Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:

Employee submission of leave report - 5:00 PM of the 10th day of the month following the month being reported.

Approval of leave report - 5:00 PM of the 13th day of the month following the month being reported.





Personal Information	Employee Services	Financial Information			
Search	Go		SITE MAP	HELP	EXIT

Welcome, Betty Rubble, to the PAWS Information System! Last web access on Sep 30, 2016 at 09:20 am

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, Encumbrance Query, View Documents, Approve Documents and Code Lookup.

Return to Homepage

RELEASE: 8.7

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





Personal Information / Employee Services Financial Information	
Search Go	RETURN TO MENU SITE MAP HELP EXI
Employee	
Electronic Time Sheet Entry of time, approval of time.	
Leave Reports (Monthly) Entry of leave; approval of leave. (For monthly employees only)	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	
Tax Forms W4 information, W2 Form.	
Jobs Summary	
Leave Ralances	

RELEASE: 8.7

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Search	Go	SITE MA
Time Reporting Se	lection	
Selection Criteria		
	My Choice	
Access my Time Sheet:	0	
Access my Leave Report:	0	
Approve or Acknowledge Ti	me: •	
Approve or Acknowledge Ti Approve All Departments:	me: •	
	Self	

RELEASE: 8.10

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Personal Access Web System



Select the employee's name to access additional details.

U, University of South Alabama REVIEW OF QUEUE STATUSES FOLLOWS

COA: U, University of South Alabama

Department:172400, Payroll AccountingLeave Period:Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection		Select All, Approve or FYI	Reset	S	ave
------------------	--	----------------------------	-------	---	-----

Pending	ending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
1	Yogi Bear 004829 - 00 Associate Payroll Supervisor		.00	.00		Approved			l .	Leave Balance Errors
	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance

Returned for Correction									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information				
	Daffy Duck 006488 - 00 Assist. Payroll Administrator	.00	.00		Comments Leave Balance				

In Progress											
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information					
J00525871	Yosemite Sam 008733 - 00 Assoc. Payroll Administrator	.00	.00	.00		Leave Balance					

Not Started							
ID	Name, Position and Title	Other Information					
J00238168	Mickey Mouse						
	003195 - 00						
	Payroll Supervisor						

	Salact th	a amplo	voo'c	namo	tο	accocc	additional	detaile
v	Select til	e emplo	yee s	паше	ω	access	auullionai	uetalis

COA: U, University of South Alabama

Department: 172400, Payroll Accounting

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

"Not Started" – Lists those employees who are within the organization (department) number which you are approving, but the employees have not started their leave report. If there are employees listed for whom you do not approve, they will drop out of any of your list once they have started their leave report.

Change Selection	Select All, Approve or FYI	Reset	Save	
------------------	----------------------------	-------	------	--

Pending	ending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information	
1	Yogi Bear 004829 - 00 Associate Payroll Supervisor		.00	.00		Approved			l .	Leave Balance Errors	
	Fred Flintstone 003882 - 00 Payroll Administrator	Approve	.00	16.00	.00					Change Leave Record Leave Balance	

Returned for Correction									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information				
	Daffy Duck 006488 - 00 Assist. Payroll Administrator	.00	.00		Comments Leave Balance				

In Progress											
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information					
J00525871	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance					
	Assoc. Payroll Administrator										

Not Started		
ID	Name, Position and Title	Other Information
J00238168	Mickey Mouse 003195 - 00	
	Payroll Supervisor	

	Salact t	ha i	amnlas	امماد	namo	to	accoss	additional	detaile
$\overline{}$	select t	ne (employ	ree s	паше	ιO	access	auullionai	uetalis.

COA: U, University of South Alabama

Department: 172400, Payroll Accounting

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

 "In Progress" – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain "In Progress" until the employee fills in all of their applicable leave, and submits to you for approval.

