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://paws.southalabama.edu:444/test/twbkwbis.P_GenMenu?nar 🛃 🔎 - 😋 🖀 Main Menu 🛛 🗙 🎇 Banner TEST	• ★
File Edit View Favorites Tools Help	
AWS PAWS Personal Access Web System A 1abar	

Personal Information Employee Services

Search Go

SITE MAP HELP EXIT

Welcome, Minnie Mouse, to the PAWS Information System! Last web access on Jan 10, 2016 at 07:47 pm

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".

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	

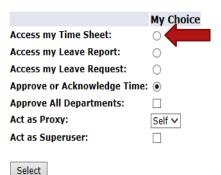


Personal Information Student Services & Financial	Aid Employee Services Financial Information	
Search Go		SITE MAP HELP EXIT
Time Reporting Selection		

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



<u>IF</u> you <u>ARE NOT</u> an approver of someone else's time sheet, then you <u>WILL NOT</u> see these choices. Proceed to the next slide to see your next choices.

<u>IF</u> you <u>ARE</u> an approver of someone else's time sheet, then you <u>WILL</u> 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

RELEASE: 8.10

Is PAWS Personal Access Web System A labar

Personal Information Student Services & Financial 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 Pay Period and Status	
Disney Character II, 003039-00) Jan 10, 2016 to Jan 23, 2016 Not Started V Payroll Accounting, 172400	
Time Sheet RELEASE: 8.8	

<i>Time Sheet</i> Title and Number:						Disney Charact	er II 003039-00					
Department and Number:	Payroll Accounting 172400											
Time Sheet Period:	et 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							Saturday Jan 16, 2016	
Regular Pay	1		0 0	b	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Overtime at Time and a Half	1		0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Overtime at Regular Rate	1		0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation	1		0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Personal Sick	1		0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Family Member Sick	1		0 (þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1		0 (þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Other (Call, FML, Jury, etc)	1		0 (b	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	·	·	(þ	0	0	0	0	0	0	0	
Total Units:				C	0	0	0	0	0	0	0	

File Edit View Favorites Tools Help

👎 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.

Search

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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

REVIEW OF BUTTON OPTIONS FOLLOWS

SITE MAP HELP EXIT

Search Go											
											SITE MAP HELP EXIT
Time and Leave Reporting											
Select the link under a date to enter hours a Select Next or Previous to navigate through			entered to	the neares	st quarter hour (x.00,x.	25, x.50,x.75).					
** Account Distribution adjusted on th	his da	ıy.									
<i>Time Sheet</i> Title and Number: Department and Number: Time Sheet Period: Submit By Date:						Disney Charact Payroll Account Jan 10, 2016 to Jan 31, 2016 b	o Jan 23, 2016				
Earning SI	hift	Default Hours or Units	Total Hours	Total Units	Sunday Jan 10, 2016					Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay 1		c	0 0	b	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Time and a Half 1		C) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate 1		C) (þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation 1		C	0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick 1		C	0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick 1		C	0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay 1		c	0 0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc) 1		C	0	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			C	þ	0	0	0	0	0	C	0
Total Units: Position Selection Comments Preview		: for Approval Restart	Next	C	0	0	0	0	0	C	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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

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

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

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

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

** 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					Monday Jan 11, 2016	Tuesday Jan 12, 2016				Saturday Jan 16, 2016
Regular Pay	1	C) (o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Overtime at Time and a Half	1	C) (o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Overtime at Regular Rate	1	C) (0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Vacation	1	C) (o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Personal Sick	1	c) (D	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Family Member Sick	1	C) (o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Holiday Pay	1	C) (o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Other (Call, FML, Jury, etc)	1	c) (o	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Total Hours:		-	(o	C	, c	, (0	0	C	0
Total Units:				c	0	(C	, (0	0	C	0
								<u> </u>			

Position Selection Comments Preview Submit for Approval Restart Next

"Comments" – Available for free-form comments.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

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

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

** 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											Saturday Jan 16, 2016
Regular Pay	1	c) с	c	Enter Hours	s Enter Hours	rs Enter Hours				
Overtime at Time and a Half	1	¢) с	c	Enter Hours	s Enter Hours	rs Enter Hours				
Overtime at Regular Rate	1	c) с	c	Enter Hours	s Enter Hours	rs Enter Hours				
Vacation	1	c	ა c	c	Enter Hours	s Enter Hours	rs Enter Hours				
Personal Sick	1	C) <mark>с</mark>	c	Enter Hours	s Enter Hours	rs Enter Hours				
Family Member Sick	1	C	о <mark>с</mark>	J	Enter Hours	s Enter Hours	rs Enter Hours				
Holiday Pay	1	c) <mark>с</mark>	c	Enter Hours	s Enter Hours	rs Enter Hours				
Other (Call, FML, Jury, etc)	1	C) <u>с</u>		Enter Hours	s Enter Hours	rs Enter Hours				
Total Hours:			c		C	C	J	۲ ۲	0 U	J(0
Total Units:				C	o c	C	, C) C	0)	0 0
					·					·	,

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

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

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

** 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

your supervisor. User certification will follow, using PIN.

