Leave Reporting for Monthly Employees (through PAWS)

Important days to note:

18th of each reporting month – Leave Reports (through PAWS) opens for entry.

10th of each month (following reporting month) – Deadline for submittal of leave report by employee (by 5:00pm).

13th of each month (following reporting month) – Deadline for approval of leave reports by supervisors (by 5:00pm).

<u>Submitting a leave report</u> when there has been no leave taken



Personal Access Web System

Personal Information	Student Services & Financial Aid	Employee Services			
Search	Go		SITE MAP H	HELP	EX1

Welcome, Fred Flintstone, to the PAWS Information System! Last web access on Sep 28, 2016 at 10:54 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: 8.7

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

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fin	ancial Aid Employee Services	
Search Go		RETURN TO MENU SITE MAP HELP EXIT
Employee		
Electronic Time Sheet Entry of time, approval of time. Leave Reports (Monthly) Entry of leave; approval of leave. (For monthly employees or	Click to access Leave Reporting	
Pay Information Direct deposit allocation, earnings and deductions history, or	pay stubs.	
Tax Forms W4 information, W2 Form.		
Jobs Summary		

LSA PAWS		Personal Access Web System		
Personal Information Studer	nt Services & Financial Aid Faculty Servi	ices Employee Services Financial Information		
Search	Go		SITE MAP	HELP EXIT
Time Reporting Sel	ection			
Selection Criteria				
	My Choice			
Access my Leave Report:				
Approve or Acknowledge Tim	ne: O			
Approve All Departments:				
Act as Proxy:	Self 🗸			
Act as Superuser:				
Select				

RELEASE: 8.10

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IF you **ARE** an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you **WILL** see these choices. To access your own leave reporting, click on the bullet next to "Access my Leave Report:", then click the "Select" button.

LSA PAWS	AWS Personal Access Web System			
Personal Information Student Services & Search Go	Financial Aid Employee Services		SITE MAP HELP EXIT	
Leave Report Selection	oice Leave Report Period and Status			
Payroll Administrator, 003882-00 Payroll Accounting, 172400	Sep 01, 2016 to Sep 30, 2016 Not Started V	Choose the proper pay pe the "Leave Report" button	riod and click	
RELEASE: 8.8				

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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).

Next

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Submit By Date:

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	(D	0	0	C	0	0	0	0
Total Units:		0	0	0	C	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Submitting a leave report with no hours reported does not require entry of time (no need to key zeroes). Click on "Submit for Approval" in order to submit leave report to your supervisor for approval.

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fina	ncial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Certification		
I certify that the time entered represents a tru Enter your PIN and select Submit if you agree	e and accurate record of my time. I am responsible for any changes made using my ID and PIN. with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for a	pproval. You will be redirected to the User Logout web page.

PIN: Entry of your PIN will again be required in order to certify your leave report.

 Submit

 RELEASE: 8.9

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Go

Search

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.

A Your leave report was submitted successfully.

🛆 No hours entered.

Leave Report

Once you submit your leave report you will receive a "No Hours entered." message. This message is for information purposes, and does not affect the leave report moving forward to the approver.

Enter Hour

Monday

Sep 05, 2016

Tuesday

Enter Hour

Sep 06, 2016

Enter Hour

Enter Hour

Enter Hour

Enter Hours

Enter Hour

Enter Hours

Enter Hour

Enter Hours

Sunday

Sep 04, 2016

Title and Number: Department and Number: Leave Report Period: Submit By Date:				Payr Payr Sep Oct	oll Administrat oll Accounting 01, 2016 to S 10, 2016 by 0
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016
Vacation	0		Enter Hours	Enter Hours	
Personal Sick	0		Enter Hours	Enter Hours	
Family Member Sick	0		Enter Hours	Enter Hours	
Death in Family	0		Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	
Family Medical Leave Sick	0		Enter Hours	Enter Hours	
Family Medical Leave Vacation	o		Enter Hours	Enter Hours	

0

ſ

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Enter Hours

0

0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Other

Total Hours:

Total Units:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble

0

0

0

Wednesday

Sep 07, 2016

Enter Hours

Enter Hour

Enter Hour

Enter Hours

Enter Hour

Enter Hour

Enter Hours

Enter Hours

<u>Submitting a leave report</u> when there has been leave taken to report

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fin	ancial Aid Employee Services	
Search Go		RETURN TO MENU SITE MAP HELP EXIT
Employee		
Electronic Time Sheet Entry of time, approval of time. Leave Reports (Monthly) Entry of leave; approval of leave. (For monthly employees or	Click to access Leave Reporting	
Pay Information Direct deposit allocation, earnings and deductions history, or	pay stubs.	
Tax Forms W4 information, W2 Form.		
Jobs Summary		

