Approving Leave Reports (Approvers)

LEAVE REPORTING SUBMISSION DEADLINES:

Employee submission of leave report - 5:00 PM of the 10th day of the month following the month being reported.

Approval of leave report - 5:00 PM of the 13th day of the month following the month being reported.





Personal Information	Employee Services	Financial Information			
Search	Go		SITE MAP	HELP	EXIT

Welcome, Betty Rubble, to the PAWS Information System! Last web access on Sep 30, 2016 at 09:20 am

Personal Information

View or update your mailing address, current phone number, e-mail address, emergency contact, missing person contact; View name change & social security number change information; Change your PIN.

Employee Services

View your benefits information; View your leave history or balances, job information, pay stubs and W-2.

Financial Information

Budget Query, Encumbrance Query, View Documents, Approve Documents and Code Lookup.

Return to Homepage

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".





Personal Information / Employee Services Financial Information	
Search Go	RETURN TO MENU SITE MAP HELP EXI
Employee	
Electronic Time Sheet Entry of time, approval of time.	
Leave Reports (Monthly) Entry of leave; approval of leave. (For monthly employees only)	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	
Tax Forms W4 information, W2 Form.	
Jobs Summary	
Leave Ralances	

RELEASE: 8.7

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Search	Go	SITE MA
Time Reporting Se	lection	
Selection Criteria		
	My Choice	
Access my Time Sheet:	0	
Access my Leave Report:	0	
Approve or Acknowledge Ti	me: •	
Approve or Acknowledge Ti Approve All Departments:	me: •	
	Self	

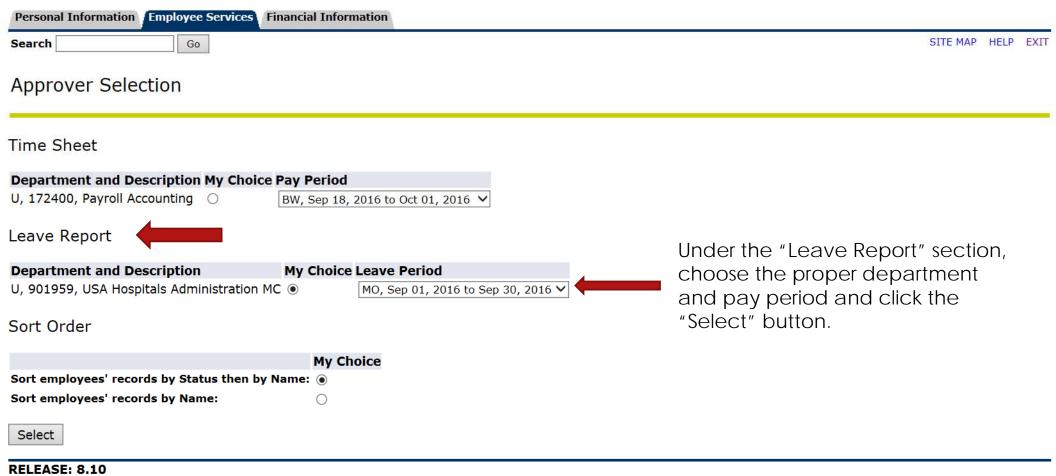
RELEASE: 8.10

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Personal Access Web System



Department:

	Coloct the	employee's	name to	200000	additional	dotaile
₹	Select the	emplovee s	name to	access	additional	aetaiis

REVIEW OF QUEUE STATUSES FOLLOWS

COA: U, University of South Alabama

901959, USA Hospitals Administration MC

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection		Select All, Approve or FYI		Reset		Save
------------------	--	----------------------------	--	-------	--	------

Pending	ending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 002257 - 00		.00	.00		Approved				Leave Balance Errors
	Associate Payroll Supervisor						_	_		
	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00				1	Change Leave Record Leave Balance

Returned for Correction									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information				
	Daffy Duck 001967 - 00	.00	.00		Comments Leave Balance				
	Assoc. Payroll Administrator	.00	.00	.00	Leave balance				

In Progress	In Progress										
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information					
J00520227	Yosemite Sam					Leave Balance					
	000903 - 00	.00	.00	.00							
	Assist. Payroll Administrator										

Not Started						
ID	Name, Position and Title	Other Information				
J00547952	Yogi Bear					
	001099 - 00					
	Payroll Supervisor					

Ų	Select the	employe	ee's nam	e to	access	additional	details
•	Sciect the	CITIPIOY	ce s mam	ie to	access	additional	uctans.

