

Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:

Employee submission of leave report - 5:00 PM of the 10th day of the month following the month being reported.

Approval of leave report - 5:00 PM of the 13th day of the month following the month being reported.



Welcome, **Betty Rubble**, to the **PAWS Information System!** Last web access on Sep 30, 2016 at 09:20 am

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: 8.7

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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.

[Leave Reports \(Monthly\)](#)

Entry of leave; approval of leave. (For monthly employees only)

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

RELEASE: 8.7



Search

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<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"/>

RELEASE: 8.10



Search

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
U, 172400, Payroll Accounting	<input type="radio"/>	BW, Sep 18, 2016 to Oct 01, 2016 <input type="button" value="v"/>

Leave Report



Department and Description	My Choice	Leave Period
U, 901959, USA Hospitals Administration MC	<input checked="" type="radio"/>	MO, Sep 01, 2016 to Sep 30, 2016 <input type="button" value="v"/>



Under the "Leave Report" section, choose the proper department and pay period and click the "Select" button.

Sort Order

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

Department Summary

Select the employee's name to access additional details.

COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

REVIEW OF QUEUE STATUSES FOLLOWS

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator			.00	.00	Comments Leave Balance

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

Select the employee's name to access additional details.

COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

“Not Started” – Lists those employees who are within the organization (department) number which you are approving, but the employees have not started their leave report. 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 leave report.

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information		
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator			.00	.00	.00	Comments Leave Balance

In Progress							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

Select the employee's name to access additional details.


COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

“In Progress” – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain “In Progress” until the employee fills in all of their applicable leave, and submits to you for approval.

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator			.00	.00	Comments Leave Balance

In Progress 						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

Select the employee's name to access additional details.

COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

- "Pending" – Lists employees for whom you approve leave, that have submitted their leave report for approval.
 - The "Required Action" column will indicate those awaiting your approval.
 - The "Queue Status" column will indicate "Approved" for those you have already approved.
- The Director of Payroll will be the final approval on all leave reports. Between the 14th and 17th of the month, final approval will be given, which updates employee leave balances, and moves the status to "Completed".

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information		
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator			.00	.00	.00	Comments Leave Balance

In Progress							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

Select the employee's name to access additional details.

COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

“Returned for Correction” – Lists those leave reports that have been returned by either you, or possibly the Payroll Office for correction by the employee.

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator		.00	.00	.00	Comments Leave Balance

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00	.00	Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Department Summary

Select the employee's name to access additional details.

Selecting an employee for review:

Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.

COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone ← 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Returned for Correction						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information	
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator			.00	.00	Comments Leave Balance

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

Access any leave category and day by clicking directly on the blue link as applicable.

Fred Flintstone
 Payroll Administrator -- 002181-00
 USA Hospitals Administration MC -- 901959
 Sep 01, 2016 to Sep 30, 2016
 Oct 13, 2016 by 05:00 PM

Leave Report
Name:
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Earning	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Paid Time Off (PTO)	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8 Enter Hours
Death in Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Negative PTO	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave EEI	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Employee Extended Illness(EEI)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Partial Day PTO (Exempt)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	16		0	8	0	0	0	0	8 0
Total Units:		0	0	0	0	0	0	0	0 0

Leave Report

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday , Sep 03, 2016	Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	Wednesday , Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	Sunday , Sep 11, 2016	Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	Wednesday , Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Monday , Sep 19, 2016
Paid Time Off (PTO)	8			8																	
Paid Unscheduled PTO	8							8													
Total Hours:	16			8				8													
Total Units:		0																			

Leave Balances as of Sep 30, 2016



Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	0
Vacation	Hours	0	Aug 28, 2016	0	0	0	0

Routing Queue

Name	Action and Date
Fred Flintstone	Originated Sep 30, 2016 11:03 am
Fred Flintstone	Submitted Sep 30, 2016 11:03 am
Betty Rubble	Pending
Robin Hood Lankford	In the Queue

Leave balances for the employee will be shown below the leave reported. The "Available Balance" will be updated by the leave reported once the status is moved to "Completed".

