Electronic Timesheet (Graduate Assistants)

TIME SUBMISSION DEADLINE: 10:00 AM on Monday of pay week

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

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

Personal Information Student Services & Financial Aid Employee Services	
Search Go	SITE MAP HELP EXIT
Welcome, Fred Flintstone, to the PAWS Information System! Last web access on Feb 20, 2016 at 09:23 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: 8.6

© 2016 Ellucian Company L.P. and its affiliates.

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

File Edit View Favorites Tools Help

A PAWS Personal Access Web System

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

File	Edit	View	Favorites	Tools	Help	
------	------	------	-----------	-------	------	--

Personal Information Student Services & Fi	inancial Aid Employee Services				
Search Go			SITE MAP	HELP	EXIT
Time Sheet Selection					
Rake a selection from My Choice. Choose a	Time Sheet period from the pull-down list. Select Time Sheet.				
Title and Department My Choice	e Pay Period and Status				
Graduate Assistant, 666007-00 ● Payroll Accounting, 172400 Time Sheet	Feb 07, 2016 to Feb 20, 2016 Not Started 💙	Choose the proper pay period and click the "Time Sheet" button			
RELEASE: 8.8					

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

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

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

** Account Distribution adjusted on this day.

	T	im	e	Sh	e	et
--	---	----	---	----	---	----

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Graduate Assistant -- 666007-00 Payroll Accounting -- 172400 Feb 07, 2016 to Feb 20, 2016 Feb 23, 2016 by 10:00 AM

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
Hours Worked (ACA Tracking)	1	() (Enter Hours						
Total Hours:	·		C		C	O	0	0	0	0	0
Total Units:					0 0	C	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

REVIEW OF BUTTON OPTIONS FOLLOWS

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Relect 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:						Graduate Assi	stant 666007-00				
Department and Number:						Payroll Accour	nting 172400				
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016				
Submit By Date:						Feb 23, 2016	by 10:00 AM				
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016		Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	rs Enter Hours	s Enter Hours
Total Hours:			(D	c	c	0	c) (0 (0 0
Total Units:					D C	, c	0	c) (D (J 0
Position Selection Comments Prev	iew Subr	it for Approval Restart	Next	"Po	sition Selec	tion" – Sele	ect to go ba	ack to prev	vious select	ion option.	
Submitted for Approval By:											
Approved By:											
Waiting for Approval From:											

RELEASE: 8.8

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Relect 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:						Graduate Assi	stant 666007-00				
Department and Number:						Payroll Accour	nting 172400				
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016				
Submit By Date:						Feb 23, 2016	by 10:00 AM				
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016			Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	() (D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hour	s Enter Hours
Total Hours:	_	1	(D	c) c	0	c) (J 0
Total Units:				0) () c	0	C) () (J 0
Position Selection Comments Preview	Subm	it for Approval Restart	Next	Ш	Comments	" – Availab	le for free-f	orm comn	nents.		
Submitted for Approval By:											
Approved By: Waiting for Approval From:											
RELEASE: 8.8											

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Relect 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:						Graduate Assi	stant 666007-00				
Department and Number:						Payroll Accour	nting 172400				
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016				
Submit By Date:						Feb 23, 2016	by 10:00 AM				
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016				Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	(0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hour	s Enter Hours
Total Hours:	-			0	c	, c	a) (0 0
Total Units:				0) c	o c	C	, c) () (0 0
Position Selection Comments Preview	Subm	it for Approval Restart	Next	"Pr∈	eview" – Fo	r a "cleane	er" view of	hours input			
Submitted for Approval By:											
Approved By:											
Waiting for Approval From:											
RELEASE: 8.8											

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Relect 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:						Graduate Assi	stant 666007-00				
Department and Number:						Payroll Accour	nting 172400				
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016				
Submit By Date:						Feb 23, 2016	by 10:00 AM				
Earning	Shift	Default Hours or Units			Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	C	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hour	s Enter Hours
Total Hours:	1		0		c	0	o	c) c) (о о
Total Units:				C	O	0	0	C) c)	0 0
Position SelectionCommentsPreviewSubmitted for Approval By: Approved By: Waiting for Approval From:	Subm	t for Approval Restart	Next		•	proval" – l r. User cer		5		to	
RELEASE: 8.8											