COA: U, University of South Alabama

Department: 901959, USA Hospitals Administration MC

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

"Not Started" – Lists those employees who are within the organization (department) number which you are approving, but the employees have not started their leave report. If there are employees listed for whom you do not approve, they will drop out of any of your list once they have started their leave report.

Pending	ending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00		Approved			l	Leave Balance Errors
	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00				1	Change Leave Record Leave Balance

Returned for Correction									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information				
I I	Daffy Duck 001967 - 00	.00	.00		Comments Leave Balance				
	Assoc. Payroll Administrator								

In Progress	n Progress										
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information					
	Yosemite Sam	.00	.00	.00		Leave Balance					
1	000903 - 00	.00	.00	.00							
	Assist. Payroll Administrator										

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear	
1	001099 - 00	
	Payroll Supervisor	

Ų	Select the	employe	ee's nam	e to	access	additional	details
•	Sciect the	CITIPIOY	ce s mam	ie to	access	additional	uctans.

COA: U, University of South Alabama

Department: 901959, USA Hospitals Administration MC

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection | Select All, A

Select All, Approve or FYI Reset Save

"In Progress" – Lists those employees for whom you approve leave, that have started their leave report. The leave report will remain "In Progress" until the employee fills in all of their applicable leave, and submits to you for approval.

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00		Approved			l	Leave Balance Errors
1	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00				1	Change Leave Record Leave Balance

Returned for Correction									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information				
I I	Daffy Duck 001967 - 00	.00	.00		Comments Leave Balance				
	Assoc. Payroll Administrator								

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator	.00	.00	.00		Leave Balance

Not Started								
ID	Name, Position and Title	Other Information						
J00547952	Yogi Bear							
	001099 - 00							
	Payroll Supervisor							

	Yogi 0010	e, Position a Bear 99 - 00 bll Supervisor		le				Other Inf	ormation		
		•	and Tit	le				Other Inf	ormation		
	N1	- Danikian	d T:4	l_				Other Total			
	Assist. Payroll Admin	istrator				.50					
I	osemite Sam 000903 - 00					.00	.0	0	.00	Leave Balanc	ce ce
	lame, Position and	l Title		То	tal Days	Total Ho	urs	Total Units	Cancel	Other Infor	
	7.550c. Fayron Aum	modator									
	001967 - 00 Assoc. Payroll Admi	nietrator				.00		.00	.00	Leave Balance	
	Daffy Duck				- Cui Duys					Comments	
	Name, Position ar	nd Title			Total Days	To	tal Hours	Total Ur	nits	Other Informa	ntion
r Correc	tion										
	dministrator										
Fred Flints 002181 -		Approve		.00	16.00	.00					Change Leave Record Leave Balance
	Payroll Supervisor	-	<u> </u>								
Bugs Bun 002257 -				.00	.00	.00	Approved				Leave Balance Errors
	osition and Title	Required /	ction	Total Days	Total Hours		_	Approve or FYI	Return for Co	rrection Cancel	Other Information
•							· · · · · · · · · · · · · · · · · · ·				
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	T Reset	04.0	J							
ction S	Select All, Approve or I	YI Reset	Save]	approvai wiii	be given, whi	ch updates er	mployee leave bala	ances, and mov	res the status to "	Completed".
d Leave	Entry Status: Open	n until Oct 13	, 2016,	, 05:00 PM							7 th of the month, final
y:	Not .	Applicable			_• The "Quet	e status" colu	ımn wili indica	te "Approved" for t	nose you nave	aiready approve	ea.
d:		01, 2016 to 9									a al
t:					Mr€ The "Requ	ired Action" c	olumn will indi	cate those awaiting	g your approva	l.	
	U. U	niversity of S	South Al	abama	- "Penaing"	- Lists employ	ees for whom	you approve leave	e, that have suc	mittea their leav	e report for approval.
					• "Dondina"	Lists ample:	oos for whare	vou approvo la aves	that have and	mittad thair last	o roport for approval
М	oyee.	,	U, University of S	,	U, University of South Alabama	* "Pending"	"Pending" – Lists employ	"Pending" – Lists employees for whom		"Pending" – Lists employees for whom you approve leave, that have sub	"Pending" – Lists employees for whom you approve leave, that have submitted their leav

Select the employee's nam	e to access additional details.
---------------------------	---------------------------------

COA: U, University of South Alabama

Department: 901959, USA Hospitals Administration MC

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection

Select All, Approve or FYI

set Save

"Returned for Correction" – Lists those leave reports that have been returned by either you, or possibly the Payroll Office for correction by the employee.

