Approving Electronic Timesheets (Approvers)

TIME SHEET DEADLINES:

10:00 AM on Monday of pay week - Employee submission of time

1:00 PM on Monday of pay week - Approval of time (if there are multiple approvers, ALL approvers must have approved).

Please visit the Payroll Department's website. Payroll calendars, with applicable deadlines are available for review.

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

| Personal Information Student Services & Financial Aid Employee Services Financial Information | |
|--|--------------------|
| Search Go | SITE MAP. HELP. E. |
| Welcome, Daisy Duck, to the PAWS Information System! Last web access on Jan 27, 2016 at 02:25 pm | |
| Student Services & Financial Aid | |
| General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later. | |
| Personal Information | |
| View or update your mailing address, current phone number, e-mail address, emergency contact, missing person contact; View name change & social security number change information; Change your PIN. | |
| Employee Services | |
| View your benefits information; View your leave history or balances, job information, pay stubs and W-2. | |
| Financial Information | |
| Budget Query Engineerang Query View Doguments Approve Doguments and Code Lonkup | |

Return to Homepage

RELEASE: 8.6

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

| Personal Information Student Services & Financial Aid Employee Services | |
|---|-----------------------------------|
| Gearch Go | RETURN TO MENU SITE MAP HELP EXIT |
| Employee | |
| Electronic Time Sheet Click to access Time Sheets 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 | |

RELEASE: 8.11.2

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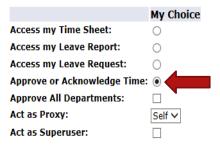


Time Reporting Selection

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



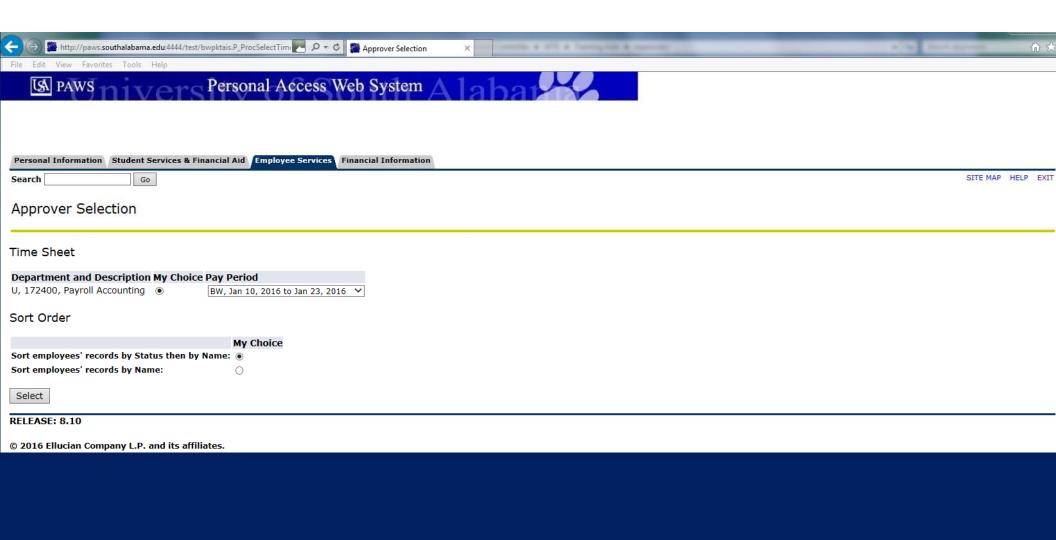
To access those time sheets in your approval queue, select "Approve or Acknowledge Time", then click the "Select" button.

Proxy Set Up

RELEASE: 8.10

Select

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| File Edit View | / Favorites Tools Help | - | | | | | | | | | |
|---|--|--|-------------|-------------|-------------|------------|---------------|---------------|-----------------------|------------|---|
| COA: Department Pay Period: Act as Proxy Pay Period 1 | Jan 10, 2016 to Jar Not Applicable Fime Entry Status: Open until Jan 31, | counting 1 23, 2016 2016, 01:00 PM | REVIE | W OI | - Ql | JEL | JE STA | 4TUS | ES F | OLL | _OWS |
| Pending | | | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Stat | us A | pprove or FYI | Return for Co | rrection | Cancel | Other Information |
| J00430859 | Bugs Bunny 003033 - 01 Main Looney Tune Character | Approve | 80. | | | | | | | | Change Time Record Leave Balance |
| J00083323 | Minnie Mouse 003039 - 00 Disney Character II | Approve | 80. | .00 | 0 | | | | | | Change Time Record Comments Leave Balance |
| Approved | | | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Stati | IS A | pprove or FYI | Return for Co | rrection | Cancel | Other Information |
| J00299543 | Dennis D. Menace 007229 - 00 Cartoon Character I | | 80.0 | .00 | Approved | | | | | | Leave Balances |
| Error | | | | | | | | | | | |
| ID | Name, Position and | Title | | Total Hour | s | | Total Units | | Other Infor | rmation | |
| J00212319 | Sylvester D. Cat 008879 - 00 Looney Tune Characte | r IV | | | | .00 | | .00 | Leave Balan Errors | ce | |
| Returned for | r Correction | | | | | | | | | | |
| ID | Name, Position and | Title | | Total Hour | s | | Total Units | | Other Infor | mation | |
| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Characte | r I | | | | 40.00 | | .00 | Leave Balan | ces | |
| J00546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | | 80.00 | | .00 | Leave Balan | ces | |
| In Progress | | | | | | | | | | | |
| ID | Name, Position and Ti | tle | h | Total Hours | | Total Unit | ts | Cancel | Other T | nformation | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character I | | | | 32.00 | | | .00 | Leave B | | |
| Not Started | | | | | | | | | | | |
| ID | Name D | Position and Title | | | | | Other | Information | | | |
| J00229543 | Atom And 007557 - | t | | | | | other . | Information | | | |
| J00508663 | Daffy Du 666005 - Student / | | | | | | | | | | |
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| File Edit View | Favorites Tools Help | ' | | | | | | | |
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| COA: Department: Pay Period: Act as Proxy Pay Period T | Jan 10, 2016 to Jan Not Applicable Time Entry Status: Open until Jan 31, 2 | ounting "Not 23, 2016 numl 2016, 01:00 PM shee | ber which y t. If there a | you are a are emplo | pproving, yees listed | but the emp | oloyees ha ou do no | anization (de ave not starte ot approve, th neet. | ed their time |
| Pending | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI | Return for Cor | rection Cancel | Other Information |
| J00430859 | Bugs Bunny 003033 - 01 Main Looney Tune Character | Approve | 80.00 | 0 .00 | | | | | Change Time Record Leave Balance |
| J00083323 | Minnie Mouse 003039 - 00 Disney Character II | Approve | 80.00 | .00 | | | | | Change Time Record Comments Leave Balance |
| Annwayad | | | | | | | | | |
| Approved ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI | Return for Corr | rection Cancel | Other Information |
| J00299543 | Dennis D. Menace 007229 - 00 Cartoon Character I | required Action | 80.00 | | Approved | , , , , , , , , , , , , , , , , , , , | inclum for con- | cancer | Leave Balances |
| F | | | | | | | | | |
| Error ID | Name, Position and | Title | | Total Hour | <u> </u> | Total Units | | Other Information | |
| J00212319 | Sylvester D. Cat 008879 - 00 Looney Tune Character | | | Total IIIoa | | .00 | L | Leave Balance Errors | |
| Returned for | Correction | | | | | | | | |
| ID | Name, Position and | Title | | Total Hour | S | Total Units | | Other Information | |
| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Character | rI | | | 2 | 10.00 | .00 L | Leave Balances | |
| J00546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | 8 | 30.00 | .00 L | Leave Balances | |
| T D | | | | | | | | | |
| In Progress ID | Name, Position and Tit | ·lo | l a | otal Hours | Total | Units | Cancel | Other Information | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character II | | | nai riours | 32.00 | | .00 | Leave Balances | |
| Not Started | | | | | | | | | |
| ID | Name, P | osition and Title | | | | Other I | Information | | |
| J00229543 | Atom Ant 007557 - | | | | | | | | |
| J00508663 | Daffy Duc 666005 - Student A | 00 | | | | | | | |
| , | | | | | | | | | |

