# 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).

# <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	HELP	EXI

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

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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 Studen	t Services & Financial Aid Faculty Services Employee Services Financial Information	
Search	Go	SITE MAP HELP EXIT
Time Reporting Selection Criteria	ection	
Selection Criteria		
Annual Time Charts	My Choice	
Access my Time Sheet: Access my Leave Report:		
Approve or Acknowledge Tim		
Approve All Departments:		
Act as Proxy:	Self V	
Act as Superuser:		
Select		

#### 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 biweekly 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.

	Personal Access Web S	System
inancial .	Aid Employee Services	
		SITE MAP HELP I
My Cho	ice Leave Report Period and Status	
۲	Sep 01, 2016 to Sep 30, 2016 Not Started 🗸	Choose the proper pay period and clic the "Leave Report" button.
	My Cho	Imancial Aid       Employee Services         My Choice Leave Report Period and Status         Imancial Aid         Sep 01, 2016 to Sep 30, 2016 Not Started V

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 Administrator -- 002181-00 USA Hospitals Administration MC -- 901959 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		Saturday Sep 03, 2016	Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)	(	C	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	(	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	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	(	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	C	C	0	0	0	0
Total Units:		C	C	C	C	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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		
	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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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.

Go

A Your leave report was submitted successfully.

A 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.

Title and Number:

Department and Number: Leave Report Period:

Submit By Date:

Payroll Administrator -- 002181-00 USA Hospitals Administration MC -- 901959 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total Hours								Wednesday Sep 07, 2016
Paid Time Off (PTO)		)	Enter Hours						
Paid Unscheduled PTO	(		Enter Hours						
Death in Family	(	)	Enter Hours						
Jury Duty		)	Enter Hours						
Family Medical Leave PTO	(		Enter Hours						
Other	(		Enter Hours						
Total Hours:	(	)	0	0	C	0	0	0	0
Total Units:		0	0	0	C	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

You on Sep 29, 2016

Betty Rubble

SITE MAP HELP EXIT

# Submitting a leave report 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 Studen	t Services & Financial Aid Faculty Services Employee Services Financial Information	
Search	Go	SITE MAP HELP EXIT
Time Reporting Selection Criteria	ection	
Selection Criteria		
Annual Time Charts	My Choice	
Access my Time Sheet: Access my Leave Report:		
Approve or Acknowledge Tim		
Approve All Departments:		
Act as Proxy:	Self V	
Act as Superuser:		
Select		

#### 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 biweekly 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.

	Personal Access Web S	System
inancial .	Aid Employee Services	
		SITE MAP HELP I
My Cho	ice Leave Report Period and Status	
۲	Sep 01, 2016 to Sep 30, 2016 Not Started 🗸	Choose the proper pay period and clic the "Leave Report" button.
	My Cho	Imancial Aid       Employee Services         My Choice Leave Report Period and Status         Imancial Aid         Sep 01, 2016 to Sep 30, 2016 Not Started V

Search

Leave Report Title and Number: SITE MAP HELP EXIT

# Time and Leave Reporting

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

Department and Number:				USA Hos	pitals Administration	n MC 901959			
Leave Report Period:	Sep 01, 2016 to Sep 30, 2016								
Submit By Date:	bmit By Date: Oct 10, 2016 by 05:00 PM								
Earning	Total Hours		Thursday Sep 01, 2016					Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)	C	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	С	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	C	b	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	C		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Payroll Administrator -- 002181-00

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

**Approved By:** 

Waiting for Approval From:

# **REVIEW OF BUTTON OPTIONS FOLLOWS**

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 -- 002181-00 USA Hospitals Administration MC -- 901959 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Earning	Total							Tuesday	Wednesday
	Hours	Units	Sep 01, 2016	Sep 02, 2016	Sep 03, 2016	Sep 04, 2016	Sep 05, 2016	Sep 06, 2016	Sep 07, 2016
Paid Time Off (PTO)		C	Enter Hours						
Paid Unscheduled PTO	(	D	Enter Hours						
Death in Family	(	D	Enter Hours						
Jury Duty	(	D	Enter Hours						
Family Medical Leave PTO	(	D	Enter Hours						
Other	(	D	Enter Hours						
Total Hours:	(	D	C	0	C	0	0	C	0
Total Units:		0	0	0	0	0	0	0	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:

