

Electronic Timesheet (Student Assistants)

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.

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



Once logged into PAWS, you should have a menu similar

 Choose the proper pay period

Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	0	0	0	0	0
Total Units:						0	0	0	0	0

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

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

REVIEW OF BUTTON OPTIONS FOLLOWS

Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	Total Hours	0	0	0	0
Tota	Unit	0	0	0	0	0	0	0	0	0



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“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.

Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	Total Hours	0	0	0	0
Total Units:						0	0	0	0	0



“Comments” – Available for free-form comments.

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

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Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	Total Hours	0	0	0	0
Total Units: 0										



“Preview” – For a “cleaner” view of hours input.

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Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	Total Hours	0	0	0	0
Total Units: 0										



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

Submitted for Approval By:
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Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	Total Hours	0	0	0	0
Total Units:						0	0	0	0	0



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

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Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	Total Hours	0	0	0	0
Total Units:						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:
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Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	0	Enter Hours
0	0	0	0	0	0	0	Total Hours	0	0	0	0
Total Units:							0	0	0	0	0



Click on a day to enter time

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

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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".

A screenshot of a web form for time entry. The form has a white background and is partially obscured by a dark grey bar at the bottom. It contains several input fields and dropdown menus. A red arrow from the text above points to the first input field, which contains the number '0'. Below this field are two dropdown menus, each labeled 'ΔM' with a downward arrow. The form is set against a dark blue background.

What is the "7 minute rule"?

Time is often measured in quarter-hour increments. In order to record time in quarter-hour increments, an employer uses the "7 minute rule" to determine the time in a quarter-hour increment. The "7 minute rule" is a rule used by the University of South Alabama to determine the time in a quarter-hour increment.

If your actual time in for work or actual time out from work is up to 7 minutes, then you will be rounded up to the next quarter-hour increment. If your actual time in for work or actual time out from work is more than 7 minutes, then you will be rounded down to the next quarter-hour increment.

For example, if you work for 15 minutes, then your time will be rounded up to 15 minutes. If you work for 22 minutes, then your time will be rounded down to 15 minutes. If you work for 28 minutes, then your time will be rounded down to 15 minutes. If you work for 35 minutes, then your time will be rounded up to 30 minutes.

The "7 minute rule" is a rule used by the University of South Alabama to determine the time in a quarter-hour increment. The "7 minute rule" is a rule used by the University of South Alabama to determine the time in a quarter-hour increment.

7 Minutes 30 S

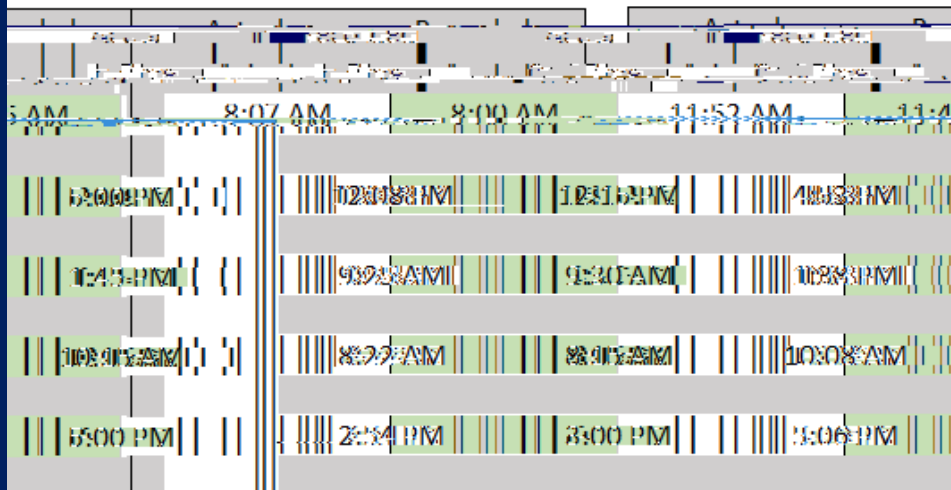
Recording in Quarter Hour

	Round to
	:00
	:15
	:30
	:45
	:00

Minutes
:00 - :07
:08 - :22
:23 - :37
:38 - :52
:53 - :59

M D | E S

E Y A



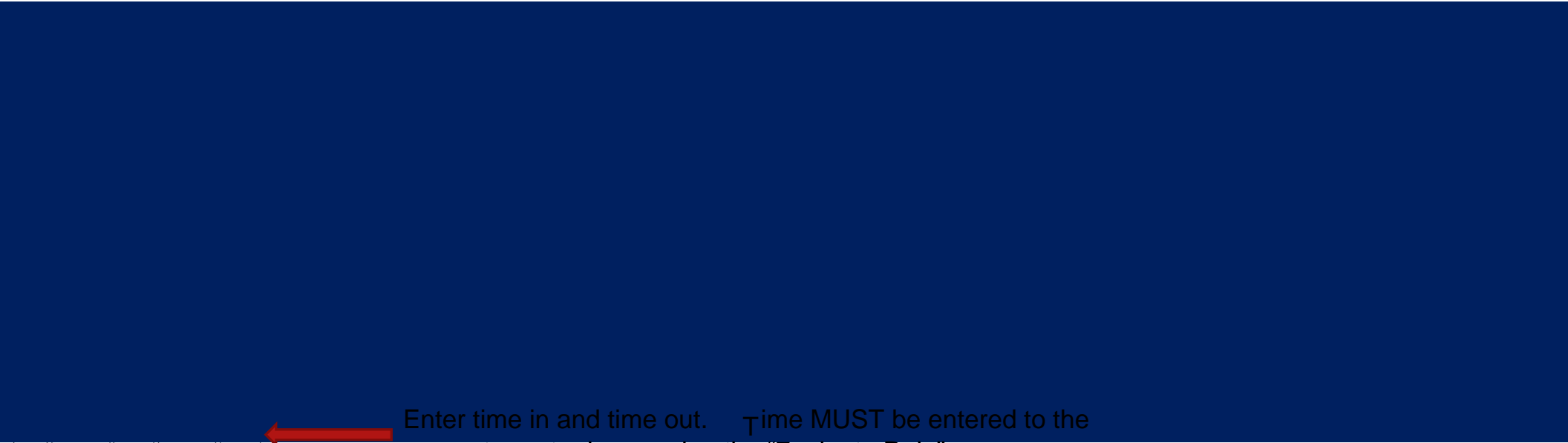
Enter time in and time out. Time MUST be entered to the nearest quarter hour, using the "7 minute Rule".



