



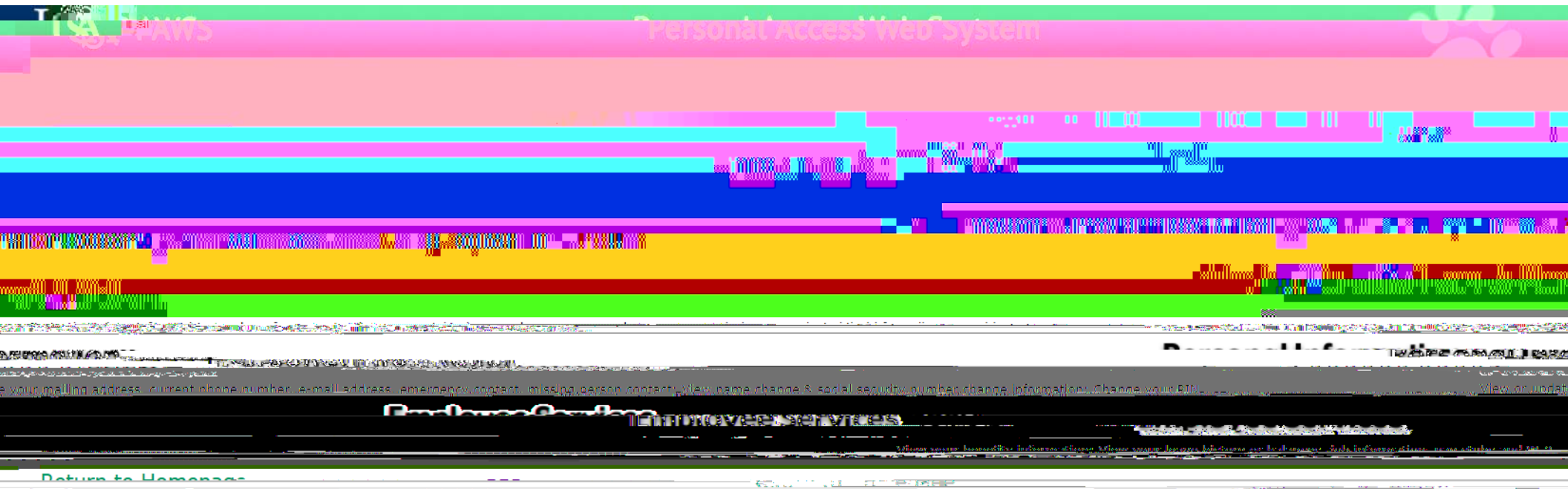
Important days to note:

18<sup>th</sup> of each reporting month – Leave Reports (through PAWS) opens for entry.

10<sup>th</sup> of each month (following reporting month) – **Deadline for submittal of leave report by employee (by 5:00pm).**

13<sup>th</sup> of each month (following reporting month) – Deadline for approval of leave reports by supervisors (by 5:00pm).

Submitting a leave report  
when there has been no  
leave taken



RELEASE: 8.7

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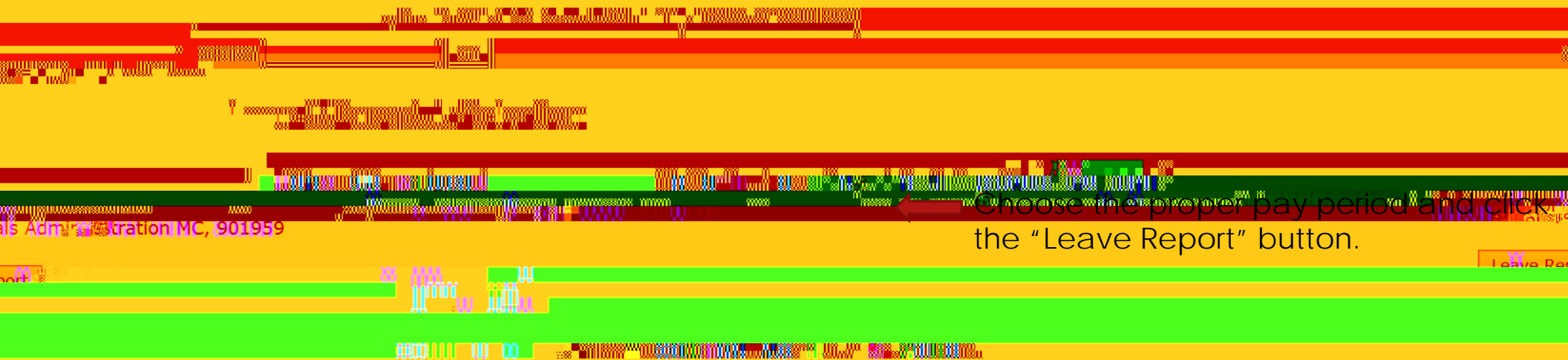
Once logged into PAWS, you should have a menu similar to the one above. Click on "Employee Services".