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| COA: Department: Pay Period: Act as Proxy Pay Period T | Jan 10, 2016 to Jan Not Applicable Time Entry Status: Open until Jan 31, 2 | ounting 23, 2016 "In F 2016, 01:00 PM thei | r timesheet. | The time | sheet will re | whom you a emain "In Pr s to you for a | ogress" ur | | ve started oyee fills in all |
| n di | | | | | | | | | |
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| J00430859 | Bugs Bunny | Approve | Total Hours | Total Ollits | Queue Status | Approve or 111 | | cuircei | Change Time Record |
| 300430839 | 003033 - 01 Main Looney Tune Character | Approve | 80.0 | 0 .00 | | | | | Leave Balance |
| J00083323 | Minnie Mouse 003039 - 00 Disney Character II | Approve | 80.0 | 0 .00 |) | | | | Change Time Record Comments Leave Balance |
| Approved | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI | Return for Correct | ion Cancel | Other Information |
| J00299543 | Dennis D. Menace 007229 - 00 Cartoon Character I | required Action | 80.00 | | Approved | in processing the second | , recuir for contest | Cancer | Leave Balances |
| F | | | | | | | | | |
| Error ID | Name, Position and | Titla | | Total Hour | | Total Units | Oth | er Information | |
| J00212319 | Sylvester D. Cat 008879 - 00 Looney Tune Character | | | Total Hoal | | .00 | | ve Balance | |
| Returned for | Correction | | | | | | | | |
| ID | Name, Position and | Title | | Total Hour | 5 | Total Units | Oth | er Information | |
| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Character | r I | | | 40. | .00 | .00 Leav | ve Balances | |
| J00546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | 80. | .00 | .00 Leav | ve Balances | |
| To Duo aug | | | | | | | | | |
| In Progress of | Name, Position and Tit | lo | | otal Hours | Total U | Inite | Cancel | Other Information | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character II | | | otal flours | 32.00 | .00 | | Leave Balances | |
| | | | | | | | | | · |
| Not Started ID | N D | ocition and Title | | | | Other To | formation | | |
| J00229543 | Atom Ant | osition and Title | | | | Other In | formation | | |
| 100229543 | 007557 - | | | | | | | | |
| J00508663 | Daffy Duc 666005 - Student A | 00 | | | | | | | |
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|--|--|-----------------------------|----------------------------|--------------------|-------------|-----------|----------------|----------------|-------------------------|----------|--|
| COA: Department: Pay Period: Act as Proxy Pay Period T | Jan 10, 2016 to Jar | counting 1 23, 2016 "Per | nding" – The time sheet | - | • | | om you a | pprove tir | ne, that | have | e submitted |
| Change Select | tion Select All, Approve or FYI Reset | Save | | | | | | | | | |
| Pending | D 11 1711 | h | | | | | | Return for Cor | | CI | 011 7.6 11 |
| ID J00430859 | Name, Position and Title Bugs Bunny 003033 - 01 Main Looney Tune Character | Approve | Total Hours 80.0 | Total Units | Queue Stat | us A | Approve or FYI | | rection | Cancel | Other Information Change Time Record Leave Balance |
| J00083323 | Minnie Mouse 003039 - 00 Disney Character II | Approve | 80.0 | .00 | 0 |] | | | | | Change Time Record Comments Leave Balance |
| Approved | | | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Statu | IS A | pprove or FYI | Return for Cor | rection | Cancel | Other Information |
| 300299543 | Dennis D. Menace 007229 - 00 Cartoon Character I | | 80.00 | 00.00 | Approved | | | | | | Leave Balances |
| Error | | | | | | | | | | | |
| ID | Name, Position and | Title | | Total Hou | ·s | | Total Units | | Other Informa | ation | |
| J00212319 | Sylvester D. Cat 008879 - 00 Looney Tune Characte | er IV | | | | .00 |) | .00. | Leave Balance Errors | | |
| Returned for | Correction | | | | | | | | | | |
| ID | Name, Position and | Title | | Total Hou | ·s | | Total Units | | Other Informa | ation | |
| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Characte | | | - Total Hea | | 40.00 | | | Leave Balances | | |
| 300546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | | 80.00 | | .00 | _eave Balances | | |
| In Progress | | | | | | | | | | | |
| ID | Name, Position and Ti | tle | T | otal Hours | | Total Uni | ts | Cancel | Other Info | ormation | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character I | | | | 32.00 | | | .00 | Leave Bala | | |
| Not Started | | | | | | | | | | | |
| ID | Name, F | Position and Title | | | | | Other | Information | | | |
| J00229543 | Atom An 007557 - Cartoon | | | | | | | | | | |
| J00508663 | Daffy Du 666005 - Student A | | | | | | | | | | |

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|----------------|---|--|-------------|------------------------|----------------------|-------------------|----------------|---------------|-------------------------|---------|---|
| Change Selec | Jan 10, 2016 to Jan Not Applicable Time Entry Status: Open until Jan 31, 20 | ounting 23, 2016 "Ap 016, 01:00 PM the | ORTANT - C | only those em. Once | time she e picked | eets ir d up (| n an "App | proved" s | status will | l be p | ve approved. vicked up by y week), the |
| Pending ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Statu | IS A | Approve or FYI | Return for Co | rrection | Cancel | Other Information |
| J00430859 | Bugs Bunny 003033 - 01 Main Looney Tune Character | Approve | 80.0 | | | |] | | | | Change Time Record Leave Balance |
| J00083323 | Minnie Mouse 003039 - 00 Disney Character II | Approve | 80.0 | .00 | 0 | | | | | | Change Time Record Comments Leave Balance |
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| ID | Name, Position and T | itle | | Total Hour | ·s | | Total Units | | Other Informa | ntion | |
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| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Character | | | Total Hou | 3 | 40.00 | | .00 | Leave Balances | | |
| J00546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | | 80.00 | | .00 | Leave Balances | | |
| In Progress | | | | | | | | | | | |
| ID Flogress | Name, Position and Titl | e | Ī | otal Hours | la | Total Unit | ts | Cancel | Other Info | rmation | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character II | | | | 32.00 | | | .00 | Leave Balar | | |
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| ID | Name, Po | sition and Title | | | | | Other I | Information | | | |
| J00229543 | Atom Ant 007557 - (Cartoon C | 00 haracter II | | | | | | | | | |
| J00508663 | Daffy Ducl 666005 - (Student A: | 00 | | | | | | | | | |