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00		Approved			1	Leave Balance Errors
	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00				1	Change Leave Record Leave Balance

Returned for Correction										
ID	Name,	Position and Title	Total Days	Total Hours	Total Units	Other Information				
	Daffy D 001967 Assoc. I		.00	.00	.00	Comments Leave Balance				

In Progress									
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information			
J00520227	Yosemite Sam 000903 - 00 Assist. Payroll Administrator	.00	.00	.00		Leave Balance			

Not Started												
ID	Name, Position and Title	Other Information										
J00547952	Yogi Bear											
	001099 - 00											
	Payroll Supervisor											

Select the employee's name to access additional details.

Selecting an employee for review:

Click directly on the employee's name, highlighted in blue. The selection will access the employee's leave report.

COA: U, University of South Alabama

Department: 901959, USA Hospitals Administration MC

Leave Period: Sep 01, 2016 to Sep 30, 2016

Act as Proxy: Not Applicable

Leave Period Leave Entry Status: Open until Oct 13, 2016, 05:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 002257 - 00 Associate Payroll Supervisor		.00	.00		Approved			1	Leave Balance Errors
	Fred Flintstone 002181 - 00 Payroll Administrator	Approve	.00	16.00	.00				1	Change Leave Record Leave Balance

Returned for Correction													
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information								
300374446	Daffy Duck	00	00		Comments								
1	001967 - 00	.00	.00	.00	Leave Balance								
	Assoc. Payroll Administrator												

In Progress	In Progress													
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information								
J00520227	Yosemite Sam					Leave Balance								
	000903 - 00	.00	.00	.00										
	Assist. Payroll Administrator													

Not Started												
ID	Name, Position and Title	Other Information										
	Yogi Bear											
	001099 - 00											
	Payroll Supervisor											



Personal Informat	ion Employ	ree Services Financial Info	ormation								
search Employee D	222		ployee's ary, and a					e for review, action as status.	SITE MAP	HELP	EXI
Select Next or Pr	evious to acc	ess another employee.									
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payı	l Flintstone roll Administrator		Department Transaction		tion:	U 901959 USA Hospitals Administration MC Pending			
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next				
					Leave Balances	Routing Que	ıe				

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_	·	u		•	•	•	ν	v		L

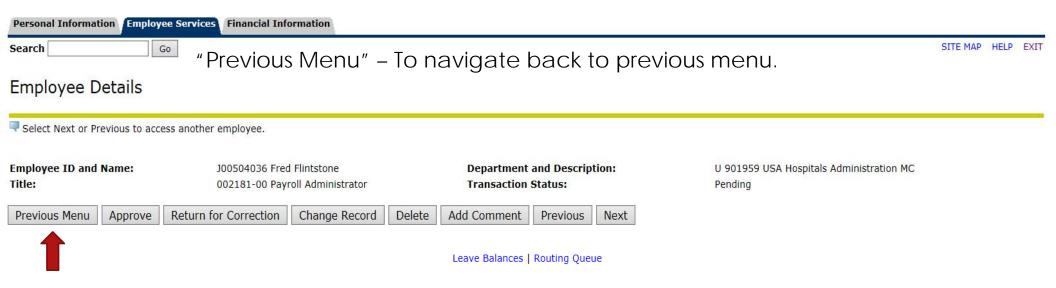
Leave Rep																				
Earnings	Total	Total							Wednesday,					Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,
	Hours														Sep 13,					Sep 18,
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
Paid Time Off (PTO)	8			8																
Paid Unscheduled PTO	8							8												
Total Hours:	16			8				8												
Total Units:		0																		



Personal Informat	ion Employ	ee Services Financial Info	ormation								
Search Employee D	1000		OF ACTIC action butt					upon a time sheet's status.	SITE MAP	HELP	EX
Select Next or Pr	revious to acc	ess another employee.									
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payı	Flintstone roll Administrator		Department Transaction		tion:	U 901959 USA Hospitals Administration MC Pending			
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next				
					Leave Balances	Routing Que	ıe				