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 Administrator -- 002181-00 USA Hospitals Administration MC -- 901959 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

# Submit By Date:

Earning	Total Hours							Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)	C		Enter Hours	Enter Hours					
Paid Unscheduled PTO	C		Enter Hours	Enter Hours					
Death in Family	C		Enter Hours	Enter Hours					
Jury Duty	C		Enter Hours	Enter Hours					
Family Medical Leave PTO	C	)	Enter Hours	Enter Hours					
Other	C		Enter Hours	Enter Hours					
Total Hours:	C	)	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

"Comments" - Available for free-form comments.

Submitted for Approval By:

Approved By:

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.

Title and Number:

**Department and Number:** 

Leave Report Period:

Payroll Administrator -- 002181-00 USA Hospitals Administration MC -- 901959 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

# Submit By Date:

Earning	Total Hours						Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)	0	D	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	(	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 PTO	(	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	O	0	C
Total Units:		0	0	0	0	0	0	0	C
				1	1				1

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By:

**Approved By:** 

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 Administrator -- 002181-00 USA Hospitals Administration MC -- 901959 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

# Submit By Date:

Earning		Total Units			Saturday Sep 03, 2016		Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	C	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	C	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	C	)	0	0	C	0	0	0	0
Total Units:			0	0	C	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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

Submitted for Approval By:

Approved By:

Go

Search

Leave Report Title and Number: 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.

#### Department and Number: Leave Report Period: Sep 01, 2016 to Sep 30, 2016 Submit By Date: Oct 10, 2016 by 05:00 PM Thursday Friday Saturday Sunday Monday Wednesday Earning Total Total Tuesday Hours Units Sep 01, 2016 Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 Sep 05, 2016 Sep 06, 2016 Sep 07, 2016 Paid Time Off (PTO) Enter Hours Paid Unscheduled PTO Enter Hours 0 Death in Family Enter Hours Jury Duty 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hour Family Medical Leave PTO C Enter Hours Other 0 Enter Hours Total Hours: C 0 C 0 Total Units: 0 0 0 0 0

Position Selection Comments Preview Submit for Approval Restart Next "Restart" - Will completely re-start the leave report, clearing all fields.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Payroll Administrator -- 002181-00 USA Hospitals Administration MC -- 901959

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 -- 002181-00 USA Hospitals Administration MC -- 901959 Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

# Submit By Date:

Earning	Total	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
									Sep 07, 2016
Paid Time Off (PTO)	C		Enter Hours						
Paid Unscheduled PTO	C		Enter Hours						
Death in Family	C		Enter Hours						
Jury Duty	C		Enter Hours						
Family Medical Leave PTO	C		Enter Hours						
Other	C		Enter Hours						
Total Hours:	C		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart

Click to advance seven days.

#### Submitted for Approval By:

**Approved By:** 

Search

Leave Report Title and Number: 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

Department and Number:				USA Hos	pitals Administratior	n MC 901959			
Leave Report Period:				Sep 01,	2016 to Sep 30, 201	.6			
Submit By Date:				Oct 10, 2	2016 by 05:00 PM				
Earning	Total Hours							Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Paid Time Off (PTO)	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	C		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Payroll Administrator -- 002181-00

Position Selection Submit for Approval Comments Preview Restart Click to advance seven days.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Click to go back seven days.

Next

Previous

Search

Leave Report Title and Number:

Department and Number:

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 Period:				Sep 01,	2016 to Sep 30, 201	16			
Submit By Date:				Oct 10, 7	2016 by 05:00 PM				
Earning	Total Hours								Wednesday Sep 14, 2016
Paid Time Off (PTO)	C	)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Paid Unscheduled PTO	C	)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Death in Family	C	)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Jury Duty	С	)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Family Medical Leave PTO	C	)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Other	С	)	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	Enter Hours
Total Hours:	С	)	C	0	C	0	0	C	0
Total Units:		C	) <u>(</u>	) 0	) C	0	0	0	0

Payroll Administrator -- 002181-00

USA Hospitals Administration MC -- 901959

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:

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:

Сору

Submit By Date:

Earning:

Date:

Hours: Save Paid Time Off (PTO) Sep 09, 2016

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.

