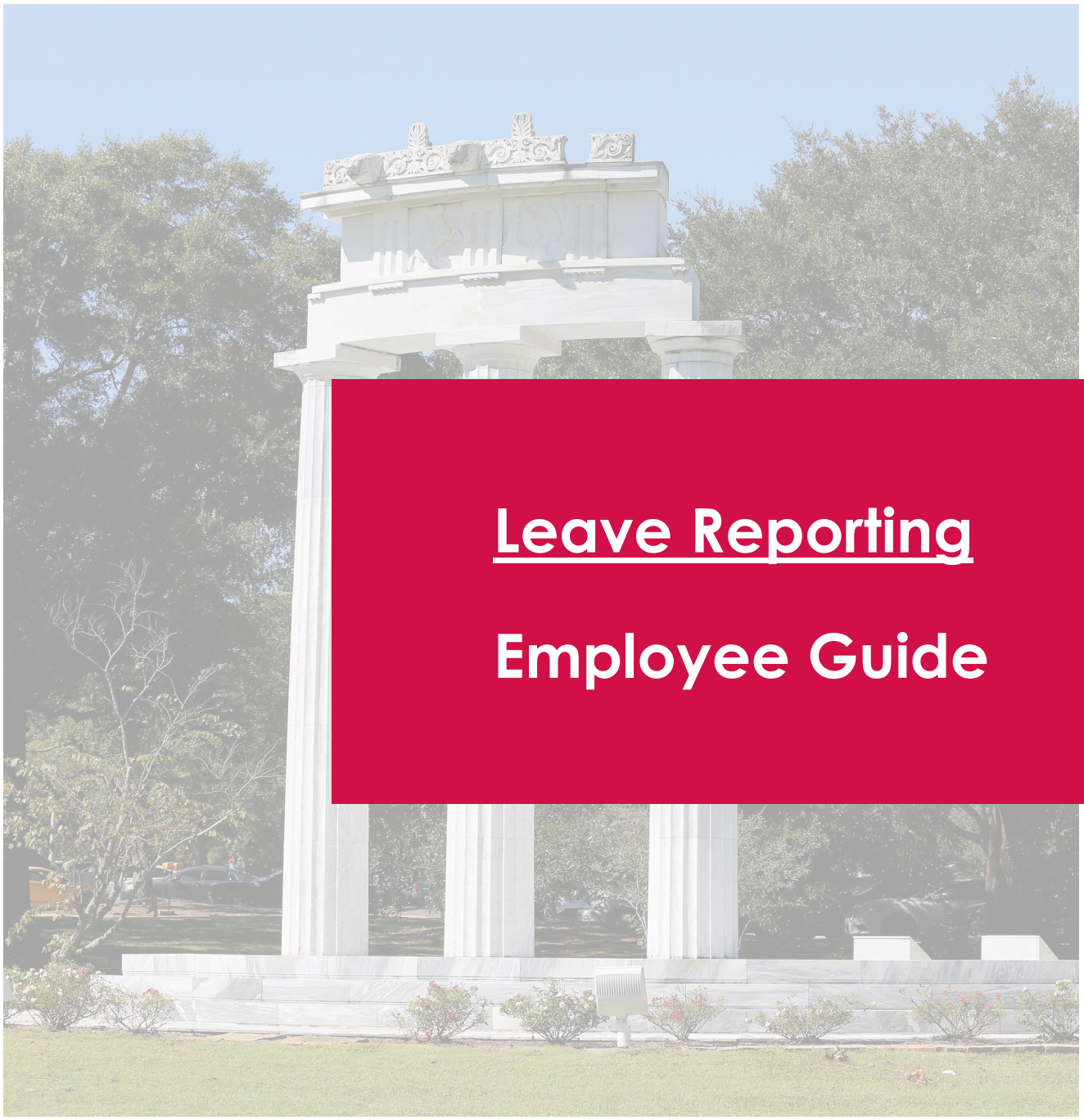
UNIVERSITY OF
SOUTH ALABAMA



Leave Reporting

Employee Guide

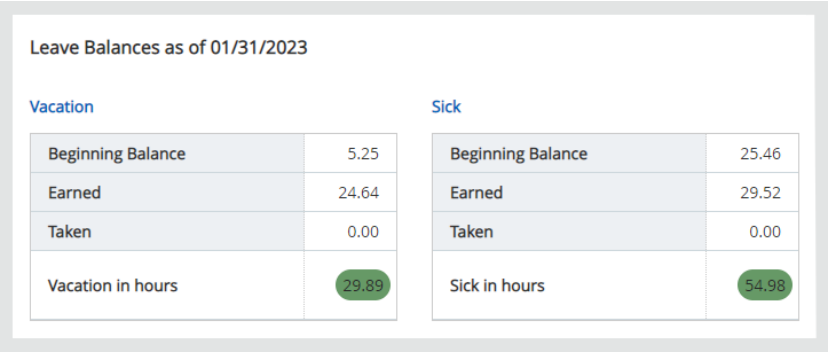
All monthly leave reports Should be Submitted in PAWS by the Payroll Deadline*

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.

