

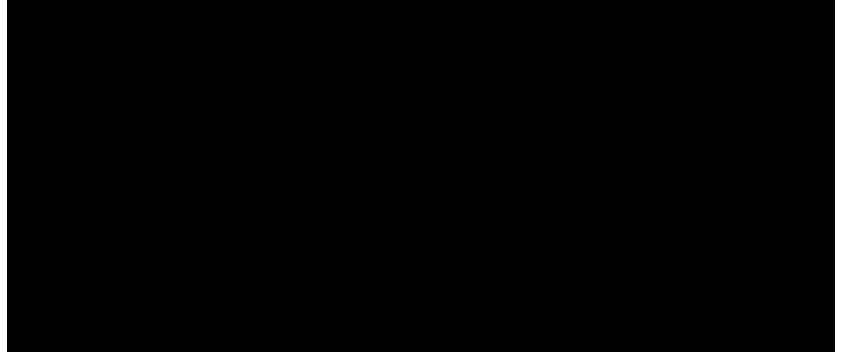
Web Time Entry
Employee Guide

Employee Dashboard

The updated Employee Dashboard found under Employee Self-Service in PAWS enhances your experience with new and improved features. You are able to view information at a glance and find additional details when navigating the site.

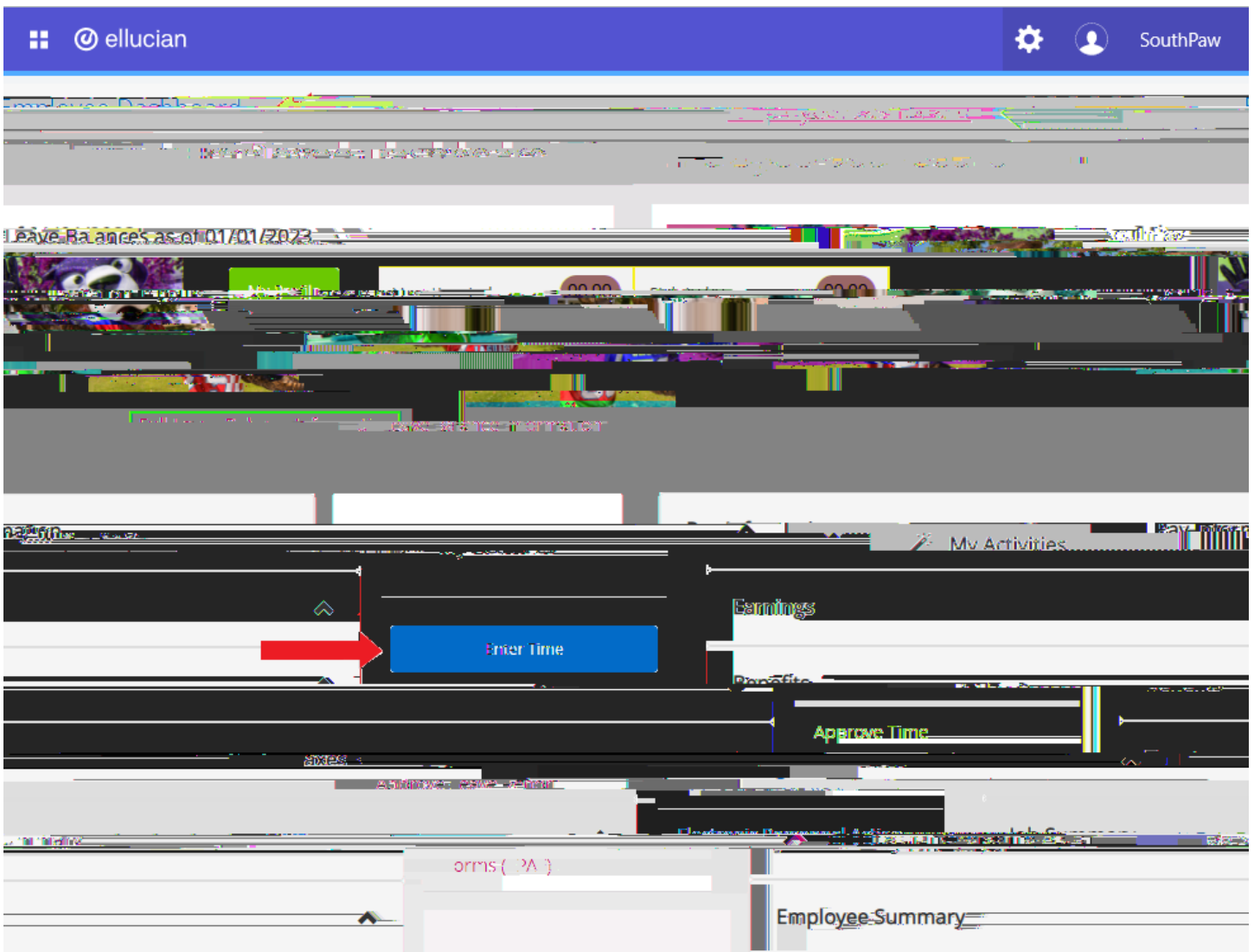
Leave Balance

Select Full Leave Balance Information on the Employee Dashboard to display a detailed breakdown of your leave.