-											
Earning			Total Hours				Tuesday Jan 12, 2016				Saturday Jan 16, 2016
Regular Pay	1	C) ()	Enter Hours		Enter Hours			Enter Hours	
Overtime at Time and a Half	1	0) <u>с</u>		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1	0) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0) (Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	1	0) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	1	0) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)	1	0) ()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			C		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0
Position Selection Comments Preview	Submit	t for Approval Restart	Next	"Sı	ubmit for Ap	oproval" – I	Jsed when	ready to su	ubmit time	to	

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

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

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

** 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

Subline by Date:											
Earning	Shift	Default Hours or Units				Monday Jan 11, 2016	Tuesday Jan 12, 2016				Saturday Jan 16, 2016
Regular Pay	1		0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Overtime at Time and a Half	1		0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Overtime at Regular Rate	1		0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Vacation	1	,	0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Personal Sick	1		0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Family Member Sick	1	(0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Holiday Pay	1	(0 (0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Other (Call, FML, Jury, etc)	1	(0	0	Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	s Enter Hours	s Enter Hours	rs Enter Hours
Total Hours:		·		0	c	() c	o (0	(0
Total Units:				(o c) () c	о с	0	(0

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

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

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

** 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

ousine of succi												
Earning				Total Units							Saturday Jan 16, 2016	
Regular Pay	1	0	0		Enter Hours							
Overtime at Time and a Half	1	0	0		Enter Hours							
Overtime at Regular Rate	1	0	0		Enter Hours							
Vacation	1	0	0		Enter Hours							
Personal Sick	1	0	0		Enter Hours							
Family Member Sick	1	0	0		Enter Hours							
Holiday Pay	1	0	0		Enter Hours							
Other (Call, FML, Jury, etc)	1	0	0		Enter Hours							
Total Hours:			0		0	0	0	0	0	0	0	
Total Units:) 0	0	0	0	0	0	0	
Position Selection Comments Preview	Submit	for Approval Restart	Next	•	Click -	to advance	e to next w	eek, or ao	back to pre	evious wee	k	

iext 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

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT

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

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

** 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			Total Hours			Monday Jan 11, 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

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

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

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

Select the link under a date to enter hours and press save. Hours must be entered to the hearest quarter hour (x.ou,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:
Earning:
Date:
Shift:
Hours:

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

Save Copy Account Distribution

Earning	Shift			Total Units		Monday Jan 11, 2016					Saturday Jan 16, 2016
Regular Pay	1	0	0		Enter Hours	Enter Hours					Enter Hours
Overtime at Time and a Half	1	0	o		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

Regular Pay Jan 11, 2016

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By: Waiting for Approval From:

RELEASE: 8.8

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

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

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

** Account Distribution adjusted on this day.

Time Sheet

Disney Cha
Payroll Acco
Jan 10, 201
Jan 31, 201
Regular Pay
Jan 11, 2016
1
8

racter II -- 003039-00 ounting -- 172400 16 to Jan 23, 2016 16 by 10:00 AM

Save Copy Account Distribution

Earning	Shift		Total Hours								Saturday Jan 16, 2016
Regular Pay	1	0) 8	3	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Overtime at Time and a Half	1	0) (b	Enter Hours	s Enter Hours					
Overtime at Regular Rate	1	0) (þ	Enter Hours	s Enter Hours					
Vacation	1	0) (þ	Enter Hours	s Enter Hours					
Personal Sick	1	0) (b	Enter Hours	s Enter Hours					
Family Member Sick	1	o) (o	Enter Hours	s Enter Hours					
Holiday Pay	1	o) (o	Enter Hours	s Enter Hours					
Other (Call, FML, Jury, etc)	1	0) (o	Enter Hours	s Enter Hours					
Total Hours:			8	3	0	8	0	0	0	C	0 0
Total Units:				C	0	0	0	0	0	0	0 0

Position Selection	Comments	Preview	Submit for Approval	Restart	Next

Click on "Preview" to view full timesheet.

