UNIVERSITY OF SOUTH ALABAMA

Leave Reporting

Approver Guide

Employee Dashboard

The updated Employee Dashboard found under Employee Self-Service in PAWS has a new look which allows you to navigate and view your direct reports.

Approve Leave

Under "My Activities" on the right-side of the Employee Dashboard, select Approve Leave Report.

<div style="background-color:crimson; color:white">

Please visit the Payroll site for pay period calendars to see upcoming deadlines
https://www.southalabama.edu/departments/financialaffairs/ayroll/calendar.html

</div>

<div style="background-color:navy; color:white">

Leave Deadlines
Employee   5:00 PM of the 15th day of the following month
Approval   5:00 PM of the 20th day of the following month

If there are multiple approvers, ALL approvers must have approved

</div>

Approve Time View

On the Leave Report Approvals screen you will see the status of time submitted by your direct reports. You're able to view previous pay periods from the drop down.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Pay period drop-down

👥 Proxy Super User 📊 Reports

Approvals	Timesheet

| Leave Report ⌄ | All Departments ⌄ | 02/01/2023 - 02/28/2023 (2023 ... ⌄ | All Status except Not Started ⌄ | Enter ID/Name |

Distribution Status Report - Leave Report

☐ Pending 1

Employee Name ⌄	ID ⌄	Organization ⌄	Hours/Days/Units ⌄
☐	J00...	U-1...	40.00 Hours ⓘ 💬¹ ⋮

You must click on each employee to view their time summary

Pending - In the Queue	0	⌄
In Progress	0	⌄
Returned	0	⌄
Error	0	⌄
Pending - Approved	0	⌄
Approved	0	⌄
Completed	0	⌄

Pay period drop down selection

02/01/2023 - 02/28/2023 (2023 MO 3) ^

🔍

02/01/2023 - 02/28/2023 (2023 MO 3)

06/01/2022 - 06/30/2022 (2022 MO 7)

05/01/2022 - 05/31/2022 (2022 MO 6)

04/01/2022 - 04/30/2022 (2022 MO 5)

DO NOT select and approve time without reviewing first

Distribution Status Report - Leave Report ⌄

☐ Pending 2   **Approve/Acknowledge** ^

Employee Name ⌄	ID ⌄	Organization ⌄	Hours/Units ⌄
☑	J00...		ⓘ ⋮
☑	J00...		24.00 Hours ⓘ 💬³ ⋮

Pending - In the Queue 0 ⌄

Time Summary

Clicking an employee from the approval view will bring you to their leave summary. You should view any submissions, review any related comments, and either approve or return their leave for correction.

Leave Report Detail Summary

🖨

Pay Period: 02/01/2023 - 02/28/2023 | 40.00 Hours | Pending   Submitted On 03/01/2023, 09:58 AM

Time Entry Detail

Date	Earn Code	Shift	Total
02/07/2023	VAC, Vacation	1	8.00 Hours
02/10/2023	VAC, Vacation	1	8.00 Hours
02/16/2023	VAC, Vacation	1	8.00 Hours
02/17/2023	VAC, Vacation	1	8.00 Hours
02/20/2023	VAC, Vacation	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation	1		16.00	16.00	8.00		40.00 Hours
Total Hours			16.00	16.00	8.00		

Routing and Status

Name	Action	Date & Time
SouthPaw	Originated	02/24/2023, 03:29 PM
SouthPaw	Submitted	03/01/2023, 09:58 AM
Pawla, Miss	Pending Approval	
Bonner, Jo	In the Queue	

DON'T FORGET
All approvers must meet the 5:00 PM deadline

Comment (Optional):

Add Comment

Don't forget to add comments when returning for correction

2000 characters remaining

☐ Confidential Comment

SouthPaw
Added on 02/02/2023 (04:26 PM)
Vacation taken Feb 7, 10, 16, 17, 20

View employee comments here

SouthPaw
Added on 03/01/2023 (09:58 AM)
Leave Report recalled (System Generated)

Notice the employee recalled their timesheet for correction

| Return | Details | Return for correction | Approve |

Successfully Approved

After approving, you will see the updated Status at the top and bottom of the summary. If there are other approvers, you will see their status as well.

Leave Report Detail Summary

✓ Leave Report successfully approved.

Pay Period: 02/01/2023 - 02/28/2023 | 40.00 Hours | Pending Submitted On 03/01/2023, 09:58 AM

Time Entry Detail

Date	Earn Code	Shift	Total
02/07/2023	VAC, Vacation	1	8.00 Hours
02/10/2023	VAC, Vacation	1	8.00 Hours
02/16/2023	VAC, Vacation	1	8.00 Hours
02/17/2023	VAC, Vacation	1	8.00 Hours
02/20/2023	VAC, Vacation	1	8.00 Hours

You may still recall the leave after approving, but before the deadline if necessary

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation	1		16.00	16.00	8.00		40.00 Hours
Total Hours			16.00	16.00	8.00		

Routing and Status

Name	Action	Date & Time
SouthPaw	Originated	02/24/2023, 03:29 PM
SouthPaw	Submitted	03/01/2023, 09:58 AM
Pawla, Miss	Approved	03/06/2023, 09:34 AM
Bonner, Jo	Pending Approval	

Comment (Optional):

[Return] [Details] [Recall]

| In Progress 0 | ⌄ |

Back on the Approve Leave screen, you'll see the updated status

| Returned 1 | ⌃ |

Employee Name		Organization	Hours/Units	
	J00...	U-7... Human Resources		ⓘ 💬² ⋮

| Error 0 | ⌄ |

| Pending - Approved 0 | ⌄ |

| Approved 1 | ⌃ |

Employee Name			Hours/Units	
	J00...		24.00 Hours	ⓘ 💬³ ⋮

Contact Payroll at 460 6471, or payroll@southalabama.edu should you need assistance