Click to access Leave Reporting

Leave Reporting





Choose the proper pay period and click the "Leave Report" button.

Leave Report

## Time and Leave Reporting

### Leave Report

Leave Type	01/01/2014	02/01/2014	03/01/2014	04/01/2014	05/01/2014	06/01/2014	07/01/2014	08/01/2014	09/01/2014	10/01/2014	11/01/2014	12/01/2014	Total
Paid Time Off (PTO)	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	0
Paid Unscheduled PTO	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	0
Death in Family	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	0
Family Medical Leave PTO	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	0
Other	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Submitting a leave report with no hours reported does not require entry of time (no need to key zeroes). Click on "Submit for Approval"

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



Certification

← Entry of your PIN will again be required in order to certify your leave report.

Search  Go

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.

Once you submit your leave report you will receive a "No Hours entered." message



This message is for information purposes, and does not affect the leave report moving forward to the approver.

<b>Report Number:</b>	Payroll Administrator -- 002181-00	<b>Leave Report</b>
<b>Report Number:</b>	USA Hospitals Administration, MO - 001053	<b>Title and N</b>
<b>Report Number:</b>	002181-00	<b>Report Number</b>
<b>Report Number:</b>		<b>Report Number</b>
<b>Report Number:</b>	Oct 10, 2016 by 05:00 PM	<b>Submit By Date:</b>
<b>Report Number:</b>		<b>Paid Time Off (PTO)</b>

Submitting a leave report  
when there has been  
leave taken to report

Home Service

Log Out

Search



Click to access Leave Reporting

Leave Reporting



The screenshot shows a web application interface for leave reporting. At the top, there is a search bar with the text "Personal Ac". Below the search bar, there is a table with columns for "Leave Type", "Start Date", "End Date", and "Status". The table contains several rows of data. A red arrow points to the "Leave Report" button in the bottom right corner of the table.

Leave Type	Start Date	End Date	Status
Annual Leave	10/24/2015	10/24/2015	Approved
Sick Leave	10/24/2015	10/24/2015	Approved
Vacation	10/24/2015	10/24/2015	Approved
Personal Leave	10/24/2015	10/24/2015	Approved
Compassionate Leave	10/24/2015	10/24/2015	Approved
Unpaid Leave	10/24/2015	10/24/2015	Approved
Medical Leave	10/24/2015	10/24/2015	Approved
Maternity Leave	10/24/2015	10/24/2015	Approved
Parental Leave	10/24/2015	10/24/2015	Approved
Other Leave	10/24/2015	10/24/2015	Approved

Choose the proper pay period and click the "Leave Report" button.

Leave Report

# Time and Leave Reporting

## Leave Report

Use this tool to

report your leave for the current

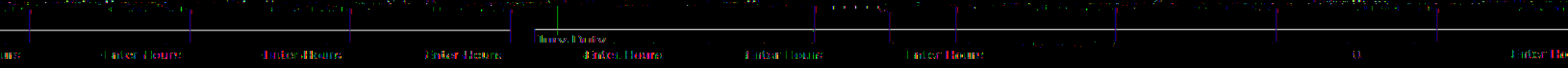
reporting period.