Leave Report

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday , Sep 03, 2016	Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	Wednesday , Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	Sunday , Sep 11, 2016	Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	Wednesday , Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Monday , Sep 19, 2016
Paid Time Off (PTO)	8			8																	
Paid Unscheduled PTO	8							8													
Total Hours:	16			8				8													
Total Units:		0																			

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	0
Vacation	Hours	0	Aug 28, 2016	0	0	0	0

Routing Queue ←

Name	Action and Date
Fred Flintstone	Originated Sep 30, 2016 11:03 am
Fred Flintstone	Submitted Sep 30, 2016 11:03 am
Betty Rubble	Pending
Robin Hood Lankford	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 the Director of Payroll has approved the leave report, the status will be updated to "Completed".

Leave Report

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday , Sep 03, 2016	Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	Wednesday , Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	Sunday , Sep 11, 2016	Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	Wednesday , Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Monday , Sep 19, 2016
Paid Time Off (PTO)	8			8																	
Paid Unscheduled PTO	8							8													
Total Hours:	16			8				8													
Total Units:		0																			

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	0
Vacation	Hours	0	Aug 28, 2016	0	0	0	0

Routing Queue

Name	Action and Date
Fred Flintstone	Originated Sep 30, 2016 11:03 am
Fred Flintstone	Submitted Sep 30, 2016 11:03 am
Betty Rubble	Pending
Robin Hood Lankford	In the Queue



Once you are ready to approve the leave record, click on the "Approve" button. You will see your queue status go from "Pending" to "Approved" as shown on the next page.

Leave Report

Earnings	Total Hours	Total Units	Thursday , Sep 01, 2016	Friday , Sep 02, 2016	Saturday , Sep 03, 2016	Sunday , Sep 04, 2016	Monday , Sep 05, 2016	Tuesday , Sep 06, 2016	Wednesday , Sep 07, 2016	Thursday , Sep 08, 2016	Friday , Sep 09, 2016	Saturday , Sep 10, 2016	Sunday , Sep 11, 2016	Monday , Sep 12, 2016	Tuesday , Sep 13, 2016	Wednesday , Sep 14, 2016	Thursday , Sep 15, 2016	Friday , Sep 16, 2016	Saturday , Sep 17, 2016	Sunday , Sep 18, 2016	Monday , Sep 19, 2016
Paid Time Off (PTO)	8			8																	
Paid Unscheduled PTO	8							8													
Total Hours:	16			8				8													
Total Units:		0																			

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	0
Vacation	Hours	0	Aug 28, 2016	0	0	0	0

Routing Queue

Name	Action and Date
Fred Flintstone	Originated Sep 30, 2016 11:03 am
Fred Flintstone	Submitted Sep 30, 2016 11:03 am
Betty Rubble	Approved Sep 30, 2016 12:33 pm
Robin Hood Lankford	Pending



The status of the leave report will remain "Pending" until the Director of Payroll (currently Robin Lankford) or her designee approves the leave report. This will occur between the 14th and the 17th of the month. Once she approves the leave report the status will move to "Completed", and leave balances will be updated. Click "Previous Menu" to return to queue.



Department Summary

Select the employee's name to access additional details.

COA: U, University of South Alabama
Department: 901959, USA Hospitals Administration MC
Leave Period: Sep 01, 2016 to Sep 30, 2016
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

The queue listing will display up to date statuses of each leave report. Once a leave report is approved by you:

- The Leave Report status will remain "Pending"
- The "Required Action" will be blank and ...
- The "Queue Status" will be "Approved"

Change Selection

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
J00558507	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00	.00	Approved				Leave Balance Errors
J00504036	Fred Flintstone 002181 - 00 Payroll Administrator		.00	16.00	.00	Approved				Leave Balance

Returned for Correction							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information		
J00374446	Daffy Duck 001967 - 00 Assoc. Payroll Administrator			.00	.00	.00	Comments Leave Balance

In Progress							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator		.00	.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear 001099 - 00 Payroll Supervisor	

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.