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear					Approved				Leave Balance
	004829 - 00		.00	.00	.00					Errors
	Associate Payroll Supervisor									
300495265	Fred Flintstone	Approve								Change Leave Record
	003882 - 00		.00	16.00	.00					Leave Balance
	Payroll Administrator									

Returned for Correction											
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information						
	Daffy Duck 006488 - 00 Assist. Payroll Administrator	.00	.00		Comments Leave Balance						

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00525871	Yosemite Sam					Leave Balance
	008733 - 00	.00	.00	.00		
	Assoc. Payroll Administrator					

Not Started									
ID	Name, Position and Title	Other Information							
J00238168	Mickey Mouse								
	003195 - 00								
	Payroll Supervisor								

J00238168

Select the employee's name to access additional details.

Mickey Mouse 003195 - 00 Payroll Supervisor

						"Pending" -	- Lists those	employees for wh	om you	approve le	ave,	that hav	e submitte	ed their l	eave report for approva
COA:		U, L	Jniversity	of South	Alabama	J		, ,	,						
Departme	nt:	172	400, Payr	oll Accou	nting	The "Requir	ed Action"	column will indica	ate those	e awaiting y	our a	approval			
Leave Per	iod:	Sep	01, 2016	to Sep 3	30, 2016	• The #Oueur	Status" col	umn will indicate	"Appro	wad" for the	200 110	nu bovo i	alroody o	nnrovod	
Act as Pro	oxy:	Not	Applicable	2		<u> </u>	e status Coi	umn will indicate	Appro	ivea for the	ose yc	ou nave a	alleady a	pproved	
Leave Per	iod Leave Entry Stat	us: Ope	en until Oc	t 13. 201	16. 05:00 PM	1 The Director of	f Payroll will	be the final appro	oval on a	all leave rep	oorts.	Betwee	n the 14th	and 17th	of the month, final
	•			,	,			ich updates emp							
Change Se	election Select All, Ap	prove or	FYI Res	et Sav	re										
	,														
Pending	—							*							
ID	Name, Position and	Title	Required	Action	Total Days	Total Hours	Total Unit	s Oueue Statu	s Appro	ove or FYI	Retu	rn for Co	orrection	Cancel	Other Information
J00491926	<u> </u>				, , , , ,			Approved							Leave Balance
	004829 - 00				.00	.00	.0	00							Errors
	Associate Payroll Sup	ervisor		*											
300495265	Fred Flintstone		Approve			16.00									Change Leave Record
	003882 - 00				.00	16.00		00							Leave Balance
	Payroll Administrator														
Returned	for Correction														
ID	Name, Posi	ition an	d Title			Total Days		Total Hours		Total Un	its		Other I	nforma	tion
J00361061		cion an	ia mile			Total Days		rotal flours		Total on			Comme		icion
500501001	006488 - 00						.00		.00	o		.00	Leave B		
	Assist. Payro	oll Admi	nistrator												
	•					•	•								
In Progre	ss														
ID	Name, Posit	ion and	l Title		To	tal Days	Total	Hours	Total (Units	- (Cancel	Othe	r Infori	mation
J00525871		า											Leave	e Balanc	e
	008733 - 00						.00	.00			.00				
	Assoc. Payrol	Admini	strator												
Not Starte	val														
	au .	Name	Docition	a and Til	el a					Other Info		tion			
ID		wame	, Positio	i and III	ue					orner Into	ııma	tion			

Select the employee's nam	ne to access additional details.	"Returned for Correction" - Lists those leave reports that have been
		returned by either you, or possibly the Payroll Office for correction by
COA:	U, University of South Alabama	the employee.
	470400 B II 4 II	THE ELIMOVEE.

Department: 172400, Payroll Accounting

Leave Period: Sep 01, 2016 to Sep 30, 2016

Not Applicable Act as Proxy:

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection Select All, Approve or FYI

Pending	Pending											
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information		
J00491926	Yogi Bear					Approved				Leave Balance		
	004829 - 00		.00	.00	.00					Errors		
	Associate Payroll Supervisor											
300495265	Fred Flintstone	Approve								Change Leave Record		
	003882 - 00		.00	16.00	.00					Leave Balance		
	Payroll Administrator											

correction by

Returned for Corre	ction					
ID	Name,	Position and Title	Total Days	Total Hours	Total Units	Other Information
	Daffy Du 006488 Assist. F		.00	.00		Comments Leave Balance

In Progress											
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information					
J00525871	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance					
	Assoc. Payroll Administrator										

Not Started		
ID	Name, Position and Title	Other Information
J00238168	Mickey Mouse	
	003195 - 00	
	Payroll Supervisor	

Leave Period:

Select the employee's name to access additional details.