Enter Time

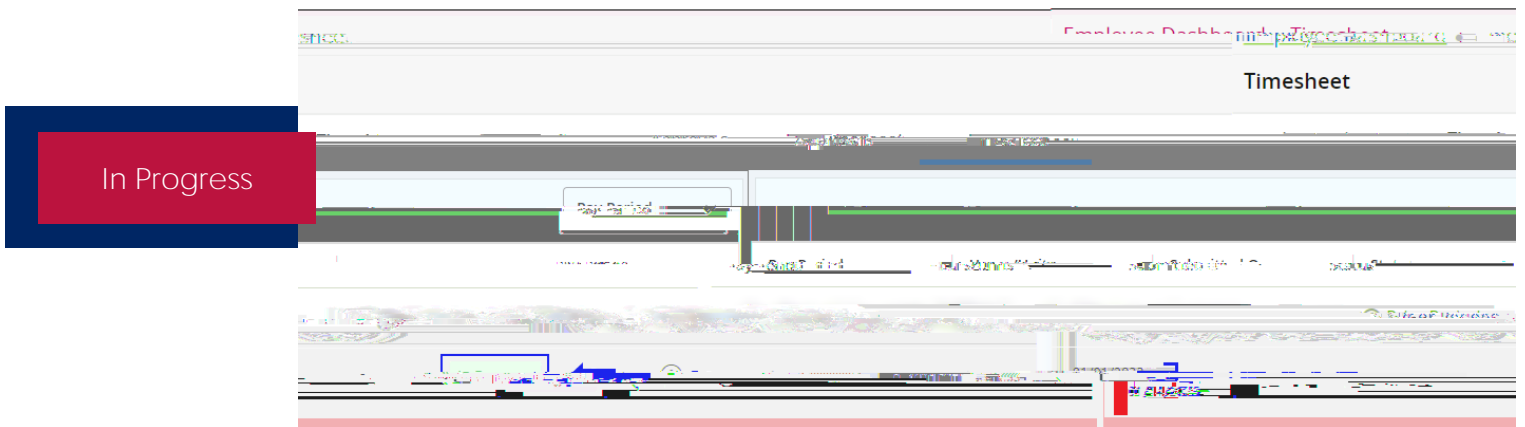
Under "My Activities" on the right-side of the Employee Dashboard, select Enter Time.



Pay Period

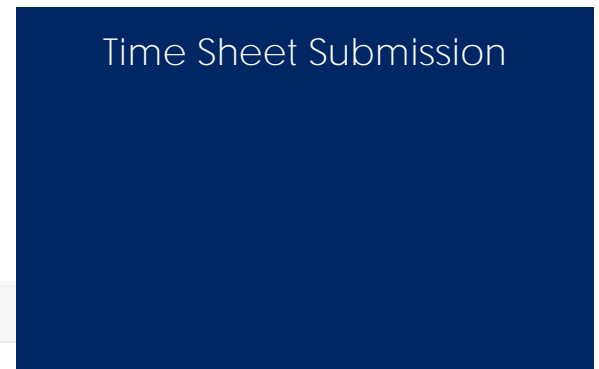
On the Timesheet screen, you will see the current pay period.

You are able to "Start" a new timesheet or return to one already "In Progress."



