

# Electronic Timesheet (Graduate 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.

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

Search  Go

Welcome, Fred Flintstone, to the PAWS Information System! Last web access on Feb 20, 2016 at 09:23 am

### Student Services & Financial Aid

General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

### 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.

[Return to Homepage](#)

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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](#)  Click to access Time Sheet  
Entry of time, approval of time.
  - [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
  - [Tax Forms](#)  
W4 information, W2 Form.
  - [Jobs Summary](#)
  - [Leave Balances](#)

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### Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Graduate Assistant, 666007-00 Payroll Accounting, 172400	<input checked="" type="radio"/>	Feb 07, 2016 to Feb 20, 2016 Not Started



Choose the proper pay period and click the "Time Sheet" button

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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

# REVIEW OF BUTTON OPTIONS FOLLOWS

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:



Graduate Assistant -- 666007-00  
Payroll Accounting -- 172400  
Feb 07, 2016 to Feb 20, 2016  
Feb 23, 2016 by 10:00 AM

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



Position Selection Comments Preview Submit for Approval Restart Next

"Position Selection" - Select to go back to previous selection option.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Search  Go

### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



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

" Comments" – Available for free-form comments.

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



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

"Preview" – For a "cleaner" view of hours input.

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



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

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

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



Position Selection Comments Preview Submit for Approval Restart Next

"Restart" - Will completely re-start the timesheet, clearing all fields.

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

RELEASE: 8.8

Search

## Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	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:**

**Approved By:**

**Waiting for Approval From:**

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

#### 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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	 Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Click on a day to record hours worked.

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

RELEASE: 8.8



Search

## Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).

Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

### 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

**Earning:**

Hours Worked (ACA Tracking)

**Date:**

Feb 08, 2016

**Shift:**

1

**Hours:**



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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

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



Search

## Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
 Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

### 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

**Earning:** Hours Worked (ACA Tracking)  
**Date:** Feb 08, 2016  
**Shift:** 1  
**Hours:**

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	5		<a href="#">Enter Hours</a>	5	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			5		0	5	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**




Click on "Preview" to view full timesheet.

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Search

## Summary of Reported Time


 Set your printer layout to Landscape before printing.

Fred Flintstone  
Graduate Assistant, 666007-00

Payroll Accounting, 172400

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Sunday , Feb 07, 2016	Monday , Feb 08, 2016	Tuesday , Feb 09, 2016	Wednesday, Feb 10, 2016	Thursday , Feb 11, 2016	Friday , Feb 12, 2016	Saturday , Feb 13, 2016	Week 1 Hours	Sunday , Feb 14, 2016	Monday , Feb 15, 2016	Tuesday , Feb 16, 2016	Wednesday, Feb 17, 2016	Thursday , Feb 18, 2016	Friday , Feb 19, 2016	Saturday , Feb 20, 2016	Week 2 Hours
Hours Worked (ACA Tracking)	1	5			5						5								0
<b>Total Hours:</b>		5			5						5								0
<b>Total Units:</b>			0																



Click on "Previous Menu"  
to return to timesheet.

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

**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

**Earning:** Hours Worked (ACA Tracking)  
**Date:** Feb 08, 2016  
**Shift:** 1  
**Hours:**

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1	0	5		Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			5		0	5	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**




Once timesheet accurately reflects leave taken, click on "Submit for Approval" in order to submit time to your supervisor for approval.

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Search

## Certification

 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

**PIN:**

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### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

**⚠ Your time sheet was submitted successfully.** ← Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".  
\*\* Account Distribution adjusted on this day.

**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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0	5	Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			5		0	5	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

**Submitted for Approval By:** You on Feb 20, 2016  
**Approved By:**  
**Waiting for Approval From:** Foghorn Leghorn

RELEASE: 8.8

Search  Go



### Time and Leave Reporting

Select the link under a date to enter hours and press save. Hours must be entered to the nearest quarter hour (x.00,x.25, x.50,x.75).  
Select Next or Previous to navigate through the dates within the period.

**⚠ Your time sheet was submitted successfully.**  
\*\* Account Distribution adjusted on this day.

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

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	Friday Feb 12, 2016	Saturday Feb 13, 2016
Hours Worked (ACA Tracking)	1		0	5	Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			5		0	5	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



Position Selection Comments Preview Next Return Time

**Submitted for Approval By:** You on Feb 20, 2016  
**Approved By:**  
**Waiting for Approval From:** Foghorn Leghorn

RELEASE: 8.8

Contact Payroll at 460-7868, or  
[payroll@southalabama.edu](mailto: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.