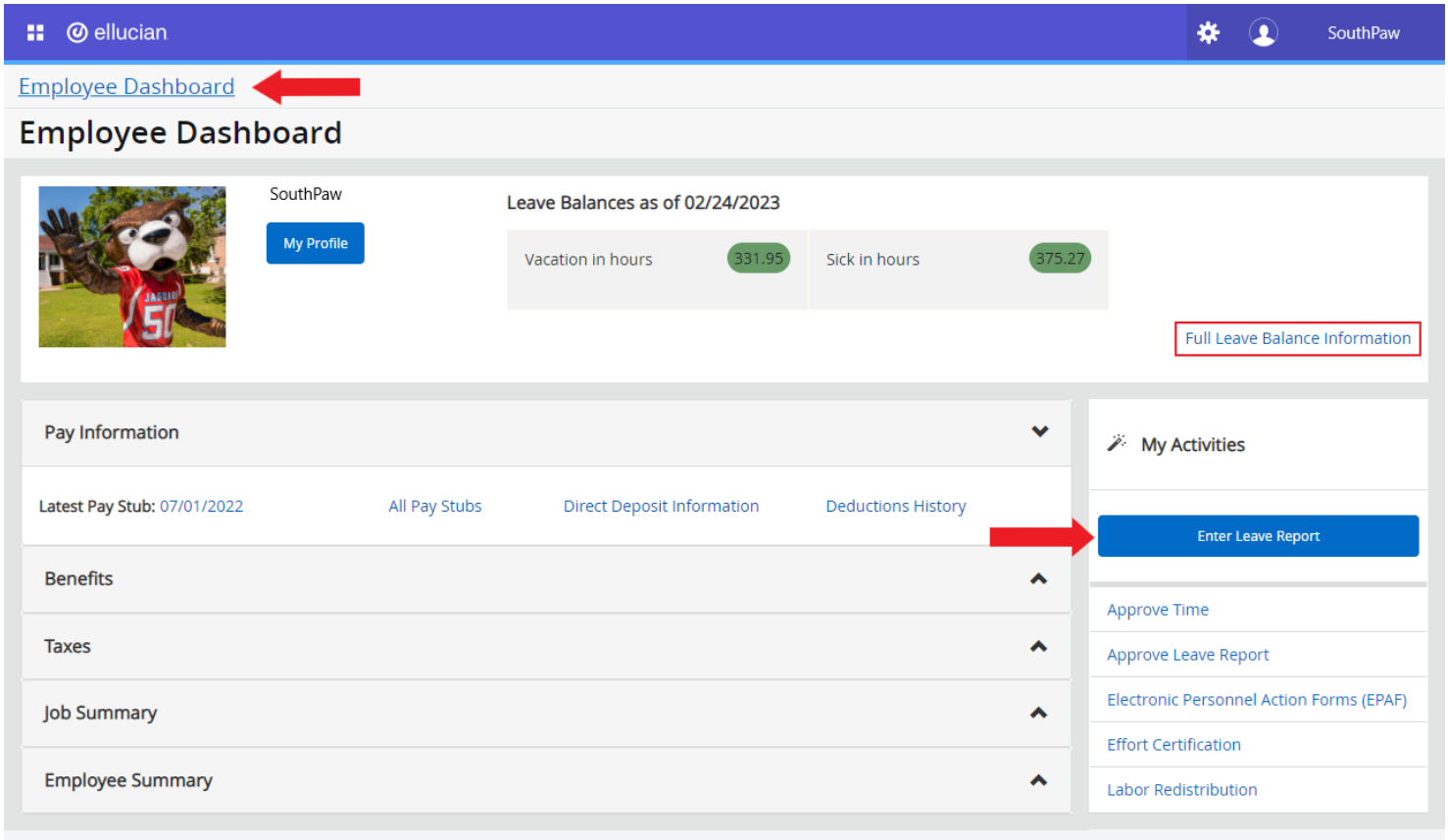
Leave Balance

Select **Full Leave Balance Information** on the Employee Dashboard to display a detailed breakdown of your leave.



Enter Leave Report

