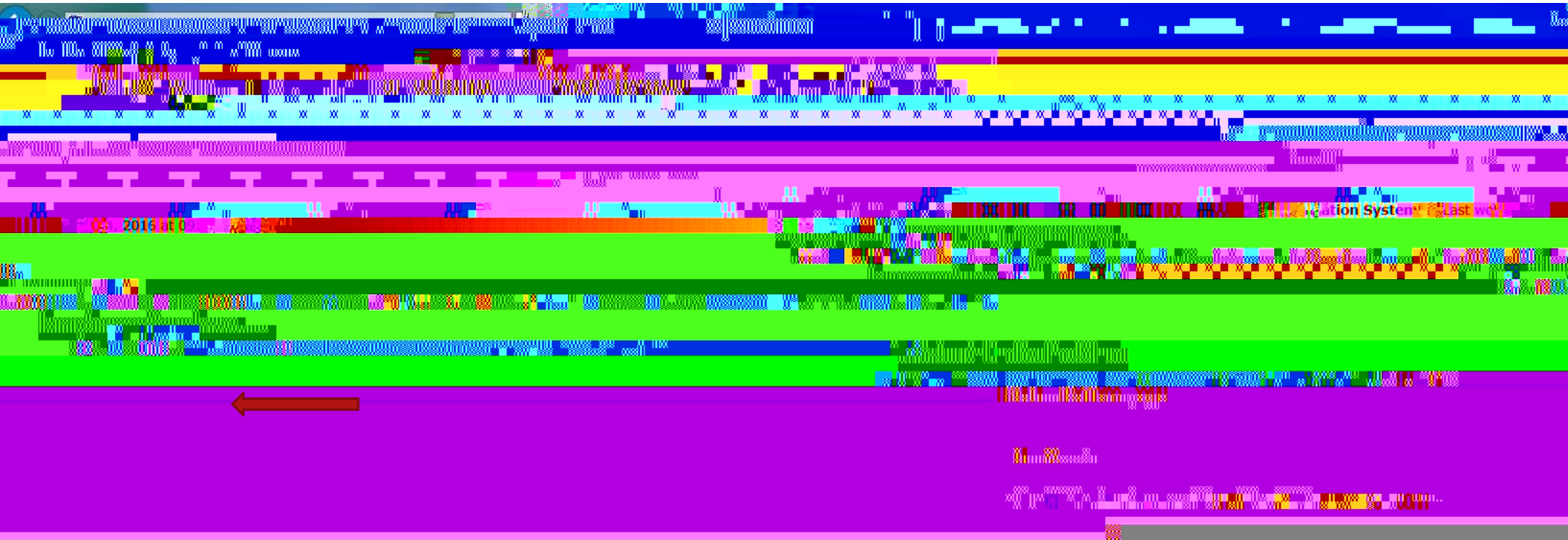


# Electronic Timesheet (Exempt Staff)

**TIME SUBMISSION DEADLINE:**

10:00 AM on Monday of pay week






Once logged into PAWS, you should have a menu similar to the one above. Click on "Employee Services".



Click to access Time Sheet



Selection Criteria

 Access my Leave Report:

My Choice

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Select

[Proxy Set Up](#)

RELEASE: 8.10

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\*\* Account Distribution adjusted on this day.

Time Sheet

Title and Number:  
Department and Number:

USA Mascot -- 006937-00  
Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 21, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours

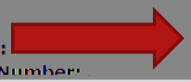
# REVIEW OF BUTTON OPTIONS FOLLOWS

Submitted for Approval By:  
Approved By:

Waiting for Approval From:  
RELEASE: 8.8



\*\* Account Distribution adjusted on this day.

Time Sheet  
Title and Number:   
Department and Number:

USA Mascot -- 006937-00  
Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 21, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Location	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours



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

Submitted for Approval By:  
Approved By:

Waiting for Approval From:  
RELEASE: 8.8

Time Sheet Reporting

\*\* Account Distribution adjusted on this day.

Time Sheet

Title and Number:

USA Mascot -- 006937-00

Department and Number:

Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 21, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours



"Comments" - Available for free-form comments.

