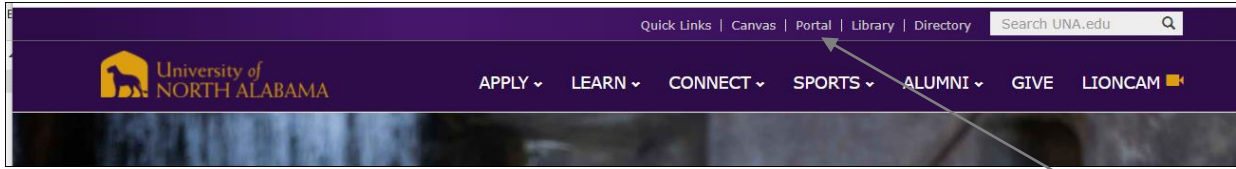


Step 1



Log into Portal

Step 2

A screenshot of the login page for the University of North Alabama Production Systems Access. The page features the UNA logo on the left and the text "University of North Alabama Production Systems Access" on the right. Below this, it says "Please enter your UNA username and password". There are two input fields: the first contains the email address "leolion@una.edu" and the second contains a masked password ".....". A blue "Sign in" button is located below the password field. At the bottom, there is a disclaimer: "By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed [here](#). Unauthorized users should disconnect immediately." An arrow points from the "Log into Portal" box to the "Sign in" button.

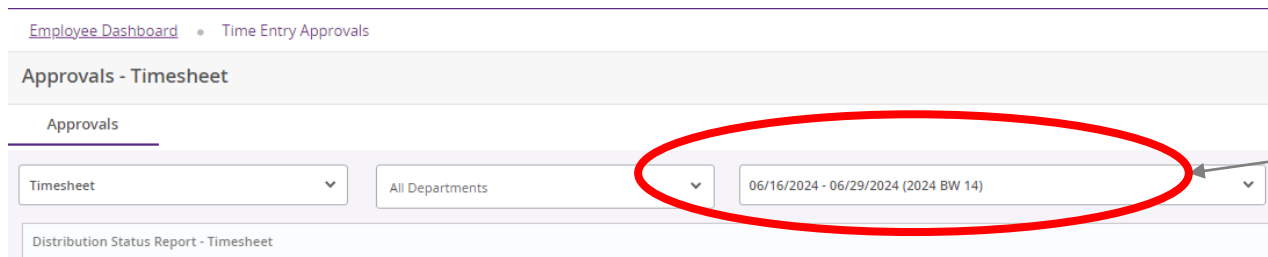
Time Approval and Submission

Step 3



On the Time Approval and Submission card, select “Timesheet Approval”.

Step 4



From the dropdown menu, be sure to select the time period you intend to approve.

Step 5

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Leo Lion		Office of the Lion Habitat	80.00 Hours
The Greatest Mascot in all the World, EX4277			

Click on each person’s name to view and approve their timesheet.

Step 6

Timesheet Detail Summary

Leo Lion - The Greatest Mascot in all the World, EX4277

Pay Period: 06/16/2024 - 06/29/2024 | 80.00 Hours | Pending | Submitted On 06/20/2024, 09:55 AM

Time Entry Detail

Date	Earn Code	Shift	Total
06/17/2024	BW, Biweekly Pay	1	9.00 Hours
06/18/2024	BW, Biweekly Pay	1	9.00 Hours
06/19/2024	HOL, Holiday (PT Temp not eligible)	1	8.00 Hours
06/20/2024	BW, Biweekly Pay	1	9.00 Hours
06/21/2024	BW, Biweekly Pay	1	5.00 Hours
06/24/2024	ANL, Annual Leave	1	8.00 Hours
06/25/2024	ANL, Annual Leave	1	8.00 Hours
06/26/2024	ANL, Annual Leave	1	8.00 Hours
06/27/2024	ANL, Annual Leave	1	8.00 Hours
06/28/2024	ANL, Annual Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
BW, Biweekly Pay	1	32.00		32.00 Hours
HOL, Holiday (PT Temp not eligible)	1	8.00		8.00 Hours
ANL, Annual Leave	1		40.00	40.00 Hours
Total Hours		40.00	40.00	

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Return Details Return for correction **Approve**

Review the time report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select “return for correction”.

