

UNIVERSITY OF SOUTH ALABAMA
EMPLOYEE TIMEKEEPING & LEAVE REPORTING GUIDELINES

Employees of the University of South Alabama are responsible

USA Employee Timekeeping & Leave Reporting Guidelines continued

EXEMPT (SALARIED) EMPLOYEES PAID BIWEEKLY

Bi-weekly paid exempt employees are required to submit a timesheet through Web Time Entry each pay period, listing any exceptions to regular time to include, for example, PTO, vacation, sick, and Family Medical Leave.

LEAVE REPORTING FOR MONTHLY PAID EMPLOYEES Paid employees are required to submit their leave report through PAWS each month, whether or not leave was taken.

PAYROLL TIMEKEEPING DEADLINES Payroll deadlines for submission and approval of time or leave are published on the Payroll website at:

www.southalabama.edu/departments/financialaffairs/payroll/resources/2019biweeklypayroll/calendar

If time or leave are not submitted and approved by the designated deadline, a hard copy of the timesheet or leave report, approved by the supervisor, must be submitted to Payroll. Payroll deadlines are subject to change due to holidays or inclement weather. Employees will be notified by email of any changes.

APPROVING TIME OR LEAVE It is the responsibility of the timekeeping or leave report approver to verify the accuracy of the timesheet. (e)TJ ET Q q 0 0 612 792 re W* n BT /TT0 11.04 Tf 174ff5,2.9