Selecting an employee for review:

Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.

COA: U, University of South Alabama

Department: 172400, Payroll Accounting

Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00491926	Yogi Bear					Approved				Leave Balance
	004829 - 00		.00	.00	.00					Errors
	Associate Payroll Supervisor									
300495265	Fred Flintstone	Approve								Change Leave Record
	003882 - 00		.00	16.00	.00					Leave Balance
	Payroll Administrator									

Returned for Corre	ection				
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
	Daffy Duck 006488 - 00 Assist. Payroll Administrator	.00	.00		Comments Leave Balance

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00525871	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance
	Assoc. Payroll Administrator					

Not Started		
ID	Name, Position and Title	Other Information
1	Mickey Mouse 003195 - 00	
1	Payroll Supervisor	

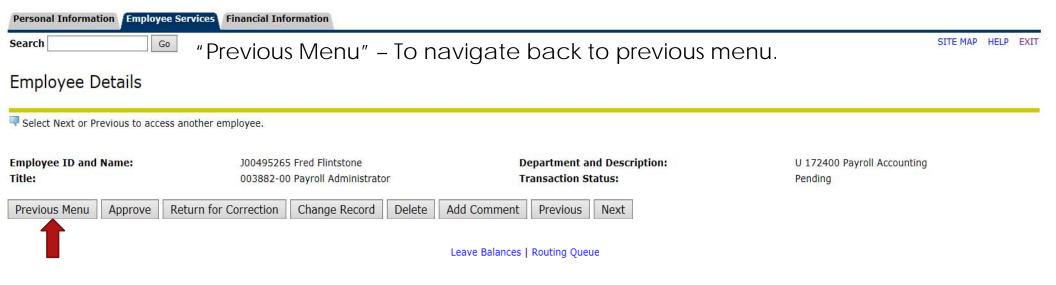


Leave R	leport
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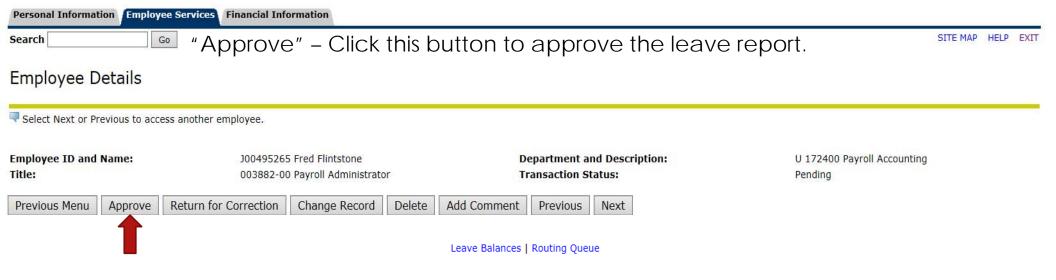
Leave Re	eport																				
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday,	Tuesday ,	Wednesday,							Wednesday,	Thursday ,	Friday ,	Saturday	Sunday	, Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
																					_
Total																					
Units:		0																			

Search	REVIEW OF ACTIO	N BUTTONS FOLLOW	SITE MAP HELP EXIT
Employee Details	Note that action butto	ons available are dependent upon a tir	ne sheet's status.
Select Next or Previous to ac	cess another employee.		
imployee ID and Name: litle:	J00495265 Fred Flintstone 003882-00 Payroll Administrator	Department and Description: Transaction Status:	U 172400 Payroll Accounting Pending
Previous Menu Approve	Return for Correction Change Record	Delete Add Comment Previous Next	

