

Approving Electronic Timesheets (Approvers)

TIME SHEET DEADLINES:

10:00 AM on Monday of pay week – Employee submission of time

1:00 PM on Monday of pay week – Approval of time (if there are multiple approvers, ALL approvers must have approved).

Please visit the Payroll Department's website.
Payroll calendars, with applicable deadlines
are available for review.

[HTTP6://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL](http://WWW.SOUTHALABAMA.EDU/DEPARTMENTS/FINANCIALAFFAIRS/PAYROLL)

 Click to access Time Sheets

Time Sheet

Department and Description My Choice **Pay Period**
U_172400. Pavroll Accountina BW Jan 10, 2016 to Jan 23, 2016

Order

My Choice

employees records by Status the the Names



Search employees records by Name

Select

RIGHT PAGE: 88,100

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|---|-------------|-------------|-------------------|
| 00022943 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 00022943 |

| ion | | | | Returned for Correct |
|----------|---|-------------|-------------|----------------------|
| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
| 00056634 | Wiley Coyote 007515 - 00 Looney Tune Character I | 40.00 | .00 | 00056634 |
| 00054637 | Mardi D. Martini 007539 - 00 Cartoon Character II | | | 00054637 |

| In Progress | | | | |
|-------------|----------------------------|-------------|-------------|-------------------|
| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
| 00016881 | Tweety Bird 007558 - 00 | 32.00 | .00 | 00016881 |

| Not Started | | | | |
|-------------|---|-------------|-------------|-------------------|
| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | | | |
| 00050866 | Daffy Duck 666005 - 00 Student Assistant | | | |

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|---|-------------|-------------|-------------------|
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 00022954 |
| 00050866 | Daffy Duck 666005 - 00 Student Assistant | 10 | 10 | |

| ion | | | | Returned for Correct |
|----------|--|-------------|-------------|----------------------|
| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
| 00056634 | Wiley Coyote 007515 - 00 Looney Tune Character I | 40.00 | .00 | |
| 00054607 | Mardi D. Matias 004939 - 00 Cartoon Character II | | | |

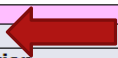
| In Progress | | | | |
|-------------|----------------------------|-------------|-------------|-------------------|
| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
| 00016881 | Tweety Bird 007558 - 00 | 32.00 | .00 | |



| Not Started | | |
|-------------|---|-------------------|
| ID | Name, Position and Title | Other Information |
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | |
| 00050866 | Daffy Duck 666005 - 00 Student Assistant | |

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|---|-------------|-------------|-------------------|
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 00022954 |

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|--|-------------|-------------|-------------------|
| 00056634 | Wiley Coyote 007515 - 00 Looney Tune Character I | 40.00 | .00 | 00056634 |
| 00054607 | Mardi D. Matias 004939 - 00 Cartoon Character II | | | 00054607 |



| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|----------------------------|-------------|-------------|-------------------|
| 00016881 | Tweety Bird 007558 - 00 | 32.00 | .00 | 00016881 |

| Not Started | | | | |
|-------------|---|-------------|-------------|-------------------|
| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | | | |
| 00050866 | Daffy Duck 666005 - 00 Student Assistant | | | |



| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|-----------|---|-------------|-------------|-------------------|
| 000229543 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 000229543 |

| ion | | | | Returned for Correct |
|-------|-----|----------------------|-----------|--|
| 40.00 | .00 | Leave Balances | 000566342 | Wiley Coyote 007515 - 00 Looney Tune Character I |
| | | Leave Balances | 000546070 | Mardi D. Martini 007515 - 00 Looney Tune Character I |
| | | Cartoon Character II | | |

| In Progress | | | | Cancel |
|-------------|-----|----------------|-----------|----------------------------|
| 32.00 | .00 | Leave Balances | 000168813 | Tweety Bird 007558 - 00 |

| Not Started | | | |
|-------------|---|-------------|-------------------|
| ID | Name, Position and Title | Total Hours | Other Information |
| 000229543 | Atom Ant 007557 - 00 Cartoon Character II | | |
| 000508663 | Daffy Duck 666005 - 00 Student Assistant | | |



| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|---|-------------|-------------|-------------------|
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 00022954 |

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|--|-------------|-------------|-------------------|
| 00056634 | Wiley Coyote 007515 - 00 Looney Tune Character I | 40.00 | .00 | 00056634 |
| 00054637 | Mardi D. Matias 004939 - 00 Cartoon Character II | | | 00054637 |

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|----------|----------------------------|-------------|-------------|-------------------|
| 00016881 | Tweety Bird 007558 - 00 | 32.00 | .00 | 00016881 |

| Not Started | | | |
|-------------|---|-------------|-------------|
| ID | Name, Position and Title | Total Hours | Total Units |
| 00022954 | Atom Ant 007557 - 00 Cartoon Character II | | |
| 00050866 | Daffy Duck 666005 - 00 Student Assistant | | |

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|-----------|---|-------------|-------------|-------------------|
| 000229543 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 000229543 |
| 000508663 | Daffy Duck 666005 - 00 Student Assistant | 10 | 10 | |



| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|-----------|---|-------------|-------------|-------------------------|
| 000566342 | Wiley Coyote 007515 - 00 Looney Tune Character I | 40.00 | .00 | Returned for Correction |
| 000546070 | Mardi D. Martini 004939 - 00 Cartoon Character II | | | |

In Progress

| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|-----------|----------------------------|-------------|-------------|-------------------|
| 000168813 | Tweety Bird 007558 - 00 | 32.00 | .00 | |

Not Started

| ID | Name, Position and Title | Other Information |
|-----------|---|-------------------|
| 000229543 | Atom Ant 007557 - 00 Cartoon Character II | |
| 000508663 | Daffy Duck 666005 - 00 Student Assistant | |



| ID | Name, Position and Title | Total Hours | Total Units | Other Information |
|-----------|---|-------------|-------------|-------------------|
| 000229543 | Atom Ant 007557 - 00 Cartoon Character II | 10 | 10 | 000229543 |

| Leave Balances | | | | Returned for Correct |
|----------------|-----|-----------|---|----------------------|
| 40.00 | .00 | 000566342 | Wiley Coyote 007515 - 00 Looney Tune Character I | |
| | | 000546070 | Mardi D. Martini 007515 - 00 Cartoon Character II | |

| In Progress | | | | Cancel |
|-------------|-----|-----------|----------------------------|--------|
| 32.00 | .00 | 000168813 | Tweety Bird 007558 - 00 | |

| Not Started | | | |
|-------------|---|-------------|-------------------|
| ID | Name, Position and Title | Total Hours | Other Information |
| 000229543 | Atom Ant 007557 - 00 Cartoon Character II | | |
| 000508663 | Daffy Duck 666005 - 00 Student Assistant | | |

























Contact Payroll at 460-7868, or
payroll@southalabama.edu
should you need assistance.