LSA PAWS		Personal Access Web System		
Personal Information Studer	nt Services & Financial Aid Faculty Servi	ices Employee Services Financial Information		
Search	Go		SITE MAP	HELP EXIT
Time Reporting Sel	ection			
Selection Criteria				
	My Choice			
Access my Leave Report:				
Approve or Acknowledge Tim	ne: O			
Approve All Departments:				
Act as Proxy:	Self 🗸			
Act as Superuser:				
Select				

RELEASE: 8.10

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IF you **ARE** an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you **WILL** see these choices. To access your own leave reporting, click on the bullet next to "Access my Leave Report:", then click the "Select" button.

LSA PAWS	AWS Personal Access Web System			
Personal Information Student Services & Search Go	Financial Aid Employee Services		SITE MAP HELP EXIT	
Leave Report Selection	oice Leave Report Period and Status			
Payroll Administrator, 003882-00 Payroll Accounting, 172400	Sep 01, 2016 to Sep 30, 2016 Not Started V	Choose the proper pay pe the "Leave Report" button	riod and click	
RELEASE: 8.8				

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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).

Next

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

Go

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	0	C	0	C	C	0	0	(
	C	0	0	C	O	0	0	(
	Total Hours	Total HoursTotal Units000	Total HoursTotal UnitsThursday Sep 01, 20160Enter Hours0Enter Hours	Total HoursTotal UnitsThursday Sep 01, 2016Friday Sep 02, 20160Enter HoursEnter Hours0Enter Hou	Total HoursTotal UnitsThursday Sep 01, 2016Friday 	Total HoursThursday Sep 01, 2016Friday Sep 02, 2016Saturday Sep 03, 2016Sunday Sep 04, 20160Enter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours </td <td>Total HoursThursday Sep 01, 2016Friday Sep 02, 2016Saturday Sep 03, 2016Sunday Sep 04, 2016Monday Sep 05, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0<t< td=""><td>Total HoursTotal Sep 01, 2016Friday Sep 02, 2016Saturday Sep 03, 2016Sunday Sep 04, 2016Monday sep 05, 2016Tuesday Sep 06, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours00Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours00Enter HoursEnter</td></t<></td>	Total HoursThursday Sep 01, 2016Friday Sep 02, 2016Saturday Sep 03, 2016Sunday Sep 04, 2016Monday Sep 05, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0 <t< td=""><td>Total HoursTotal Sep 01, 2016Friday Sep 02, 2016Saturday Sep 03, 2016Sunday Sep 04, 2016Monday sep 05, 2016Tuesday Sep 06, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours00Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours00Enter HoursEnter</td></t<>	Total HoursTotal Sep 01, 2016Friday Sep 02, 2016Saturday Sep 03, 2016Sunday Sep 04, 2016Monday sep 05, 2016Tuesday Sep 06, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours00Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours00Enter HoursEnter

Position Selection Comments Preview Submit for Approval Restart

Submitted for Approval By:

Approved By:

Waiting for Approval From:

REVIEW OF BUTTON OPTIONS FOLLOWS

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Leave	керс	DEC P	eric
Submi	t Bv	Date	

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016		
Vacation		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Personal Sick		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Member Sick		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Death in Family		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Jury Duty		0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave Sick		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave Vacation		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Other		0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours:		0	(0	0	C	0	C	0		
Total Units:			0 (o	0	C	0	C	0		

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Subline by Date:	oct 10, 2010 by 05.00 PM										
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016		
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours:		0	C	0	0	C	0	C	C		
Total Units:		(0	0	0	0	0	C	C		

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

"Comments" - Available for free-form comments.

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Payroll Administrator -- 003882-00

-	-	•					Ρ				
		h	m	ni	t	R	v	D	а	te	

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		o	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hour
Jury Duty		o	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		o	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hour
Other		0	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:		o	C	C) (0	C) (
Total Units:		C	o c	C	C) (0	C) (
	1	1	1	1	1	1	1	1	I

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

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.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

					10, 2010 0, 00.00	•			
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:		0	C	0	C	C	0	C) (
Total Units:		-	0 0	0	C	C	0	C	(
			•				•		

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

"Submit for Approval" – Used when ready to submit your leave report to your supervisor. User certification will follow, using PIN.

