

Leave

Reporting

for Monthly Employees (through PAWS)

Important days to note:

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

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

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

Submitting a leave report  
when there has been no  
leave taken



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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.

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[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".



Search

## Employee

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[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 Balances](#)

 Click to access Leave Reporting

RELEASE: 8.7



## Time Reporting Selection

## Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

RELEASE: 8.10

© 2016 Ellucian Company L.P. and its affiliates. **IF** you **ARE NOT** an approver of someone else's monthly leave reporting or bi-weekly time sheet, proceed to the next slide to see your next choices.

**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.



Search

## Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Payroll Administrator, 003882-00 <input checked="" type="radio"/>		Sep 01, 2016 to Sep 30, 2016 Not Started <input type="button" value="v"/>
Payroll Accounting, 172400		



Choose the proper pay period and click the "Leave Report" button.

**RELEASE: 8.8**

## 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:** 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	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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0



**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.






Search

## 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.

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


**RELEASE: 8.9**

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.

 Your leave report was submitted successfully.

 No hours entered. 

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.

### 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	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

You on Sep 28, 2016

Betty Rubble

Submitting a leave report  
when there has been  
leave taken to report



Search

## Employee

---

[Electronic Time Sheet](#)

Entry of time, approval of time.

[Leave Reports \(Monthly\)](#)

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 Click to access Leave Reporting

RELEASE: 8.7



## Time Reporting Selection

## Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

RELEASE: 8.10

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## Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Payroll Administrator, 003882-00 <input checked="" type="radio"/>		Sep 01, 2016 to Sep 30, 2016 Not Started <input type="button" value="v"/>
Payroll Accounting, 172400		



Choose the proper pay period and click the "Leave Report" button.

**RELEASE: 8.8**

## 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:** 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	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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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

# REVIEW OF BUTTON OPTIONS FOLLOWS

## 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 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
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0



**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

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



## 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**

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Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		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:**

“Comments” – Available for free-form comments.

## 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:** Payroll Administrator -- 003882-00  
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Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
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Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		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:**

“Preview” – For a “cleaner” view of leave hours input.

## 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.

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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
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		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:**

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

## 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

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Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
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Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0



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

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

## 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:** 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	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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

 Click to advance seven days.

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

## 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:** 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	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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

 Click to advance seven days.

 Click to go back seven days.

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


## 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:** 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	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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	0		<a href="#">Enter Hours</a>	 <a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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

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





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.

### Leave Report

**Title and Number:** 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:**

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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	8		<a href="#">Enter Hours</a>	8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	8		0	8	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0



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



Search

### 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										8									
<b>Total Hours:</b>	8										8									
<b>Total Units:</b>		0																		

**RELEASE: 8.9**

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Use this bar to scroll across to view more days.





Search

## 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										8									
<b>Total Hours:</b>	8										8									
<b>Total Units:</b>		0																		



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

RELEASE: 8.9



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.

### Leave Report

**Title and Number:**

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:**

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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	8		<a href="#">Enter Hours</a>	8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	8		0	8	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**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.




Search

## 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.


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

**RELEASE: 8.9**

## 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 successfully.**



Once leave report has been certified, you will get the message "Your leave report was submitted successfully".

**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	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	8		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#)

**Submitted for Approval By:** You on Sep 28, 2016  
**Approved By:**  
**Waiting for Approval From:** Betty Rubble



## 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 successfully.**

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:** 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	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		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Sick	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Member Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Death in Family	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Family Medical Leave Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	8		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0



[Position Selection](#) [Comments](#) [Preview](#) [Next](#)

**Submitted for Approval By:** You on Sep 28, 2016  
**Approved By:**  
**Waiting for Approval From:** Betty Rubble



## Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
Payroll Administrator, 003882-00 <input checked="" type="radio"/> Payroll Accounting, 172400	Sep 01, 2016 to Sep 30, 2016 Pending ▼

**RELEASE: 8.8**

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Once leave reporting has been submitted to your supervisor, the status of the leave report will be "Pending". After your supervisor has approved the leave report, the status will remain "Pending" until the Payroll Office has processed the leave taken and updated the leave balances, at which time the status will become "Completed". The Payroll Office will process the leave report between the 14<sup>th</sup> and 17<sup>th</sup> of the month.



Contact Payroll at 460-7868, or  
[payroll@southalabama.edu](mailto: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.