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).

Submitting a leave report when there has been no leave taken





Personal Information	Student Services & Financial Aid	iployee Services		
Search	Go		SITE MAP	HELP EX

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".

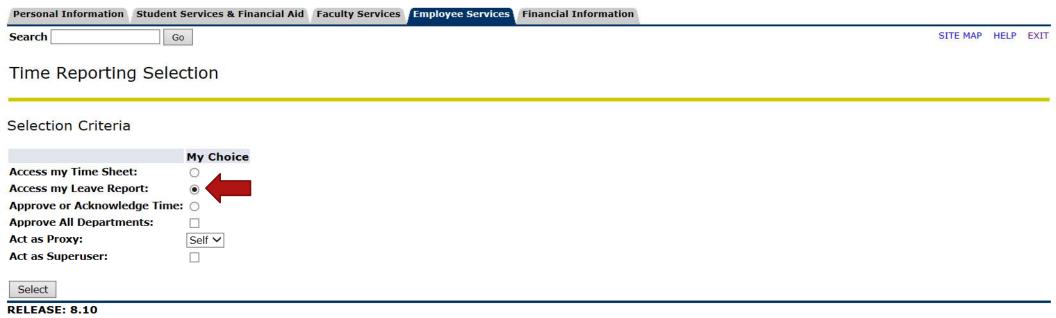




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© 2016 Ellucian Company L.P. and its affiliates. IF you ARE NOT an approver of someone else's monthly leave reporting or biweekly time sheet, proceed to the next slide to see your next choices.

<u>IF</u> you <u>ARE</u> an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you <u>WILL</u> 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 Information Student Services & F	inancial Aid	Employee Services				
Search Go				SITE MAP	HELP	EXI
Leave Report Selection						
Title and Department	My Choice	Leave Report Period and Status				
Payroll Administrator, 002181-00 USA Hospitals Administration MC, 901959	•	Sep 01, 2016 to Sep 30, 2016 Not Started ✔	Choose the proper pay per the "Leave Report" button.		d cli	ck
Leave Report						

RELEASE: 8.8

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Personal Information	Student Services & Financial Aid	Employee Services		
Search	Go		SITE MAF	P HELP

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

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).

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



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.

EXIT





Personal Information Student Services & Financial Aid Employee Services			
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 Use	ser Logout	web pa	ige.
Entry of your PIN will again be required in order to certify your leave repor	t.		

RELEASE: 8.9

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

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).

Time and Leave Reporting

Select Next or Previous to navigate through the dates within the period.		
Your leave report was submitted successfully.	Once you submit your leave report you will receive a "No Hours entered." n	nessage.

A No hours entered.

Leave Report

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	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
					Sep 03, 2016				Sep 07, 2016
Paid Time Off (PTO)	()	Enter Hours	•	•				
Paid Unscheduled PTO	()	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	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Other	()	Enter Hours	s Enter Hours					
Total Hours:	()	0	0	() (0	c	0
Total Units:		C	0	0	() (0	C	0

Position Selection	Comments	Preview	Next	

Submitted for Approval By:

You on Sep 29, 2016

Approved By:

Betty Rubble

Waiting for Approval From:

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

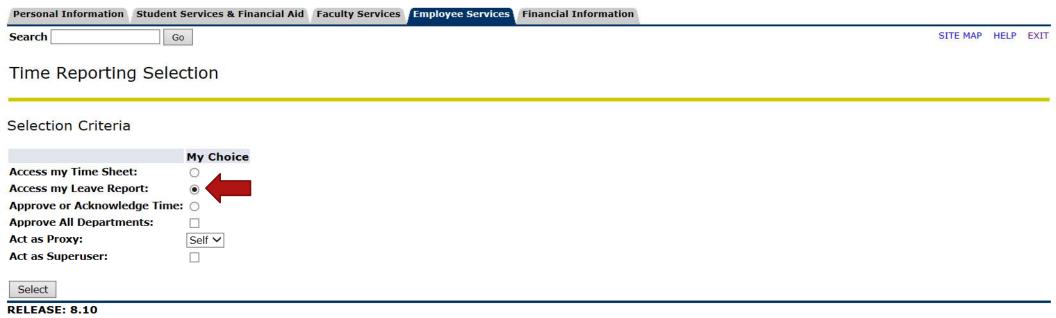




RELEASE: 8.7

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© 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.