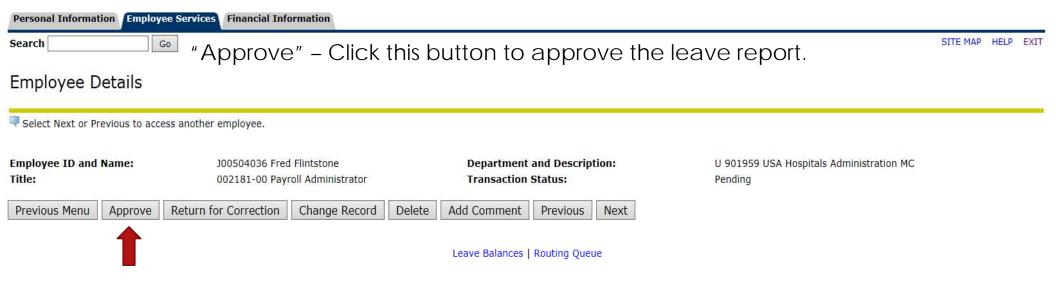
Ecure Rep																				
	Hours						Sep 05,								Sep 13,					Sep 18,
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
Paid Time Off (PTO)	8			8																
Paid Unscheduled PTO	8							8												
Total Hours:	16			8				8												
Total Units:		0																		





							Wednesday,						Sunday ,
	Hours	Units	Sep 02, 2016	Sep 03, 2016				Sep 09, 2016	Sep 10, 2016			Sep 16, 2016	Sep 18, 2016
Paid Time Off (PTO)	8		8										
Paid Unscheduled PTO	8					8							
Total Hours:	16		8			8							
Total Units:		0											





			Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 08,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 17,	Sunday , Sep 18, 2016
Paid Time Off (PTO)	8			8													
Paid Unscheduled PTO	8							8									
Total Hours:	16			8				8									
Total Units:		0															



Personal Informat	ion Employ	ee Services Financial Info	ormation								
Search	(*Return for	Correctio	n" – T	his button	will ret	urn th	ne leave report to the	SITE MAP	HELP	EX
Employee D	etails	employee.	Add a co	omme	ent, if nec	essary,	to th	e leave report before returning	.•		
Select Next or Pr	evious to acc	ess another employee.									
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payr	Flintstone roll Administrator		Department Transaction	and Descript Status:	tion:	U 901959 USA Hospitals Administration MC Pending			
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next				
		1			Leave Balances	Routing Queu	ie				

			Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 08,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 17,	Sunday , Sep 18, 2016
Paid Time Off (PTO)	8			8													
Paid Unscheduled PTO	8							8									
Total Hours:	16			8				8									
Total Units:		0															



Personal Informat	ion Employ	ee Services Financial Info	ormation						
Search Employee D		"Change R on the leav			•			ility to change leave entered age.	SITE MAP HELP EX
Select Next or Pr	evious to acc	ess another employee.							
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payr	Flintstone oll Administrator		Department Transaction	and Descript Status:	ion:	U 901959 USA Hospitals Administration MC Pending	
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next		
			1		Leave Balances	Routing Queu	ie		

Earnings	Total	Total	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,	Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday,	Sunday ,
	Hours	Units	Sep 01,	Sep 02,	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,
			2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
Paid Time Off (PTO)	8			8																
Paid Unscheduled PTO	8							8												
Total Hours:	16			8				8												
Total Units:		0																		

Access any leave category and day by clicking directly on the blue link as

applicable.

Fred Flintstone

Payroll Administrator -- 002181-00

USA Hospitals Administration MC -- 901959

Sep 01, 2016 to Sep 30, 2016 Oct 13, 2016 by 05:00 PM

Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Leave Report

Name:

Earning	Total Hours	Total Units	Thursday Sep 01, 2016			Sunday Sep 04, 2016	Monday Sep 05, 2016		Wednesday Sep 07, 2016
Paid Time Off (PTO)	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Unscheduled PTO	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
Death in Family	0		Enter Hours	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	Enter Hours
Family Medical Leave PTO	0		Enter Hours	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	Enter Hours
Other Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Negative PTO	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave EEI	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Employee Extended Illness(EEI)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Partial Day PTO (Exempt)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	16		0	8	0	0	0	8	0
Total Units:		0	0	0	0	0	0	0	0

Previous Menu Preview Comments Approve Next	
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Personal Informat	ion Employ	ee Services Financial Info	ormation							
search Employee D	14.27					_		x to confirm deletion. Once n to a "Not Started" status.	SITE MAP	HELP EXIT
Select Next or Pr	evious to acc	ess another employee.								-
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payı	Flintstone roll Administrator		Department Transaction	and Descript Status:	tion:	U 901959 USA Hospitals Administration MC Pending		
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next			
					Leave Balances	Routing Queu	ie			

			Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 08,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 17,	Sunday , Sep 18, 2016
Paid Time Off (PTO)	8			8													
Paid Unscheduled PTO	8							8									
Total Hours:	16			8				8									
Total Units:		0															



Personal Informa	tion Employ	ee Services Financial Info	ormation							
Search	(comr	ments, which becomes a	SITE MAP H	HELP EX
Employee D	Details	permanei	nt record v	with th	ne leave r	eport.				
Select Next or P	revious to acc	ess another employee.								
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payı	f Flintstone roll Administrator		Department Transaction	and Descrip Status:	tion:	U 901959 USA Hospitals Administration MC Pending		
Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next			
					Leav Balances	Routing Que	ie			

							Wednesday,						Sunday ,
	Hours	Units	Sep 02, 2016	Sep 03, 2016				Sep 09, 2016	Sep 10, 2016			Sep 16, 2016	Sep 18, 2016
Paid Time Off (PTO)	8		8										
Paid Unscheduled PTO	8					8							
Total Hours:	16		8			8							
Total Units:		0											



Personal Informat	ion Employ	ee Services Financial Info	ormation					
Search	(he previous or next	SITE MAP HELP	EX
Employee D	etails	employee'	s leave recc	ord as applica	ıble as it appe	ared in the queue listing.		
Select Next or Pr	evious to acco	ess another employee.						
Employee ID and Title:	Name:	J00504036 Fred 002181-00 Payr	f Flintstone roll Administrator	Department Transaction	and Description: Status:	U 901959 USA Hospitals Administration MC Pending		
Previous Menu	Approve	Return for Correction	Change Record De	Pelete Add Comment	Previous Next			
				Leave Balances	Routing Queue			

			Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 08,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 17,	Sunday , Sep 18, 2016
Paid Time Off (PTO)	8			8													
Paid Unscheduled PTO	8							8									
Total Hours:	16			8				8									
Total Units:		0															

		Units	Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 07,	Sep 08,	Friday , Sep 09, 2016	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	
Paid Time Off (PTO)	8			8																
Paid Unscheduled PTO	8							8												
Total Hours:	16			8				8												
Total Units:		0																		

Leave Balances as of Sep 30, 2016														
Type of Leave	Hours or Days	Banked	Date Available d	Available Beginning Balance	Earned	l Taken	Available Balance							
Employee Extended Illness(EEI)	Hours	ſ	Aug 28, 2016	0	0	0	0							
Military Leave	Hours	(Aug 28, 2016	0	0	0	0							
Paid Time Off (PTO) Advanced	Hours	(Aug 28, 2016 0	0	0	0	0							
Paid Time Off (PTO)	Hours	(Aug 28, 2016	421.54	54.87	7 40	436.41							
Sick	Hours	(Aug 28, 2016	0	0	0	0							
Vacation	Hours	(Aug 28, 2016	0	0	0	0							

Routing Queue

Name			Acti	on and Date		
Fred Flintstone			Origi	nated Sep 30, 2016	11:03 am	
Fred Flintstone			Subr	nitted Sep 30, 2016	11:03 am	
Betty Rubble			Pend	ling		
Robin Hood Lankford			In th	e Queue		
Previous Menu Approve	Return for Correction	Change Record	Delete	Add Comment	Previous	Next
пределена	THE CONTROL OF THE CO	onange necora	0 01000	The Comment	11011040	nox.

Leave Report | Routing Queue

Leave balances for the employee will be shown below the leave reported. The "Available Balance" will be updated by the leave reported once the status is moved to "Completed".

Earnings	Total Hours	Units	Sep 01,	Friday , Sep 02, 2016	Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 08,	Friday , Sep 09, 2016	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Friday , Sep 16, 2016	Sep 17,	Sep 18,	Monday , Sep 19, 2016
Paid Time Off (PTO)	8			8																
Paid Unscheduled PTO	8							8												
Total Hours:	16			8				8												
Total Units:		0																		

Leave Balances as of Sep 30, 2016

Time of Leave	Haves as Davis		Date Available				
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	О
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	О
Vacation	Hours	0	Aug 28, 2016	0	0	0	0



Leave Report | Routing Queue

The routing queue will show actions awaiting, actions taken, and dates and times of actions taken. Some names may be listed that are FYI's, and are not approvers. Once the Director of Payroll has approved the leave report, the status will be updated to "Completed".

