



UNIVERSITY OF
SOUTH ALABAMA



Web Time Entry
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 Time

Under “My Activities” on the right-side of the Employee Dashboard, select Approve Time.

Please visit the Payroll site for pay period calendars to see upcoming deadlines

<https://www.southalabama.edu/departments/financialaffairs/ayroll/calendar.html>

Time Deadlines

Employee 10:00 AM on Monday of pay week


Approver 1:00 PM on Monday of pay week

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 01/01/2023

Vacation in hours	312.96	Sick in hours	1,404.09
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[Full Leave Balance Information](#)

- Pay Information
- Earnings
- Benefits
- Taxes
- Job Summary
- Employee Summary

My Activities

[Enter Time](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

Approve Time View

On the Timesheet 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 - Timesheet Proxy Super User | Reports

Approvals Timesheet

Timesheet All Departments 01/29/2023 - 02/11/2023 (2023 BW 4) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

Pending 2

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Mike, Nancy W. Assoc Mgr, Employee ID: 1	J0018715		
<input type="checkbox"/> Bill, Tomer Asst Mgr, Employee ID: 1	J0022626		24.00 Hours

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0

You must click on each employee to view their time summary

Pay period drop down selection

01/29/2023 - 02/11/2023 (2023 BW 4)

- 01/29/2023 - 02/11/2023 (2023 BW 4)
- 11/20/2022 - 12/03/2022 (2022 BW 25)
- 11/06/2022 - 11/19/2022 (2022 BW 24)
- 10/23/2022 - 11/05/2022 (2022 BW 23)

DO NOT select and approve time without reviewing first

Pending 2

Employee Name	ID	Organization	Hours/Units
<input checked="" type="checkbox"/> Mike, Nancy W. Assoc Mgr, Employee ID: 1	J0018715		
<input checked="" type="checkbox"/> Bill, Tomer Asst Mgr, Employee ID: 1	J0022626		24.00 Hours

Pending - In the Queue 0

Time Summary

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

Timesheet Detail Summary

J0071M317, S. ...



Asst Mgr, ...

Pay Period: 01/29/2023 - 02/11/2023 | 24.00 Hours | Pending Submitted On 02/02/2023, 04:26 PM

Date	Earn Code	Shift	Total
01/31/2023	SCK, Personal Sick	1	8.00 Hours
02/01/2023	SCK, Personal Sick	1	8.00 Hours
02/10/2023	VAC, Vacation	1	8.00 Hours

Earn Code	Shift	Week 1	Week 2	Total
SCK, Personal Sick	1	16.00		16.00 Hours
VAC, Vacation	1		8.00	8.00 Hours
Total Hours		16.00	8.00	

Name	Action	Date & Time
SouthPaw	Originated	01/31/2023, 03:12 PM
SouthPaw	Submitted	02/02/2023, 04:26 PM
Miss Pawla	Pending Approval	

DON'T FORGET
all approvers must meet the 1:00 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)
Out sick 1/31 and 2/1
[View employee comments here](#)
- SouthPaw
Added on 02/01/2023 (10:50 AM)
Timesheet 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.

Timesheet Detail Summary

J00701014, 1.000, 1.000
Asst Mgr, [Name]
Pay Period: 01/29/2023 - 02/11/2023 | 24.00 Hours | **Approved** | Approved On 02/02/2023, 04:42 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/31/2023	SCK, Personal Sick	1	8.00 Hours
02/01/2023	SCK, Personal Sick	1	8.00 Hours
02/10/2023	VAC, Vacation	1	8.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
SCK, Personal Sick	1	16.00		16.00 Hours
VAC, Vacation	1		8.00	8.00 Hours
Total Hours		16.00	8.00	

Routing and Status		
Name	Action	Date & Time
SouthPaw	Originated	01/31/2023, 03:12 PM
SouthPaw	Submitted	02/02/2023, 04:26 PM
Miss Pawla	Approved	02/02/2023, 04:42 PM

Return Details Recall

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



In Progress 0

Returned 1 ←

Employee Name	ID	Organization	Hours/Units
Assoc Mgr, [Name]	J00701014	[Organization]	24.00 Hours

Error 0

Pending - Approved 0

Approved 1 ←

Employee Name	ID	Organization	Hours/Units
Asst Mgr, [Name]	J00701014	[Organization]	24.00 Hours

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

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