WEB TIME ENTRY INSTRUCTIONS

Approving Time Sheets as a Proxy

1. Log in to PAWS.
2. Select the Employee tab or Employee Information from the Main menu.
4. Select the Approve or Acknowledge Time radio button on the Time Reporting Selection page.
5. In the Act as Proxy dropdown field list, select the name of the time sheet org approver for whom you are acting as proxy.
6. Click the Select button.
7. In the Time Sheet section of the Approver Selection page
   a. Select the My Choice radio button next to the Department and Description (time sheet org) that you want to approve.
   b. Select the pay period that you want to approve from the Pay Period drop down field list.
8. In the Sort Order section of the Approver Selection Page, select a radio button for sorting the list of employees’ time sheets for viewing.
9. Click the Select button.
10. On the Department Summary page
    a. Option 1: Click the Approve or FYI checkbox next to the employee’s time sheet that you want to approve. Click the Leave Balance link on the right to view the employee’s leave balances. To view the details of an employee’s hours by day, click on the employee’s name.
       Note: Salaried and contract employees’ hours consists only of their exception hours e.g. sick pay and vacation hours. If no exception hours are reported, their hours will be 0.
    b. Option 2: If an employee’s time sheet hours are incorrect, click the Return for Correction checkbox. This will return the time sheet to the employee for correction and re-submission and approval.
11. After checking an option, click Save to approve the time sheet.