

Electronic Timesheet (Student Assistants)

RECORDING TIME USING TIME IN / TIME OUT

TIME SUBMISSION 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.

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

Welcome, Jaguar A. Student, to the PAWS Information System! Last web access on Jan 04, 2016 at 09:13 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: 8.6

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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 Sheet

RELEASE: 8.11.2

Search

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Assistant, 666005-00 Payroll Accounting, 172400	<input checked="" type="radio"/>	Jan 10, 2016 to Jan 23, 2016 Not Started

 Choose the proper pay period

RELEASE: 8.8

Search

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.8

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).

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Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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

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

RELEASE: 8.8

"Position Selection" – Select to go back to previous selection option. Student assistants with more than one job should ensure that the proper job is being selected for time input.

Search

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.

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

Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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



"Comments" – Available for free-form comments.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Search

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).

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

Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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



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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

Search

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.

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Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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



“Submit for Approval” – Used when ready to submit time to your supervisor. User certification will follow, using PIN.

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

RELEASE: 8.8

Search

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.

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

Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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



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

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

Search

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.

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Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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



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

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.

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Time Sheet

Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1		0	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



Click on a day to enter time

Position Selection Comments Preview Submit for Approval Restart Next

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

RELEASE: 8.8

Search Go

Enter time in and time out. Time MUST be entered to the nearest quarter hour, using the "7 minute rule". See the following two pages for an explanation of the "7 minute rule".

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jan 11, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0
1	<input type="text"/> AM	<input type="text"/> AM	0

RELEASE: 8.8

What is the “7 minute rule” ?

Time in and time out is to be rounded to quarter hour increments. In order to record time in quarter hour increments, the University of South Alabama uses the “7 minute rule” to determine time in and time out.

If your actual time in for work, or actual time out from work is up to 7 minutes prior to a quarter hour increment, then your time should be rounded up to the next quarter hour.

If your actual time in for work, or actual time out from work is up to 7 minutes after a quarter hour increment, then your time should be rounded back to the prior quarter hour.

The following page has an increment chart, as well as some examples for your review.

"7 Minute Rule"

*Recording in Quarter Hour
Increment Chart*

Minutes	Round to
:00 - :07	:00
:08 - :22	:15
:23 - :37	:30
:38 - :52	:45
:53 - :59	:00

EXAMPLES

Actual In Time	Recorded In Time	Actual Out Time	Recorded Out Time
8:07 AM	8:00 AM	11:52 AM	11:45 AM
12:08 PM	12:15 PM	4:53 PM	5:00 PM
9:25 AM	9:30 AM	1:38 PM	1:45 PM
8:22 AM	8:15 AM	10:08 AM	10:15 AM
2:54 PM	3:00 PM	5:06 PM	5:00 PM

Search Go

Time In and Out

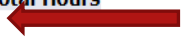
Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jan 11, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	8:15 AM	11:30 AM	0
1			0
1			0
1			0
1			0
1			0

Enter time in and time out. Time MUST be entered to the nearest quarter hour, using the "7 minute Rule".



Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

RELEASE: 8.8

Search Go

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jan 11, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	8:15 AM	11:30 AM	0
1	1:00 PM	2:45 PM	0
1	3:30 PM	5:00 PM	0
1			0
1			0
			0

Enter time in and time out. Time MUST be entered to the nearest quarter hour, using the "7 minute Rule".

Time Sheet Previous Day Next Day
 Add New Line Save Copy Delete

RELEASE: 8.8

Click "Save" to save time entered.

Search Go

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jan 11, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	08:15 AM	11:30 AM	3.25
1	01:00 PM	02:45 PM	1.75
1	03:30 PM	05:00 PM	1.5
1			0
1			0

6.5 Total hours will calculate based on Time In and Time Out.


Click on "Next Day" to advance to next day, or click on "Timesheet" to choose a different day.

Account Distribution

Earnings Code	Shift	Hours
Student Wages	1	6.5

Search Go

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours. 

Date: Tuesday, Jan 12, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0
1	<input type="text"/>	AM <input type="text"/>	0

Time MUST be entered to the nearest quarter hour, using the "7 minute Rule".

RELEASE: 8.8

Search Go

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45. ←

Date: Tuesday, Jan 12, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	8:10	AM 10:00	AM
1		AM	AM
1		AM	AM
1		AM	AM
1		AM	AM

The system will not accept any time that is not rounded to the nearest quarter hour.

Time Sheet Previous Day Next Day

Add New Line Save Copy Delete

RELEASE: 8.8

Search Go


Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.

Date: Tuesday, Jan 12, 2016


Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	8:15 AM	10:00 AM	
1			
1			
1			
1			

Adjust the time as appropriate, then save.

Time Sheet Previous Day Next Day

Add New Line Save Copy Delete

RELEASE: 8.8 

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Tuesday, Jan 12, 2016

Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	08:15 AM	10:00 AM	1.75
1			0
1			0
1			0
1			0
1			0
			1.75

← The system will accept time that is rounded to the nearest quarter hour.



Click on "Time Sheet" to return to the time sheet.

Account Distribution

Earnings Code	Shift	Hours	
Student Wages	1	1.75	<input type="button" value="Account Distribution"/>

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.

** Account Distribution adjusted on this day.

Time Sheet
Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1		0 8.25		Enter Hours	6.5	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8.25		0	6.5	1.75	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:



Click on "Preview" to view full timesheet.

RELEASE: 8.8

Summary of Reported Time

Set your printer layout to Landscape before printing.





Jaguar Student
Student Assistant, 666005-00

Payroll Accounting, 172400

Time Sheet

Earning Code	Shift	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
Student Wages	1	8.25			6.5	1.75					8.25								0
Total Hours:		8.25			6.5	1.75					8.25								0
Total Units:			0																

Time In and Out, Student Wages

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	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
   	08:15 AM 11:30 AM 01:00 PM 02:45 PM 03:30 PM 05:00 PM	08:15 AM 10:00 AM											

[Previous Menu](#)  Click on "Previous Menu" to return to timesheet.

Daily time in and time out will be viewable on the timesheet in preview mode.

Search

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.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1	0	8.25		Enter Hours	6.5	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8.25		0	6.5	1.75	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.8



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

Search

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 time.

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.

⚠ Your time sheet was submitted successfully. ← Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".
** Account Distribution adjusted on this day.

Time Sheet

Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1		0 8.25		Enter Hours	6.5	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8.25		0	6.5	1.75	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jan 28, 2016
Approved By:
Waiting for Approval From: Miss Pawla

RELEASE: 8.8

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.

⚠ Your time sheet was submitted successfully.
** Account Distribution adjusted on this day.

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

Time Sheet

Title and Number: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016
Submit By Date: Jan 31, 2016 by 10:00 AM

Earning	Shift	Default Hours or Units	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
Student Wages	1		0 8.25		Enter Hours	6.5	1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			8.25		0	6.5	1.75	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0



Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jan 28, 2016
Approved By:
Waiting for Approval From: Miss Pawla

RELEASE: 8.8

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.