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

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

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

** Account Distribution adjusted on this day.

Time Sheet												
Title and Number:							Graduate Assi	stant 666007-00				
Department and Number:							Payroll Accour	nting 172400				
Time Sheet Period:							Feb 07, 2016	to Feb 20, 2016				
Submit By Date:							Feb 23, 2016	by 10:00 AM				
Earning		Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016			Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)		1	C) (D	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hour	s Enter Hours
Total Hours:			1	0	þ		o a	0	c) (o 0
Total Units:					0) () a	0	c) (o
Position Selection Comments	Preview	Subm	t for Approval Restart	Next	"R€	estart" – Wil	l complete	ly re-start th	ne timeshe	et, clearing	g all fields.	
Submitted for Approval By Approved By: Waiting for Approval From												

RELEASE: 8.8

Personal Access Web System 🛆 USA PAWS

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

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

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

** Account Distribution adjusted on this day.

Time Sheet											
Title and Number:						Graduate Assi	stant 666007-00				
Department and Number:						Payroll Accour	nting 172400				
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016				
Bubmit By Date: Feb 23, 2016 by 10:00 AM											
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016		Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	C		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	-		(D	c	c	0	o	0	c	0
Total Units:				() (c	0	O	0	c	0
Position Selection Comments Preview Submitted for Approval By:	Submi	t for Approval Restart	Next				nce to next I toggle be	0			eek
							i loggie be	INCELL NE	πι απά Γι		

Approved By:

Waiting for Approval From:

RELEASE: 8.8

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Enter Hours

0

0

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).

Submit for Approval

Restart

Next

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

** Account Distribution adjusted on this day.

Time Sheet													
Title and Number:						Graduate Assi	stant 666007-00						
Department and Number:	Payroll Accounting 172400												
Time Sheet Period:	Feb 07, 2016 to Feb 20, 2016												
Submit By Date:													
Earning	Shift	Default Hours or Units	Total Hours		Sunday Feb 07, 2016	Monday Feb 08, 2016		Wednesday Feb 10, 2016		Friday Feb 12, 2016	Saturday Feb 13, 2016		
Hours Worked (ACA Tracking)	1	(D (D	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hour	s Ente		
Total Hours:			(D	C	, c) c) () c	(D		
Total Units:				C	C	, c) () () ((D		
La construction de la construction				•			•	•	•		·		

Click on a day to record hours worked.

Submitted for Approval By:

Approved By:

Position Selection

Waiting for Approval From:

RELEASE: 8.8

© 2016 Ellucian Company L.P. and its affiliates.

Comments

Preview

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

Search

SITE MAP HELP EXIT

Time and Leave Reporting

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

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

Go

** Account Distribution adjusted on this day.

666007-00
172400
0, 2016
D AM
iy Data

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
Hours Worked (ACA Tracking)	1	() (þ	Enter Hours						
Total Hours:			c)	C	0	0	C	0	C	0
Total Units:				0	0 0	0	0	C	O	C	0

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By: Approved By:

Waiting for Approval From:

RELEASE: 8.8

Personal Access Web System 🛆 LSA PAWS

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

Search

SITE MAP HELP EXIT

Saturday Feb 13, 2016

Enter Hours

0

0

Friday Feb 12, 2016

Enter Hours

0

0

Enter Hours

0

0

Time and Leave Reporting

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

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

Go

** Account Distribution adjusted on this day.

Time Sheet									
Title and Number:						Graduate Assis	tant 666007-00		
Department and Number:						Payroll Account	ing 172400		
Time Sheet Period:						Feb 07, 2016 t	5 Feb 20, 2016		
Submit By Date:						Feb 23, 2016 b	y 10:00 AM		
Earning:		Hours Worked (ACA	Tracking))					
Date:		Feb 08, 2016							
Shift:		1							
Hours:		5							
Save Copy Account Distribution									
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016		Thursday Feb 11, 2016
Hours Worked (ACA Tracking)	1	o	5	5	Enter Hours	5	Enter Hours	s Enter Hours	Enter
Total Hours:	•		5	5	C	5	C	0	
Total Units:				C) c	0	C	0	
Position Selection Comments Preview	Subm	it for Approval Restart	Next	(Click on "Pr	eview" to			
Submitted for Approval By: Approved By:				٧	view full tim	esheet.			

