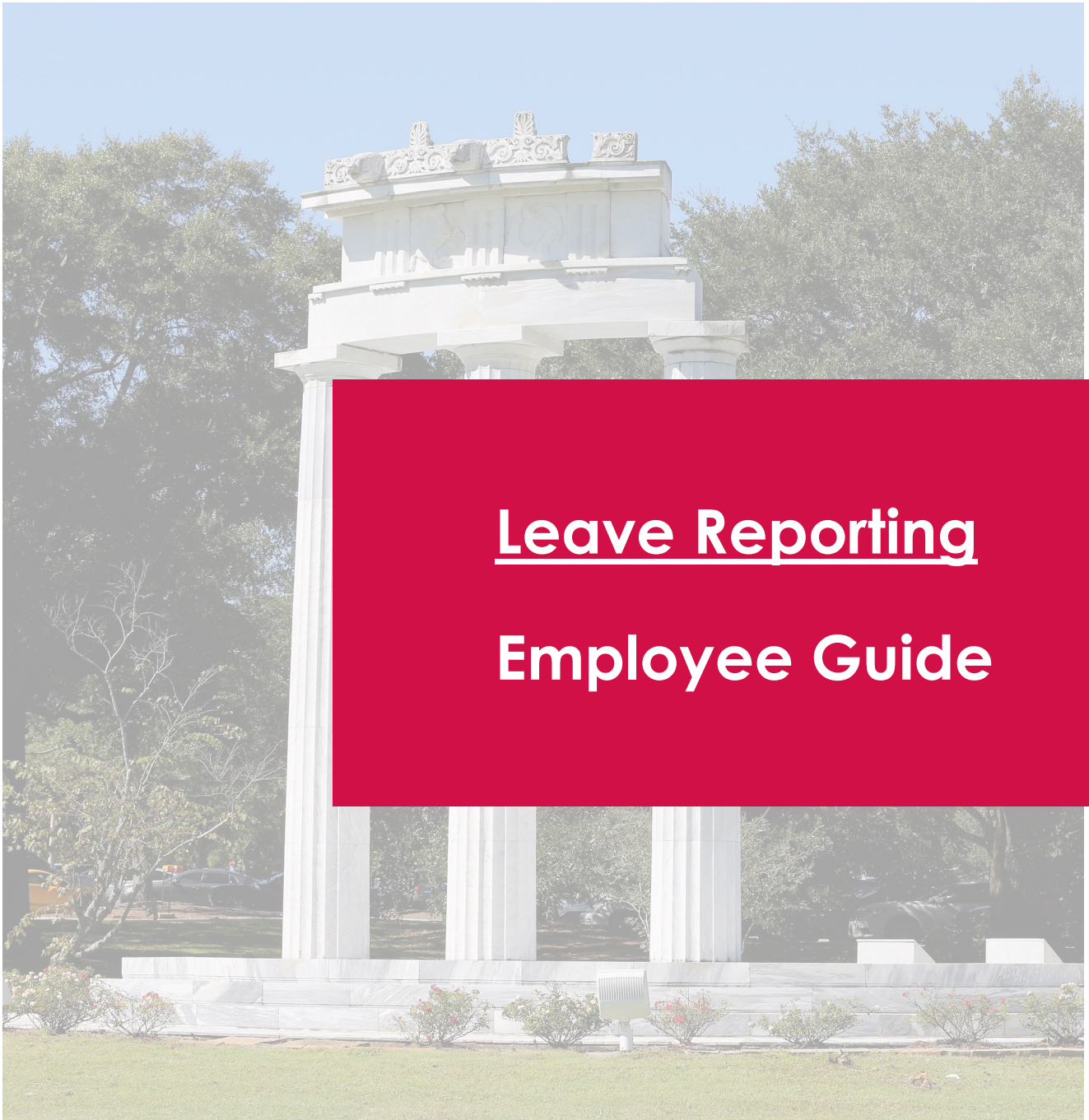




UNIVERSITY OF  
SOUTH ALABAMA



Leave Reporting  
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 Leave Report

