Approving Electronic Timesheets

(Approvers)

TIME SHEET DEADLINES:

10:00 AM on Monday of pay week – Employee submission of time

1:00 PM on Monday of pay week – Approval of time (if there are multiple approvers, ALL approvers must have approved).

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

HTTP6://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL

Click to access Time Sheets

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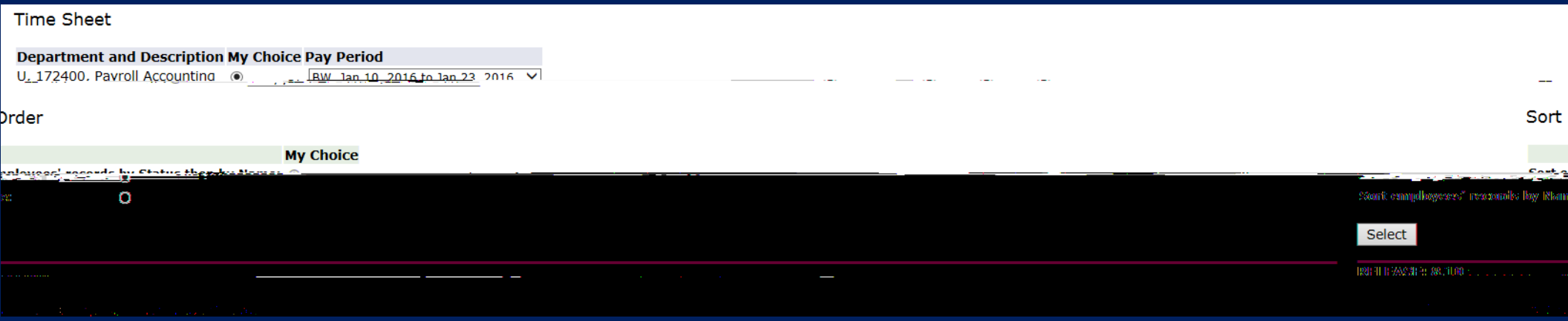

Time Sheet
Department and Description My Choice Pay Period
U. 172400. Payroll Accounting
BW Jan 10, 2016 to Jan 23, 2016
Order
Sort
My Choice
Select

[redacted]

ID	Name, Position and Title	Total Hours	Total Units	Other Information
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Looney Tune Character IV

ion						Returned for Correct
	40.00	.00	Leave Balances	J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I	
			Leave Balances	J00546073	[illegible]	

Cartoon Character II

In Progress

ther Information	ID	Name, Position and Title	Total Hours	Total Units	Cancel
	[illegible]	[illegible]	Leave Balances	J00168813	Tweety Bird

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant

[redacted]

ID	Name, Position and Title	Total Hours	Total Units	Other Information
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Looney Tune Character IV

...tion					Returned for Correct...
40.00	.00	Leave Balances	J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I	
		Leave Balances	J00546073	[illegible]	

Cartoon Character II

...ther Information	In Progress				
	ID	Name, Position and Title	Total Hours	Total Units	Cancel
[illegible]	[illegible]	[illegible]	Leave Balances	J00168813	Tweety Bird

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant

[redacted]

ID	Name, Position and Title	Total Hours	Total Units	Other Information
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Looney Tune Character IV

ion					Returned for Correct
40.00	.00	Leave Balances	J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I	
		Leave Balances	[illegible]	[illegible]	