| File Edit View | Favorites Tools Help | ' | | | | | | | | | |
|--|--|--|---|---------------------------|-------------|------------|---------------|---------------|-------------------------|---------|---|
| COA: Department: Pay Period: Act as Proxy: Pay Period Ti | Jan 10, 2016 to Jan 2 Not Applicable ime Entry Status: Open until Jan 31, 20 | onting Othe 23, 2016 "Retu 116, 01:00 PM the P | e <u>r Statuses:</u> urned for C ayroll Offic r" – Acces | Correction ce for corr | rection | by the | e employ | ee. | - | ner yo | ou, or possibly |
| Pending | | | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Stat | us A | pprove or FYI | Return for Co | orrection | Cancel | Other Information |
| J00430859 | Bugs Bunny 003033 - 01 Main Looney Tune Character | Approve | 80.0 | .0 | 0 | | | | | | Change Time Record Leave Balance |
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| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Character | | | Total 1100. | | 40.00 | | .00 | Leave Balances | | |
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| ID | Name. Po | sition and Title | | | | | Other | Information | | | |
| J00229543 | Atom Ant 007557 - (Cartoon Ch | 00 | | | | | other. | | | | |
| J00508663 | Daffy Duck 666005 - 0 Student As | 00 | | | | | | | | | |
| | | | | | | | | | | | |

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| COA: Department: Pay Period: Act as Proxy Pay Period T | Jan 10, 2016 to Jan 2 | unting ^{23, 2016} Othe | <u>r Informatio</u> e Balance | | le for view | ing up t | o date leave | e balances | S. | |
| Change Select | Select All, Approve or FYI Reset | Save | | | | | | | | |
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| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Character | | | Total Hour | | 0.00 | .00 | Leave Balances | <i>7</i> 11 | |
| J00546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | - | | | 8 | 60.00 | .00 | Leave Balances | | |
| In Progress | | | | | | | | | | |
| ID | Name, Position and Title | e | To | otal Hours | Total | Units | Cancel | Other Inform | nation | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character II | | | | 32.00 | | .00 | Leave Balance | S | |
| Not Started | | | | | | | | | | |
| ID | Name Do | sition and Title | | | | | Other Information | | | |
| J00229543 | Atom Ant 007557 - 0 Cartoon Ch | 00 | | | | | other information | | | |
| J00508663 | Daffy Duck 666005 - 0 Student As | C 00 | | | | | | | | |
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|--|--|------------------|-------|---------------------------------------|-------------|------------|-----------|----------------|-----------------|-------------------------|-----------|---|
| COA: Department: Pay Period: Act as Proxy Pay Period T | Jan 10, 2016 to Jan Not Applicable Time Entry Status: Open until Jan 31, 7 | 2016, 01:00 PM | Click | ting an er directly o ss the em | n the em | ployee' | s nam | ne, highl | lighted in k | olue. The | e selec | ction will |
| Pending | | | | | | | | | | | | |
| ID | Name, Position and Title | Required Ac | tion | Total Hours | Total Units | Queue Sta | tus / | Approve or FY | Return for C | orrection | Cancel | Other Information |
| J00430859 | Bugs Bunny 003033 - 01 Main Looney Tune Character | Approve | | 80.0 | 00 | .00 | [| | | | | Change Time Record Leave Balance |
| J00083323 | Minnie Mouse 003039 - 00 Disney Character II | Approve | | 80.0 | 00 | .00 | [| | | | | Change Time Record Comments Leave Balance |
| Approved | | | | | | | | | | | | |
| ID | Name, Position and Title | Required Act | ion | Total Hours | Total Units | Queue Stat | us A | approve or FYI | Return for C | orrection | Cancel | Other Information |
| J00299543 | Dennis D. Menace 007229 - 00 Cartoon Character I | - | | 80.00 | | Approved | | | | | | Leave Balances |
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| ID | Name, Position and | Title | | | Total Ho | urs | | Total Units | | Other Inform | nation | |
| J00212319 | Sylvester D. Cat 008879 - 00 Looney Tune Characte | | | | | | .00 | | .0 | Leave Balance Errors | е | |
| Returned for | · Correction | | | | | | | | | | | |
| ID | Name, Position and | Title | | | Total Ho | urs | | Total Units | | Other Inforr | nation | |
| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Characte | rI | | | | | 40.00 | | .0 | Leave Balance | es | |
| 300546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | | | 80.00 | 0 | .0 | Leave Balance | es | |
| To Duc | | | | | | | | | | | | |
| In Progress ID | Name, Position and Ti | tle | | l _T | otal Hours | | Total Uni | ite | Cancel | Other In | formation | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character I | | | | otal flours | 32.00 | | 11.5 | .00 | Leave Ba | | |
| Not Started | | | | | | | | | | | | |
| ID | Name, P | osition and Titl | le | | | | | Oth | ner Information | | | |
| J00229543 | Atom Ant 007557 - | t | - | | | | | | | | | |
| J00508663 | Daffy Du 666005 - Student A | 00 | | | | | | | | | | |

| Search | The employee's time sheet is available for review, action as necessary, | | | | | | | | | | | |
|------------------------------|---|-----------------------|--|--------|-------------|------|---------------|--|--|--|--|--|
| Employee De | tails | | o displa | | | | | | J . | | | |
| Select Next or Prev | ious to acce | ss another employee. | | | | | | | | | | |
| Employee ID and Na Title: | | 00303 | 80859 Bugs Bunny 33-01 Main Looney Tu | | | | \rightarrow | Department and Description: Transaction Status: | U 172400 Payroll Accounting Pending | | | |
| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next | | | | | | |

Routing Queue | Account Distribution

Time Sheet

File Edit View Favorites Tools Help

| Earnings | Shift | Total Hours | Units | Jan 10, | Jan 11, | Jan 12, | | Jan 14, | Jan 15, | Saturday , Jan 16, 2016 | Hours | Jan 17, | Jan 18, | Jan 19, | | Jan 21, | Jan 22, | | Week 2 Hours |
|----------------|-------|----------------|-------|---------|---------|---------|---|---------|---------|-------------------------------|-------|---------|---------|---------|---|---------|---------|---|-----------------|
| Regular Pay | 1 | 32 | | | | | | | | | 0 | | | 8 | 8 | 8 | 8 | 3 | 32 |
| Vacation | 1 | 40 | | | 8 | 8 | 8 | 8 | 8 | | 40 | | | | | | | | 0 |
| Holiday Pay | 1 | 8 | | | | | | | | | 0 | | 8 | | | | | | 8 |
| Total Hou | irs: | 80 | | | 8 | 8 | 8 | 8 | 8 | | 40 | | 8 | 8 | 8 | 8 | 8 | 3 | 40 |
| Total Unit | ts: | | 0 | | | | | | | | | | | | | | | | |