Under “My Activities” on the right-side of the Employee Dashboard, select **Enter Leave Report**.

ellucian SouthPaw

[Employee Dashboard](#)

### Employee Dashboard

SouthPaw [My Profile](#)

Leave Balances as of 02/24/2023

Vacation in hours 331.95 Sick in hours 375.27

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 07/01/2022 All Pay Stubs Direct Deposit Information Deductions History

Benefits Taxes Job Summary Employee Summary

My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Effort Certification](#)

[Labor Redistribution](#)

## Pay Period

On the Leave Report screen, you will see the current pay period.

You are able to "Start" a new leave report or return to one already "In Progress."

**New Leave Report**

Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
02/01/2023 - 02/28/2023			Not Started

Start Leave Report

**In Progress Leave Report**

Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
02/01/2023 - 02/28/2023			In Progress

## Past Leave Reports

To review any past leave, navigate back to the Leave Report screen and select Prior Periods.

**Leave Deadline\***  
**5:00 PM of the 15th day on the following month**  
\*Date & Time subject to change, refer to Payroll Calendar

Leave Report

Approvals Timesheet

Pay Period

Pay Period	Hours/Units	Submitted On	Status
02/01/2023 - 02/28/2023	40.00 Hours	03/01/2023	Pending

Prior Periods

# Submitting Leave

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.

02/01/2023 - 02/28/2023 | 8.00 Hours | In Progress | Submit By 03/15/2023, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4

+ Add Earn Code

Earn Code: Vacation (selected)  
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.

02/01/2023 - 02/28/2023 | 8.00 Hours | In Progress | Submit By 03/15/2023, 05:00 PM

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

02/01/2023 - 02/28/2023 | 24.00 Hours | In Progress | Submit By 03/15/2023, 05:00 PM

Copy Leave Report Entry

Vacation : 8.00 Hours (02/16/2023, THURSDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 02/01/2023 - 02/28/2023

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31 8.00 Hours	1	2	3	4
5	6	7	8	9	10 8.00 Hours	11
12	13	14	15	16 8.00 Hours	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Cancel Save

You can copy to the end of the period by checking the box and click Save

## Verify and Submit

Ensure any Leave entered is correct, add comments if necessary, and click **Submit**.

[Employee Dashboard](#) • [Leave Report](#) • [Preview](#)

### Leave Report Detail Summary

Employee: [Name] | Department: [Department] | Job Title: [Job Title]

Pay Period: 02/01/2023 - 02/28/2023 | 40.00 Hours | In Progress | Submit By 03/15/2023, 05:00 PM

#### Time Entry Detail

Date	Earn Code	Shift	Total
02/07/2023	VAC, Vacation	1	8.00 Hours
02/10/2023	VAC, Vacation	1	8.00 Hours
02/16/2023	VAC, Vacation	1	8.00 Hours
02/17/2023	VAC, Vacation	1	8.00 Hours
02/20/2023	VAC, Vacation	1	8.00 Hours

**Verify your entered time is accurate before submitting**

#### Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation	1		16.00	16.00	8.00		40.00 Hours
<b>Total Hours</b>			16.00	16.00	8.00		

#### Routing and Status

Name	Action	Date & Time
SouthPaw	Originated	02/24/2023, 03:29 PM
Pawla, Miss	In the Queue	
Bonner, Jo	In the Queue	

**Comments are required when using Earn Code "Other"**

Comment (Optional):

Add Comment

**Don't forget to add comments.**

2000 characters remaining

Return

Submit

## Successfully Submitted

✔ Leave Report successfully submitted.

You will receive a "Leave Report successfully submitted" notification in the top right of the screen.

Contact Payroll at 460 6471, or [payroll@southalabama.edu](mailto: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.