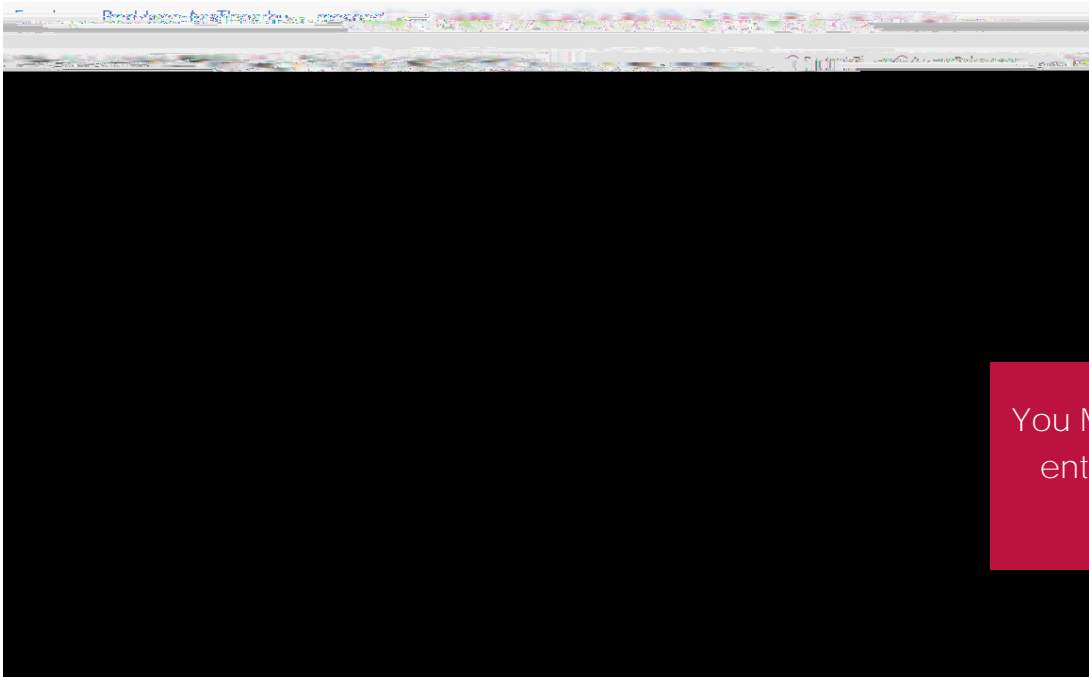
Past Timesheets

To review any past timesheets, navigate back to the Timesheet screen and select Prior Periods.



Submitting Time

When submitting Vacation, Sick Leave, PTO etc., select the appropriate date on the calendar, then select the "Eam Code" from the dropdown, and input hours as appropriate.

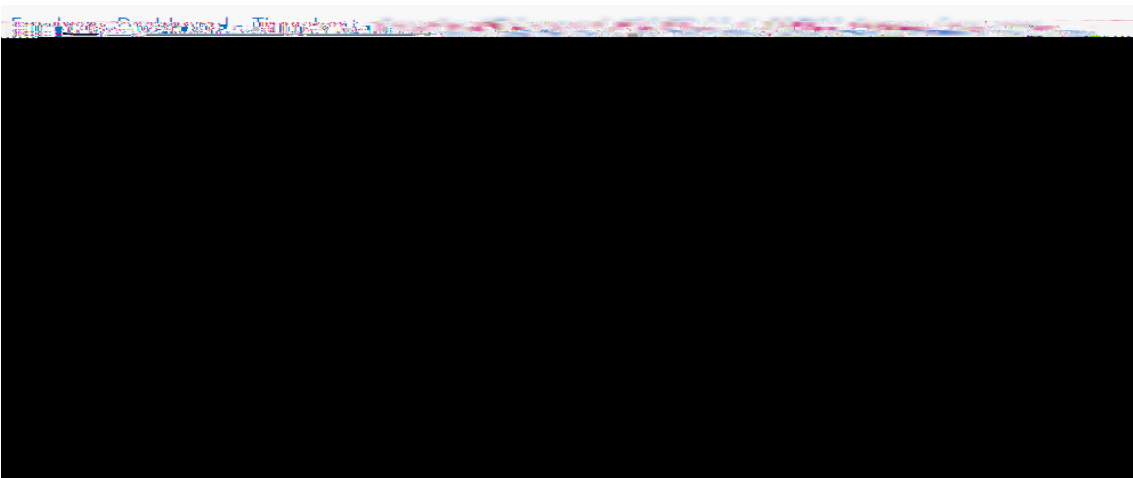


Click "Add Eam Code" to submit additional leave for the selected day

You MUST save after entering time for each day

Edit Copy or Delete Time

Once an "Eam Code" is added, you may Edit, Copy, or Delete the entry. Choose the date and select the appropriate icon to make changes. Copying the entry to other days requires you select the days on the calendar.



Don't forget to Save any changes

You can copy to the end of the period by checking the box and click Save

Verify and Submit

Ensure any time entered is correct, add comments if necessary, and click Submit.

The screenshot shows a 'Timesheet Detail Summary' form. It includes a table with columns for 'ID', 'Date', 'Time', 'Date', and 'Earn Code'. The first row contains the values '1', '8.00 Hours', '02/03/2023', and 'VAC, Vacation'. Below the table is a 'Summary' section. At the bottom of the form, there is a red-bordered box with the text 'Don't forget to add comments.'.

Verify your entered time is accurate before submitting

Comments are required when using Earn Code "Other"

Successfully Submitted

You will receive a "Timesheet successfully submitted" notification in the top right of the screen.

Contact Payroll at 460 6471, 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.