Routing Queue

Name
Action and Date

Bugs Bunny
Bugs Bunny
Bugs Bunny
Bugs Bunny
Daisy Duck
Foghorn Leghorn
Winnie D. Pooh
Action and Date
Originated Jan 28, 2016 02:17 pm
Submitted Jan 28, 2016 02:38 pm
Pending
In the Queue
In the Queue

| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Jan 10, 2016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |

| Previous Menu Approve Return for Correction | Change Record | Delete | Add Comment | Next | |
|---|---------------|--------|-------------|------|--|
|---|---------------|--------|-------------|------|--|

| File Edit View Favorites Tools Help | | |
|---|--|--------------------|
| Search Go | | SITE MAP HELP EXIT |
| Employee Details | REVIEW OF ACTION BUTTONS FOLLOW | |
| Select Next or Previous to access another employee. | Note that action buttons available are dependent upon a time sheet's status. | |

Employee ID and Name: Title: J00430859 Bugs Bunny

003033-01 Main Looney Tune Character

Department and Description: Transaction Status: U 172400 Payroll Accounting

Pending

Previous Menu | Approve

e Reti

Return for Correction

Change Record

Delete

te Add Comment

Routing Queue | Account Distribution

Next

Time Sheet

| Time on | | | | | | | | | | | | | | | | | |
|----------------|------|----------------|---|---------|---------|-----|-----|---------|-------------------------------|-------|---------|---------|---|---------|---------|-------------------------------|-----------------|
| Earnings | | Total Hours | | Jan 11, | Jan 12, | | | Jan 15, | Saturday , Jan 16, 2016 | Hours | Jan 18, | Jan 19, | | Jan 21, | Jan 22, | Saturday , Jan 23, 2016 | Week 2 Hours |
| Regular Pay | 1 | 32 | | | | | | | | 0 | | 8 | 8 | 8 | 8 | | 32 |
| Vacation | 1 | 40 | | 8 | 3 8 | 3 8 | 8 8 | 3 8 | | 40 | | | | | | | 0 |
| Holiday Pay | 1 | 8 | | | | | | | | 0 | 8 | | | | | | 8 |
| Total Hou | irs: | 80 | | 8 | 8 | 8 | 8 8 | 3 8 | | 40 | 8 | 8 | 8 | 8 | 8 | | 40 |
| Total Unit | ts: | | C | | | | | | | | | | | | | | |

Routing Queue

Name Action and Date
Bugs Bunny Originated Jan 28,

Originated Jan 28, 2016 02:17 pm Submitted Jan 28, 2016 02:38 pm

Pending In the Queue In the Queue

Bugs Bunny Daisy Duck Foghorn Leghorn Winnie D. Pooh

| Account Distribution Delaut Data | | | | | | | | | | |
|----------------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
| Jan 10, 2016 | 100.00 |) | 110000 | 172400 | 610400 | 4600 | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next | |
|---------------|---------|-----------------------|---------------|--------|-------------|------|--|
| | | | | | | | |

| Search Go | | | S | SITE MAP | HELP | EXIT |
|--|--|--|--|----------|------|------|
| Employee Details "Pre | evious Menu" – To navigate bac | ck to previous menu. | | | | |
| Select Next or Previous to access another empl | yee. | | | | | |
| Employee ID and Name: Title: | J00430859 Bugs Bunny 003033-01 Main Looney Tune Character | Department and Description: Transaction Status: | U 172400 Payroll Accounting Pending | | | |

Add Comment Next

Previous Menu

Routing Queue | Account Distribution

| Time She | eet | | | | | | | | | | | | | | | | | | |
|----------------|------|-----------------|----------------|---|---------|-----|-------------------------------|---------|---|-------------------------------|----|-----------------------------|-----------------------------|---------|---|---|-----|-------------------------------|-----------------|
| Earnings | | Special Rate | Total Hours | | Jan 11, | | Wednesday, Jan 13, 2016 | Jan 14, | | Saturday , Jan 16, 2016 | | Sunday , Jan 17, 2016 | Monday , Jan 18, 2016 | Jan 19, | | | | Saturday , Jan 23, 2016 | Week 2 Hours |
| Regular Pay | 1 | | 32 | ! | | | | | | | O | | | 8 | 8 | 8 | 3 8 | 3 | 32 |
| Vacation | 1 | | 40 | | 8 | 3 8 | 3 8 | 8 | 8 | 3 | 40 |) | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | | | | | | | | 0 | | 1 | 3 | | | | | 8 |
| Total Hou | ırs: | | 80 | | 8 | 3 8 | 8 | 8 | 8 | 3 | 40 |) | 1 | 8 | 8 | | 3 8 | 3 | 40 |
| Total Uni | ts: | | | (| | | | | | | | | | | | | | | |

Routing Queue

Name Action and Date **Bugs Bunny** Originated Jan 28, 2016 02:17 pm Bugs Bunny Submitted Jan 28, 2016 02:38 pm Daisy Duck Pending Foghorn Leghorn In the Queue Winnie D. Pooh In the Queue

Approve Return for Correction Change Record Delete

| ccount Distribution Delaunt Data | | | | | | | | | | |
|----------------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| ay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
| an 10, 2016 | | | 110000 | 172400 | 610400 | 4600 | | | | |
| | 100.00 | | | | | | | | | |

| Previous Menu Approve Return for Correction Change Record Delete Add Cor | ent Next |
|--|----------|
|--|----------|

| File Edit View Favorites Tools Help | | | | |
|--------------------------------------|--|-----------------------------|-----------------------------|-----------|
| Search Go | <u> </u> | | SITE MAP | HELP EXIT |
| Employee Details | "Approve" - Click this butto | n to approve the time shee | et. | |
| Select Next or Previous to access an | other employee. | | | |
| Employee ID and Name: | J00430859 Bugs Bunny 003033-01 Main Looney Tune Character | Department and Description: | U 172400 Payroll Accounting | |

Delete

Add Comment Next

Previous Menu Approve Return for Correction Change Record

Routing Queue | Account Distribution

| Time She | eet | | | | | | | | | | | | | | | | | | | |
|----------------|------|-----------------|----------------|---|-----------------------------|---------|---------|-------------------------------|---------|---|-------------------------------|----|-----------------------------|-----------------------------|---------|-------------------------------|-------------------------------|-----|-------------------------------|-----------------|
| Earnings | | Special Rate | Total Hours | | Sunday , Jan 10, 2016 | Jan 11, | Jan 12, | Wednesday, Jan 13, 2016 | Jan 14, | | Saturday , Jan 16, 2016 | | Sunday , Jan 17, 2016 | Monday , Jan 18, 2016 | Jan 19, | Wednesday, Jan 20, 2016 | Thursday , Jan 21, 2016 | | Saturday , Jan 23, 2016 | Week 2 Hours |
| Regular Pay | 1 | | 32 | | | | | | | | | C | | | 8 | 8 | 8 | 3 8 | 3 | 32 |
| Vacation | 1 | | 40 | | | 8 | 3 8 | 3 8 | 8 | 8 | 3 | 40 |) | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | | | | | | | | | C |) | 1 | 3 | | | | | 8 |
| Total Hou | ırs: | | 80 | | | 8 | 3 8 | 8 | 8 | 8 | 3 | 40 | | 1 | 8 | 8 | | 3 8 | 3 | 40 |
| Total Uni | ts: | | | C |) | | | | | | | | | | | | | | | |