Submitted for Approval By:  
Approved By:

Waiting for Approval From:  
RELEASE: 8.8

Time Sheet Reporting

\*\* Account Distribution adjusted on this day.

Time Sheet

Title and Number:  
Department and Number:

USA Mascot -- 006937-00  
Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 21, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours



"Preview" - For a "cleaner" view of hours input.

Submitted for Approval By:  
Approved By:

Waiting for Approval From:  
RELEASE: 8.8

Save and save reporting

\*\* Account Distribution adjusted on this day.

Time Sheet

Title and Number:  
Department and Number:

USA Mascot -- 006937-00  
Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 31, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Location	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours



"Submit for Approval" — Used when ready to submit time to your supervisor. User certification will follow, using PIN.

Waiting for Approval From:  
RELEASE: 8.8

Save and save reporting

\*\* Account Distribution adjusted on this day.

Time Sheet

Title and Number:  
Department and Number:

USA Mascot -- 006937-00  
Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 21, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours



"Restart" - Will completely re-start the timesheet, clearing all fields.

Submitted for Approval By:  
Approved By:

Waiting for Approval From:  
RELEASE: 8.8

Save and save reporting

\*\* Account Distribution adjusted on this day.

Time Sheet

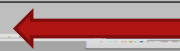
Title and Number:  
Department and Number:

USA Mascot -- 006937-00  
Payroll Accounting -- 172400

Jan 10, 2016 to Jan 23, 2016  
Jan 21, 2016 by 10:00 AM

Time Sheet Period:  
Submit By Date:

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016	Total	Category	Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016	Jan 12, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Total Hours:	0	0	0	Enter Hours	Enter Hours	Enter Hours
0	0	0	0	0	0	Total Units:	0	0	0	Enter Hours	Enter Hours	Enter Hours



Click to advance to next week, or go back to previous week

(the button will toggle between "Next" and "Previous")

Submitted for Approval By:  
Approved By:

Waiting for Approval From:  
RELEASE: 8.8







### Time and Leave Reporting

Select Next on Results to navigate through the data presented

\*\* Account Distri

USA Mascot -- 006937-00

#### Time Sheet

Title and Number:

Jan 10, 2016 to Jan 23, 2016

Time Sheet Period:

Vacation  
Jan 11, 2016  
1  
8

Earning  
Date:  
Shift:  
Hours:  
Save

Copy Account Distribution





Select Next or Previous to navigate through the dates within the period.

\*\* Account Distribution adjusted on this day.

Jan 10, 2016 to Jan 23, 2016

Personnel Accounting: 172400

Time Sheet Period:

Earning:  
Date:  
Shift:  
Hours:

Vacation  
Jan 11, 2016  
1  
8

Save Copy Account Distribution

Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	8	Enter Hours	8	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Family Member Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours	Enter Hours
<b>Total Units:</b>					8	0	8	0	0	0
					0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By: [Name]  
Approved By: [Name]  
Waiting for Approval From:  
RELEASE: 8

Once timesheet accurately reflects leave taken, click on "Submit for Approval" in order to submit time to your supervisor for approval.

**PIN:**

---

**RELEASE: 8.9**

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### Time and Leave Reporting



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

Your time sheet was submitted successfully

#### Time Sheet

Title and Number

USA Mesquite 006937-00

Department and Location

Payroll Accounting 122400

#### Submit By Date:

Jan 31, 2016 by 10:00 AM

Jan 12, 2016	Jan 13, 2016	Jan 14, 2016	Jan 15, 2016	Jan 16, 2016		Hours or Units	Hours	Units	Jan 10, 2016	Jan 11, 2016
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation	1	0	8	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Personal Sick	1	0	0	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Holiday Pay	1	0	0	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Other (Call, FML, Jury, etc)	1	0	0	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<b>Total Hours:</b>				Enter Hours	Enter Hours
0	0	0	0	0	<b>Total Units:</b>		0	0	0	0

Position Selection Comments Preview Next Return Time

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

You on Jan 28, 2016  
Daisy Duck



Contact Payroll at 460-7868, or