<u>EXEMPT (SALARIED) EMPLOYEES PAID BI-WEEKLY</u>

Bi-weekly paid exempt employees are required to submit a timesheet through Web Time Entry each pay period, listing any exceptions to regular time to include, for example, PTO, vacation, sick, or Family Medical Leave.

<u>LEAVE REPORTING FOR MONTHLY PAID EMPLOYEES:</u> Monthly paid employees are required to submit their leave report through PAWS each month, whether or not leave was taken.

<u>PAYROLL TIMEKEEPING DEADLINES</u>: The Payroll deadlines for submission and approval of time or leave are published on the Payroll website at:

www.southalabama.edu/departments/financialaffairs/payroll/resources/2019biweeklypayroll/calendar

If time or leave are not submitted <u>and</u> approved by the designated deadline, a hard copy of the timesheet or leave report, approved by the supervisor, must be submitted to Payroll. Payroll deadlines are subject to change due to holidays or inclement weather. Employees will be notified by email of any changes.

<u>APPROVING TIME OR LEAVE:</u> It is the responsibility of the timekeeping or leave report approver to verify the accuracy of the timesheet or leave report submitted by the employee prior to approving. If employees proxy for their approver, <u>employees are not permitted to approve their own time or leave</u>.   Proxies may only approve time or leave for those in a lower level