Earning			-			Sunday Sep 11, 2016			Wednesday Sep 14, 2016
Paid Time Off (PTO)	nours	Units	Sep 08, 2010	Sep 09, 2010	Sep 10, 2010	Sep 11, 2010	Sep 12, 2010	Sep 13, 2010	Sep 14, 2010
	C	)	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	0	)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C	)	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C	)	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	C	)	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	C	)	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	C	)	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0
								-	

Payroll Administrator -- 002181-00

Sep 01, 2016 to Sep 30, 2016

Oct 10, 2016 by 05:00 PM

USA Hospitals Administration MC -- 901959

Position Selection Comments Preview Submit for Approval Restart Previous 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.

<i>Leave Report</i> Title and Number: Department and Number: Leave Report Period: Submit By Date:				USA Hos Sep 01, 2	dministrator 00218 pitals Administration 2016 to Sep 30, 2016 2016 by 05:00 PM	MC 901959			
Earning:	Paid Time Off (PTO)			TO)					
Date:	Sep 09, 2016								
Hours:			8						
Save Copy									
Earning	Total Hours	Total Units							Wednesday Sep 14, 2016
Paid Time Off (PTO)		в	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO		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 PTO		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:									

8

0

0

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

0

0

0

0

0

0

C

Submit for Approval Restart Previous Next

0

0

0

8

Total Units:

Position Selection

Comments

Preview

LSA PAWS	Personal Access Web System	
Personal Information Student Services & Fina	ncial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Summary of Reported Time		

Ret your printer layout to Landscape before printing.

Fred Flintstone Payroll Administrator, 002181-00

USA Hospitals Administration MC, 901959

Leave	Report

LCUVCI	repor		 					 		 		 	 	 	
		Units	Sep 02,		Sep 04,	Sep 05,	Tuesday Sep 06, 2016	Sep 08,	Sep 09,		Sep 12,		Sep 16,	Sep 18,	
Paid															
Time Off	8	3							8						
(PTO)															
Total															
Hours:	8	3							8						
Total															
Units:		0													

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 & Fina Search Go	encial Aid Employee Services	SITE MAP HELP E
Summary of Reported Time		
Ret your printer layout to Landscape before pri	inting.	

Fred Flintstone Payroll Administrator, 002181-00

USA Hospitals Administration MC, 901959

EXIT

Leave Report

LCaver	_																	-			
Earning	Total	Total	Thursday,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday	Wednesday	Thursday	Friday ,	Saturday	, Sunday	, Monday
Code	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,
			2016		2016							2016	2016		2016	2016	2016		2016		2016
Paid																					
Time Off	8										8										
(PTO)																					
Total																					
Hours:	8										8										
Total																					
Units:		0																			

Previous Menu

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

RELEASE: 8.9

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Personal Information Student Services & Fina	ncial Aid	mployee Services						
Search Go								SITE MAP HELP EXIT
Time and Leave Reporting								
Select the link under a date to enter hours and	press save. I	Hours must be entered to	the nearest quarter hou	ur (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 Ac	dministrator 00218	1-00			
Department and Number:			USA Hosp	pitals Administration M	1C 901959			
Leave Report Period:			Sep 01, 2	2016 to Sep 30, 2016				
Submit By Date:			Oct 10, 2	016 by 05:00 PM				
Earning:		Paid Time Off (P	TO)					
Date:		Sep 09, 2016						
Hours:		8						
Save Copy								
Earning Total	Total			Saturday	Sunday	Monday	Tuesday	Wednesday
Paid Time Off (PTO)	Units	Sep 08, 2016	Sep 09, 2016	Sep 10, 2016	Sep 11, 2016	Sep 12, 2016	Sep 13, 2016	Sep 14, 2016

