Electronic Timesheet

(Graduate Assistants)

TIME SUBMISSION DEADLINE:
10:00 AM on Monday of pay week

Please visit the Payroll Department's website. Payroll calendars, with applicable deadlines are available for review.

HTTPS://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL

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

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Personal Information   **Student Services & Financial Aid**   **Employee Services**

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RETURN TO MENU   SITE MAP   HELP   EXIT

Employee

Electronic Time Sheet   ⬅ Click to access Time Sheet
Entry of time, approval of time.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form.

Jobs Summary

Leave Balances

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Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Graduate Assistant, 666007-00	⦿	Feb 07, 2016 to Feb 20, 2016 Not Started ▾
Payroll Accounting, 172400		

[Time Sheet]

← Choose the proper pay period and click the "Time Sheet" button

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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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number: Graduate Assistant -- 666007-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Feb 07, 2016 to Feb 20, 2016
Submit By Date: Feb 23, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		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]

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

REVIEW OF BUTTON OPTIONS FOLLOWS

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Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:					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:
Waiting for Approval From:

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Total Hours:			0		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:
Waiting for Approval From:

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Search [   ] [Go]   SITE MAP   HELP   EXIT

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Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:					0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]   "Preview" – For a "cleaner" view of hours input.

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

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Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		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]   "Submit for Approval" – Used when ready to submit time to
Submitted for Approval By: your supervisor. User certification will follow, using PIN.
Approved By:
Waiting for Approval From:

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Search [_____] [Go]

Time and Leave Reporting

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Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		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]

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

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

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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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Time Sheet Period: Feb 07, 2016 to Feb 20, 2016
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Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		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] ← Click to advance to next week, or go back to previous week (the button will toggle between "Next" and "Previous")

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

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Search [   ] [Go]

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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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Time Sheet
Title and Number: Graduate Assistant -- 666007-00
Department and Number: Payroll Accounting -- 172400
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Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		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]   Click on a day to record hours worked.

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

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Search [   ] Go

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number: Graduate Assistant -- 666007-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Feb 07, 2016 to Feb 20, 2016
Submit By Date: Feb 23, 2016 by 10:00 AM
Earning: Hours Worked (ACA Tracking)
Date: Feb 08, 2016
Shift: 1
Hours: [   ]

[Save] [Copy] [Account Distribution]

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		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]

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

Enter hours, then either click on "Save", or press the Enter key on your keyboard.

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Search [_____] [Go]

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Graduate Assistant -- 666007-00
Department and Number:	Payroll Accounting -- 172400
Time Sheet Period:	Feb 07, 2016 to Feb 20, 2016
Submit By Date:	Feb 23, 2016 by 10:00 AM
Earning:	Hours Worked (ACA Tracking)
Date:	Feb 08, 2016
Shift:	1
Hours:	[5]

[Save] [Copy] [Account Distribution]

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0	5	Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				5	0	5	0	0	0	0	0
Total Units:				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:

Click on "Preview" to view full timesheet.

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Search [ ] [Go]

SITE MAP   HELP   EXIT

Summary of Reported Time

🖰 Set your printer layout to Landscape before printing.

Fred Flintstone
Graduate Assistant, 666007-00

Payroll Accounting, 172400

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday , Feb 07, 2016	Monday , Feb 08, 2016	Tuesday , Feb 09, 2016	Wednesday, Feb 10, 2016	Thursday , Feb 11, 2016	Friday , Feb 12, 2016	Saturday , Feb 13, 2016	Week 1 Hours	Sunday , Feb 14, 2016	Monday , Feb 15, 2016	Tuesday , Feb 16, 2016	Wednesday, Feb 17, 2016	Thursday , Feb 18, 2016	Friday , Feb 19, 2016	Saturday , Feb 20, 2016	Week 2 Hours
Hours Worked (ACA Tracking)	1	5			5						5								0
Total Hours:		5			5						5								0
Total Units:			0																

[Previous Menu] ⬅ Click on "Previous Menu"
                    to return to timesheet.

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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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number:	Graduate Assistant -- 666007-00
Department and Number:	Payroll Accounting -- 172400
Time Sheet Period:	Feb 07, 2016 to Feb 20, 2016
Submit By Date:	Feb 23, 2016 by 10:00 AM

Earning:	Hours Worked (ACA Tracking)
Date:	Feb 08, 2016
Shift:	1
Hours:	[5]

[Save] [Copy] [Account Distribution]

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0	5	Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				5	0	5	0	0	0	0	0
Total Units:				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:

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

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Search [   ] [Go]   SITE MAP HELP EXIT

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: [   ]

[Submit]

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University of South Alabama

Personal Information Student Services & Financial Aid **Employee Services**

Search [_____] [Go]

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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 time sheet was submitted successfully.** ⬅ Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".
** Account Distribution adjusted on this day.

Time Sheet

Title and Number:		Graduate Assistant -- 666007-00
Department and Number:		Payroll Accounting -- 172400
Time Sheet Period:		Feb 07, 2016 to Feb 20, 2016
Submit By Date:		Feb 23, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0	5	Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				5		0	5	0	0	0	0	0
Total Units:				0		0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next] [Return Time]

Submitted for Approval By:	You on Feb 20, 2016
Approved By:	
Waiting for Approval From:	Foghorn Leghorn

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Search [   ] [Go]

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 time sheet was submitted successfully.
** Account Distribution adjusted on this day.

After time has been entered and submitted, two options are to exit PAWS, or select another position (if you have more than one job).

Time Sheet

Title and Number:	Graduate Assistant -- 666007-00
Department and Number:	Payroll Accounting -- 172400
Time Sheet Period:	Feb 07, 2016 to Feb 20, 2016
Submit By Date:	Feb 23, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	5		Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			5		0	5	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next] [Return Time]

Submitted for Approval By:	You on Feb 20, 2016
Approved By:	
Waiting for Approval From:	Foghorn Leghorn

RELEASE: 8.8

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.