Q: Who can use the retro line item on the PAWS timesheet?
A: The retro line item on the PAWS time sheet is for hourly employees only.

Q: What if there is an issue with a salaried employee or GSA not being able to see a timesheet?
A: For all questions regarding salaried individual’s retro hour issues, please contact Human Resources.

Q: When does retro hours and proxy time entry go live?
A: BW09, 2017 Hours are due to payroll at noon, Monday, April 24

Q: What are ‘retro hours’?
A: Retro hours are hours an employee has worked in a previous BW and was not paid due to not submitting time in PAWS

Q: What is the best web browser to use to access PAWS?
A: Internet Explorer

Q: Does proxy time entry give me additional approval rights?
A: No. Proxy time entry gives you the ability to enter time for employees that you approve. This does not give you access to any other employees time sheets to enter time or approve.

Q: If I enter time on behalf of an employee as a proxy, do I still have to approve the timesheet in PAWS?
A: Yes, you will approve the timesheet as normal.

Q: Can a proxy approver access timesheets to change?
A: No, only primary approver has proxy time entry rights.