For more information

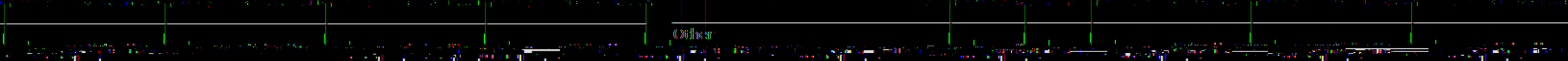
### Paid Time Off (PTO)



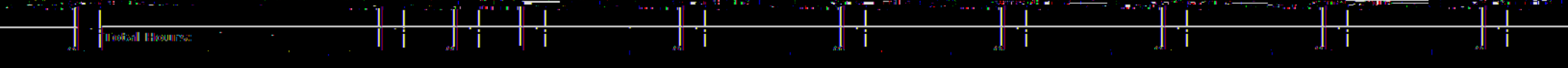
### Eligible Leave Balance



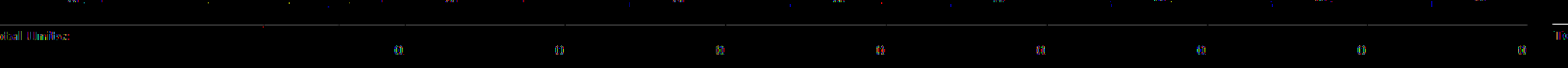
### Family Medical Leave: PTO



### Other



### Medical Resources




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

REVIEW OF BOTTOM OPTIONS FOLLOWS

Submitted for Approval

# Time and Leave Reporting

Leave Report 

Category	01/01/2014	02/01/2014	03/01/2014	04/01/2014	05/01/2014	06/01/2014	07/01/2014	08/01/2014	09/01/2014	10/01/2014	11/01/2014	12/31/2014	Total
Paid Time Off (PTO)	0	0	0	0	0	0	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Medical Leave PTO	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hours</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Units</b>	0	0	0	0	0	0	0	0	0	0	0	0	0



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

Approved By:  
Waiting for Approval From:



## Time and Leave Reporting

### Leave Report

Category	12/15/10	12/16/10	12/17/10	12/18/10	12/19/10	12/20/10	12/21/10	12/22/10	12/23/10	12/24/10	12/25/10	12/26/10	12/27/10	12/28/10	12/29/10	12/30/10	Total
Paid Time Off (PTO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Medical Leave PTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



"Comments" – Available for free-form comments.

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

# Time and Leave Reporting

## Leave Report

Leave Type	12/15/14	12/16/14	12/17/14	12/18/14	12/19/14	12/20/14	12/21/14	12/22/14	12/23/14	12/24/14	12/25/14	12/26/14	12/27/14	12/28/14	12/29/14	12/30/14	12/31/14	Total
Paid Time Off (PTO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Medical Leave PTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



Print Selection      "Preview" – For a "cleaner" view of leave hours input.

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

# Time and Leave Reporting

## Leave Report

										Paid Time Off (PTO)
										Paid Unscheduled PTO
										Death in Family
										Family Medical Leave PTO
										Other
										Totals
										Units:
0	0	0	0	0	0	0	0	0	0	0



"Submit for Approval" – Used when ready to submit your leave report to your supervisor. User certification will follow; using PIN.

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



## Time and Leave Reporting

### Leave Report

Category	12/15/10	12/16/10	12/17/10	12/18/10	12/19/10	12/20/10	12/21/10	12/22/10	12/23/10	12/24/10	12/25/10	12/26/10	12/27/10	12/28/10	12/29/10	12/30/10	Total
Paid Time Off (PTO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Medical Leave PTO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hours</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Units</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Approved By: \_\_\_\_\_  
Waiting for Approval From: \_\_\_\_\_

## Time and Leave Reporting

data to enter hours and press save. Hours must be entered to the nearest quarter hour (x .00 x .25 x .50 x .75).

Select the link under a

### Leave Report

USA Hospitals Administration MC -- 901959

Department and Number:

Oct 10, 2016 by 05:00 PM

Submit By Date:

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Paid Time Off (PTO)	0	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0	0
Jury Duty	0	0	0	0	0	0	0	0
Family Medical Leave PTO	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<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:

Click to advance seven days.

Click to go back seven days.

