

Electronic Timesheet (Non-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.

[HTTP://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL](http://www.southalabama.edu/departments/financialaffairs/payroll)

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

Search

Employee

[Electronic Time Sheet](#)

Entry of time, approval of time.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

 Click to access Time Sheet

RELEASE: 8.11.2

Search


Time Reporting Selection

Select 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

My Choice

Access my Time Sheet: 

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

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.

IF you **ARE** an approver of someone else's time sheet, then you **WILL** 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](#)

Search

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Disney Character II, 003039-00 Payroll Accounting, 172400	<input checked="" type="radio"/>	Jan 10, 2016 to Jan 23, 2016 Not Started

RELEASE: 8.8

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: Disney Character II -- 003039-00

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
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

REVIEW OF BUTTON OPTIONS FOLLOWS

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



Disney Character II -- 003039-00
 Payroll Accounting -- 172400
 Jan 10, 2016 to Jan 23, 2016
 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
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

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

RELEASE: 8.8

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: Disney Character II -- 003039-00

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
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



"Comments" – Available for free-form comments.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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: Disney Character II -- 003039-00
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
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



"Preview" – For a "cleaner" view of hours input.

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

RELEASE: 8.8

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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Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



“Submit for Approval” – Used when ready to submit time to your supervisor. User certification will follow, using PIN.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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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Department and Number: Payroll Accounting -- 172400

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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
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



“Restart” – Will completely re-start the timesheet, clearing all fields.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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: Disney Character II -- 003039-00

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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
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



Click to advance to next week, or go back to previous week (the button will toggle between "Next" and "Previous")

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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: Disney Character II -- 003039-00
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
Regular Pay	1		0	0	Enter Hours	 Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

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

RELEASE: 8.8

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

Disney Character II -- 003039-00
 Payroll Accounting -- 172400
 Jan 10, 2016 to Jan 23, 2016
 Jan 31, 2016 by 10:00 AM

Earning: Regular Pay
Date: Jan 11, 2016
Shift:
Hours:

Regular Pay
 Jan 11, 2016



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 10, 2016	Monday Jan 11, 2016	Tuesday Jan 12, 2016	Wednesday Jan 13, 2016	Thursday Jan 14, 2016	Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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

Enter hours, then either click on "Save", or press the Enter key on your keyboard.

RELEASE: 8.8

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: Disney Character II -- 003039-00
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: Regular Pay
Date: Jan 11, 2016
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 10, 2016	Monday Jan 11, 2016	Tuesday Jan 12, 2016	Wednesday Jan 13, 2016	Thursday Jan 14, 2016	Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1		0	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			8		0	8	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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




Click on "Preview" to view full timesheet.

RELEASE: 8.8

Search

Summary of Reported Time

 Set your printer layout to Landscape before printing.

Minnie Mouse
Disney Character II, 003039-00

Payroll Accounting, 172400

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1	8			8						8								0
Total Hours:		8			8						8								0
Total Units:			0																

[Previous Menu](#)



Click on "Previous Menu" to return to timesheet.

RELEASE: 8.9

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: Disney Character II -- 003039-00
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: Regular Pay
Date: Jan 11, 2016
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 10, 2016	Monday Jan 11, 2016	Tuesday Jan 12, 2016	Wednesday Jan 13, 2016	Thursday Jan 14, 2016	Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1		0	80	Enter Hours	8	8	8	8	8	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			80		0	8	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0

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

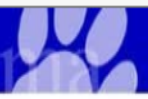


Once timesheet accurately reflects time worked, click on "Submit for Approval" in order to submit time to your supervisor for approval.



PAWS

Personal Access Web System




Search

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 User Logout web page.

PIN:  Entry of your PIN will again be required in order to certify your time.


RELEASE: 8.9

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.

 **Your time sheet was submitted successfully.**
** Account Distribution adjusted on this day.



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

Time Sheet

Title and Number:

Disney Character II -- 003039-00

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
Regular Pay	1		0	80	Enter Hours	8	8	8	8	8	8
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			80		0	8	8	8	8	8	8
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:

You on Jan 28, 2016

Approved By:

Daisy Duck

Waiting for Approval From:

RELEASE: 8.8



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.

⚠ 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).

Time Sheet

Title and Number: Disney Character II -- 003039-00
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
Regular Pay	1		0	80	Enter Hours	8	8	8	8	8	Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
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
Total Hours:			80		0	8	8	8	8	8	0
Total Units:				0	0	0	0	0	0	0	0



Position Selection Comments Preview Next 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.