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

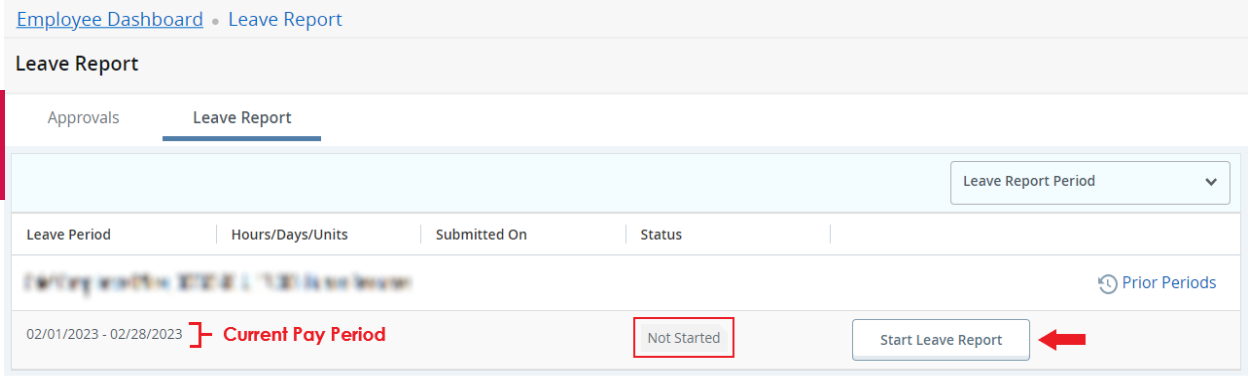


Pay Period

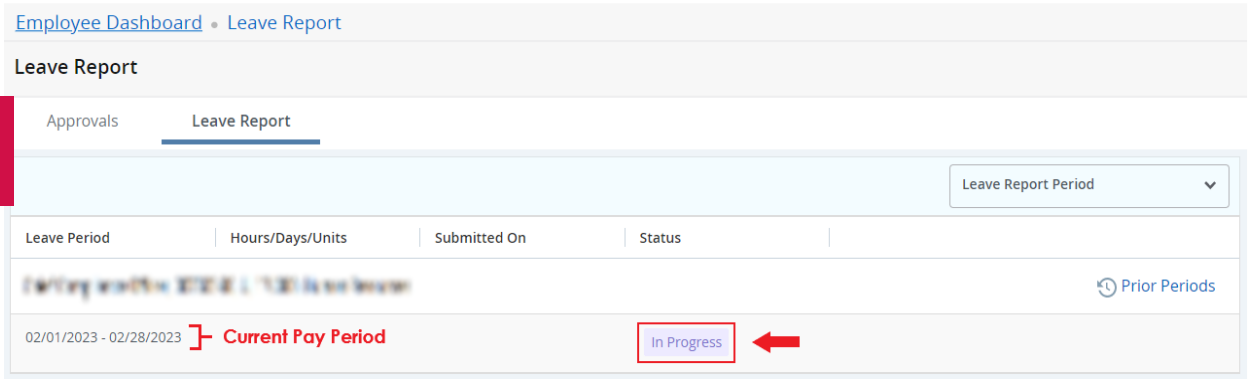
On the Leave Report screen, you will see the current pay period.

