UNIVERSITY OF SOUTH ALABAMA

Web Time Entry

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 Time

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

Please visit the Payroll site for pay period calendars to see upcoming deadlines

https://www.southalabama.edu/departments/financialaffairs/ayroll/calendar.html

Time Deadlines

Employee   10:00 AM on Monday of pay week

Approver   1:00 PM on Monday of pay week

If there are multiple approvers, ALL approvers must have approved

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⬛ ⊘ ellucian   ⚙ 👤 Miss Pawla

Employee Dashboard ⬅

Employee Dashboard

Miss Pawla
[My Profile]

Leave Balances as of 01/01/2023

Vacation in hours 312.96   Sick in hours 1,404.09

Full Leave Balance Information

Pay Information	^
Earnings	^
Benefits	^
Taxes	^
Job Summary	^
Employee Summary	^

🪄 My Activities

[Enter Time]

➡ Approve Time

Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Approve Time View

On the Timesheet 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.

Approvals - Timesheet

Proxy Super User 📊 Reports

Pay period drop-down

| Approvals | Timesheet |

| Timesheet ⌄ | All Departments ⌄ | 01/29/2023 - 02/11/2023 (2023 BW 4) ⌄ | All Status except Not Started ⌄ | Enter ID/Name |

Distribution Status Report - Timesheet ⌄

☐ Pending 2 ⌃

Employee Name ⇕	ID ⇕	Organization ⇕	Hours/Units ⇕		
☐ Assoc Mgr,	J00			ⓘ	⋮
☐ Asst Mgr,	J00		24.00 Hours	ⓘ 💬³	⋮

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

01/29/2023 - 02/11/2023 (2023 BW... ⌃

🔍

01/29/2023 - 02/11/2023 (2023 BW 4)

11/20/2022 - 12/03/2022 (2022 BW 25)

11/06/2022 - 11/19/2022 (2022 BW 24)

10/23/2022 - 11/05/2022 (2022 BW 23)

DO NOT select and approve time without reviewing first

Distribution Status Report - Timesheet ⌄

☐ Pending 2 → Approve/Acknowledge ⌃

Employee Name ⇕	ID ⇕	Organization ⇕	Hours/Units ⇕		
☑ Assoc Mgr,	J00			ⓘ	⋮
☑ Asst Mgr,	J00		24.00 Hours	ⓘ 💬³	⋮

Pending - In the Queue 0 ⌄

Time Summary

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

Timesheet Detail Summary

J00********, *. *****

Asst Mgr, ████████████████████████████████████

Pay Period: 01/29/2023 - 02/11/2023 | 24.00 Hours | Pending | Submitted On 02/02/2023, 04:26 PM

Time Entry Detail

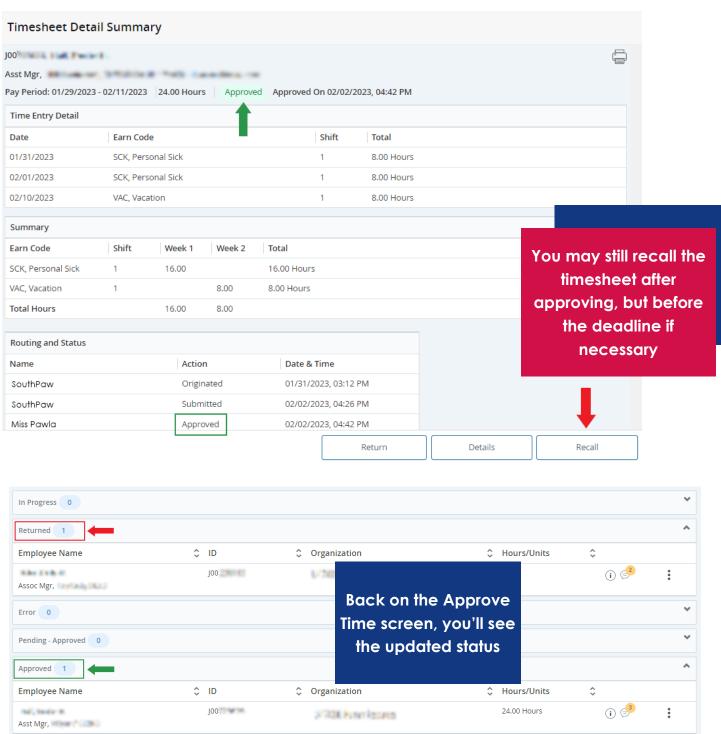| Date	Earn Code	Shift	Total
01/31/2023	SCK, Personal Sick	1	8.00 Hours
02/01/2023	SCK, Personal Sick	1	8.00 Hours
02/10/2023	VAC, Vacation	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
SCK, Personal Sick	1	16.00		16.00 Hours
VAC, Vacation	1		8.00	8.00 Hours
Total Hours		16.00	8.00	

Routing and Status

Name	Action	Date & Time
SouthPaw	Originated	01/31/2023, 03:12 PM
SouthPaw	Submitted	02/02/2023, 04:26 PM
Miss Pawla	Pending Approval	

DON'T FORGET

all approvers must meet the 1:00 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)
Out sick 1/31 and 2/1

View employee comments here

SouthPaw
Added on 02/01/2023 (10:50 AM)
Timesheet 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.

Timesheet Detail Summary

J00█████ ██████ █████

Asst Mgr, ██████, ██████ ██████ █████

Pay Period: 01/29/2023 - 02/11/2023 | 24.00 Hours | Approved | Approved On 02/02/2023, 04:42 PM

Time Entry Detail

Date	Earn Code		Shift	Total
01/31/2023	SCK, Personal Sick		1	8.00 Hours
02/01/2023	SCK, Personal Sick		1	8.00 Hours
02/10/2023	VAC, Vacation		1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
SCK, Personal Sick	1	16.00		16.00 Hours
VAC, Vacation	1		8.00	8.00 Hours
Total Hours		16.00	8.00	

Routing and Status

Name	Action	Date & Time
SouthPaw	Originated	01/31/2023, 03:12 PM
SouthPaw	Submitted	02/02/2023, 04:26 PM
Miss Pawla	Approved	02/02/2023, 04:42 PM

Return   Details   Recall

> **You may still recall the timesheet after approving, but before the deadline if necessary**

In Progress 0						

Returned 1

Employee Name	ID	Organization	Hours/Units	
██████ Assoc Mgr, ██████	J00█████	█████		ⓘ 💬² ⋮

Error 0				

Pending - Approved 0				

Approved 1

Employee Name	ID	Organization	Hours/Units	
██████ Asst Mgr, ██████	J00█████	█████ ██████	24.00 Hours	ⓘ 💬³ ⋮

> **Back on the Approve Time screen, you'll see the updated status**

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