<u>IF</u> you <u>ARE</u> an approver of someone else's monthly leave reporting or bi-weekly time sheet, then you <u>WILL</u> 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 Information Student Services & F	inancial Aid	Employee Services				
Search Go				SITE MAP	HELP	EXI
Leave Report Selection						
Title and Department	My Choice	Leave Report Period and Status				
Payroll Administrator, 002181-00 USA Hospitals Administration MC, 901959	•	Sep 01, 2016 to Sep 30, 2016 Not Started ✔	Choose the proper pay per the "Leave Report" button.		d cli	ck
Leave Report						

RELEASE: 8.8

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

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

Submit by Date: Oct 10, 2016 by 05:00 PM									
Earning	Total Hours	Total Units			Saturday Sep 03, 2016				Wednesday Sep 07, 2016
Paid Time Off (PTO)	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	(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	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	(0	0	0	0	0	0	C
Total Units:		C	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

EXIT

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

 \blacksquare 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:

Pa

Payroll Administrator -- 002181-00

USA Hospitals Administration MC -- 901959

Sep 01, 2016 to Sep 30, 2016

Oct 10, 2016 by 05:00 PM

	300 10, 2010 5, 60100 111								
Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016		Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)		o	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	(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 PTO	(D	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	C	С	0	0	0
Total Units:		C	C	0	C	C	0	0	0

Submitted for Approval By:

Comments

Preview

Submit for Approval

Restart

Next

Approved By:

Position Selection

Waiting for Approval From:

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

rersonal Information	Student Services & I manetal Ala	Employee Services		
Search	Go		SITE MAP HEL	LP

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

Submit by Date.				Oct 10, /	2010 by 03.00 PM				
Earning	Total Hours								Wednesday Sep 07, 2016
Paid Time Off (PTO)	(٥	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours	s Enter Hours	s Enter Hours
Paid Unscheduled PTO	(0	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Death in Family	(0	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Jury Duty	(٥	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Family Medical Leave PTO	(0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Other	(٥	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Total Hours:	(0	C) (, () () (C	0
Total Units:		C	o c) (, () () (C	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:

Personal Information	Student Services & I manetal Aid	Employee Services		
Search	Go		SITE MAP	HELP

 \blacksquare 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.

Personal Information Student Corvices & Financial Aid Employee Corvi

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

Oct 10, 2010 by 03:00 PM									
Earning	Total Hours	Total Units							Wednesday Sep 07, 2016
Paid Time Off (PTO)		0	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours	es Enter Hours	s Enter Hours	s Enter Hours
Paid Unscheduled PTO	-	0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Death in Family	-	0	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Jury Duty	-	0	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	s Enter Hours	s Enter Hours
Family Medical Leave PTO	,	0	Enter Hours	es Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Other	,	0	Enter Hours	s Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours	s Enter Hours
Total Hours:	,	0	C) () () () () (0
Total Units:		(o c) () () () () (0
ì			·	·	•	·	•	,	·

Position Selection Comments Preview Submit for Approval Restart Next

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

EXIT

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

 \blacksquare 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

Oct 10, 2016 by 05:00 PM								
Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016					Wednesday Sep 07, 2016
		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
(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
(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
()	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	o	C	C	0	0	0	0	C
		0	C	0	0	0	0	C
			Hours Units Sep 01, 2016 0 Enter Hours 0 Enter Hours 0 Enter Hours 0 Enter Hours 0 Enter Hours	Total Hours Total Units Sep 01, 2016 Enter Hours Enter Hours	Total Hours Total Units Sep 01, 2016 Sep 02, 2016 Sep 03, 2016 0 Enter Hours Enter Hours Enter Hours 0 E	Total Hours Total Units Thursday Sep 01, 2016 Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Ent	Total Hours Total Units Total Units Thursday Sep 01, 2016 Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 Sep 05, 2016 O	Total Hours Total Units Thursday Sep 01, 2016 Friday Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 Sep 05, 2016 Sep 06, 2016 O

osition 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.