1		AM		AM
1		AM		AM
1		AM		AM
1		AM		AM

0
0
0
0
0
0
0
0
0
0

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

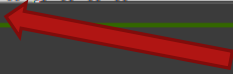


Enter time in and time out. Time MUST be entered to the nearest quarter hour, using the "7 minute Rule".

					0
1	1:00	PM	2:45	PM	0
1	3:30	PM	5:00	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0



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



Click "Save" to save time entered.

RELEASE: 8/8

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

						0
1		AM		AM		0
1		AM		AM		0
1		AM		AM		0
1		AM		AM		0
						0

Date: Tuesday, Jan 12, 2016



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

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



Previous Day Next Day

Add New Line Save Copy Delete

Time Sheet Previous

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Date: Tuesday, Jan 12, 2016

Earnings Code: Student Wages

Adjust the time as appropriate, then Save.

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

1		AM		AM
---	--	----	--	----

Previous Day Next Day

Add New Time Save Copy Delete Time Sheet Pre

RELEASE 8-8

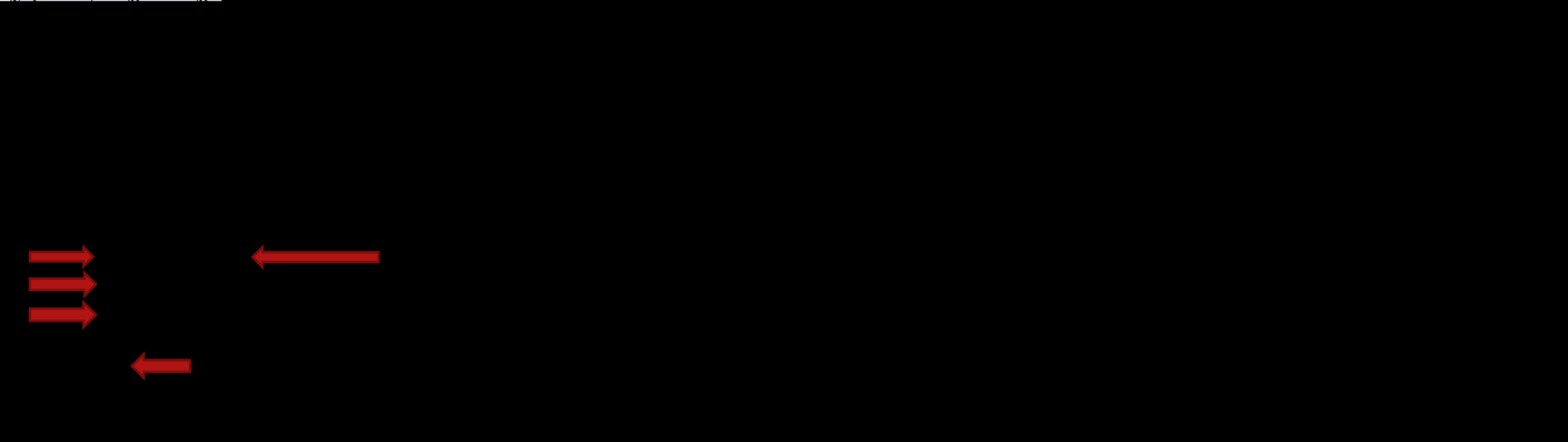
© 2010 Ellucian Company

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 hv 10:00 AM

Default	Total	Total	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1.75	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Student Wages	1	0	8.25	Enter Hours	6.5
1.75	0	0	0	0	Total Hours:		8.25		0	6.5
0	0	0	0	0	Total Units:			0	0	0



Approved By:
 Waiting for Approval From:



← 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: Student Assistant -- 666005-00
Department and Number: Payroll Accounting -- 172400
Time Sheet Period: Jan 10, 2016 to Jan 23, 2016

Saturday	Farning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours:
Student Wanes												0
	8.25			0	6.5	1.75	0	0	0	0	0	0
0				0	0	0	0	0	0	0	0	0

Comments: Preview Next Return Time
 You on Jan 28, 2016
 Miss Pawla

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

Position Selection



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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
8.25	0	6.5	1.75	0	0	0	0
0	0	0	0	0	0	0	0

Comments: You on Jan 28, 2016
 Miss Pawla

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



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