Cartoon Character II

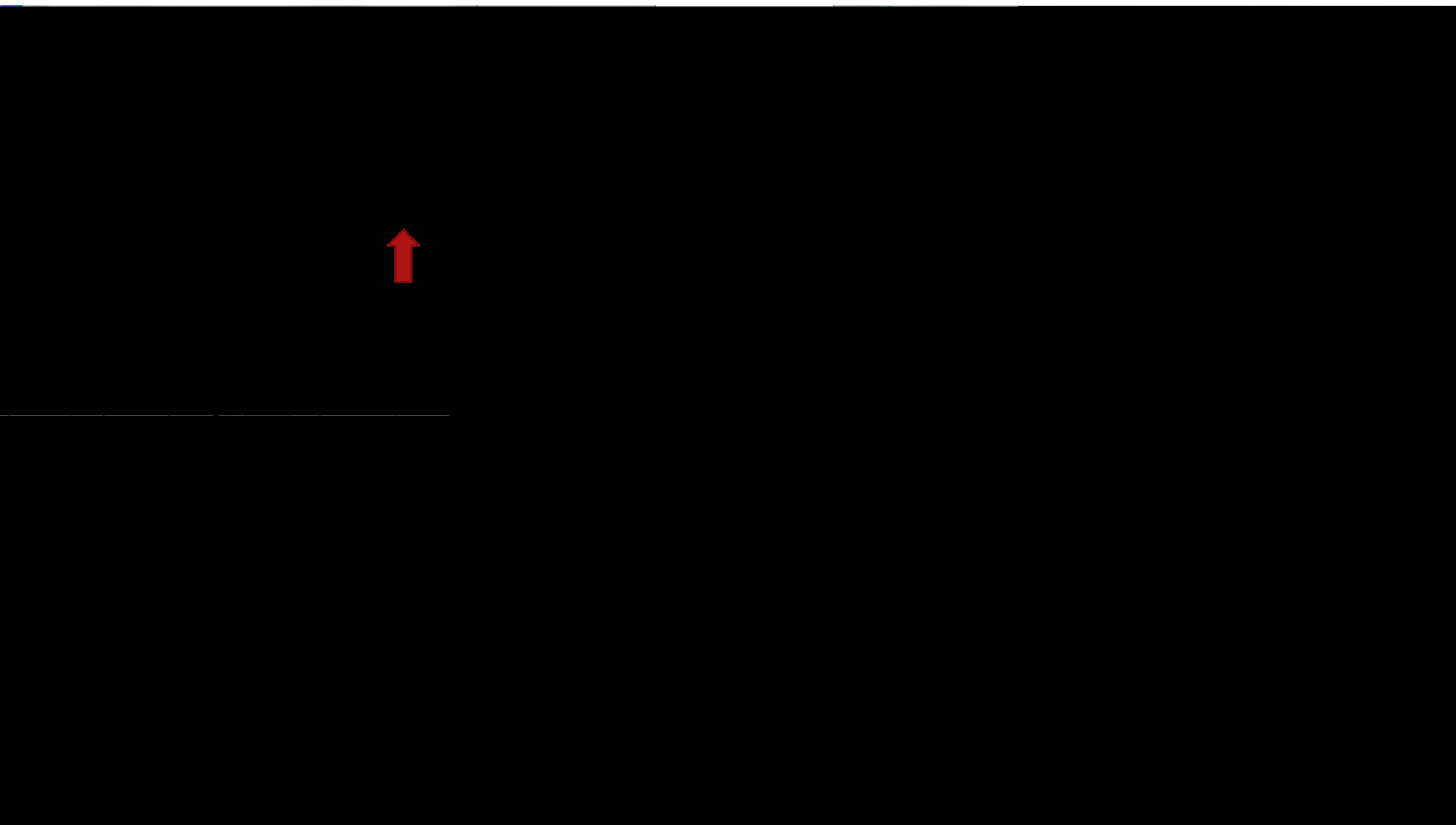
In Progress

ID	Name, Position and Title	Total Hours	Total Units	Cancel
[illegible]	[illegible]	Leave Balances	J00168813	Tweety Bird

	Other Information

Not Started

ID	Name, Position and Title
J00229543	Atom Ant 007557 - 00 Cartoon Character II
J00508663	Daffy Duck 666005 - 00 Student Assistant



Access any earnings category and day by clicking directly on the blue link as applicable.

File Edit View Favorites Tools Help

** Account Distribution adjusted on this day.

Bugs Bunny
Main Looney Tune Character -- 003033-01
Payroll Accounting -- 172400
Jan 10, 2016 to Jan 23, 2016
Jan 31, 2016 by 01:00 PM

Time Sheet
Name:
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

[redacted]