Routing Queue

Name Action and Date **Bugs Bunny** Originated Jan 28, 2016 02:17 pm Bugs Bunny Submitted Jan 28, 2016 02:38 pm Daisy Duck Pending Foghorn Leghorn In the Queue Winnie D. Pooh In the Queue

| od Effective Date Perce | rcent I | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|-------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| 016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next | |
|---------------|---------|-----------------------|---------------|--------|-------------|------|--|
|---------------|---------|-----------------------|---------------|--------|-------------|------|--|

| lie Edit view Favorites Loois Help | | | | |
|---------------------------------------|--|------------------------------|-----------------------------|--------------------|
| Search Go | "Return for Correction" – This butto | n will return the time sheet | to the employee. | SITE MAP HELP EXIT |
| Employee Details | Add a comment, if necessary, to the | | , , | |
| Select Next or Previous to access and | other employee. | | | |
| Employee ID and Name: | J00430859 Bugs Bunny | Department and Description: | U 172400 Payroll Accounting | |
| Title: | 003033-01 Main Looney Tune Character | Transaction Status: | Pending | |
| Previous Menu Approve Retu | ırn for Correction Change Record Delete Add Comment Next | | | |

Routing Queue | Account Distribution

Time Sheet Earnings | Shift | Special | Rate Friday , Jan 15, Total Wednesday, Thursday, Saturday, Week 1 Wednesday, Thursday, Friday , Saturday, Week 2 Total Sunday, Monday, Tuesday, Sunday, Monday, Tuesday, Hours Units Jan 10, Jan 11, Jan 12, Jan 13, Jan 14, Jan 16, Hours Jan 17, Jan 18, Jan 19, Jan 20, Jan 21, Jan 22, Jan 23, Hours 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 Regular Pay 32 32 Vacation 40 40 Holiday Pay Total Hours: 80 Total Units:

Routing Queue Name Bugs Bunny Bugs Bunny Bugs Punck Pending Foghorn Leghorn Action and Date Originated Jan 28, 2016 02:17 pm Submitted Jan 28, 2016 02:38 pm Pending In the Queue

In the Queue

Account Distribution Default Data

Winnie D. Pooh

| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Jan 10, 2016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |

| Previous Menu Approve Return for Correction Change Record Delete Add Comment N |
|--|
|--|

| Employee Title: | Employee ID and Name: J00430859 Bugs Bunny Title: 003033-01 Main Looney Tune Character | | | | | | | | | Department and Description:U 172400 Payroll AccountingTransaction Status:Pending | | | | | | | | | | |
|--|---|-----------------|----------------|----------------|-----------------------------|-----------|------------------------------|-------------------------------|-------------------------------|--|-------------------------------|-----------------|-----------------------------|-----------------------------|------------------------------|-------------------------------|-------------------------------|-----------------------------|-------------------------------|-----------------|
| Previous | Men | u Appro | ove Ret | urn for C | Correction | Change Re | ecord Del | ete Add C | omment | Next | | | | | | | | | | |
| Routing Queue Account Distribution Time Sheet | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Earnings | Shift | Special Rate | Total Hours | Total Units | Sunday , Jan 10, 2016 | Jan 11, | 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 | | 32 | ! | | | | | | | | C | | | 8 | 8 | 8 | 3 | 3 | 32 |
| Vacation | 1 | | 40 | | | 8 | 3 8 | 3 6 | 3 | 8 8 | 8 | 40 | | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | | | | | | | | | C | | 8 | | | | | | 8 |
| Total Hou | rs: | | 80 | | | 8 | 8 8 | 3 8 | 3 | 8 8 | 8 | 40 | | 8 | 8 | 8 | 3 8 | 3 8 | 3 | 40 |
| Total Uni | 5: | | | (| | | | | | | | | | | | | | | | |
| Routing | Queu | ıe | • | 1 | • | • | • | • | 1 | • | • | • | • | • | | | • | • | _ | |

"Change Record" - Gives the supervisor the ability to change time entered on

Program

4600

Account

610400

Activity

Location

the time sheet as shown on the following page.

Action and Date

In the Queue

In the Queue

Fund

110000

Index

100.00

Change Record

Originated Jan 28, 2016 02:17 pm

Submitted Jan 28, 2016 02:38 pm

Organization

172400

Add Comment

Percent

Return for Correction

SITE MAP HELP EXIT

Project Type

Cost Type

File Edit View Favorites Tools Help

Employee Details

Search

Bugs Bunny

Bugs Bunny

Daisy Duck Foghorn Leghorn

Winnie D. Pooh

Jan 10, 2016

Previous Menu

Account Distribution Default Data

Pay Period Effective Date

Go

Select Next or Previous to access another employee.

File Edit View Favorites Tools Help

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

Access any earnings category and day by clicking directly on the blue link as applicable.

Bugs Bunny
Main Loopey Tune Character -- 003033-01

Bugs Bunny
Main Looney Tune Character -- 003033-01
Payroll Accounting -- 172400
Jan 10, 2016 to Jan 23, 2016
Jan 31, 2016 by 01:00 PM

| Sabilit by butter | | | | | | 1, 2010 by 01.00 11 | | | | 1 | - |
|------------------------------|-------|---------------------------|----------------|----------------|-------------|------------------------|-------------------------|-------------|-------------|-------------|--------------------------|
| Earning | Shift | Default Hours or Units | Total Hours | Total Units | | Monday Jan 11, 2016 | Tuesday Jan 12, 2016 | | | | Saturday Jan 16, 2016 |
| Regular Pay | 1 | C | | 32 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Overtime at Time and a Half | 1 | (| o | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Overtime at Regular Rate | 1 | (|) | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Vacation | 1 | (| | 40 | Enter Hours | s 8 | 3 8 | 8 | 8 | 8 | Enter Hours |
| Personal Sick | 1 | (|) | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Family Member Sick | 1 | (|) | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Holiday Pay | 1 | (|) | 8 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Other (Call, FML, Jury, etc) | 1 | (| | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Sick | 1 | (|) | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Family Medical Leave | 1 | (|) | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Other Administrative Leave | 1 | (| | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Unpaid Personal Leave | 1 | (|) | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Court Appearance | 1 | (|) | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Military Leave | 1 | (| | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Jury Duty | 1 | (|) | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Death in Family | 1 | (|) | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| On-Call Pay @ 1.75 | 1 | (| | 0 | Enter Hours | s Enter Hours | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Family Medical Leave Sick | 1 | (| | 0 | Enter Hours | s Enter Hour | s Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| | | I | | | | 1 | 1 | L | L | l | |

^{**} Account Distribution adjusted on this day.

