

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.

[HTTPS://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL](https://www.southalabama.edu/departments/financialaffairs/payroll)

Search Go

Welcome, Daisy Duck, to the PAWS Information System! Last web access on Jan 27, 2016 at 02:25 pm

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.

Financial Information

Budget Query, Encumbrance Query, View Documents, Approve Documents and Code Lookup.

[Return to Homepage](#)

RELEASE: 8.6

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

Search

Employee

[Electronic 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](#)

 Click to access Time Sheets

RELEASE: 8.11.2

Search

Time Reporting Selection

Select a name from the pull-down list to act as a proxy.
If no Selection Criteria is shown, then Web Time Entry is not currently available for your Department.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

To access those time sheets in your approval queue, select "Approve or Acknowledge Time", then click the "Select" button.

[Proxy Set Up](#)

Search Go

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
U, 172400, Payroll Accounting	<input checked="" type="radio"/>	BW, Jan 10, 2016 to Jan 23, 2016

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

RELEASE: 8.10

COA: U, University of South Alabama
 Department: 172400, Payroll Accounting
 Pay Period: Jan 10, 2016 to Jan 23, 2016
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

REVIEW OF QUEUE STATUSES FOLLOWS

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV		.00	Leave Balance Errors					

Returned for Correction									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I	40.00	.00	Leave Balances					
J00546073	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00	.00	Leave Balances					

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II	32.00	.00		Leave Balances				

Not Started									
ID	Name, Position and Title	Other Information							
J00229543	Atom Ant 007557 - 00 Cartoon Character II								
J00508663	Daffy Duck 666005 - 00 Student Assistant								

COA: U, University of South Alabama
Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

“Not Started” – Those employees who are within the organization (department) number which you are approving, but the employees have not started their time sheet. If there are employees listed for whom you do not approve, they will drop out of any of your list once they have started their timesheet.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Approved									
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Error									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV		.00	Leave Balance Errors					

Returned for Correction									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I		40.00	Leave Balances					
J00546073	Marvin D. Martian 004989 - 00 Cartoon Character II		80.00	Leave Balances					

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II		32.00	<input type="checkbox"/>	Leave Balances				

Not Started									
ID	Name, Position and Title	Other Information							
J00229543	Atom Ant 007557 - 00 Cartoon Character II								
J00508663	Daffy Duck 666005 - 00 Student Assistant								



COA: U, University of South Alabama
Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

“In Progress” – Those employees for whom you approve time, that have started their timesheet. The time sheet will remain “In Progress” until the employee fills in all of their applicable time, and submits to you for approval.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

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In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II		32.00	<input type="checkbox"/>	Leave Balances				

Not Started									
ID	Name, Position and Title	Other Information							
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J00508663	Daffy Duck 666005 - 00 Student Assistant								

COA: U, University of South Alabama
Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

“Pending” – Those employees for whom you approve time, that have submitted their time sheet to you for approval.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

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In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II		32.00	<input type="checkbox"/>	Leave Balances				

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ID	Name, Position and Title	Other Information							
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Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

“ Approved” – Those employees for whom you approve time, that you have approved.
IMPORTANT – Only those time sheets in an “ Approved” status will be picked up by the payroll system. Once picked up (usually Monday evenings of pay week), the status will change to “ Completed” .

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
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In Progress									
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ID	Name, Position and Title	Other Information							
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COA: U, University of South Alabama
Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

Other Statuses:

"Returned for Correction" – Time sheet has been returned by either you, or possibly the Payroll Office for correction by the employee.

"Error" – Access the time sheet for the specific error message.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
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ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
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In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II		32.00	<input type="checkbox"/>	Leave Balances				

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ID	Name, Position and Title	Other Information							
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COA: U, University of South Alabama
Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
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Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

Other Information:

Leave Balance – Available for viewing up to date leave balances.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
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J00546073	Marvin D. Martian 004989 - 00 Cartoon Character II	80.00	.00	Leave Balances					

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II	32.00	.00		Leave Balances				

Not Started									
ID	Name, Position and Title	Other Information							
J00229543	Atom Ant 007557 - 00 Cartoon Character II								
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COA: U, University of South Alabama
Department: 172400, Payroll Accounting
Pay Period: Jan 10, 2016 to Jan 23, 2016
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

Selecting an employee for review:
 Click directly on the employee's name, highlighted in blue. The selection will access the employee's time sheet.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

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ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV		.00	Leave Balance Errors					

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In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II		32.00	<input type="checkbox"/>	Leave Balances				

Not Started									
ID	Name, Position and Title	Other Information							
J00229543	Atom Ant 007557 - 00 Cartoon Character II								
J00508663	Daffy Duck 666005 - 00 Student Assistant								

Search Go

The employee's time sheet is available for review, action as necessary, and also displays the current status.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:

J00430859 Bugs Bunny

Title:

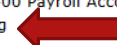
003033-01 Main Looney Tune Character

Department and Description:

U 172400 Payroll Accounting

Transaction Status:

Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

Employee Details

REVIEW OF ACTION BUTTONS FOLLOW

Select Next or Previous to access another employee.

Note that action buttons available are dependent upon a time sheet's status.

Employee ID and Name:

J00430859 Bugs Bunny

Department and Description:

U 172400 Payroll Accounting

Title:

003033-01 Main Looney Tune Character

Transaction Status:

Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
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Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

Employee Details

"Previous Menu" – To navigate back to previous menu.

Select Next or Previous to access another employee.

Employee ID and Name:

J00430859 Bugs Bunny

Department and Description:

U 172400 Payroll Accounting

Title:

003033-01 Main Looney Tune Character

Transaction Status:

Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search Go

Employee Details "Approve" – Click this button to approve the time sheet.