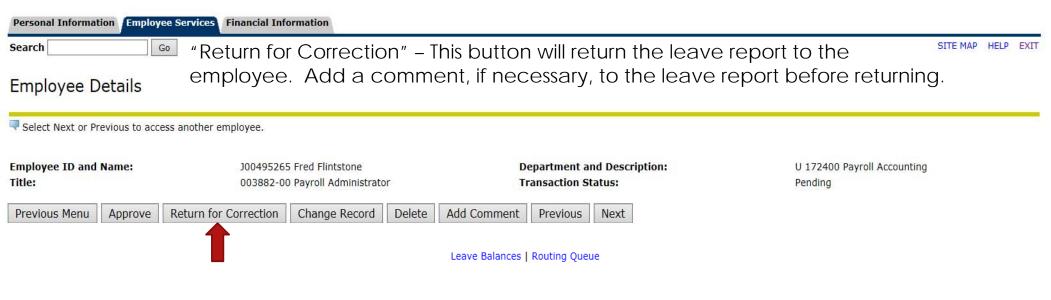
Ecare ite	rnings Total Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday,																				
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday,	Tuesday,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday	Monday ,	Tuesday,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday,	, Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			
																					\bot



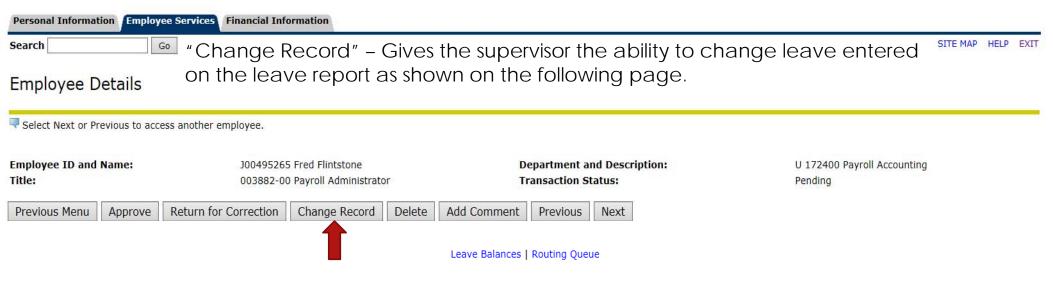
		Units	Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 15,	Sep 16,	Sunday Sep 18, 2016	
Vacation	8			8														
Personal Sick	8								8									
Total Hours:	16			8					8									
Total Units:		0																



Ecure III																					
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday,	Tuesday ,	Wednesday,				Sunday ,	Monday	Tuesday ,	, Wednesday,	Thursday ,	Friday ,			
	Hours	Units						Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,					Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			



Leave Re	ероги																				
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday,	Tuesday ,	Wednesday,				Sunday ,	, Monday ,	Tuesday ,	Wednesday,				Sunday ,	, Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016							2016	2016	2016	2016				2016		2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			



LCUVC M	Porc												_								
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday	Sunday	Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					'
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total		0																			
Units:		U																			

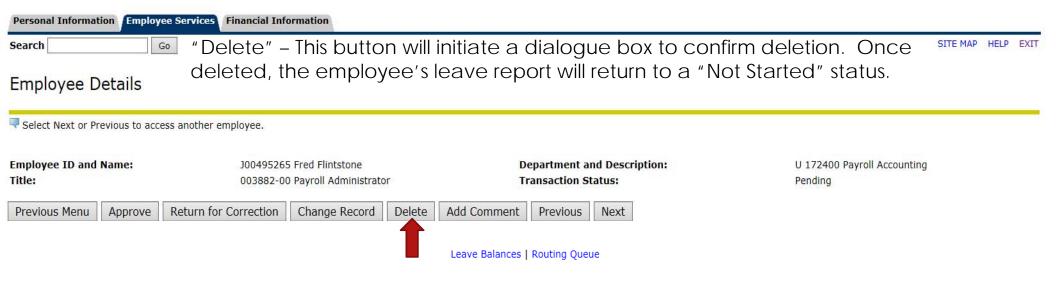
Access any leave category and day by clicking directly on the blue link as

applicable.