| | | | • | | | | | | | | | |
|--|-------------|-----------------------|--|--------------------|---------------|--|--|--------------------|--|--|--|--|
| Search | G | "Doloto | ' This bu | ittop will initi | ato a c | dialogue hoy to conf | irm dolotion Onco | SITE MAP HELP EXIT | | | | |
| "Delete" – This button will initiate a dialogue box to confirm deletion. Once deleted, the employee's time sheet will be back to a "Not Started" status. | | | | | | | | | | | | |
| Select Next or Previo | ous to acce | ess another employee. | | | | | | | | | | |
| Employee ID and Na Title: | me: | | 0859 Bugs Bunny 3-01 Main Looney Tu | ine Character | | Department and Description: Transaction Status: | U 172400 Payroll Accounting Pending | | | | | |
| Previous Menu A | Approve | Return for Correction | Change Record | Delete Add Comment | Next | | | | | | | |
| | | | | | Routing Queue | Account Distribution | | | | | | |

| Time She | eet | | | | | | | | | | | | | | | | | | | |
|----------------|------|-------------------|----------------|-------|---------|---------|---|-----|-------------------------------|---------|-------------------------------|-------|---------|---------|---------|---|---------|---------|-------------------------------|-----------------|
| Earnings | Shif | t Special Rate | Total Hours | Units | Jan 10, | Jan 11, | | | Thursday , Jan 14, 2016 | Jan 15, | Saturday , Jan 16, 2016 | Hours | Jan 17, | Jan 18, | Jan 19, | | Jan 21, | Jan 22, | Saturday , Jan 23, 2016 | Week 2 Hours |
| Regular Pay | 1 | | 32 | | | | | | | | | 0 | | | 8 | 8 | 8 | 8 | | 32 |
| Vacation | 1 | | 40 | | | 8 | | 3 8 | 8 | 8 | | 40 | | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | | | | | | | | | 0 | | 8 | | | | | | 8 |
| Total Hou | irs: | | 80 | | | 8 | 8 | 8 8 | 8 | 8 | | 40 | | 8 | 8 | 8 | 8 | 8 | | 40 |
| Total Unit | ts: | | | 0 | | | | | | | | | | | | | | | | |

Routing Queue

NameAction and DateBugs BunnyOriginated Jan 28, 2016 02:17 pmBugs BunnySubmitted Jan 28, 2016 02:38 pmDaisy DuckPendingFoghorn LeghornIn the QueueWinnie D. PoohIn the Queue

| od Effective Date Perce | rcent I | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|-------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| 016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next | |
|---------------|---------|-----------------------|---------------|--------|-------------|------|--|

| Search | G | "Add Co | "Add Comment" - Free form field to add comments, which becomes a | | | | | | | | | | |
|--|--------------|-----------------------|--|--------|-------------|-----------|--|--|--|--|--|--|--|
| Employee De | | | | | | | | | | | | | |
| Select Next or Prev | ious to acce | ss another employee. | | | | | | | | | | | |
| Employee ID and Name: J00430859 Bugs Bunny Title: 003033-01 Main Looney Tune Character | | | | | | | Department and Description: Transaction Status: | U 172400 Payroll Accounting Pending | | | | | |
| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next | | | | | | | |
| | | | | | F | outing Qu | eue Account Distribution | | | | | | |

Saturday , Week 1 Jan 16, Hours

2016

Sunday ,

Jan 17,

2016

Monday,

Jan 18,

2016

Tuesday , Jan 19,

2016

Wednesday, Thursday , Jan 20, Jan 21,

2016

2016

Friday , Jan 22,

2016

Saturday , Week 2 Jan 23, Hours

32

2016

| Regular Pay | 1 | 32 | | | | | | | 0 | | 8 | 8 | 8 | 8 | |
|-------------------|------|----|--|---|---|---|---|---|----|---|---|---|---|---|--|
| Vacation | 1 | 40 | | 8 | 8 | 8 | 8 | 8 | 40 | | | | | | |
| Holiday Pay | 1 | 8 | | | | | | | 0 | 8 | | | | | |
| Total Hou | irs: | 80 | | 8 | 8 | 8 | 8 | 8 | 40 | 8 | 8 | 8 | 8 | 8 | |
| Total Unit | ts: | | | | | | | | | | | | | | |

Friday , Jan 15,

2016

Wednesday, Thursday,

Jan 14,

2016

Jan 13,

2016

Routina Oueue

Time Sheet

Earnings | Shift | Special | Rate

Total

Hours

Total

Units

Sunday,

Jan 10,

2016

Monday,

Jan 11,

2016

Tuesday ,

Jan 12,

2016

| Routing Queue | |
|-----------------|----------------------------------|
| Name | Action and Date |
| Bugs Bunny | Originated Jan 28, 2016 02:17 pm |
| Bugs Bunny | Submitted Jan 28, 2016 02:38 pm |
| Daisy Duck | Pending |
| Foghorn Leghorn | In the Queue |
| Winnie D. Pooh | In the Queue |
| | |

Account Distribution Default Data

File Edit View Favorites Tools Help

| iccount distribution belaut but | | | | | | | | | | | |
|---------------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|--|
| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | |
| Jan 10, 2016 | | | 110000 | 172400 | 610400 | 4600 | | | | | |
| | 100.00 | | | | | | | | | | |
| | | | | | | | | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next | |
|---------------|---------|-----------------------|---------------|--------|-------------|------|--|

| File Edit View Favorites Tools | Help | | | | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Search Go Employee Details | the queue isting. | | | | | | | | | | | |
| Select Next or Previous to acces | s another employee. | | | | | | | | | | | |
| Employee ID and Name: Title: | J00430859 Bugs Bunny 003033-01 Main Looney Tune Character | Department and Description: Transaction Status: | U 172400 Payroll Accounting Pending | | | | | | | | | |
| Previous Menu Approve | Return for Correction Change Record Delete Add Comment I | Next | | | | | | | | | | |
| | Rout | uting Queue Account Distribution | | | | | | | | | | |
| | | | | | | | | | | | | |

Saturday , Week 1 Jan 16, Hours

2016

Monday , Jan 18,

2016

Sunday ,

Jan 17,

2016

Tuesday , Jan 19, 2016

Wednesday, Thursday, Jan 20, Jan 21, 2016 2016

Friday , Jan 22,

2016

Saturday , Week 2 Jan 23, Hours

32

2016

Friday , Jan 15,

2016

Wednesday, Thursday , Jan 13, Jan 14,

2016

Jan 14, 2016

Total Units:

Total Hours:

Time Sheet Earnings | Shift | Special | Rate

Regular Pay

Vacation

Holiday Pay

Total

Hours

Total

Units

32

40

80

| Routing Queue | | | | | | | | | |
|-----------------|----------------------------------|--|--|--|--|--|--|--|--|
| Name | Action and Date | | | | | | | | |
| Bugs Bunny | Originated Jan 28, 2016 02:17 pm | | | | | | | | |
| Bugs Bunny | Submitted Jan 28, 2016 02:38 pm | | | | | | | | |
| Daisy Duck | Pending | | | | | | | | |
| Foghorn Leghorn | In the Queue | | | | | | | | |
| Winnie D. Pooh | In the Queue | | | | | | | | |

