

# Electronic Timesheet (Graduate Assistants)

TIME SUBMISSION DEADLINE:  
10:00 AM on Monday of pay week





 Click to access Time Sheet



Title and Number:

Department and Number: Graduate Assistant 66607-00

Payroll Accounting -- 172400

Time Sheet Period:

Feb 07, 2016 to Feb 20, 2016

Feb 23, 2016 by 10:00 AM

Submit By Date:

Feb 13, 2016	Feb 14, 2016	Feb 15, 2016	Feb 16, 2016	Feb 17, 2016	Feb 18, 2016	Feb 19, 2016	Feb 20, 2016	Feb 21, 2016	Feb 22, 2016	Feb 23, 2016
Hours Worked (ACA Tracking)										

0                      0                      0                      0                      0                      0                      0                      0                      0

Total Hours:

Total Units:

Approved By:  
Waiting for Approval From:

Submitted for Approval By:

# REVIEW OF BUTTON OPTIONS FOLLOW

Title and Number: Graduate Assistant 666007-00

Department and Number: Payroll Accounting -- 172400

Time Sheet Period: Feb 07, 2016 to Feb 20, 2016

Feb 23, 2016 by 10:00 AM

Submit By Date:

Feb 13, 2016	Feb 14, 2016	Feb 15, 2016	Feb 16, 2016	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Hours Worked (ACA Tracking)	1					Enter Hours	Enter Hours	Enter Hours
0	0	0	0		0		0	0	0	0	0	0

Total Hours:

Total Units:



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

Approved By:  
Waiting for Approval From:

Submitted for Approval By:

RELEASE: 8.8

© 2016 Ellucian Company L.P. and its affiliates.



Title and Number: Graduate Assistant 66607-00  
 Department and Number: Payroll Accounting -- 172400  
 Time Sheet Period: Feb 07, 2016 to Feb 20, 2016  
 Submit By Date: Feb 23, 2016 by 10:00 AM

Feb 13, 2016	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016
0	Hours Worked (ACA Tracking)	0	1	0	0	0	0	0	0
									<b>Total Hours:</b>
									<b>Total Units:</b>



“Comments” – Available for free-form comments.

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

RELEASE: 8.8



Title and Number: Graduate Assistant 66607-00

Department and Number: Payroll Accounting -- 172400

Time Sheet Period: Feb 07, 2016 to Feb 20, 2016

Feb 23, 2016 by 10:00 AM

Submit By Date:

Feb 13, 2016	Feb 14, 2016	Feb 15, 2016	Feb 16, 2016	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Hours Worked (ACA Tracking)		1				Enter Hours	Enter Hours	Enter Hours
0	0	0	0			0	0	0	0	0	0	0
											Total Hours:	
											Total Units:	



**“Submit for Approval”** – Used when ready to submit time to your supervisor. User certification will follow, using PIN.

Approved By:  
Waiting for Approval From:



“Restart” – Will completely re-start the timesheet, clearing all fields.

Title and Number: Graduate Assistant 666007 00  
Department and Number: Payroll Accounting -- 172400  
Time Sheet Period: Feb 07, 2016 to Feb 23, 2016  
Submit By Date: Feb 23, 2016 by 10:00 AM

Feb 13, 2016	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	1	0	0	0	0	0
									Total Hours:
									Total Units:

Position Selection  Comment  Submit for Approval  Postback

Approved By:  
Waiting for Approval From:

Click to advance to next week, or go back to previous week  
(the button will toggle between "Next" and "Previous")

<b>Title and Number:</b>		Graduate Assistant 666007-00		<b>Department and Number:</b>		Payroll Accounting -- 172400						
Feb 23, 2016 by 10:00 AM				<b>Submit By Date:</b>		Feb 07, 2016 to Feb 20, 2016						
Feb 13, 2016	Feb 14, 2016	Feb 15, 2016	Feb 16, 2016	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Hours Worked (ACA Tracking)						Enter Hours	Enter Hours	Enter Hours
0	0	0	0				0	0	0	0	0	0
											<b>Total Hours:</b>	
											<b>Total Units:</b>	



Click on a day to record hours worked.

Approved By:  
Waiting for Approval From:

Submitted for Approval By:

Submit By Date: Feb 23, 2016 by 10:00 AM

Hours Worked (AC Tracking)

**Earning:** Hours Worked (AC)  
**Date:** Feb 08, 2016  
**Shift:** 1  
**Hours:**

Save Copy Account Distribution

Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016	Hours Worked (AC Tracking)	Hours or Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0

Total Hours:  
Total Units:



Enter hours, then either click on "Save", or press the Enter key on your keyboard.

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 8.8

Feb 08, 2016

1

5

Faringo:

Hours Worked (ACA Tracking)

Date:

Shift:

Hours:

Save Copy Account Distribution

Friday Feb 12, 2016	Saturday Feb 13, 2016	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 07, 2016	Monday Feb 08, 2016	Tuesday Feb 09, 2016	Wednesday Feb 10, 2016	Thursday Feb 11, 2016
0	0				5		0	5	0	0	0
0	0						0	0	0	0	0

Submitted for Approval By:

Approved By:





Click on "Previous Menu"  
to return to timesheet.

Submit By Date:

Feb 23, 2016 by 10:00 AM

Date:

Feb 08, 2016

Shift:

1

Hours:

5

Save Copy Account Distribution

Hours Worked (ACA Tracking)

1

Total Hours:

5

0

5

0

0

0

0

Total

0

Call Double:

0

0

0

0

0

0

0

Total

0

Position Selection Comments Preview Submit for Approval Restart Next

Once timesheet accurately reflects leave taken, click on "Submit for Approval"



Submitted for Approval By:  
Approved By:  
Waiting for Approval From:  
Reason: 00,00

00,000000,00000000,00000000,00000000,00000000,00000000

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



Once timesheet has been certified, you will get the message "Your time sheet was submitted successfully".

**Time Sheet**

**Title and Number:** Graduate Assistant -- 666007-00  
**Department and Number:** Payroll Accounting -- 172400  
**Time Sheet Period:** Feb 07, 2016 to Feb 20, 2016  
**Submit By Date:** Feb 23, 2016 by 10:00 AM

Hours/Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
Enter Hours	Enter Hours	Hours Worked (ACA Tracking)	1	0	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
5	0	5	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
<b>Total Hours:</b>									0
<b>Total Units:</b>									0

**Approved By:** [Signature]  
**Waiting for Approval From:** Foghorn Leghorn  
**RELEASE: 8.8**  
**Submitted for Approval By:** [Signature]



After time has been entered and submitted, two options are to exit PAWS, or select another position (if you have more than one job).

**TIME SHEET**

**Title and Number:** Graduate Assistant -- 666007-00  
**Department and Number:** Payroll Accounting -- 172400  
**Time Sheet Period:** Feb 07, 2016 to Feb 20, 2016  
**Submit By Date:** Feb 23, 2016 by 10:00 AM

Hours/Units	Hours	Units	Feb 07, 2016	Feb 08, 2016	Feb 09, 2016	Feb 10, 2016	Feb 11, 2016	Feb 12, 2016	Feb 13, 2016
Enter Hours	Enter Hours	1	0	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
5	0	5	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
<b>Total Hours:</b>									
<b>Total Units:</b>									



Approved By: [Signature] Xatken, Feb 20, 2016

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

Foghorn Leghorn

RELEASE: 8.8

Submitted for Approval By:

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