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

New Leave Report



In Progress Leave Report



Past Leave Reports

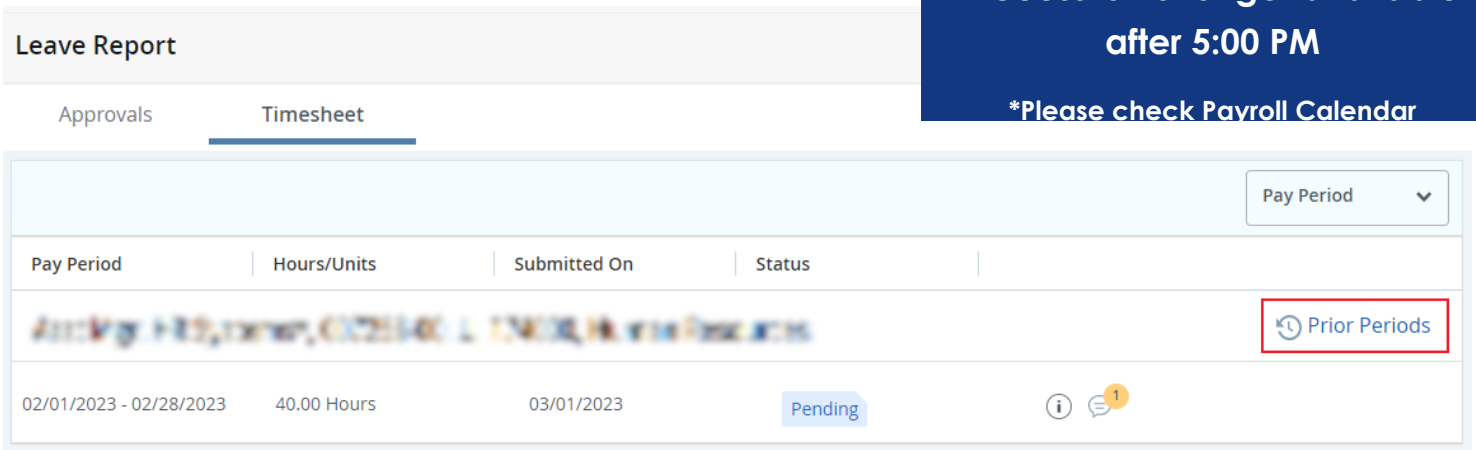
To review any past leave, navigate back to the Leave Report screen and select Prior Periods.

