submitting a leave report with no hours reported does not require entry of time (no need to key zeroes). Click on "Submit for Approval" in order to submit leave report to your supervisor for approval.





Personal Information Student Services & Financial Aid Employee Services			
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 submitted for approval. You will be redirected to the Use	ser Logout	web pa	ige.
Entry of your PIN will again be required in order to certify your leave repor	t.		

RELEASE: 8.9

Personal Information Student Services & Financial Aid Employee Services	
Search Go	SITE MAP HELP E
Time and Leave Reporting	

Select Next or Previous to navigate through the dates within the period.	
Your leave report was submitted successfully. No hours entered.	Once you submit your leave report you will receive a "No Hours entered." message. This message is for information purposes, and does not affect the leave report moving
	forward to the approver.

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).

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Sabilit by butci				000	10, 2010 by 03.00 114				
Earning	Total Hours					Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	(o o	0	0	0	C	0	0	0
Total Units:		0	0	0	0	C	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble

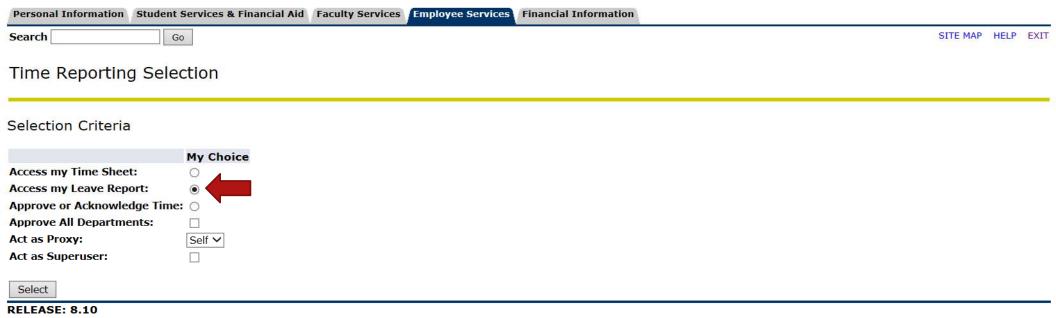
Submitting a leave report when there has been leave taken to report





RELEASE: 8.7





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<u>IF</u> you <u>ARE</u> an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you <u>WILL</u> see these choices. To access your own leave reporting, click on the bullet next to "Access my Leave Report:", then click the "Select" button.





Personal Information Student Ser	vices & Financial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Leave Report Selection		
Title and Department	My Choice Leave Report Period and Status	
Payroll Administrator, 003882-00 Payroll Accounting, 172400	● Sep 01, 2016 to Sep 30, 2016 Not Started ∨	Choose the proper pay period and click the "Leave Report" button.
Leave Report		

RELEASE: 8.8

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

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

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

Leave Report
Title and Number:

Department and Number: Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit by Date.	oct 10, 2010 by 03:00 FM								
Earning	Total Hours		Thursday Sep 01, 2016			Sunday Sep 04, 2016			Wednesday Sep 07, 2016
Vacation	1	o	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	,	0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	1	0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	(0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	(0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	1	0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	-	0	0	0	0	C	0	0	0
Total Units:		0	0	0	0	C	0	0	0

Position Selection Comments Preview Submit for Approval Restart Nex	Position Selection	Comments	Preview	Submit for Approval	Restart	Next
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Submitted for Approval By:

Approved By:

Waiting for Approval From:

REVIEW OF BUTTON OPTIONS FOLLOWS

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

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

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

Next

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours		Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016		Wednesday Sep 07, 2016
Vacation		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	0	0	C) (0	0	0
Total Units:		0	0	0	C)	0	0	0

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

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

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

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

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

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

Leave Report
Title and Number:
Department and Number:

Leave Report Period: Submit By Date: Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours	Total Units	Thursday Sep 01, 2016			Sunday Sep 04, 2016			Wednesday Sep 07, 2016
Vacation	C		Enter Hours	Enter Hours	Enter Hours			Enter Hours	Enter Hours
Personal Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	(0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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

Submitted for Approval By: Approved By:

Waiting for Approval From:

"Comments" - Available for free-form comments.