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

RELEASE: 8.8

A PAWS never Personal Access Web System

Personal Information Student Services & Financial Aid Employee Services Search Go SITE MAP HELP EXIT Summary of Reported Time Summary of Reported Time Summary of Reported Time 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	Shift	Total	Total	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 1	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Week 2
Code	1		Units			Jan 12,	Jan 13,											Jan 23,	Hours
couc		nouis	onics																inours
				2016	2016	2016	2016	2016	2016	2016		2016	2016	2016	2016	2016	2016	2016	
Regular Pay	1																		
nogula a,	1	0									0								0
		0									0								0
Total Hours																			
rotur	•	9			9						8								0
																			v
Total Units:																			
			0																
			, v	'															

Previous Menu Click on "Previous Menu"

RELEASE: 8.9

to return to timesheet.

Edit View Favorites Tools Help File

Select the link under a date to enter hours and press save. Hours must be entered to the hearest 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
Department and Number:		Payroll Accounting
Time Sheet Period:		Jan 10, 2016 to Jan 2
Submit By Date:		Jan 31, 2016 by 10:0
Earning:	Regular Pay	
Date:	Jan 11, 2016	
Shift:	1	
Hours:	8	

003039-00 172400 3, 2016 MA 0

Account Distribution Save Сору

Earning	Shift		Total Hours	Total Units		Monday Jan 11, 2016	Tuesday Jan 12, 2016	Wednesday Jan 13, 2016		Friday Jan 15, 2016	Saturday Jan 16, 2016
Regular Pay	1	c	8	D	Enter Hours	8	8	8	8	8	Enter Hours
Overtime at Time and a Half	1	C		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Regular Rate	1	c		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	C		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	1	C		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	1	C		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	c		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other (Call, FML, Jury, etc)	1	C		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8	D	0	8	8	8	8	8	0
Total Units:				(0	C	G	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

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

A PAWS PAWS Personal Access Web System

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

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.



File Edit View Favorites Tools Help			
Search Go	SITE MAP	HELP	EXIT
Time and Leave Reporting			
Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).			_

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

▲ 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".

Disney Character II -- 003039-00

Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016

Time Sheet	

Title and Number: Department and Number:

Time Sheet Period:

Submit By Date

Submit By Date:			Jan 31, 2016 by 10:00 AM										
arning	Shift	Default Hours or Units	Total Hours					Wednesday Jan 13, 2016			Saturday Jan 16, 2016		
Regular Pay	1	C	80		Enter Hours	8	8	8	8	8	Enter Hour		
Overtime at Time and a Half	1	C) (Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
Overtime at Regular Rate	1	C) (Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
/acation	1	C) (Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
Personal Sick	1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
amily Member Sick	1	Q) (Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
Holiday Pay	1	C	0 0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
Other (Call, FML, Jury, etc)	1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour		
Fotal Hours:			80		0	8	8	8	8	8	. (
Fotal Units:				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	

File Edit View Favorites Tools Help	
Search Go	SITE MAP HELP EXIT
Time and Leave Reporting	1

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.

Time Sheet Title and Number:

Department and Number:

Time Sheet Period:

After time has been entered and submitted, two options are to exit PAWS, or select another position (if you have more than one job).

> Disney Character II -- 003039-00 Payroll Accounting -- 172400 Jan 10, 2016 to Jan 23, 2016

Submit By Date:						Jan 31, 2016 b	y 10:00 AM				
Earning	Shift	Default Hours or Units	Total Hours	Total Units							Saturday Jan 16, 2016
Regular Pay	1		0	80	Enter Hours	s F	3	3 ₹	8 8	з т	8 Enter Hours
Overtime at Time and a Half	1		0	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Overtime at Regular Rate	1		0	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Vacation	1		0	0	Enter Hours	rs Enter Hours					
Personal Sick	1		0	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Family Member Sick	1		0	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Holiday Pay	1		0	0	Enter Hours	rs Enter Hours					
Other (Call, FML, Jury, etc)	1		0	0	Enter Hours	rs Enter Hours	s Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours	rs Enter Hours
Total Hours:				80	(3 6	3	3 5	3 8	3 1	8 0
Total Units:					0 () C) C) C	ס נ) () 0
Position Selection Comments Preview Submitted for Approval By:	/ Next	Return Time				You on Jan 28,	, 2016				

Daisy Duck

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.