Monday , Jan 11,

2016

Tuesday ,

Jan 12, 2016

Sunday,

Jan 10,

2016

| ccount Distribution Detaut Data | | | | | | | | | | | |
|---------------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|--|
| ay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | |
| an 10, 2016 | | | 110000 | 172400 | 610400 | 4600 | | | | | |
| | 100.00 | | | | | | | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |
|---------------|---------|-----------------------|---------------|--------|-------------|------|

| Search | Go | | | SITE MAP |
|---------------------------------|---|--|--|----------|
| Employee Details | | | | |
| Select Next or Previous to acco | ess another employee. | | | |
| Employee ID and Name: Title: | J00430859 Bugs Bunny 003033-01 Main Looney Tune Character | Department and Description: Transaction Status: | U 172400 Payroll Accounting Pending | |
| Previous Menu Approve | Return for Correction Change Record Delete Add Comment Next | | | |

Routing Queue | Account Distribution

| T | Ĭ | П | ıe | S | h | e | e | t |
|---|---|---|----|---|---|---|---|---|
| | | | | | | | | |

Edit View Favorites Tools Help

| Earnings | | Total Hours | | | | | | Jan 14, | | | Week 1 Hours | Jan 17, | | Jan 19, | | Jan 21, | Jan 22, | Saturday , Jan 23, 2016 | Week 2 Hours |
|----------------|------|----------------|---|---|---|-----|---|---------|-----|---|-----------------|---------|---|---------|---|---------|---------|-------------------------------|-----------------|
| Regular Pay | 1 | 32 | | | | | | | | | C |) | | 8 | 8 | 8 | 8 | 3 | 32 |
| Vacation | 1 | 40 | | | 8 | ε ε | 8 | 8 | 3 8 | 3 | 40 |) | | | | | | | 0 |
| Holiday Pay | 1 | 8 | | | | | | | | | (|) | 8 | 3 | | | | | 8 |
| Total Hou | irs: | 80 | | | 8 | 8 8 | 8 | 8 | 8 8 | 3 | 40 |) | 8 | 8 | 8 | 8 | 8 | 3 | 40 |
| Total Uni | ts: | | C |) | | | | | | | | | | | | | | | |

Routing Queue
Name

Bugs Bunny
Bugs Bunny
Bugs Bunny
Submitted Jan 28, 2016 02:17 pm
Submitted Jan 28, 2016 02:38 pm
Daisy Duck
Pending
Foghorn Leghorn
Winnie D. Pooh
In the Queue

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 all approvers have approved a time sheet, the status will be updated to "Approved".

HELP EXIT

| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Jan 10, 2016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |
|---------------|---------|-----------------------|---------------|--------|-------------|------|
| | | | | | | |

| | | | | $\overline{}$ |
|---------------------------------------|----------------------|-----------------------------|-----------------------------|---------------|
| Search Go | | | SITE MAP HELP E) | KIT |
| Employee Details | | | | |
| Select Next or Previous to access and | ther employee. | | | _ |
| Employee ID and Name: | J00430859 Bugs Bunny | Department and Description: | U 172400 Payroll Accounting | |

Routing Queue | Account Distribution

Previous Menu

Approve

Return for Correction

Change Record Delete

Add Comment

| Time Sne | | | | | | | | | | | | | | | | | | | | |
|----------------|-------|-------------------|----------------|---|-----------------------------|---------|---------|-----|---------|---------|-------------------------------|----|-----------------------------|-----------------------------|---------|---|---|-----|-------------------------------|-----------------|
| Earnings | Shift | t Special Rate | Total Hours | | Sunday , Jan 10, 2016 | Jan 11, | Jan 12, | | Jan 14, | Jan 15, | Saturday , Jan 16, 2016 | | Sunday , Jan 17, 2016 | Monday , Jan 18, 2016 | Jan 19, | | | | Saturday , Jan 23, 2016 | Week 2 Hours |
| Regular Pay | 1 | | 32 | ! | | | | | | | | O | | | 8 | 8 | 8 | 3 | 3 | 32 |
| Vacation | 1 | | 40 | | | 8 | 3 8 | 3 8 | 8 | 8 | | 40 |) | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | | | | | | | | | 0 |) | | 8 | | | | | 8 |
| Total Hou | ırs: | | 80 | | | 8 | 3 8 | 8 | 8 | 8 | | 40 |) | | 8 8 | 8 | | 3 8 | 3 | 40 |
| Total Unit | ts: | | | C |) | | | | | | | | | | | | | | | |

Routing Queue

Action and Date Bugs Bunny Originated Jan 28, 2016 02:17 pm **Bugs Bunny** Daisy Duck Foghorn Leghorn In the Queue Winnie D. Pooh In the Queue

Submitted Jan 28, 2016 02:38 pm Account Distribution Default Data will indicate the FOAPAL to be charged, and the percentages as appropriate, unless overridden.

| Account Distribution Default Data | | | | | | • | | | | | |
|-----------------------------------|---|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Pay Period Effective Date | 4 | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
| Jan 10, 2016 | | | | 110000 | 172400 | 610400 | 4600 | | | | |
| | | 100.00 | | | | | | | | | |
| | | | I | 1 | | 1 | | | | | |

| | | _ | | | | |
|---------------|---------|-----------------------|---------------|--------|-------------|------|
| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |

| File Edit View Favorites Tools Help | | | |
|---|----------|------|------|
| Search Go | SITE MAP | HELP | EXIT |
| Employee Details | | | |
| Select Next or Previous to access another employee. | | | |

Department and Description:

Transaction Status:

Previous Menu Approve Return for Correction Change Record Delete Add Comment

J00430859 Bugs Bunny

003033-01 Main Looney Tune Character

Routing Queue | Account Distribution

Time Sheet Earnings Shift Special Total Total Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Week 1 Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Week 2 Rate Hours Units Jan 10, Jan 11, Jan 12. Jan 13, Jan 14, Jan 15. Jan 16, Hours Jan 17, Jan 18, Jan 19, Jan 20, Jan 21, Jan 22, Jan 23, Hours 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 Regular 32 Vacation

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Next

Routing Queue

Employee ID and Name:

Name
Bugs Bunny
Bugs Bunny
Daisy Duck
Foghorn Leghorn
Winnie D. Pooh

Action and Date

Originated Jan 28, 2016 02:17 pm Submitted Jan 28, 2016 02:38 pm

Pending In the Queue In the Queue If the approver is the only approver of a time sheet, or the last approver to take action, then ...

