

Electronic Timesheet (Exempt Staff)

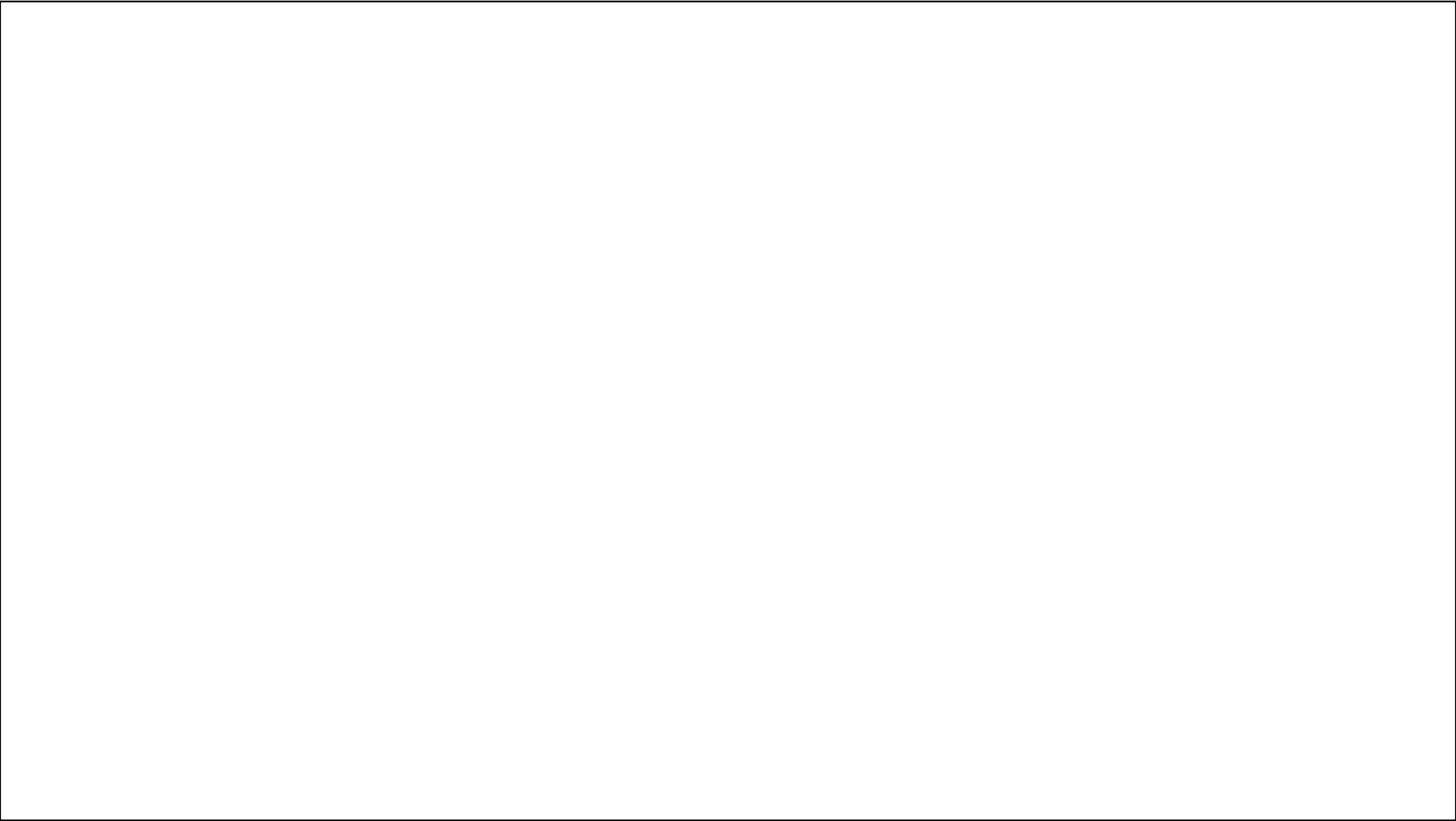
TIME BISON DEADLINE:

10:00 AM on Monday of pay week

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

[HTTP 4://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL](http://www.southalabama.edu/departments/financialaffairs/payroll)

 Click to access Time Sheet



Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:												
0	0	0	0	0	0							

Submitted for Approval By: **REVIEW OF BUTTON OPTIONS FOLLOWS**

Waiting for Approval From:
 RELEASE: 8.8



Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:						0	0	0	Total Units:		



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

Submitted for Approval By:
Approved By:

Waiting for Approval From:
RELEASE: 8.8

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:						0	0	0	Total Units:		



"Comments" - Available for free-form comments.

Submitted for Approval By:
Approved By:

Position Selection Comments Preview Submit for Approval Restart Next

Waiting for Approval From:
RELEASE: 8.8

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:												
0	0	0	0	0	0							



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

Submitted for Approval By:
Approved By:

Comments Preview Submit for Approval Restart Next

Waiting for Approval From:
RELEASE: 8.8

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016		Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:						0	0	0	Total Units:		



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

Submitted for Approval By:
Approved By:

Waiting for Approval From:
RELEASE: 8.8

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016		Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:						0	0	0	Total Units:		



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:
RELEASE: 8.8

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:						0	0	0	Total Units:		



Click on a day to record hours for the applicable earnings category.

Submitted for Approval By:
Approved By:

Waiting for Approval From:
RELEASE: 8.8

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



Learning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Vacation		1								
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick		1	0	0	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick		1	0	0	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay		1			Enter Hours	Enter Hours
					Other (Call, FML, Jury, etc)				1		
00	00	00	00	00	Total Hours					00	00
00	00	00	00	00	Total Units					00	00

Enter hours, then either click on "Save", or press
Enter key on your keyboard.
Waiting for Approval From:

Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	8	Enter Hours	8	Enter Hours	
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours	
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours	
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours	
Total Units:					8	0	8	0	0	0	0
					0	0	0	0	0	0	

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By: [Name]
 Approved By: [Name]
 Waiting for Approval From:
 RELEASE: 8

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

← Entry of your PIN will again be required in order to certify your time.



Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".

Submit By Date: Jan 31, 2016 by 10:00 AM

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	8	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	0	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours
Total Hours:									
Total Units:									

Position Selection Comments Preview Next Return Time

Submitted for Approval By:

You on Jan 28, 2016

Approved By:

Waiting for Approval From:

Daisy Duck

RELEASE: 8.8



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

Submit By Date: Jan 31, 2016 by 10:00 AM

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	8	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:				Enter Hours
0	0	0	0	0	Total Units:	0	0	0	0

Submitted for Approval By: You on Jan 28, 2016
Approved By:
Waiting for Approval From: Daisy Duck
RELEASE: 8.8



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