Waiting for Approval From:

RELEASE: 8.8

S PAWS Personal Access Web System A 1abar

Personal Information Student Services & Financial Aid Employee Services

Go

Search

SITE MAP HELP EXIT

Summary of Reported Time

Set your printer layout to Landscape before printing.

Fred Flintstone Graduate Assistant, 666007-00

Payroll Accounting, 172400

Time Sheet

Earning Code	Shif	ft Total Hours	Total Units	Sunday , Feb 07, 2016	Monday , Feb 08, 2016		Wednesday, Feb 10, 2016	Thursday , Feb 11, 2016	Friday , Feb 12, 2016	Saturday , Feb 13, 2016	Week 1 Hours	Sunday , Feb 14, 2016	Monday , Feb 15, 2016	Tuesday , Feb 16, 2016	1 2010/01/2010	Thursday , Feb 18, 2016	Saturday , Feb 20, 2016	Week 2 Hours
Hours Worked (ACA Tracking)	1		5		ļģ.	5		63			3	5						0
Total Hours:		9	5		9	5					1	5						0
Total Units:			•)	0														

 Previous Menu
 Click on "Previous Menu"

 RELEASE: 8.9
 to return to timesheet.

Personal Access Web System 🛆 SA PAWS

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

Search

SITE MAP HELP EXIT

Time and Leave Reporting

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

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

Go

** Account Distribution adjusted on this day.

Time Sheet											
Title and Number:						Graduate Assis	tant 666007-00				
Department and Number:						Payroll Account	ting 172400				
Time Sheet Period:						Feb 07, 2016 t	o Feb 20, 2016				
Submit By Date:						Feb 23, 2016 b	oy 10:00 AM				
Earning:		Hours Worked (ACA	Tracking)							
Date:		Feb 08, 2016									
Shift:		1									
Hours:		5									
Save Copy Account Distribution											
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	(5	Enter Hours	\$ 5	5 Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours
Total Hours:	1	1		-							
				^		, J					, v
Total Units:											
											, v
Position Selection Comments Preview Submitted for Approval By: Approved By: Waiting for Approval From: RELEASE: 8.8	Subn	nit for Approval Restart	Next		ce timeshe rder to sub					"Submit fo	r Approval"

Personal Information Student Services & Financial Aid Employee Services Financial Information

Search

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 User Logout web page.

PIN:]			
Submit					
RELEASE	: 8.9				

© 2016 Ellucian Company L.P. and its affiliates.

Go

Personal Information	Student Services & Financial Aid	Employee Services

Go

Search

SITE MAP HELP EXIT

Time and Leave Reporting

Relect 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:						Graduate Assi	stant 666007-00					
Department and Number:						Payroll Accour	nting 172400					
Time Sheet Period:						Feb 07, 2016	to Feb 20, 2016					
Submit By Date: Feb 23, 2016 by 10:00 AM												
Earning	Shift	Default Hours or Units	Total Hours		Sunday Feb 07, 2016						Saturday Feb 13, 2016	
Hours Worked (ACA Tracking)	1		0 5	5	Enter Hours	5 5	5 Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:		1	5	5) 5	5 0	c	o	c	0	
Total Units:				C) () O	C	0	C	0	
Position Selection Comments Preview	Next	Return Time										
Submitted for Approval By:						You on Feb 20), 2016					

Foghorn Leghorn

Approved By:

Waiting for Approval From:

RELEASE: 8.8

AWS PAWS Personal Access Web System A 1 a b a t

Personal Information Student Services & Financial Aid Employee Services

Go

Search

Time and Leave Reporting



Relect 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).

Title and Number:

Department and Number:

Time Sheet Period:

Graduate Assistant -- 666007-00 Payroll Accounting -- 172400 Feb 07, 2016 to Feb 20, 2016

You on Feb 20, 2016

Foghorn Leghorn

Submit By Date: Feb 23, 2016 by 10:00 AM											
Earning		Default Hours or Units	Total Hours						Thursday Feb 11, 2016		Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	o	5	5	Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			5	5	O	5	0	O	0	0	0
Total Units:				0	٥	0	0	٥	0	O	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.