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

🔻 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

Submit By Date:				Oct 10, 7	2016 by 05:00 PM				
Earning	Total Hours				Saturday Sep 03, 2016				Wednesday Sep 07, 2016
Paid Time Off (PTO)		o o	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Paid Unscheduled PTO	(5	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Death in Family	(э	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Jury Duty	С	J	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Family Medical Leave PTO	С	J	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Other	C	J	Enter Hours	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	s Enter Hours
Total Hours:	С)	0	0	C	0	0	0	0
Total Units:		C		0	C	0	0	0	0

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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Personal Information	Student Services & Financial Aid	Employee Services	i e	
Search	Go		SITE MAP	HELP

🔻 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									
								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		0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
			Hours Units Sep 01, 2016 0 Enter Hours 0 Enter Hours 0 Enter Hours 0 Enter Hours 0 Enter Hours	Total Hours Total Units Total Hours Total Units Thursday Sep 01, 2016 Enter Hours Enter Hours Enter Hours O Enter Hours Enter Hours O Enter Hours Enter Hours O Enter Hours Enter Hours	Total Hours Total Units Thursday Sep 01, 2016 Enter Hours Enter Hours	Total Hours Units Sep 01, 2016 Friday Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours	Total Hours Units Sep 01, 2016 Friday Sep 02, 2016 Sep 03, 2016 Sep 04, 2016 Sep 05, 2016 Column	Total Hours	

Submitted for Approval By:

Comments

Preview

Submit for Approval

Restart

Next

Approved By:

Position Selection

Waiting for Approval From:

Click to advance seven days.

Personal Information	Student Services & Financial Aid	Employee Services

Search SITE MAP HELP EXIT

Time and Leave Reporting

 \blacksquare 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 -- 002181-00

Submit for Approval

Department and Number:USA Hospitals Administration MC -- 901959

Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Leave Report Period:

Submit By Date:

Earning	Total Hours	Total Units	Thursday Sep 08, 2016		Saturday Sep 10, 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	С		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	С		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:	С)	0	0	C	0	0	0	0
Total Units:		0	0	0	C	0	0	0	0

Submitted for Approval By:

Comments

Preview

Approved By:

Position Selection

Waiting for Approval From:

Click to advance seven days.

Click to go back seven days.

Previous Next

Personal Informatio	on Student Services & Financial Aid	Employee Services			
Search	Go		SITE MAP	HELP	EXIT

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 -- 002181-00

Submit for Approval

Department and Number:USA Hospitals Administration MC -- 901959

Previous

Next

Sep 01, 2016 to Sep 30, 2016 Oct 10, 2016 by 05:00 PM

Leave Report Period: Submit By Date:

Earning	Total Hours				Saturday Sep 10, 2016		Monday Sep 12, 2016	Tuesday Sep 13, 2016	Wednesday Sep 14, 2016
Paid Time Off (PTO)	C		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	C		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	C		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	C		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	O		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0)	0	0	(0	0	0	0
Total Units:		0	0	0	(0	0	0	0

Submitted for Approval By:

Comments

Preview

Approved By:

Position Selection

Waiting for Approval From:

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

Personal Information	Student Services & Financial Aid	Employee Services

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).

Paid Time Off (PTO)

Sep 09, 2016

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

Leave Report

Search

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning:

Date: Hours:

Save Copy

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

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	Total	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	
	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)	(Enter Hours							
Paid Unscheduled PTO	C	o o	Enter Hours							
Death in Family	()	Enter Hours							
Jury Duty	()	Enter Hours							
Family Medical Leave PTO	()	Enter Hours							
Other	()	Enter Hours							
Total Hours:	(0	0	0	0	0	0	0	
Total Units:		С	0	0	0	0	0	0	0	

Position Selection Comm	nents Preview	Submit for Approval	Restart	Previous	Next	
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Personal Information	Student Services & Financial Aid	Employee Services
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.