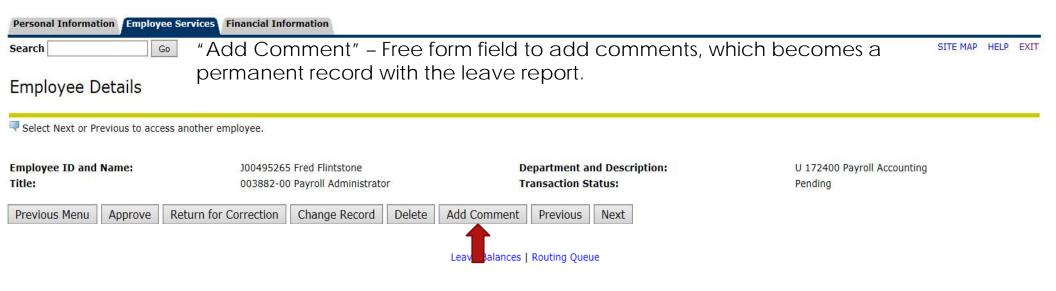
Fred Flintstone
Payroll Administrator -- 003882-00
Payroll Accounting -- 172400
Sep 01, 2016 to Sep 30, 2016
Oct 13, 2016 by 05:00 PM

Name: Title and Number: Department and Number: Leave Report Period: Submit By Date:

	Total					Sunday			Wednesday
	Hours	Units	Sep 01, 2016	Sep 02, 2016	Sep 03, 2016	Sep 04, 2016	Sep 05, 2016	Sep 06, 2016	Sep 07, 2016
Vacation	8	3	Enter Hours	8	Enter Hours				
Personal Sick	8	3	Enter Hours	8					
Family Member Sick	(Enter Hours						
Death in Family	(Enter Hours						
Jury Duty	(Enter Hours						
Family Medical Leave Sick	(Enter Hours						
Family Medical Leave Vacation	(Enter Hours						
Other	(Enter Hours						
Negative Vacation	(Enter Hours						
Other Administrative Leave	(Enter Hours						
Military Leave	(Enter Hours						
Negative Sick	()	Enter Hours						
Partial Day Vacation - Exempt	()	Enter Hours						
Partial Day Sick Exempt	(Enter Hours						
Non-TRS Sick	()	Enter Hours						
Total Hours:	16	5	0	8	С	0	0	0	8



LCUVC M	Porc												_								
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday	Sunday	Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					'
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total		0																			
Units:		U																			



Ecure III																					
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday,	Tuesday ,	Wednesday,				Sunday ,	Monday	Tuesday ,	, Wednesday,	Thursday ,	Friday ,			
	Hours	Units						Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,					Sep 16,	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					
	8			8																	
Personal																					
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			

Personal Informat	ion Employ	ee Services Financial Info	ermation								
Search	(previous or next	SITE MA	P HELP	EXI
Employee D	etails	employee'	s leave re	cord	as applica	able as	s it appeare	ed in the queue listing.			
Select Next or Pr	evious to acce	ess another employee.									
Employee ID and	Name:	300495265	Fred Flintstone		De	epartment a	nd Description:	U 172400 Payroll Accour	nting		
Title:		003882-00	Payroll Administrato	or	Tr	ransaction S	t <mark>atus:</mark>	Pending			
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next				
					Leave Balances	Routing Que	ue				

LCUVC NC																					
Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	, Monday ,	Tuesday	, Wednesday,	Thursday	, Friday	Saturday	, Sunday	, Mor
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16	Sep 17,	Sep 18,	Sep
			2016	2016	2016	2016	2016				2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	201
Vacation																					Т
	8			8																	
Personal																					\top
Sick	8								8												
Total																					
Hours:	16			8					8												
Total																					
Units:		0																			
																					\perp

					Tuesday , Sep 06,					Wednesday,				
	Hours		 2016					Sep 10, 2016					Sep 19, 2016	2010
Vacation	8		8											
Personal Sick	8					8								
Total Hours:	16		8			8								
Total Units:		0												

Leave Balances as of	f Sep 30, 2016						
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	C	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	O	Aug 15, 2016	0	0	0	0
Sick	Hours	O	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	O	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue

NameAction and DateFred FlintstoneOriginated Sep 30, 2016 08:50 amFred FlintstoneSubmitted Sep 30, 2016 08:51 amBetty RubblePendingRobin Hood LankfordIn the Queue

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

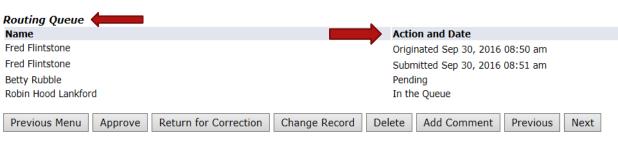
Leave balances for the employee will be shown below the leave reported. The "Available Balance" will be updated by the leave reported once the status is moved to "Completed".