Select Next or Previous to access another employee.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character
Department and Description: U 172400 Payroll Accounting
Transaction Status: Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

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Bugs Bunny	Originated Jan 28, 2016 02:17 pm
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Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

"Return for Correction" – This button will return the time sheet to the employee. Add a comment, if necessary, to the time sheet before returning.

Select Next or Previous to access another employee.

Employee ID and Name:

J00430859 Bugs Bunny

Department and Description:

U 172400 Payroll Accounting

Title:

003033-01 Main Looney Tune Character

Transaction Status:

Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

“Change Record” – Gives the supervisor the ability to change time entered on the time sheet as shown on the following page.

Select Next or Previous to access another employee.

Employee ID and Name:

J00430859 Bugs Bunny

Department and Description:

U 172400 Payroll Accounting

Title: 003033-01 Main Looney Tune Character

Transaction Status:

Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

Employee Details

“Delete” – This button will initiate a dialogue box to confirm deletion. Once deleted, the employee’s time sheet will be back to a “Not Started” status.

Select Next or Previous to access another employee.

Employee ID and Name:

J00430859 Bugs Bunny

Department and Description:

U 172400 Payroll Accounting

Title:

003033-01 Main Looney Tune Character

Transaction Status:

Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search Go

"Add Comment" – Free form field to add comments, which becomes a permanent record with the time sheet.

Select Next or Previous to access another employee.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character
Department and Description: U 172400 Payroll Accounting
Transaction Status: Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

“Next” – This button will access the next employee’s time sheet as is appeared in the queue listing.

Select Next or Previous to access another employee.

Employee ID and Name:

J00430859 Bugs Bunny

Department and Description:


U 172400 Payroll Accounting

Title:

003033-01 Main Looney Tune Character

Transaction Status:

Pending


[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character

Department and Description: U 172400 Payroll Accounting
Transaction Status: Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue



Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

The routing queue will show actions awaiting, actions taken, and dates and times of actions taken. Some names may be listed that are FYI's, and are not approvers. Once all approvers have approved a time sheet, the status will be updated to "Approved".

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character

Department and Description: U 172400 Payroll Accounting
Transaction Status: Pending

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

Account Distribution Default Data will indicate the FOAPAL to be charged, and the percentages as appropriate, unless overridden.

Account Distribution Default Data



Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character

Department and Description: U 172400 Payroll Accounting
Transaction Status: Pending



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
Bugs Bunny	Originated Jan 28, 2016 02:17 pm
Bugs Bunny	Submitted Jan 28, 2016 02:38 pm
Daisy Duck	Pending
Foghorn Leghorn	In the Queue
Winnie D. Pooh	In the Queue

If the approver is the only approver of a time sheet, or the last approver to take action, then ...

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Search Go

Employee Details

Select Next or Previous to access another employee.

Time transaction successfully approved.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character

Department and Description: U 172400 Payroll Accounting
Transaction Status: Approved

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
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

... the employee's time sheet status will be updated to approved.

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

Employee Details

Select Next or Previous to access another employee.

Time transaction successfully approved.

Employee ID and Name: J00430859 Bugs Bunny
Title: 003033-01 Main Looney Tune Character

Department and Description: U 172400 Payroll Accounting
Transaction Status: Approved



[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Jan 10, 2016	Monday , Jan 11, 2016	Tuesday , Jan 12, 2016	Wednesday, Jan 13, 2016	Thursday , Jan 14, 2016	Friday , Jan 15, 2016	Saturday , Jan 16, 2016	Week 1 Hours	Sunday , Jan 17, 2016	Monday , Jan 18, 2016	Tuesday , Jan 19, 2016	Wednesday, Jan 20, 2016	Thursday , Jan 21, 2016	Friday , Jan 22, 2016	Saturday , Jan 23, 2016	Week 2 Hours
Regular Pay	1		32									0			8	8	8	8		32
Vacation	1		40			8	8	8	8	8	8	40								0
Holiday Pay	1		8									0		8						8
Total Hours:			80			8	8	8	8	8	8	40		8	8	8	8	8		40
Total Units:				0																

Routing Queue

Name	Action and Date
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

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

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 10, 2016	100.00		110000	172400	610400	4600				

COA: U, University of South Alabama
 Department: 172400, Payroll Accounting
 Pay Period: Jan 10, 2016 to Jan 23, 2016
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Jan 31, 2016, 01:00 PM

The queue listing will display up to date statuses of each time sheet.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00083323	Minnie Mouse 003039 - 00 Disney Character II	Approve	80.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00430859	Bugs Bunny 003033 - 01 Main Looney Tune Character		80.00	.00	Approved				Leave Balances
J00299543	Dennis D. Menace 007229 - 00 Cartoon Character I		80.00	.00	Approved				Leave Balances

Error									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00212319	Sylvester D. Cat 008879 - 00 Looney Tune Character IV		.00	Leave Balance Errors					

Returned for Correction									
ID	Name, Position and Title	Total Hours	Total Units	Other Information					
J00566342	Wiley Coyote 007515 - 00 Looney Tune Character I		40.00	Leave Balances					
J00546073	Marvin D. Martian 004989 - 00 Cartoon Character II		80.00	Leave Balances					

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
J00168813	Tweety Bird 007558 - 00 Looney Toon Character II		32.00		Leave Balances				

Not Started									
ID	Name, Position and Title	Other Information							
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.

When e-mailing, be sure to
include your J number and name
in the text of the e-mail.