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

 Earning:
 Paid Time Off (PTO)

 Date:
 Sep 09, 2016

Save Copy

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Next

Hours:

Leave Report

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	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	Hours	Units	Sep 08, 2016	Sep 09, 2016	Sep 10, 2016				Sep 14, 2016
Paid Time Off (PTO)	8	3	Enter Hours	8	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:	8	3	0	8	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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



Search			G	60															SITE MA	P HELP	EXIT
Sum	mar	y of	Reporte	ed Tin	ne																
Set y	our pri	nter la	yout to Land	scape bet	fore printin	g.															
	Admir	nistrat	or, 002181	-00													USA Hosp	itals Adn	ninistration	MC, 90:	1959
Leave			Thursday	Friday	Saturday	Sunday	Monday	Tuesday	, Wednesday,	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monda
Code	Hours	Units	Sep 01,	Sep 02,	Sep 03, 2016	Sep 04,	Sep 05, 2016	Sep 06, 2016	Sep 07,	Sep 08,	Sep 09	Sep 10,	Sep 11,	Sep 12,	Sep 13, 2016	Sep 14,	Sep 15,	Sep 16,	Sep 17, 2016	Sep 18, 2016	Sep 19
Paid Time Of (PTO)	ff 8	3									8	3									
Total Hours:		3									8	3									
Total Units:																					

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Personal Information Student Services & Financial Aid Employee Services

Use this bar to scroll across to view more days.



Previous Menu
RELEASE: 8.9







Search

Previous Menu
RELEASE: 8.9

Personal Access Web System

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

Sumi	mary	of	Reporte	ed Tin	ne																
₹ Set y	our prin	iter lay	yout to Land	scape be	fore printing].															_
	ntstone Admin	E (0) (E)	or, 002181	-00													USA Hospi	tals Adm	ninistration	n MC, 901	959
arning		Total	Thursday , Sep 01, 2016	Sep 02,	Saturday , Sep 03, 2016	Sep 04,	Sep 05,	Sep 06,	Wednesday, Sep 07, 2016	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Wednesday, Sep 14, 2016	Sep 15,	Sep 16,		Sep 18,	
aid ime Off PTO)	8										8										
otal lours:	8										8										
otal Inits:		0																			

SITE MAP HELP EXIT

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Personal Information Student Services & Financial Aid Employee Services

Go

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

Payroll Administrator -- 002181-00

Sep 01, 2016 to Sep 30, 2016

Oct 10, 2016 by 05:00 PM

USA Hospitals Administration MC -- 901959

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:

Save Copy

Paid Time Off (PTO)

Date: Sep 09, 2016

Hours: 8

F	T-1-1		T-1	F-14	0-11			T	har-1
Earning	Total Hours								Wednesday Sep 14, 2016
Paid Time Off (PTO)	8	3	Enter Hours	. 8	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:	8	3	0	8	0	0	0	0	0
Total Units:		0) 0	0	0	0	0	0	0

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

Comments

Position Selection

1

Submit for Approval

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Preview

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





Personal Information Student Services & Financial Aid Employee Services			
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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 Use	ser Logout	web pa	ige.
Entry of your PIN will again be required in order to certify your leave repor	t.		

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Personal Information	Student Services & Financial Aid	iployee Services			
Search	Go		SITE MAP	HELP	EXIT

$\overline{}$ 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".

Title and Number: Department and Number: Leave Report Period:

Leave Report

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	Total Units	Thursday Sep 01, 2016		Saturday Sep 03, 2016	Sunday Sep 04, 2016			Wednesday Sep 07, 2016
Paid Time Off (PTO)	8	3	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	s 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	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	(Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	(Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8	3	0	0	C	0	0	0	0
Total Units:		С	0	0	C	0	0	0	0

Submitted for Approval By:

Waiting for Approval From:

You on Sep 29, 2016

Approved By:

Betty Rubble

Personal Information	Student Services & Financial Aid Employee Services	
Search	Go	SITE MAP HELP EXIT
		<u> </u>



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: 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)	8	3	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	С)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Jury Duty	О)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Family Medical Leave PTO	С)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Other	О)	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours:	8	3	0	0	0	0	0	0	0		
Total Units:		0	0	0	0	0	0	0	0		
			1			,	0				

Position Selection	Comments	Preview	Next

Submitted for Approval By:

You on Sep 29, 2016

Approved By: Waiting for Approval From:

Betty Rubble



nancial Aid V Employee Services	
	SITE MAP HELP EX
My Choice Leave Report Period and Status	
● Sep 01, 2016 to Sep 30, 2016 Pending ✔	
	My Choice Leave Report Period and Status ● Sep 01, 2016 to Sep 30, 2016 Pending ✓

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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 14th and 17th of the month.

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.