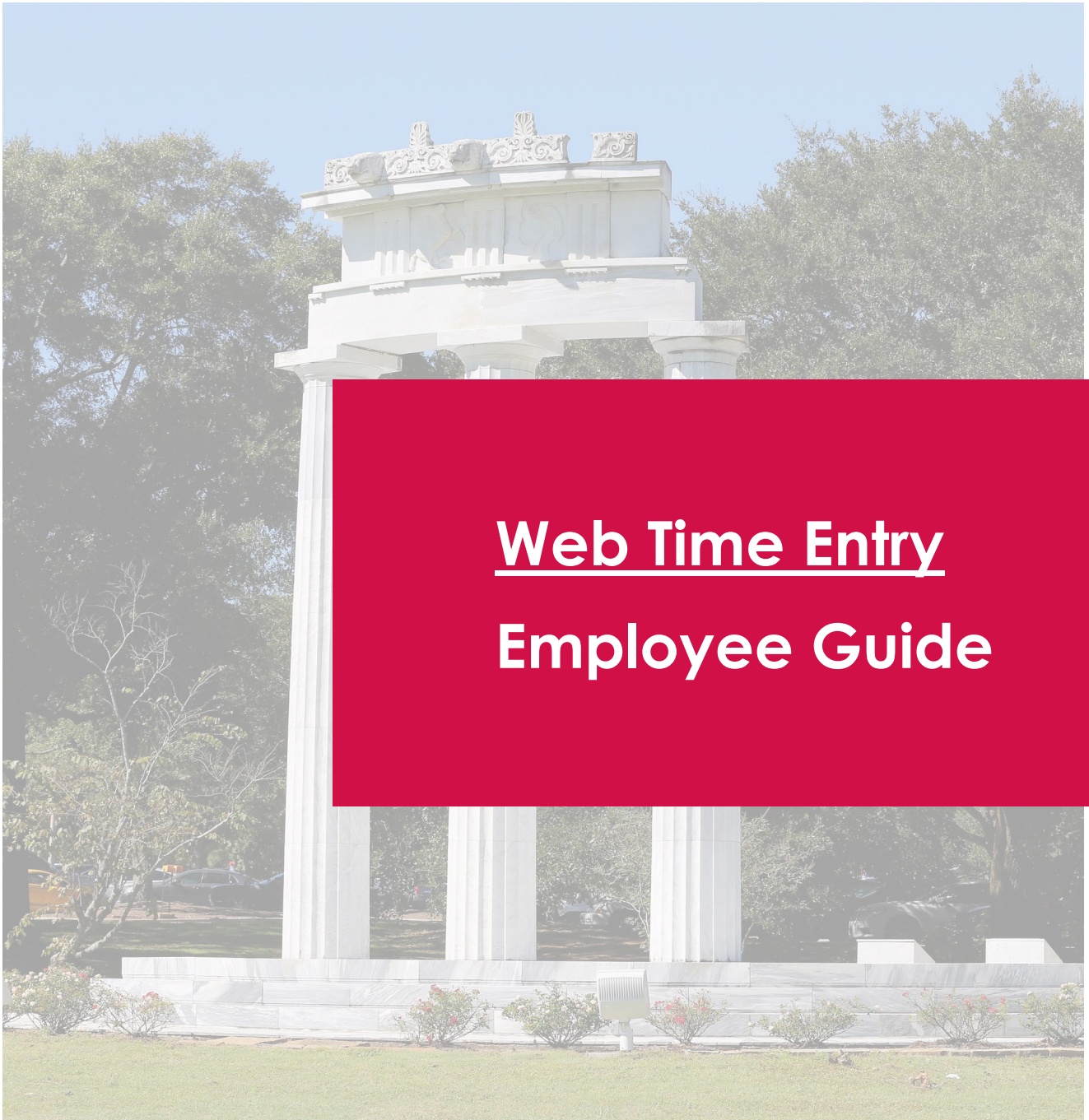




UNIVERSITY OF
SOUTH ALABAMA



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.

Leave Balances as of 01/31/2023

Vacation		Sick	
Beginning Balance	5.25	Beginning Balance	25.46
Earned	24.64	Earned	29.52
Taken	0.00	Taken	0.00
Vacation in hours	29.89	Sick in hours	54.98

Enter Time

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

ellucian SouthPaw

[Employee Dashboard](#) →

Employee Dashboard

SouthPaw **My Profile**

Leave Balances as of 01/01/2023

Vacation in hours	99.99	Sick in hours	99.99
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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)

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.”

New Timesheet

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
01/01/2023 - 01/14/2023			Not Started

Start Timesheet

Prior Periods

In Progress

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
01/01/2023 - 01/14/2023			In Progress

Prior Periods

Past Timesheets

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

Time Sheet Submission Deadline*
10:00 AM on Monday of the pay week
*Date & Time subject to change, refer to Payroll Calendar

Timesheet

Approvals Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
01/29/2023 - 02/11/2023	16.00 Hours	02/01/2023	Pending

Prior Periods

Submitting Time

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

Employee Dashboard • Timesheet • [Restart Time](#) [Leave Balances](#)

01/29/2023 - 02/11/2023 In Progress Submit By 02/13/2023, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4

+ Add Earn Code

Earn Code
Vacation
Personal Sick
Family Member Sick
Holiday Pay
Death in Family

Hours* 8

Cancel **Save** Preview

Click “Add Earn 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 “Earn 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.

Employee Dashboard • Timesheet • [Restart Time](#) [Leave Balances](#)

01/29/2023 - 02/11/2023 16.00 Hours In Progress Submit By 02/13/2023, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31 8.00 Hours	1	2	3	4

+ Add Earn Code

Personal Sick 8.00 Hours

EDIT COPY DELETE

Don't forget to
Save any
changes

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

Copy Time Entry

Personal Sick : 8.00 Hours (01/31/2023, TUESDAY)

Pay Period: 01/29/2023 - 02/11/2023

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Cancel Save

Verify and Submit

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

[Employee Dashboard](#) • [Timesheet](#) • [Preview](#)

Timesheet Detail Summary

Pay Period: 01/29/2023 - 02/11/2023 | 8.00 Hours | [In Progress](#) | Submit By 02/13/2023, 10:00 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
02/03/2023	VAC, Vacation	1	8.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
VAC, Vacation	1	8.00		8.00 Hours
Total Hours		8.00		

Routing and Status		
Name	Action	Date & Time
SouthPaw	Originated	01/31/2023, 03:12 PM
Pawla, Miss	In the Queue	

Comment (Optional):

Add Comment

Don't forget to add comments.

2000 characters remaining

Verify your entered time is accurate before submitting

Comments are required when using Earn Code "Other"

Successfully Submitted

✔ Timesheet 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.