Earnings		Units	Sep 01,		Sep 03,	Sep 04,	Sep 05,	Sep 06,	Sep 08,	Sep 09,	Sep 10,	Sep 11,	Sep 12,	Sep 13,	Sep 14,	Sep 15,	Sep 16,	Sep 17,	Sep 18,	
Paid Time Off (PTO)	8			8																
Paid Unscheduled PTO	8							8												
Total Hours:	16			8				8												
Total Units:		0																		

Leave Balances as of Sep 30, 2016

Leave balances as of Sep 30, 2010							
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	0
Vacation	Hours	0	Aug 28, 2016	0	0	0	0

Routing Queue



Once you are ready to approve the leave record, click on the "Approve" button. You will see your queue status go from "Pending" to "Approved" as shown on the next page.

Leave Report | Routing Queue

Earnings	Total	Total	Thursday ,	Friday ,	Saturday	Sunday ,	Monday	, Tuesday ,	Wednesday,	Thursday ,	Friday ,	Saturday ,	Sunday ,	, Monday ,	Tuesday	Wednesday	Thursday ,	Friday ,	Saturday ,	Sunday ,	Monday ,
	Hours	Units		Sep 02, 2016	Sep 03,		Sep 05, 2016		Sep 07, 2016	Sep 08, 2016	Sep 09, 2016	Sep 10,			Sep 13, 2016	Sep 14, 2016		Sep 16, 2016	Sep 17,	Sep 18, 2016	Sep 19, 2016
			2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010
Paid Time	_			I _																	
Off (PTO)	8			8	1																
Paid																					
Unscheduled	1 8							8													
PTO																					
Total																					
Hours:	16			8	š			8													
Total																					
Units:		0																			
				1														1			

Leave Balances as of Sep 30, 2016

Type of Leave	Hours or Days		Date Available				
Type of Leave	nours or Days	Banked		Available Beginning Balance	Earned	Taken	Available Balance
Employee Extended Illness(EEI)	Hours	0	Aug 28, 2016	0	0	0	0
Military Leave	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO) Advanced	Hours	0	Aug 28, 2016	0	0	0	0
Paid Time Off (PTO)	Hours	0	Aug 28, 2016	421.54	54.87	40	436.41
Sick	Hours	0	Aug 28, 2016	0	0	0	0
Vacation	Hours	0	Aug 28, 2016	0	0	0	0

Routing Queue

Name
Fred Flintstone
Fred Flintstone
Betty Rubble
Robin Hood Lankford



Next

Action and Date

Originated Sep 30, 2016 11:03 am Submitted Sep 30, 2016 11:03 am Approved Sep 30, 2016 12:33 pm Pending

The status of the leave report will remain "Pending" until the Director of Payroll (currently Robin Lankford) or her designee approves the leave report. This will occur between the 14th and the 17th of the month. Once she approves the leave report the status will move to "Completed", and leave balances will be updated. Click "Previous Menu" to return to queue.

Leave Report | Routing Queue

 \blacksquare Select the employee's name to access additional details.

COA: Departmer	nt:	,	iversity of South Ala 59, USA Hospitals Ad		ation M		ueue listing v is approved		to date statuse	es of each leave repo	ort. Or	nce a leave
Leave Peri			01, 2016 to Sep 30,	2016		• The	Leave Repo	ort status will re	emain "Pending	٦"		
Act as Prox	ky:	Not A	pplicable			1110	Loavo nope	ort status viii re	mani i onani	9		
		y Status: Open	until Oct 13, 2016,	05:00 P	М	──• The	"Required A	Action" will be	blank and			
Change Sel	Change Selection						"Queue Sta	itus" will be "A	pproved"			
Pending 🕳												
ID	Name, Positio	on and Title	Required Action	Total [ays	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Bugs Bunny 002257 - 00 Associate Payro	oll Supervisor			.00	.00	.00	Approved				Leave Balance Errors
	Fred Flintstone 002181 - 00 Payroll Adminis		—		.00	16.00	.00	Approved				Leave Balance

Returned for Correct	tion				
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
J00374446	Daffy Duck				Comments
	001967 - 00	.00	.00	.00	Leave Balance
	Assoc. Payroll Administrator				İ

In Progress						
ID Name, Po	sition and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
J00520227 Yosemite 9 000903 - (.00	.00	.00		Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
J00547952	Yogi Bear	
	001099 - 00	
	Payroll Supervisor	

Contact Payroll at 460-7868, 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.