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

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Payroll Administrator -- 003882-00

	-		
Submit	By	Date:	

Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	D	C	0	0	0	0	0	0
	0		0	0	0	0	0	0
		Hours Units 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Hours Units Sep 01, 2016 0 Enter Hours 0 O	HoursUnitsSep 01, 2016Sep 02, 20160Enter HoursEnter Hours0Enter HoursEnter Hours0O0000	HoursUnitsHarsday Sep 01, 2016Sep 02, 2016Sep 03, 20160Enter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter Hours0O00000000	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 04, 20160Enter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours0OOOOO0OOOOO0OOOOO0O <td< td=""><td>HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 03, 2016Sep 04, 2016Sep 05, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours000</td></td<> <td>HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 04, 2016Sep 03, 2016Sep 04, 2016Sep 04,</td>	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 03, 2016Sep 04, 2016Sep 05, 20160Enter HoursEnter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter HoursEnter Hours0Enter HoursEnter HoursEnter HoursEnter Hours000	HoursUnitsSep 01, 2016Sep 02, 2016Sep 03, 2016Sep 04, 2016Sep 03, 2016Sep 04,

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

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.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Payroll Administrator -- 003882-00

Submit	Βv	Date:	

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	(D	C	0	0	C	0	0	0
Total Units:		C	0	0	0	C	0	0	0
Total Dirics.		C	0 0	0	0	C	0	0	

Position Selection Comments Preview Subr

Submit for Approval Restart Next

Click to advance seven days.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Click to advance seven days.

Earning	Total Hours	Total Units	Thursday Sep 08, 2016	Friday Sep 09, 2016	Saturday Sep 10, 2016	Sunday Sep 11, 2016	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0	C	C	c	c	o	C	0
Total Units:		(D C	C	c	c	o	C	0

Position Selection Comments Preview Submit for Approval Restart Previous

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Click to go back seven days.

Next

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.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours	Total Units	Thursday Sep 08, 2016	Friday Sep 09, 2016	Saturday Sep 10, 2016	Sunday Sep 11, 2016	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation	0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick	0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick	()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0)	0	C	C	C	0	0	0
Total Units:		0	0	Q	O	C	0	0	0

Position Selection Comments Preview Submit for Approval Restart Previous Next

Click on a day to record hours for applicable leave (an entry box will appear.)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning:

Date: Hours: Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM Personal Sick Sep 09, 2016 Enter hours for e pressing the "En

Enter hours for each day absent. Clicking on "Save", or pressing the "Enter" key on your keyboard will save your input. This must be done independently for each day.

Save	Сору

Earning	Total Hours	Total Units	Thursday Sep 08, 2016	Friday Sep 09, 2016	Saturday Sep 10, 2016	Sunday Sep 11, 2016	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:		0	C	0	C	0	0	0	(
Total Units:		0	0	0	0	0	0	0	(

Payroll Administrator -- 003882-00

Payroll Accounting -- 172400

Go

Search

Save Copy

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.

 Leave Report
 Payroll Administrator -- 003882-00

 Department and Number:
 Payroll Accounting -- 172400

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

 Submit By Date:
 Oct 10, 2016 by 05:00 PM

 Earning:
 Personal Sick

 Date:
 Sep 09, 2016

 Hours:
 8

Earning	Total Hours	Total Units	Thursday Sep 08, 2016	Friday Sep 09, 2016	Saturday Sep 10, 2016	Sunday Sep 11, 2016	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hour
Personal Sick	;	8	Enter Hours	8 8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Death in Family		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hour
Family Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Medical Leave Vacation		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:		8	C	8	0	C	o) C	
Total Units:		() (o	0	a	a) a	
· · · · · · · · · · · · · · · · · · ·		·	·	Click	on "Droviou			t for the mor	, h

Position Selection Comments Preview Submit for Approval Restart Previous Next

Click on "Preview" to view full leave report for the month.

LSA PAWS	Personal Access Web System		
Personal Information Student Services & Finance	cial Aid Employee Services		
Search Go		SITE MAP HELF	EXIT
Summary of Reported Time			

Set your printer layout to Landscape before printing.

Fred Flintstone Payroll Administrator, 003882-00

Payroll Accounting, 172400

Leave Report

Earning Code	Total Hours	Tota Units	Thursday Sep 01, 2016	, Friday Sep 02 2016	Saturday Sep 03, 2016	, Sunday Sep 04, 2016	, Monday Sep 05, 2016	, Tuesday Sep 06, 2016	, Wednesday Sep 07, 2016	, Thursday Sep 08, 2016	, Friday Sep 09 2016	Saturday Sep 10, 2016	, Sunday Sep 11, 2016	, Monday Sep 12, 2016	Tuesday Sep 13, 2016	, Wednesday Sep 14, 2016	, Thursday Sep 15, 2016	, Friday , Sep 16, 2016	Saturday Sep 17, 2016	, Sunday Sep 18 2016
Personal Sick	8	3				10 1 1 1					8	3			1.					
Total Hours:	8	3		1							8	3	-					1		Ì
Total Units:			D																	

Previous Menu

RELEASE: 8.9

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Use this bar to scroll across to view more days.

