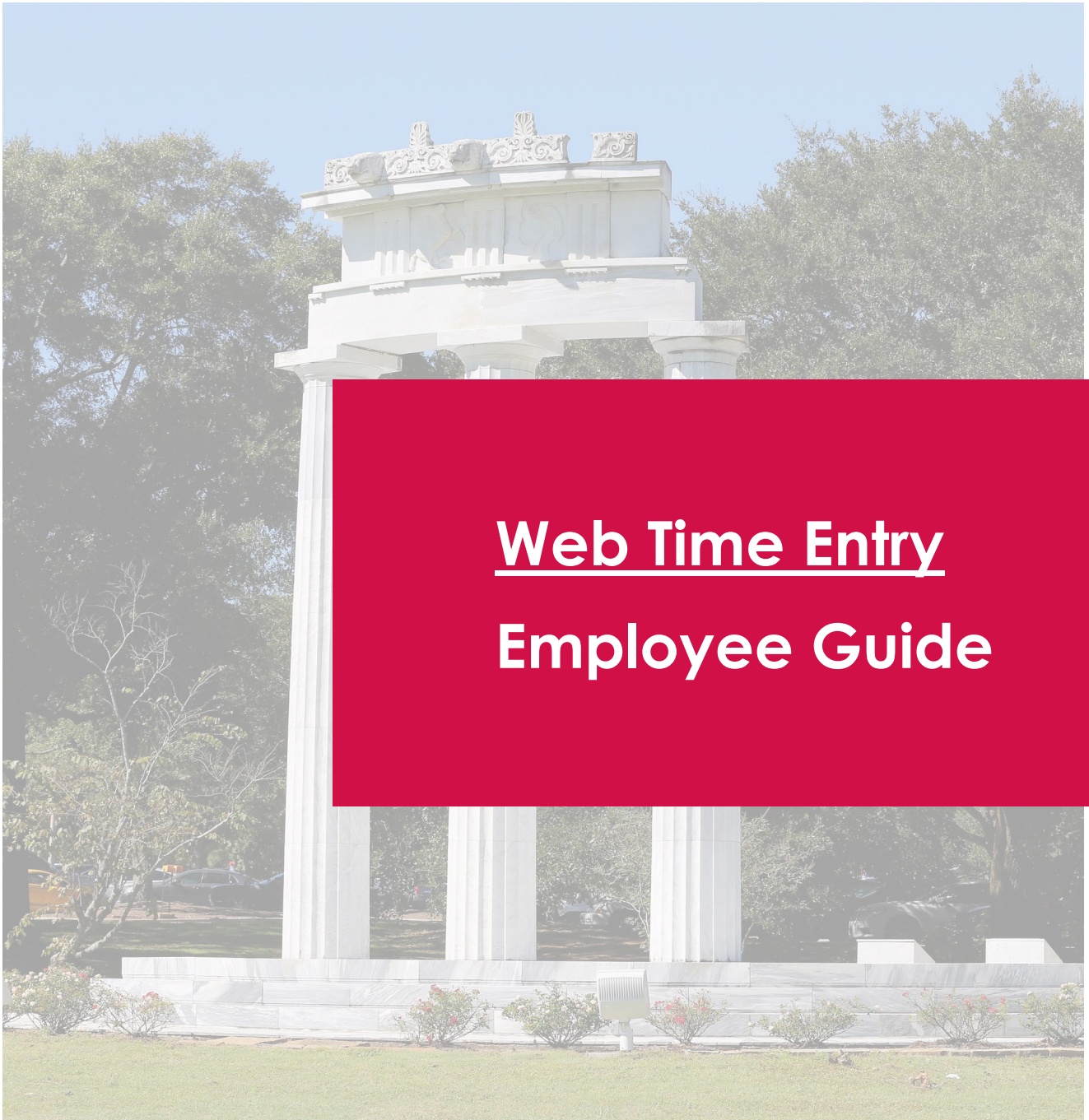




UNIVERSITY OF  
SOUTH ALABAMA



**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)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

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

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31 8.00 Hours	1	2	3	4
5	6	7 8.00 Hours	8	9	10	11

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
<b>Total Hours</b>		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.**