# UNIVERSITY OF SOUTH ALABAMA

## Leave Reporting

## Approver Guide

## Employee Dashboard

The updated Employee Dashboard found under Employee Self-Service in PAWS has a new look which allows you to navigate and view your direct reports.
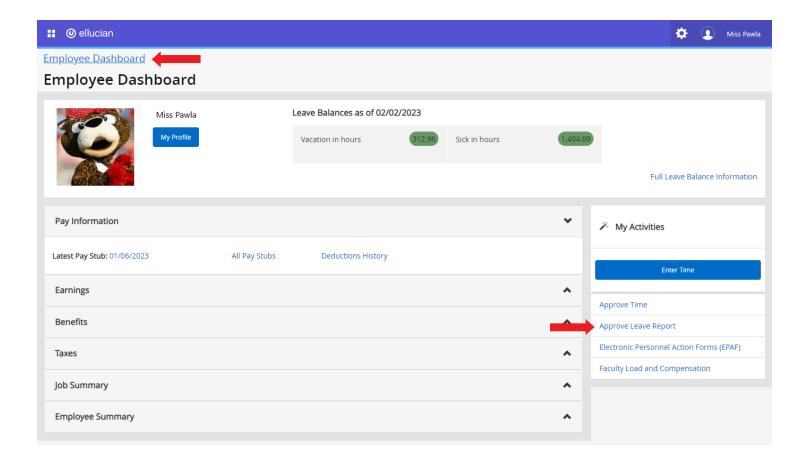
## Approve Leave

Under "My Activities" on the right-side of the Employee Dashboard, select Approve Leave Report.

**Please visit the Payroll site for pay period calendars to see upcoming deadlines**
https://www.southalabama.edu/departments/
financialaffairs/ayroll/calendar.html

**Leave Deadlines**
Employee    5:00 PM of the 15th day of the following month
Approval    5:00 PM of the 20th day of the following month

**If there are multiple approvers, ALL  approvers must have approved**



ellucian                                                              ⚙  👤  Miss Pawla

Employee Dashboard  ⟵

**Employee Dashboard**

Miss Pawla
My Profile

Leave Balances as of 02/02/2023

Vacation in hours          312.96        Sick in hours          1,404.09

Full Leave Balance Information

| Pay Information | | | ⌄ |

Latest Pay Stub: 01/06/2023        All Pay Stubs        Deductions History

Earnings                                                              ⌃

Benefits                                                              ⌃

Taxes                                                              ⌃

Job Summary                                                              ⌃

Employee Summary                                                              ⌃

🪄 My Activities

Enter Time

Approve Time

⟵ Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Faculty Load and Compensation

# Approve Time View

On the Leave Report Approvals screen you will see the status of time submitted by your direct reports. You're able to view previous pay periods from the drop down.

Employee Dashboard • Time Entry Approvals

**Approvals - Leave Report**

Pay period drop-down

👥 Proxy Super User 📊 Reports

| Approvals | Timesheet |
|-----------|-----------|

| Leave Report ∨ | All Departments ∨ | 02/01/2023 - 02/28/2023 (2023 ... ∨ | All Status except Not Started ∨ | Enter ID/Name |
|---|---|---|---|---|

Distribution Status Report - Leave Report ∨

☐ Pending  1                                                          ∧

| Employee Name ⇅ | ID ⇅ | Organization ⇅ | Hours/Days/Units ⇅ | | |
|---|---|---|---|---|---|
| ☐ | J00 | U-1 | 40.00 Hours | ⓘ 💬¹ | ⋮ |

**You must click on each employee to view their time summary**

| Pending - In the Queue  0 | | ∨ |
| In Progress  0 | | ∨ |
| Returned  0 | | ∨ |
| Error  0 | | ∨ |
| Pending - Approved  0 | | ∨ |
| Approved  0 | | ∨ |
| Completed  0 | | ∨ |

02/01/2023 - 02/28/2023 (2023 MO 3) ∧

🔍

**Pay period drop down selection**

02/01/2023 - 02/28/2023 (2023 MO 3)

06/01/2022 - 06/30/2022 (2022 MO 7)

05/01/2022 - 05/31/2022 (2022 MO 6)

04/01/2022 - 04/30/2022 (2022 MO 5)

**DO NOT select and approve time without reviewing first**

Distribution Status Report - Leave Report ∨

☐ Pending  2                                         → [Approve/Acknowledge]  ∧

| Employee Name ⇅ | ID ⇅ | Organization ⇅ | Hours/Units ⇅ | | |
|---|---|---|---|---|---|
| ☑ | J00 | | | ⓘ | ⋮ |
| ☑ | J00 | | 24.00 Hours | ⓘ 💬³ | ⋮ |

Pending - In the Queue  0                                                      ∨

# Time Summary

Clicking an employee from the approval view will bring you to their leave summary. You should view any submissions, review any related comments, and either approve or return their leave for correction.