LSA PAWS	Personal Access Web System		
Personal Information Student Services & Finance Go	ancial Aid Employee Services	SITE M	AP HELP EXIT
Summary of Reported Time			

Set your printer layout to Landscape before printing.

Fred Flintstone Payroll Administrator, 003882-00

Payroll Accounting, 172400

Leave Report

Earning Code	Total Hours	Total Units	Thursday Sep 01, 2016	, Friday , Sep 02, 2016	Saturday Sep 03, 2016	, Sunday Sep 04, 2016	, Monday , Sep 05, 2016	Tuesday Sep 06, 2016	, Wednesday, Sep 07, 2016	Thursday Sep 08, 2016	Friday Sep 09, 2016	Saturday Sep 10, 2016	Sunday Sep 11, 2016	, Monday Sep 12, 2016	Tuesday Sep 13, 2016	, Wednesday, Sep 14, 2016	Thursday , Sep 15, 2016	Friday Sep 16, 2016	Saturday Sep 17, 2016	, Sunday Sep 18 2016
Personal Sick	8	3									8									
Total Hours:	8	3									8									
Total Units:		C)																	

Previous Menu

Click on "Previous Menu" to return to leave reporting.

RELEASE: 8.9

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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.

Leave Report			
Title and Nur	nber:		
Department	and Number:		
Leave Report	t Period:		
Submit By Da	ate:		
Earning:			
Date:			
Hours:			

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Save	Сору
------	------

Earning	Total Hours	Total Units	Thursday Sep 08, 2016	Friday Sep 09, 2016	Saturday Sep 10, 2016	Sunday Sep 11, 2016	Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
/acation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		в	Enter Hours	. 8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
amily Member Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
ury Duty		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
amily Medical Leave Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
amily Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Dther		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	-	в	0	8	0	0	0	C	0
Total Units:		C	a	0	0	0	0	a	0

Personal Sick Sep 09, 2016

Position Selection Comments Preview Submit for Approval Restart Previous Next

Submitted for Approval By: Approved By:

Waiting for Approval From:



Once the leave report accurately reflects leave taken, click on "Submit for Approval" in order to submit leave to your supervisor for approval.

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fina	cial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Certification		
I certify that the time entered represents a true Enter your PIN and select Submit if you agree v	and accurate record of my time. I am responsible for any changes made using my ID and PIN. with the previous statement. Otherwise, select Exit and your time transaction will not be submitted f	or approval. You will be redirected to the User Logout web page.

PIN: Entry of your PIN will again be required in order to certify your leave report.

 Submit

 RELEASE: 8.9

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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.

▲ Your leave report was submitted su Leave Report Title and Number: Department and Number: Leave Report Period: Submit By Date:	iccessfully.		Once leave leave report	e report has rt was submi [.] Payr Payr Sep oct :	been certifie tted success oll Administrator 00 oll Accounting 1724 01, 2016 to Sep 30, 2 10, 2016 by 05:00 PM	ed, you will ge fully". 3882-00 00 016	et the messa	ige "Your	
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Sick		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Member Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Sick		o	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave Vacation		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		8	0	0	0	0	0	o	C
Total Units:		(0 0	0	0	0	o	a	a

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble

Search

Time and Leave Reporting

▲ Your leave report was submitted successfully.

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.

Go

After leave has been entered and submitted, two options are to exit PAWS, or click on "Position Selection" to view new status of leave report.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Payroll Administrator -- 003882-00 Payroll Accounting -- 172400 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Vacation		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Personal Sick	1	в	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Member Sick		D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Death in Family	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Jury Duty	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Medical Leave Sick	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Family Medical Leave Vacation	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Other	(D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hour
Total Hours:	1	в	0	0	0	0	0	0	
Total Units:		0	0	0	0	0	0	O	
▼									

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 28, 2016

Betty Rubble





LSA PAWS	Personal Access Web System	
Personal Information Student Service	s & Financial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Leave Report Selection		
Title and DepartmentMyPayroll Administrator, 003882-00•Payroll Accounting, 172400Leave Report	Choice Leave Report Period and Status Sep 01, 2016 to Sep 30, 2016 Pending V	
© 2016 Ellucian Company L.P. and its	Once leave reporting has been submitted to your states the leave report will be "Pending". After your super leave report, the status will remain "Pending" until processed the leave taken and updated the leave the status will become "Completed". The Payroll C leave report between the 14 th and 17 th of the mon	supervisor, the status of rvisor has approved the the Payroll Office has e balances, at which time Office will process the th.

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.