Leave Deadline

5:00 PM of the 5th day on the following month*

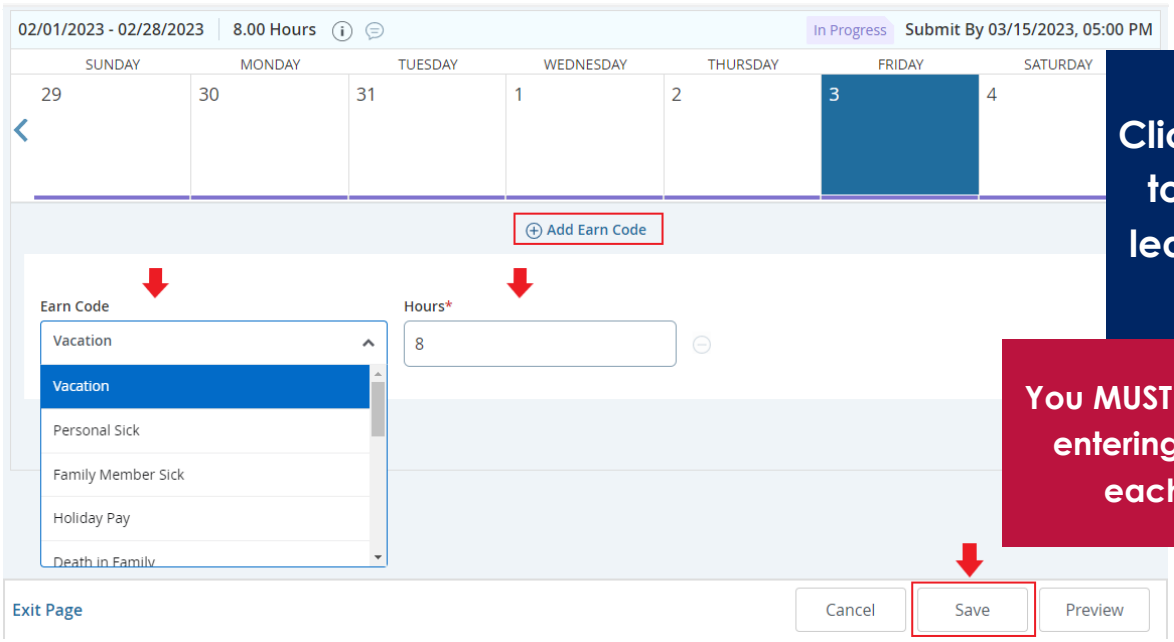
Access is no longer available after 5:00 PM

***Please check Payroll Calendar**



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.