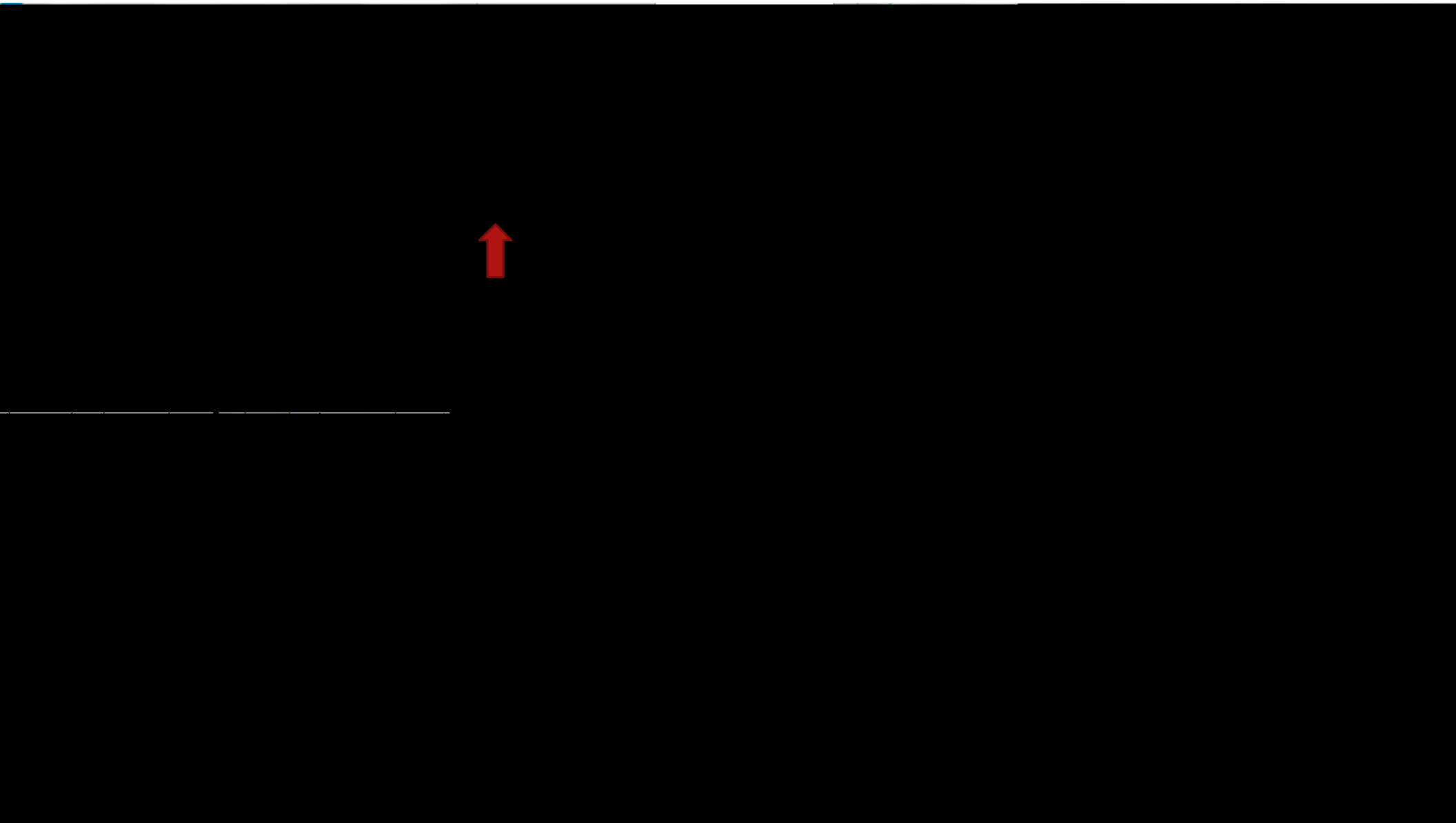
Overtime at Time and a Half

Overtime at Regular Rate

Vacation

Personal Sick

Family Member Sick



File Edit View Favorites Tools Help

xt or Previous to access another employee.

Select Ne

Time tra

Previous Menu Return Time Next

Timesheet

Vacation	1		40			8	8	8	8	8		40						0
Holiday Pay	1		8									0		8				8
Total Hours:			80			8	8	8	8	8		40		8	8	8	8	40

