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

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

USA PAWS — Personal Access Web System

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

Search [ ] Go

SITE MAP   HELP   EXIT

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	⦿
Approve or Acknowledge Time:	○
Approve All Departments:	☐
Act as Proxy:	Self ▾
Act as Superuser:	☐

Select

RELEASE: 8.10

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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.

PAWS — Personal Access Web System

Personal Information | Student Services & Financial Aid | Employee Services

Search [_____] Go

SITE MAP   HELP   EXIT

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 ∨

Leave Report

RELEASE: 8.8

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

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.

Leave Report
Title and Number: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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.

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.

[Submit]

RELEASE: 8.9

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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 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: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next]

Submitted for Approval By: You on Sep 29, 2016
Approved By:
Waiting for Approval From: Betty Rubble

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

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

Search [　　　　　　] [Go]

Employee

Electronic Time Sheet
Entry of time, approval of time.

Leave Reports (Monthly) ⬅ Click to access Leave Reporting
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

RELEASE: 8.7

USA PAWS — Personal Access Web System

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

Search [ ] Go

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	●
Approve or Acknowledge Time:	○
Approve All Departments:	☐
Act as Proxy:	Self ∨
Act as Superuser:	☐

Select

RELEASE: 8.10

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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.

Personal Information | Student Services & Financial Aid | Employee Services

Search [_____] [Go]

SITE MAP   HELP   EXIT

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 ▾

[Leave Report]

RELEASE: 8.8

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

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.

Leave Report

Title and Number: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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

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.

Leave Report

Title and Number: Payroll Administrator -- 002181-00

Department and Number: USA Hospitals Administration MC -- 901959

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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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]   "Position Selection" – Select to go back to previous selection option.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

Leave Report
Title and Number: Payroll Administrator -- 002181-00
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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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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:

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.

Leave Report
Title and Number: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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]

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

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 -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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:

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

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.

Leave Report

Title and Number: Payroll Administrator -- 002181-00

Department and Number: USA Hospitals Administration MC -- 901959

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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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 leave report, clearing all fields.

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 -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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 seven days.

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

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.

Leave Report

Title and Number:	Payroll Administrator -- 002181-00
Department and Number:	USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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] [Previous] [Next] ⬅ Click to advance seven days.

Submitted for Approval By:

Approved By: Click to go back seven days.

Waiting for Approval From:

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.

Leave Report

Title and Number:	Payroll Administrator -- 002181-00
Department and Number:	USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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] [Previous] [Next]

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 [   ] 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.

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:
Date:
Hours:

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.

[Save] [Copy]

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
Paid Time Off (PTO)	0		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		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] [Previous] [Next]

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.

Leave Report
Title and Number: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
Leave Report Period: Sep 01, 2016 to Sep 30, 2016
Submit By Date: Oct 10, 2016 by 05:00 PM
Earning: Paid Time Off (PTO)
Date: Sep 09, 2016
Hours: [8_____]

[Save] [Copy]

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
Paid Time Off (PTO)	8		Enter Hours	8	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	8	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Previous] [Next]

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

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

Search [ ] [Go]

SITE MAP   HELP   EXIT

Summary of Reported Time

💬 Set your printer layout to Landscape before printing.

Fred Flintstone
Payroll Administrator, 002181-00

USA Hospitals Administration MC, 901959

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	Monday, Sep 19, 2016
Paid Time Off (PTO)	8										8										
Total Hours:	8										8										
Total Units:		0																			

[Previous Menu]

RELEASE: 8.9

Use this bar to scroll across to view more days.

⬇   ⬇   ⬇

‹ ━━━━━━━━━━━━━━━━ ›

Summary of Reported Time

💬 Set your printer layout to Landscape before printing.

Fred Flintstone
Payroll Administrator, 002181-00

USA Hospitals Administration MC, 901959

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	Monday Sep 19, 2016
Paid Time Off (PTO)	8										8										
Total Hours:	8										8										
Total Units:		0																			

[Previous Menu] ⬅ Click on "Previous Menu" to return to leave reporting.

RELEASE: 8.9

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.

Leave Report

Title and Number: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
Leave Report Period: Sep 01, 2016 to Sep 30, 2016
Submit By Date: Oct 10, 2016 by 05:00 PM
Earning: Paid Time Off (PTO)
Date: Sep 09, 2016
Hours: [8]

[Save] [Copy]

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
Paid Time Off (PTO)	8		Enter Hours	8	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	8	0	0	0	0	0
Total Units:		0	0	0	0	0	0	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.

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 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 [_____] [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.

⚠ **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: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	8		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next]

Submitted for Approval By: You on Sep 29, 2016
Approved By:
Waiting for Approval From: Betty Rubble

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.

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.

⚠ **Your leave report was submitted successfully.**

Leave Report
Title and Number: Payroll Administrator -- 002181-00
Department and Number: USA Hospitals Administration MC -- 901959
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
Paid Time Off (PTO)	8		Enter Hours	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	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next]

Submitted for Approval By: You on Sep 29, 2016
Approved By:
Waiting for Approval From: Betty Rubble

Personal Information   Student Services & Financial Aid   Employee Services

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SITE MAP   HELP   EXIT

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 Pending ⌄

[Leave Report]

RELEASE: 8.8

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.