Personal Information	Student Services & Financial Aid Emp	proyee services			
Search	Go	s S	ITE MAP	HELP I	EXIT

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

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

Leave Report
Title and Number:
Department and Number:

Leave Report Period: Submit By Date: Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours	Total Units			Saturday Sep 03, 2016				Wednesday Sep 07, 2016
Vacation	C		Enter Hours	Enter Hours	Enter Hours		Enter Hours	Enter Hours	Enter Hours
Personal Sick	С		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	С)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	c		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	С		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	С		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	c		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:

Comments

Preview

Submit for Approval

Restart

Next

Approved By:

Position Selection

Waiting for Approval From:

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

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

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

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

Leave Report
Title and Number:
Department and Number:

Leave Report Period: Submit By Date: Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours	Total Units			Saturday Sep 03, 2016				Wednesday Sep 07, 2016
Vacation	C)	Enter Hours	Enter Hours	Enter Hours		Enter Hours	Enter Hours	Enter Hours
Personal Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	C)	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: Approved By:

Comments

Preview

Submit for Approval

Next

Waiting for Approval From:

Position Selection

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

Personal Information Stu	ident Services & Financial Aid	Employee Services	
Search	Go		SITE MAP H

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.

Leave Report
Title and Number:
Department and Number:

Leave Report Period: Submit By Date: Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

	500 157 2515 57 55155 11									
Earning	Total Hours	Total Units	Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016	
Vacation	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Personal Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Family Member Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Death in Family	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Family Medical Leave Sick	C)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Family Medical Leave Vacation	C	o o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Other	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	(0	0	C	C	0	0	0	
Total Units:		ó	0	0	C	C	0	0	0	

Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

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

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

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

Leave Report
Title and Number:
Department and Number:

Leave Report Period: Submit By Date: Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Click to advance seven days.

Earning Total Total Thursday Friday Saturday Sunday Monday Tuesday Wednesday Sep 06, 2016 Hours Units Sep 01, 2016 Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 Sep 05, 2016 Sep 07, 2016 Vacation Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours Enter Hours** Enter Hours Personal Sick Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours Enter Hours** Enter Hours Family Member Sick Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours Enter Hours Enter Hours** Death in Family Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours Enter Hours** Enter Hours Jury Duty Enter Hours Enter Hour Enter Hours **Enter Hours** Enter Hours **Enter Hours** Enter Hours Family Medical Leave Sick Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours Enter Hours Enter Hours** Family Medical Leave Vacation Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours** Enter Hours Other Enter Hours Enter Hours Enter Hours Enter Hours **Enter Hours Enter Hours** Enter Hours Total Hours: Total Units:

Submitted for Approval By:

Comments

Preview

Submit for Approval

Restart

Next

Approved By:

Position Selection

Waiting for Approval From:

Personal Information	Student Services & Financial Aid	Employee Services					
Search	Go						

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.

Leave Report

Submit By Date:

Title and Number: Department and Number: Leave Report Period: Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Section 2010 by School 11												
Earning	Total Hours	Total Units	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			
Vacation		p	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
Personal Sick	(o o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
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	(o o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
Total Hours:	(o o	C	O	0	С	0	O	0			
Total Units:		C	O	O	0	C	0	C	0			

Position Selection Comments

Submitted for Approval By:

Preview

Submit for Approval

Restart

Previous

Approved By:

Waiting for Approval From:

Next

Click to advance seven days.

Click to go back seven days.