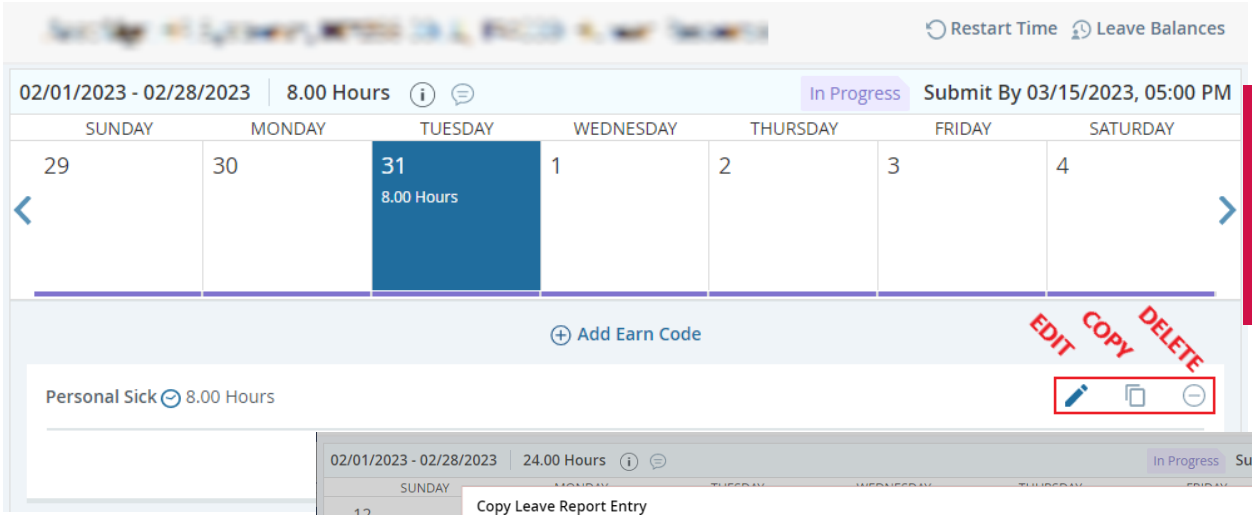


Click "Add Earn Code" to submit additional leave for the selected day

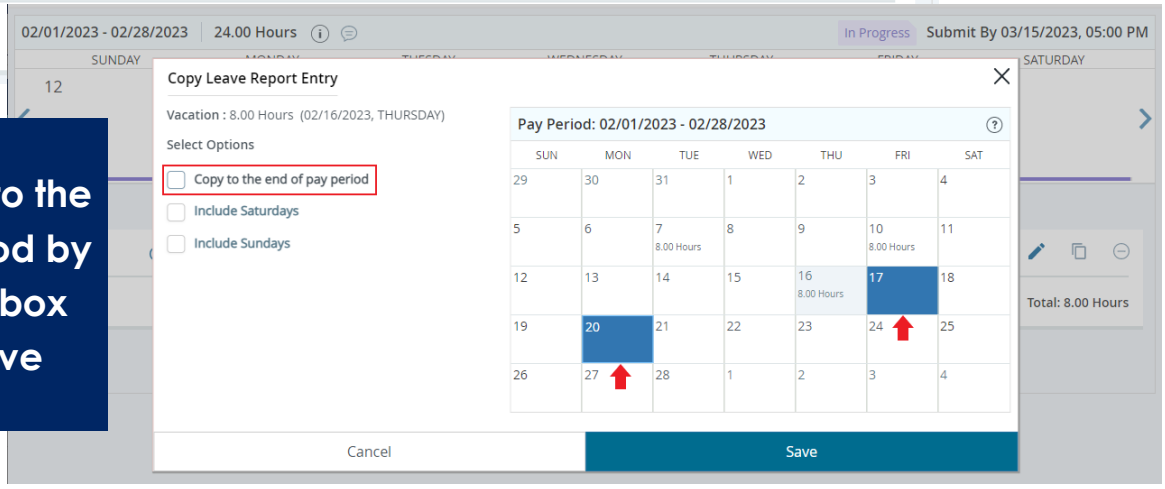
You MUST save after entering time for each day

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.



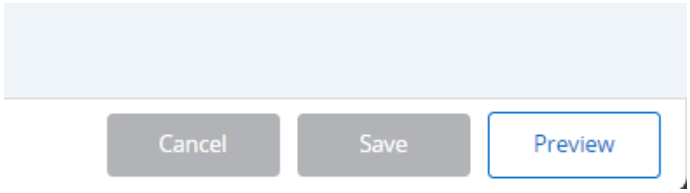
Don't forget to Save any changes



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

When there are no leave hours to report

If you have no leave hours to report for the month, you will need to select "Preview" at the very bottom right of the leave report.



This will take you to the next screen that will have the "Submit" option
You will receive a message that no leave hours have been taken- this message is simply a notification and not an error.

Error messages

There may times an error message appears when trying to submit regarding "Vacant Approver Position" - This usually indicates that there is a missing approver in the approval queue. Please contact your Human Resource location for assistance with approvers.

Changes to Approvers

If you are needing to makes changes on an approver for a leave report, please contact your Human Resource location for assistance. All changes to approvers on monthly leave reports are handled by Human Resources.

Deadlines

As of 1/1/2025- Subject to change- please consult Payroll Calendar

Leave reports are opening for access on the 11th of each month for the previous month for submission by the 5th of the next month at 5:00 PM.