Previous Next Restart

## Time and Leave Reporting

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 the link under a

### Leave Report

USA Hospitals Administration MC -- 901959

01/01/2016 to 01/01/2016

Oct 10, 2016 by 05:00 PM

Department and Number:

Leave Department

Submit By Date:

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Paid Time Off (PTO)	0	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0	0
Jury Duty	0	0	0	0	0	0	0	0
Family Medical Leave PTO	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<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:

Click on a day to record hours for applicable leave (an entry box will appear.)

## Time and Leave Reporting

### Leave Report

Title and Number

Submit By Date:

Enter hours for each day absent. Clicking on "Save", or pressing the "Enter" key on your keyboard will save your input. This must be done independently for each day.



Paid Time Off (PTO)

Sep 09, 2016

Paid Time Off (PTO)

Paid Unscheduled PTO

Death in Family

Other

Total Hours:

Total Units:

0

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# Time and Leave Reporting

Select the link under a date to enter hours and report leave. Hours must be entered to the nearest quarter hour (0.25, 0.5, 0.75, 1.0).

0021831-00  
Sep 01, 2016 to Sep 30, 2016  
30  
0

Hours and Roundback:  
Leave Report Period:  
09/01/2016 - 09/30/2016  
09/01/2016 - 09/30/2016  
09/01/2016 - 09/30/2016

Hours: Save Copy

Earning	Total	Total	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
PTO	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unscheduled	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave PTO	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	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	0



Click on "Preview" to view full leave report for the month



Personal

8:00 AM 8/27/16

Personal Access Web System

Personal Access Web System

Personal Access Web System

Personal Access Web System

Paid Time Off (PTO)	8										8							
<b>Total Hours:</b>	8										8							
<b>Total</b>																		



Click on "Previous Menu" to return to leave reporting.

[Previous Menu](#)

RELEASE: 8.9

SEARCH FOR EMPLOYEE INFORMATION

HELP

Time and Leave Database

Select the link to the database you wish to use.

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

Leave Report

USA: Hospitals/Administration MOO --- 000059  
Sep 01, 2016 to Sep 30, 2016  
Oct 10, 2016 by 05:00 PM

Department and Number:  
Leave Report Period:  
Submit By Date:  
Balance:  
Date:  
Hours:

Paid Time Off (PTO)  
Sep 09, 2016  
8

Save Copy

Paid Time Off (PTO)	Hours	Units	Sep 08, 2016	Sep 09, 2016	Sep 10, 2016	Sep 11, 2016	Sep 12, 2016	Sep 13, 2016	
	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
			Paid Unscheduled PTO						
Death in Family	0		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	
Family Medical Leave PTO	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
			Other						
Total Hours	8		0	0	0	0	0	0	
Total Units			0	0	0	0	0	0	

submitted for Approval By:  
Approved By:  
Waiting for Approval From:

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

Certification

← Entry of your PIN will again be required in order to certify your leave report.



Once leave report has been certified, you will get the message "Your leave report was submitted successfully".

Leave Report  
Title and Number:  
Department and Number:

Payroll Administrator -- 002181-00  
USA Hospitals Administration MC -- 001050

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Paid Unscheduled PTO	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Death in Family	0	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
Other	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0

Perforce Selection Comments Preview Next

Submitted for Approval By

You on Sep 20, 2016

Approved By:  
Waiting for Approval From:

Betty Ruhle

After leave has been entered and submitted, two options are to exit PAWS, or click on "Position Selection" to view new status of leave report.

Leave Report

Title and Number:

Payroll Administrator -- 002181-00

Department and Number:

USA Hospitals Administration MC -- 001959

Select Start Date:

Select End Date:

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Paid Time Off (PTO)	0	0	0	0	0	0	0
Paid Unscheduled PTO	0	0	0	0	0	0	0
Death in Family	0	0	0	0	0	0	0
Jury Duty	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total Hours:</b>	0	0	0	0	0	0	0
<b>Total Units:</b>	0	0	0	0	0	0	0



Position Selection Comments Preview Next

Submitted for Approval By

You on Sep 20, 2016

Approved By:

Waiting for Approval From:

Betty Rubble





Contact Payroll at 460-7868, or