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

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

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

Leave Report
Title and Number:
Department and Number:
Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours					Sunday	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016	
Vacation	()	Enter Hours							
Personal Sick	(D	Enter Hours	Enter Hours	Enter Hours					
Family Member Sick	(D	Enter Hours	Enter Hours	Enter Hours					
Death in Family	(D	Enter Hours	Enter Hours	Enter Hours					
Jury Duty	(D	Enter Hours	Enter Hours	Enter Hours					
Family Medical Leave Sick	(D	Enter Hours	Enter Hours	Enter Hours					
Family Medical Leave Vacation	(D	Enter Hours	Enter Hours	Enter Hours					
Other	(o o	Enter Hours	Enter Hours	Enter Hours					
Total Hours:	(o o	C	O	0	С	0	O	0	
Total Units:		С	0	O	0	C	0	O	0	

Position Selection	Comments	Preview	Submit for Approval	Restart	Previous	Next	

Submitted for Approval By: Approved By:

Waiting for Approval From:

Click on a day to record hours for applicable leave (an entry box will appear.)

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

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.

Leave Report Title and Number: Department and Number: Leave Report Period:

Submit By Date:

Earning: Date:

Hours:
Save Copy

Personal Sick Sep 09, 2016 Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Enter hours for each day absent. Clicking on "Save", or pressing the "Enter" key on your keyboard will save your input. This must be done independently for each day.

Earning	Total	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	Hours								Sep 14, 2016
Vacation	(D	Enter Hours						
Personal Sick	(D	Enter Hours						
Family Member Sick	(D	Enter Hours						
Death in Family	(D	Enter Hours						
Jury Duty	(D	Enter Hours						
Family Medical Leave Sick	(D	Enter Hours						
Family Medical Leave Vacation	(D	Enter Hours						
Other	(D	Enter Hours						
Total Hours:	(D	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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

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

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

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Save Copy

Earning:
Date:
Hours:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Personal Sick Sep 09, 2016

Earning	Total								Wednesday
	Hours	Units	Sep 08, 2016	Sep 09, 2016	Sep 10, 2016	Sep 11, 2016	Sep 12, 2016	Sep 13, 2016	Sep 14, 2016
Vacation	()	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours	s Enter Hours
Personal Sick	8	3	Enter Hours	8	8 Enter Hours	rs Enter Hours	es Enter Hours	es Enter Hours	Enter Hours
Family Member Sick	()	Enter Hours	Enter Hours	s Enter Hours	rs Enter Hours	es Enter Hours	es Enter Hours	Enter Hours
Death in Family	()	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	Enter Hours
Jury Duty	()	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	es Enter Hours	s Enter Hours	Enter Hours
Family Medical Leave Sick	()	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	es Enter Hours	es Enter Hours	s Enter Hours
Family Medical Leave Vacation	()	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours	s Enter Hours
Other	()	Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours	s Enter Hours
Total Hours:	8	3	0	8) () (0	0
Total Units:		O	0	0	() () (0	0

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

Click on "Preview" to view full leave report for the month.

Search			GO										SITE	HAP HELF	EXII
Sum	mary	of Repo	rted Ti	me											
Set y	our printe	er layout to L	andscape b	efore printin	g.										
	intstone Adminis	trator, 0038	82-00									Payr	oll Accou	unting, 172	2400
Leave	Report														
Earning Code		otal Thursd Inits Sep 01, 2016		Saturday Sep 03, 2016				Sep 09,	Sep 11,	Sep 12,	Wednesday, Sep 14, 2016		Sep 16,	Sep 17,	Sunday, Sep 18, 2016

CITE MAD LIELD EVIT

Previous Menu

RELEASE: 8.9

Personal Sick Total Hours: Total Units:

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Personal Information Student Services & Financial Aid Employee Services

Use this bar to scroll across to view more days.







Personal Information Student Services & Financial Aid Employee Services			
gearch Go	SITE MAP	HELP	EXIT
Summary of Reported Time			
Set your printer layout to Landscape before printing.			