Leave Report | Routing Queue

				Saturday , Sep 03,		Wednesday, Sep 07.		Saturday , Sep 10,			Thursday , Sep 15,		Monday , Sep 19,	
			2016											2010
Vacation	8		8											
Personal Sick	8					8								
Total Hours:	16		8			8								
Total Units:		0												

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54



Leave Report | Routing 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 the Director of Payroll has approved the leave report, the status will be updated to "Completed".

					Tuesday , Sep 06,	Wednesday, Sep 07,		Saturday , Sep 10,					Monday, Sep 19,	
			2016								2016			2010
Vacation	8		8											
Personal Sick	8					8								
Total Hours:	16		8			8								
Total Units:		0												

Leave Balances as of Sep 30, 2016

Ecure Dulances as or 5	cp so, zoro						
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54

Routing Queue



Once you are ready to approve the leave record, click on the "Approve" button. You will see your queue status go from "Pending" to "Approved" as shown on the next page.

Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	, Sunday ,	, Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday	Tu
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	Sep 19,	Se
						2016			2016		2016			2016	2016	2016	2016	2016	2016	2016	2016	20
Vacation																						Г
	8			8	3																	ĺ
																						ĺ
Personal																						П
Sick	8								8													ĺ
																						ĺ
Total																						Г
Hours:	16			8	3				8													ĺ
																						ĺ
Total																						Г
Units:		0																				ĺ
																						ĺ

Leave Balances as of Sep 30, 2016

Leave balances as of sep 50, 2010								
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance	
Military Leave	Hours	0	Aug 15, 2016	0	0	0	0	
Non-TRS Sick	Hours	0	Aug 15, 2016	0	0	0	0	
Sick	Hours	0	Aug 15, 2016	254.87	47.65	16	286.52	
Vacation	Hours	0	Aug 15, 2016	214.55	39.99	24	230.54	

The status of the leave report will remain "Pending" until Routing Queue Action and Date Name the Director of Payroll (currently Robin Lankford) or her Originated Sep 30, 2016 08:50 am Fred Flintstone designee approves the leave report. This will occur Fred Flintstone Submitted Sep 30, 2016 08:51 am between the 14th and the 17th of the month. Once she Betty Rubble Approved Sep 30, 2016 10:05 am Robin Hood Lankford Pending approves the leave report the status will move to "Completed", and leave balances will be updated. Previous Menu Previous Next

Leave Report | Routing Queue

Click "Previous Menu" to return to queue.

Select the employee's name to access additional details.

The queue listing will display up to date statuses of each leave report. Once a leave U, University of South Alabama COA: report is approved by you: 172400, Payroll Accounting Department: Leave Period: Sep 01, 2016 to Sep 30, 2016 The Leave Report status will remain "Pending" Not Applicable Act as Proxy: Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM The "Required Action" will be blank and ... Change Selection The "Queue Status" will be "Approved" Pending • ID Required Action Total Days Total Hours Total Units Name, Position and Title Approve or FYI Return for Correction Other Information **Queue Status** Cancel J00491926 Yogi Bear Approved Leave Balance .00 .00 .00 004829 - 00 Errors Associate Payroll Supervisor 300495265 Fred Flintstone Approved Leave Balance .00 16.00 .00 003882 - 00 Payroll Administrator

Returned for Correction								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information			
J00361061	Daffy Duck				Comments			
	006488 - 00	.00	.00	.00	Leave Balance			
	Assist. Payroll Administrator							

In Progress								
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information		
	Yosemite Sam 008733 - 00	.00	.00	.00		Leave Balance		
	Assoc. Payroll Administrator							

Not Started								
ID	Name, Position and Title	Other Information						
J00238168	Mickey Mouse							
	003195 - 00							
	Payroll Supervisor							

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.