Employee Dashboard • Time Entry Approvals • [blurred] • Preview

## Leave Report Detail Summary

🖨

Pay Period: 02/01/2023 - 02/28/2023 | 40.00 Hours | Pending Submitted On 03/01/2023, 09:58 AM

### Time Entry Detail

| Date | Earn Code | Shift | Total |
|------|-----------|-------|-------|
| 02/07/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/10/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/16/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/17/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/20/2023 | VAC, Vacation | 1 | 8.00 Hours |

### Summary

| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Total |
|-----------|-------|--------|--------|--------|--------|--------|-------|
| VAC, Vacation | 1 | | 16.00 | 16.00 | 8.00 | | 40.00 Hours |
| Total Hours | | | 16.00 | 16.00 | 8.00 | | |

### Routing and Status

| Name | Action | Date & Time |
|------|--------|-------------|
| SouthPaw | Originated | 02/24/2023, 03:29 PM |
| SouthPaw | Submitted | 03/01/2023, 09:58 AM |
| Pawla, Miss | Pending Approval | |
| Bonner, Jo | In the Queue | |

**DON'T FORGET**
All approvers must meet the 5:00 PM deadline

Comment (Optional):

Add Comment

*Don't forget to add comments when returning for correction*

2000 characters remaining

☐ Confidential Comment

SouthPaw
Added on 02/02/2023 (04:26 PM)
Vacation taken Feb 7, 10, 16, 17, 20

*View employee comments here*

SouthPaw
Added on 03/01/2023 (09:58 AM)
Leave Report recalled (System Generated)

*Notice the employee recalled their timesheet for correction*

| Return | Details | Return for correction | Approve |

# Successfully Approved

After approving, you will see the updated Status at the top and bottom of the summary.  If there are other approvers, you will see their status as well.

**Leave Report Detail Summary**

✓ Leave Report successfully approved.

[blurred name]
[blurred text]

Pay Period: 02/01/2023 - 02/28/2023 | 40.00 Hours | Pending | Submitted On 03/01/2023, 09:58 AM

**Time Entry Detail**

| Date | Earn Code | Shift | Total |
|------|-----------|-------|-------|
| 02/07/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/10/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/16/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/17/2023 | VAC, Vacation | 1 | 8.00 Hours |
| 02/20/2023 | VAC, Vacation | 1 | 8.00 Hours |

**You may still recall the leave after approving, but before the deadline if necessary**

**Summary**

| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Total |
|-----------|-------|--------|--------|--------|--------|--------|-------|
| VAC, Vacation | 1 | | 16.00 | 16.00 | 8.00 | | 40.00 Hours |
| **Total Hours** | | | 16.00 | 16.00 | 8.00 | | |

**Routing and Status**

| Name | Action | Date & Time |
|------|--------|-------------|
| SouthPaw | Originated | 02/24/2023, 03:29 PM |
| SouthPaw | Submitted | 03/01/2023, 09:58 AM |
| Pawla, Miss | Approved | 03/06/2023, 09:34 AM |
| Bonner, Jo | Pending Approval | |

Comment (Optional):

| Return | Details | Recall |

**Back on the Approve Leave screen, you'll see the updated status**

| In Progress | 0 | ⌄ |

| Returned | 1 | ⌃ |

| Employee Name | | Organization | Hours/Units | |
|---------------|--|--------------|-------------|--|
| [blurred name] | J00[blurred] | [blurred text] | | ⓘ 💬² ⋮ |

| Error | 0 | ⌄ |

| Pending - Approved | 0 | ⌄ |

| Approved | 1 | ⌃ |

| Employee Name | | | | Hours/Units | |
|---------------|--|--|--|-------------|--|
| [blurred name] | J00[blurred] | | | 24.00 Hours | ⓘ 💬³ ⋮ |

**Contact Payroll at 460 6471, or payroll@southalabama.edu should you need assistance**