Payroll Accounting, 172400

Fred Flintstone

Payroll Administrator, 003882-00

Leave I	Repor	t																		
Earning	Total	Total	Thursday	Friday ,					Wednesday,											Sunday
Code	Hours	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,
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
Personal																				
Sick	8	8									8								1 !	1
Total																				
Hours:	8										8								1 !	1
Total																			1 !	1
Units:		0																	1 !	1
1	1	1	I	1	1	1	I	I	1	1	I	I	1	1	I	1	I	I	1 /	1

Previous Menu

Click on "Previous Menu" to return to leave reporting.

RELEASE: 8.9

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

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.

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit By Date: Earning:

Save Copy

Date: Hours: Personal Sick Sep 09, 2016

Earning	Total Hours	Total Units						Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation	()	Enter Hours		Enter Hours				
Personal Sick	8	3	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	(D	Enter Hours	Enter Hours					
Death in Family	(D	Enter Hours	Enter Hours					
Jury Duty	()	Enter Hours	Enter Hours					
Family Medical Leave Sick	()	Enter Hours	Enter Hours					
Family Medical Leave Vacation	(o o	Enter Hours	Enter Hours					
Other	()	Enter Hours	Enter Hours					
Total Hours:	8	3	0	8	0	0	0	O	О
Total Units:		0	0	0	0	0	0	O	0

Position Selection Comments

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



Submit for Approval

Previous

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





Personal Information Student Services & Financial Aid Employee Services			
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 submitted for approval. You will be redirected to the Use	ser Logout	web pa	ige.
Entry of your PIN will again be required in order to certify your leave repor	t.		

RELEASE: 8.9

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Student Services & Financial Aid Employee Services

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

△ Your leave report was submitted successfully.

Once leave report has been certified, you will get the message "Your leave report was submitted successfully".

SITE MAP HELP EXIT

Leave Report Title and Number: Department and Number: Leave Report Period: Cubmit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10 2016 by 05:00 PM

Submit By Date:					10, 2016 by 05:00 PM				
Earning	Total Hours	Total Units	Thursday Sep 01, 2016		Saturday Sep 03, 2016				Wednesday Sep 07, 2016
Vacation		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	8	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(o	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	()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8	3	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By:

You on Sep 28, 2016

Waiting for Approval From:

Betty Rubble

Approved By:

Personal Information Student Services & Financial Aid	Employee Services
Search Go	

SITE MAP HELP EXIT

4

Time and Leave Reporting

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

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

▲ Your leave report was submitted successfully.

After leave has been entered and submitted, two options are to exit PAWS, or click on "Position Selection" to view new status of leave report.

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit By Date:				Oct 1	10, 2016 by 05:00 PM	*			
	Total Hours								Wednesday Sep 07, 2016
Vacation		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours
Personal Sick		8	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours
Death in Family		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours
Jury Duty		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours
Family Medical Leave Sick		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	es Enter Hours
Other		0	Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours
Total Hours:		8	()	,	0 (5	1	0
Total Units:		С	, (0	(3 () C	,	0

Position Selection	Comments	Preview	Next

Submitted for Approval By:

You on Sep 28, 2016

Approved By:

Betty Rubble

Waiting for Approval From:



Title and Department	My Choice Leave Report Period and Status		
Leave Report Selection	on		
Search Go		SITE MAP HEI	LP EXI
Personal Information Student St	Eliployee Services		

Sep 01, 2016 to Sep 30, 2016 Pending ✓

Leave Report

RELEASE: 8.8

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Payroll Administrator, 003882-00

Payroll Accounting, 172400

Dersonal Information Student Services & Financial Aid Employee S

Once leave reporting has been submitted to your supervisor, the status of the leave report will be "Pending". After your supervisor has approved the leave report, the status will remain "Pending" until the Payroll Office has processed the leave taken and updated the leave balances, at which time the status will become "Completed". The Payroll Office will process the leave report between the 14th and 17th of the month.

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.