U 172400 Payroll Accounting

Pending

| TOCOUNT DISTINGUIST DUTAIL DATA | | | | | | | | | | |
|---------------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
| Jan 10, 2016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |
| | 100.00 | 1 | | | | | | | | |

| Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |
|---------------|---------|-----------------------|---------------|--------|-------------|------|

| THE CAR HER TOTOLICE TOTO THEP | | | |
|---|----------|------|-----|
| Search Go | SITE MAP | HELP | EXI |
| Employee Details | | | |
| Select Next or Previous to access another employee. | | | |
| △ Time transaction successfully approved. | | | |

Employee ID and Name:

J00430859 Bugs Bunny 003033-01 Main Looney Tune Character **Department and Description:** Transaction Status:

U 172400 Payroll Accounting Approved

Previous Menu Return Time

Next

Routing Queue | Account Distribution

Time Sheet

| Earnings | | Special Rate | 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 | | Jan 17, | Monday , Jan 18, 2016 | Tuesday , Jan 19, 2016 | Wednesday, Jan 20, 2016 | Jan 21, | Friday , Jan 22, 2016 | Saturday , Jan 23, 2016 | Week 2 Hours |
|----------------|------|-----------------|----------------|----------------|-----------------------------|-----------------------------|------------------------------|-------------------------------|-------------------------------|-----------------------------|-------------------------------|----|---------|-----------------------------|------------------------------|-------------------------------|---------|-----------------------------|-------------------------------|-----------------|
| Regular Pay | 1 | | 32 | | | | | | | | | 0 | | | 8 | 8 | 8 | 8 | 3 | 32 |
| Vacation | 1 | | 40 | | | 8 | 8 | 3 8 | 8 | 8 | 3 | 40 | | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | | | | | | | | | 0 | | 8 | | | | | | 8 |
| Total Hou | irs: | | 80 | | | 8 | 3 8 | 8 | 8 | 8 | 3 | 40 | | 8 | | 8 | 8 | | 3 | 40 |
| Total Uni | ts: | | | C |) | | | | | | | | | | | | | | | |

Routing Queue

Name **Bugs Bunny Bugs Bunny** Daisy Duck Foghorn Leghorn Winnie D. Pooh

Action and Date

Originated Jan 28, 2016 02:17 pm Submitted Jan 28, 2016 02:38 pm Approved Jan 28, 2016 02:50 pm Pending Pending

... the employee's time sheet status will be updated to approved.

Account Distribution Default Data

| Pay Period Effective Date | Percent | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Jan 10, 2016 | 100.00 | | 110000 | 172400 | 610400 | 4600 | | | | |

Previous Menu Return Time Next

| rile Edit View ravoities Tools Help | |
|---|------------------|
| Search Go | SITE MAP HELP E) |
| Employee Details | |
| Select Next or Previous to access another employee. | |

△ Time transaction successfully approved.

Employee ID and Name:

J00430859 Bugs Bunny 003033-01 Main Looney Tune Character **Department and Description:** Transaction Status:

U 172400 Payroll Accounting Approved

Previous Menu

Return Time

Routing Queue | Account Distribution

Time Sheet

| rinic one | Time Sheet | | | | | | | | | | | | | | | | | | | |
|----------------|------------|-------------------|----------------|----------|---------|---------|---------|-----|---------------------------------|---------|-------------------------------|-------|-----------------------------|-----------------------------|------------------------------|-------------------------------|---------------------------------|-----------------------------|-------------------------------|-----------------|
| Earnings | | t Special Rate | Total Hours | Units | Jan 10, | Jan 11, | Jan 12, | | , Thursday , Jan 14, 2016 | Jan 15, | Saturday , Jan 16, 2016 | 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 | | 32 | <u>,</u> | | | | | | | | C | ١ | | 8 | , 8 | 3 8 | 3 8 | 8 | 32 |
| Vacation | 1 | | 40 | , | | ٤ | 3 8 | 3 8 | 3 8 | 3 | \$ | 40 | 5 | | | | | | | 0 |
| Holiday Pay | 1 | | 8 | 3 | | | | | | | | C |) | ٤ | 3 | | | | | 8 |
| Total Hou | rs: | | 80 | ار | | ξ | 3 8 | 3 8 | 3 8 | 8 | \$ | 40 |) | | 8 | 8 | j E | 3 8 | 8 | 40 |
| Total Unit | ts: | | | C | ر | | | | | | | | | | | | | | | |

Routing Queue

Name **Bugs Bunny Bugs Bunny** Daisy Duck Foghorn Leghorn Winnie D. Pooh

Action and Date

Originated Jan 28, 2016 02:17 pm Submitted Jan 28, 2016 02:38 pm Approved Jan 28, 2016 02:50 pm Pending Pending

You may then click the "Previous Menu" button to return to the queue listing as shown on the next page.

Account Distribution Default Data

| Pay Period Effective Date | Percent | Index Fund | | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|------------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| ray relied Ellective Date | rercent | Illucx | i unu | Organization | Account | riogram | ACCIVICY | Location | rioject type | COSt Type |
| Jan 10, 2016 | | | 110000 | 172400 | 610400 | 4600 | | | | |
| | 100.00 | | | | | | | | | |
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Previous Menu Return Time Next

| File Edit View Favorites Tools Help | | | | | | | | | | | |
|-------------------------------------|--|-------------------------|------------------|--------------|----------------|------------|---------------|----------------|-------------------------|----------|--------------------------------------|
| Change Selec | Jan 10, 2016 to Jan Not Applicable Time Entry Status: Open until Jan 31, 7 | counting 1 23, 2016 | ne que atuses | | _ | | | | - | to | date |
| Pending | Name Desiries and Title | Danisa danisa | T-4-111 | T-4-1 11-14- | Out-out-Ot-to- | - 0- | DECLE OF EXT | Botum for Con | wastian | Cancol | Oth Tf |
| ID J00083323 | Name, Position and Title Minnie Mouse | Required Action Approve | Total Hours | Total Units | Queue Statu | s Ap | prove or FYI | Return for Cor | rection | Cancel | Other Information Change Time Record |
| 300083323 | 003039 - 00 Disney Character II | Арргоче | 80.00 | .0 | 0 | | | | | | Comments Leave Balance |
| Approved | | | | | | | | | | | |
| ID | Name, Position and Title | Required Action | Total Hours | Total Units | Queue Stat | us A | pprove or FYI | Return for Co | rrection | Cancel | Other Information |
| J00430859 | Bugs Bunny 003033 - 01 Main Looney Tune Character | | 80.00 | | Approved | | | | | | Leave Balances |
| J00299543 | Dennis D. Menace 007229 - 00 Cartoon Character I | | 80.00 | | Approved 00 | | | | | | Leave Balances |
| Error | | | | | | | | | | | |
| ID | Name, Position and | Title | | Total Hou | ırs | | Total Units | | Other Informa | ation | |
| J00212319 | Sylvester D. Cat 008879 - 00 Looney Tune Characte | r IV | | | | .00 | | .00 | Leave Balance Errors | | |
| Returned for | r Correction | | | | | | | | | | |
| ID | Name, Position and | Title | | Total Hou | irs | | Total Units | | Other Informa | ation | |
| J00566342 | Wiley Coyote 007515 - 00 Looney Tune Characte | rI | | | | 40.00 | | .00 | Leave Balances | | |
| J00546073 | Marvin D. Martian 004989 - 00 Cartoon Character II | | | | | 80.00 | | .00 | Leave Balances | | |
| In Progress | | | | | | | | | | | |
| ID | Name, Position and Tit | tle | To | tal Hours | | Total Unit | S | Cancel | Other Info | ormation | |
| J00168813 | Tweety Bird 007558 - 00 Looney Toon Character I | | | | 32.00 | | .0 | 00 | Leave Bala | nces | |
| Not Started | | | | | | | | | | | |
| ID | Name. P | osition and Title | | | | | Other In | formation | | | |
| J00229543 | Atom Ant 007557 - | | | | | | | | | | |
| J00508663 | Daffy Du 666005 - Student / | 00 | | | | | | | | | |
| | | | | | | | | | | | |

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.