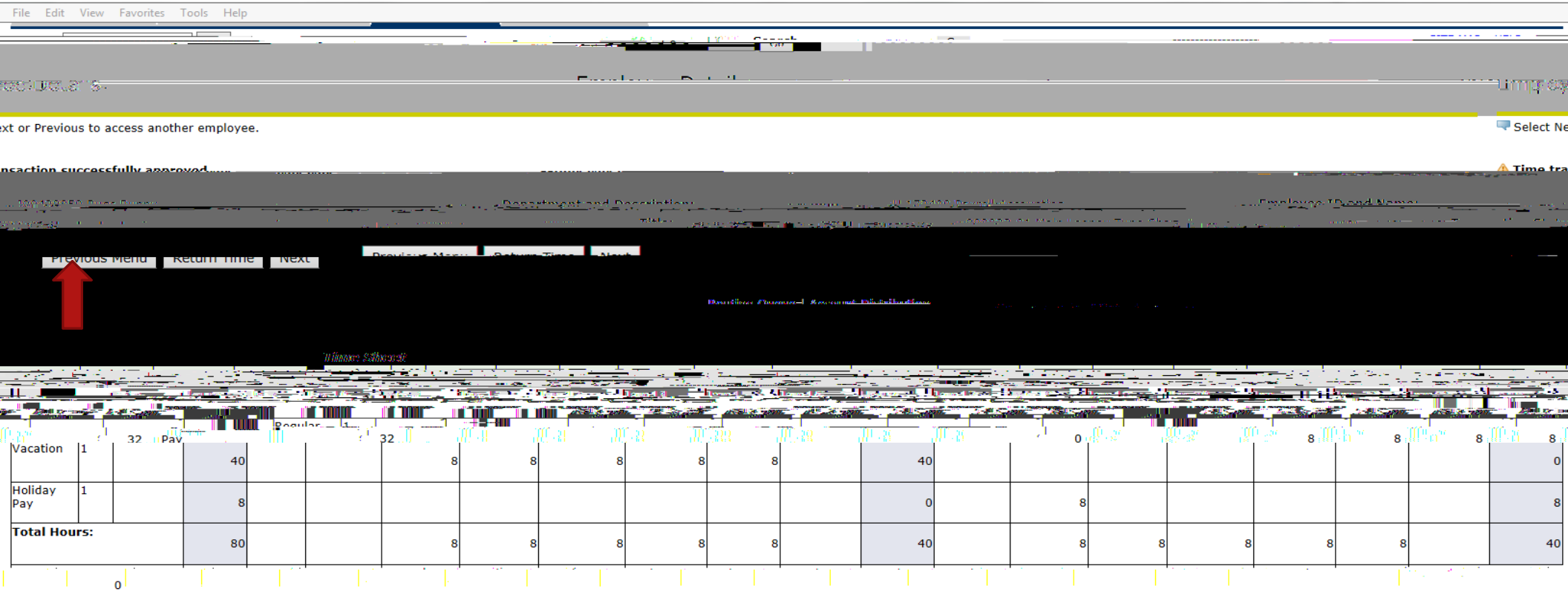
Routing Queue

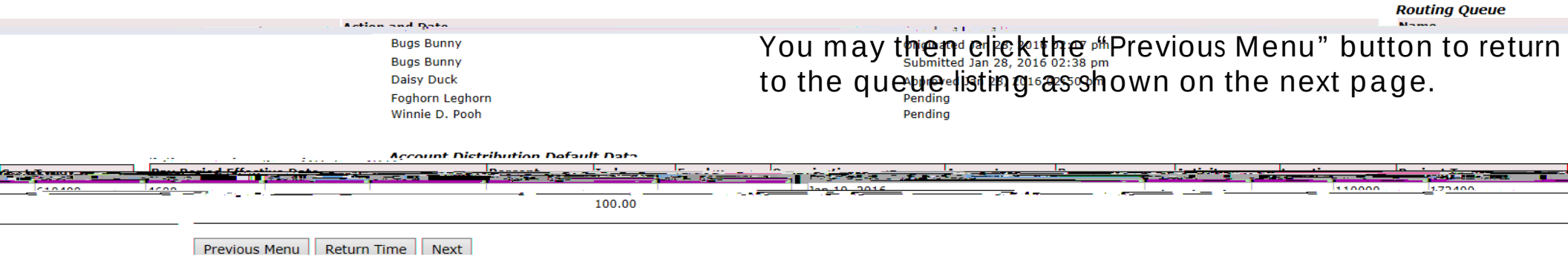
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Approved Jan 28, 2016 02:50 pm
Foghorn Leghorn	Pending
Winnie D. Pooh	Pending

Account Distribution Default Data

100.00

Previous Menu Return Time Next





You may then click the "Previous Menu" button to return to the queue listing as shown on the next page.

Looney Tune Character IV
Returned for Correction
Total Units
Other Information
Wiley Coyote
Leave Balances
Leave Balances
In Progress
Leave Balances
Tweety Bird
Not Started
J00229543
Atom Ant
007557 - 00
Cartoon Character II
J00508663
Daffy Duck
666005 - 00
Student Assistant

Contact Payroll at 460-7868, or payroll@southalabama.edu should you need assistance.