	Hours	Units	Sep 08, 2016	Sep 09, 2016	Sep 10, 2016	Sep 11, 2016	Sep 12, 2016	Sep 13, 2016	Sep 14, 2016
Paid Time Off (PTO)	8	3	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Paid Unscheduled PTO	C		Enter Hours	s Enter Hours					
Death in Family	C		Enter Hours	s Enter Hours					
Jury Duty	C		Enter Hours	s Enter Hours					
Family Medical Leave PTO	C		Enter Hours	s Enter Hours					
Other	C		Enter Hours	s Enter Hours					
Total Hours:	8	3	0	8	0	0	C	C	0 0
Total Units:		0	0	0	0	0	C	C	0 0

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	ncial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Certification		
	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 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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Personal Information Student Serv	vices & Fina	ncial Aid	Employee Services										
Search Go									SITE MAP HELP EXIT				
Time and Leave Report	Time and Leave Reporting												
Select the link under a date to ente	r hours and	press save	e. Hours must be entere	d to the nearest quarte	r hour (x.00,x.25, x.50	,x.75).							
Select Next or Previous to navigate	through the	dates wit	hin the period.										
▲ Your leave report was submitted successfully. Leave Report Title and Number: Department and Number: Once leave report has been certified, you will get the message "Your Payroll Administrator 002181-00 USA Hospitals Administration MC 901959													
Leave Report Period:					2016 to Sep 30, 2016	5							
Submit By Date: Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Oct 10, 2 Friday Sep 02, 2016	2016 by 05:00 PM Saturday Sep 03, 2016	Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016				
Paid Time Off (PTO)	٤	в	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours				
Paid Unscheduled PTO	(	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 PTO	(	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:	8	8	C	C	0	O	0	0	0				
Total Units:		0	0 0	C	0	0	0	0	0				
Position Selection Comments Pre Submitted for Approval By: Approved By:	eview Next	t		You on S	ep 29, 2016								

Waiting for Approval From:

Betty Rubble

Personal Information Student Serv	ices & Fina	ncial Aid	Employee Services						
Search Go									SITE MAP HELP EXIT
Time and Leave Report	ing								1
Relect the link under a date to enter	r hours and	press save	e. Hours must be entere	d to the nearest quarte	r hour (x.00,x.25, x.50	,x.75).			
Select Next or Previous to navigate	through the	dates wit	hin the period.						
			After lea	ve has bee	n entered a	and submitte	ed, two opt	ions are to	exit
A Your leave report was submitted	l successfu	lly.				ction" to vie			
Leave Report			17(005, 0		0311011 3010				
Title and Number:					dministrator 00218				
Department and Number:					pitals Administration				
Leave Report Period: Submit By Date:					2016 to Sep 30, 2016 2016 by 05:00 PM	)			
Earning	Total	Total		Friday	Saturday	Sunday		Tuesday	Wednesday
Daid Time Off (DTO)	Hours	Units	Sep 01, 2016	Sep 02, 2016	Sep 03, 2016	Sep 04, 2016	Sep 05, 2016	Sep 06, 2016	Sep 07, 2016
Paid Time Off (PTO)	8	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	(	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 PTO	(	D	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(	þ	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8	3	0	0	0	0	0	0	0
Total Units:		C	0	0	0	0	0	0	0
Position Selection Comments Pre	view Next	:							
Submitted for Approval By:				You on S	ep 29, 2016				
Approved By: Waiting for Approval From:				Betty Rul	ble				
				Delly Ru	JUIE				

LSA PAWS	Personal Access Web System	
Personal Information Student Services & I	Financial Aid Employee Services	
Search Go		SITE MAP HELP EXIT
Leave Report Selection		
<b>Title and Department</b> Payroll Administrator, 002181-00 USA Hospitals Administration MC, 901959 Leave Report	My Choice Leave Report Period and Status Sep 01, 2016 to Sep 30, 2016 Pending V	
RELEASE: 8.8	Once leave reporting has been submitted to your sup the leave report will be "Pending". After your supervise leave report, the status will remain "Pending" until the processed the leave taken and updated the leave ba the status will become "Completed". The Payroll Office leave report between the 14 <sup>th</sup> and 17 <sup>th</sup> of the month.	sor has approved the Payroll Office has alances, at which time

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.