

Electronic Timesheet (Graduate Assistants)

TIME SUBMISSION DEADLINE:
10:00 AM on Monday of pay week

 Click to access Time Sheet





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

Title and Number:	Graduate Assistant 666007-00	Department and Number:	Payroll Accounting -- 172400
Time Sheet Period:	Feb 23, 2016 by 10:00 AM	Submit By Date:	Feb 27, 2016 to Feb 28, 2016
Hours Worked (ACA Tracking)	1	Total Hours:	0
Total Units:		Total Units:	



Click on a day to record hours worked.

Approved By:
Waiting for Approval From:

Submitted for Approval

RELEASE: 8.8

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Hours Worked (ACA Tracking)

Feb 08, 2016

1



Earning:

Date:

Shift:

Hours:

Save

Copy

Account Distribution

9, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016	Hours Worked (ACA Tracking)	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 0
	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0			

Enter hours, then either click on "Save", or press the Enter key on your keyboard.

Approved By:
Waiting for Approval From:
RELEASE: 06.38

Feb 08, 2016

1

5

Farming:

Hours Worked (ACA Tracking)

Date:

Shift:

Hours:

Save Copy Account Distribution

Friday Feb 12, 2016	Saturday Feb 13, 2016	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016
										6	5
					5		0	5	0	0	0
						0	0	0	0	0	0

Submitted for Approval By:

Approved By:



Click on "Previous Menu"
to return to timesheet.

Submit By Date:

Feb 23, 2016 by 10:00 AM

Date:

Feb 23, 2016

Shift:

1

Hours:

5

Save Copy Account Distribution

Hours Worked (ACA Tracking)

1

Total Hours:	5	0	5	0	0	0	0	0	0	Tot
	0	0	0	0	0	0	0	0	0	

Position Selection Comments Preview Submit for Approval Restart Next



Once timesheet accurately reflects leave taken, click on "Submit for Approval"

in order to submit time to your supervisor for approval.

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

← 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".

Time Sheet

Title and Number: Graduate Assistant -- 666007-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Feb 07, 2016 to Feb 20, 2016
Submit By Date: Feb 23, 2016 by 10:00 AM

Hours/Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
Enter Hours	Enter Hours	Hours Worked (ACA Tracking)	1	0	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
5	0	5	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
Total Hours:									0
Total Units:									0

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

Submitted for Approval By: X
 Foghorn Leghorn



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: Graduate Assistant -- 666007-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Feb 07, 2016 to Feb 20, 2016
Submit By Date: Feb 23, 2016 by 10:00 AM

Hours/Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
Enter Hours	Enter Hours	1	0	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
5	0	5	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
Total Hours:									
Total Units:									



Next Return Time

Position Selection Comments Preview

Approved By: [Name], Xatken, Feb 20, 2016

Approved By:
Waiting for Approval From:

Foghorn Leghorn

RELEASE: 8.8

Submitted for Approval By

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