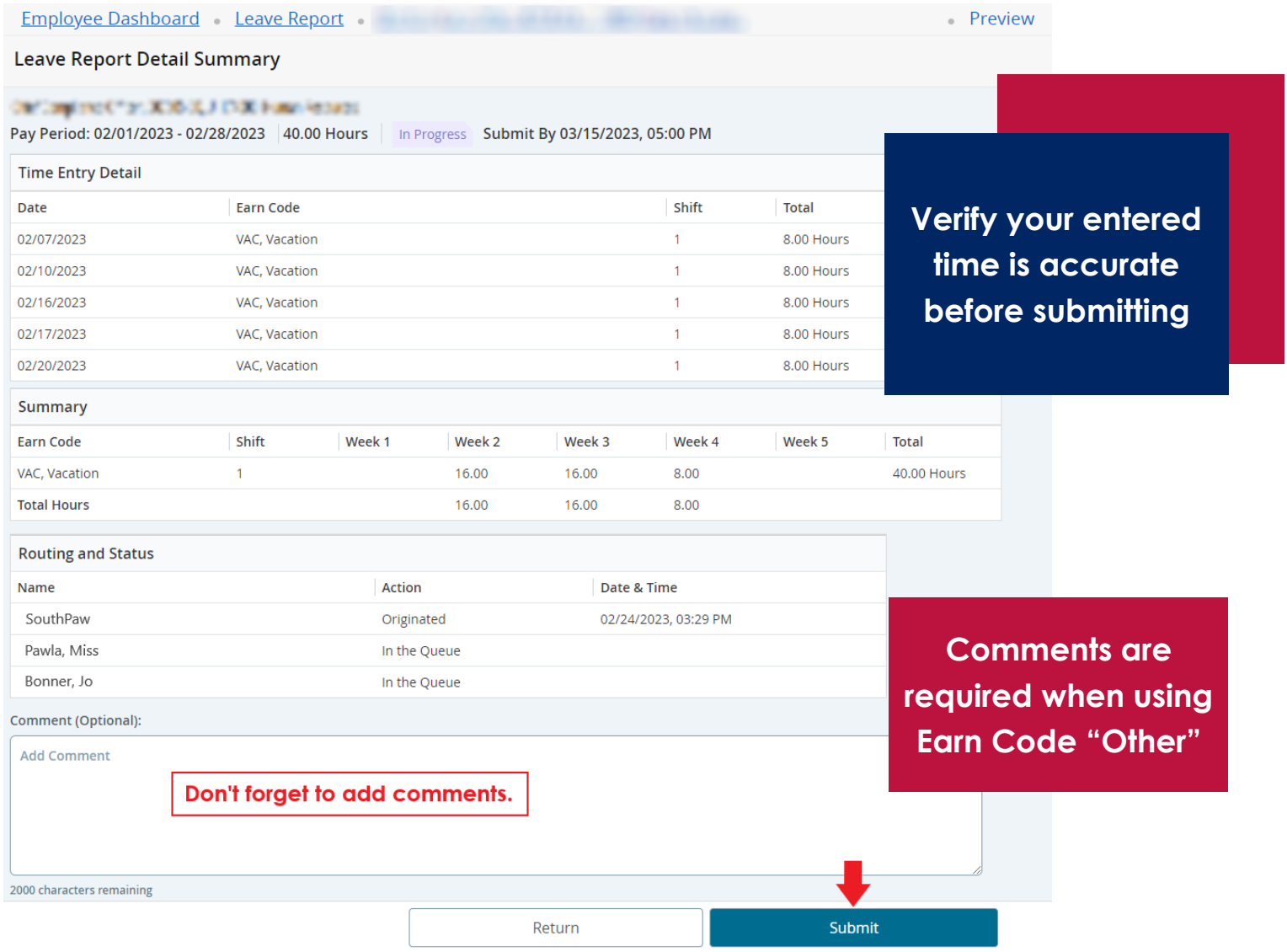
Ex. January 1- January 31, 2025- the leave report will open on January 11, 2025 for submission ***no later than*** *February 5, 2025 at 5:00 PM.*

Access is no longer available in PAWS after 5:00 PM on deadline days.

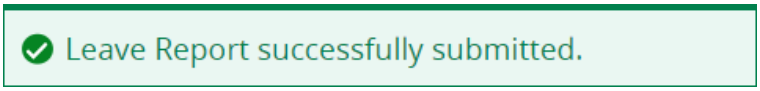
Failure to complete leave reports in a timely manner may result in delayed payroll processing (paper check) and may be considered a performance issue.

Verify and Submit

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



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 should you need assistance.

When e mailing, be sure to include your J number and name in the text of the e mail.