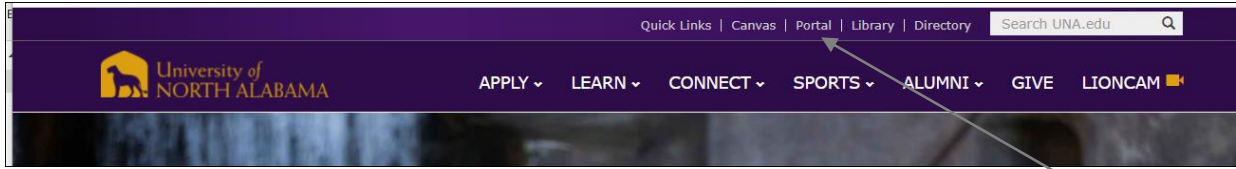
If no corrections are needed, click “Approve”.

Step 7

✔ Timesheet successfully approved.

Look for this message in the top right corner of the screen.

Step 1



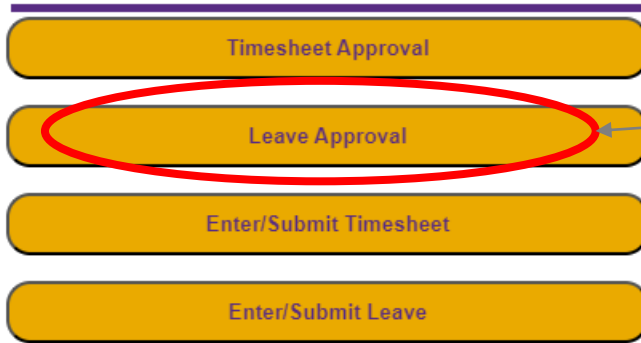
Log into Portal

Step 2

A screenshot of the login page for the University of North Alabama Production Systems Access. The page features the UNA logo on the left and the text "University of North Alabama Production Systems Access" on the right. Below this, there is a prompt: "Please enter your UNA username and password". There are two input fields: the first contains the email address "leolion@una.edu" and the second contains a masked password ".....". A blue "Sign in" button is positioned below the fields. At the bottom, there is a disclaimer: "By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed [here](#). Unauthorized users should disconnect immediately." Two arrows originate from the "Log into Portal" box: one points to the "Portal" link in the navigation bar of Step 1, and the other points to the "Sign in" button in Step 2.

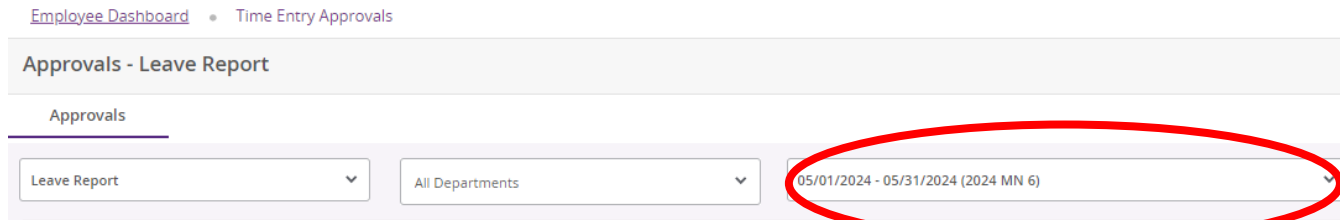
Time Approval and Submission

Step 3



On the Time Approval and Submission card, select “Leave Approval”.

Step 4



From the dropdown menu, be sure to select the time period you intend to approve.

Step 5

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Leo Lion The Greatest Mascot in all the World, EX4277		Office of the Lion Habitat	80.00 Hours

Click on each person’s name to view and approve their timesheet.

Step 6

Leave Report Detail Summary

Leo Lion - The Greatest Mascot in all the World, EX4277

Pay Period: 06/01/2024 - 06/30/2024 | 2.00 Hours | In Progress | Submit By 07/15/2024, 11:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
06/07/2024	ANL, Annual Leave	1	2.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
ANL, Annual Leave	1	2.00					2.00 Hours
Total Hours		2.00					

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Return Details Return for Correction **Approve**

Review the leave report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select “return for correction”.

If no corrections are needed, click “Approve”.

Step 7

✔ Timesheet successfully approved.

Look for this message in the top right corner of the screen.