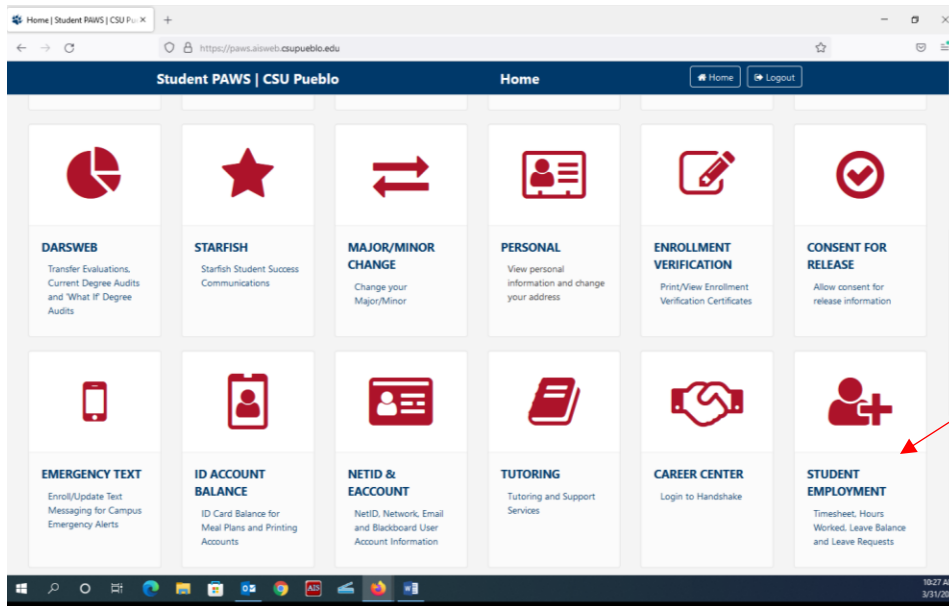
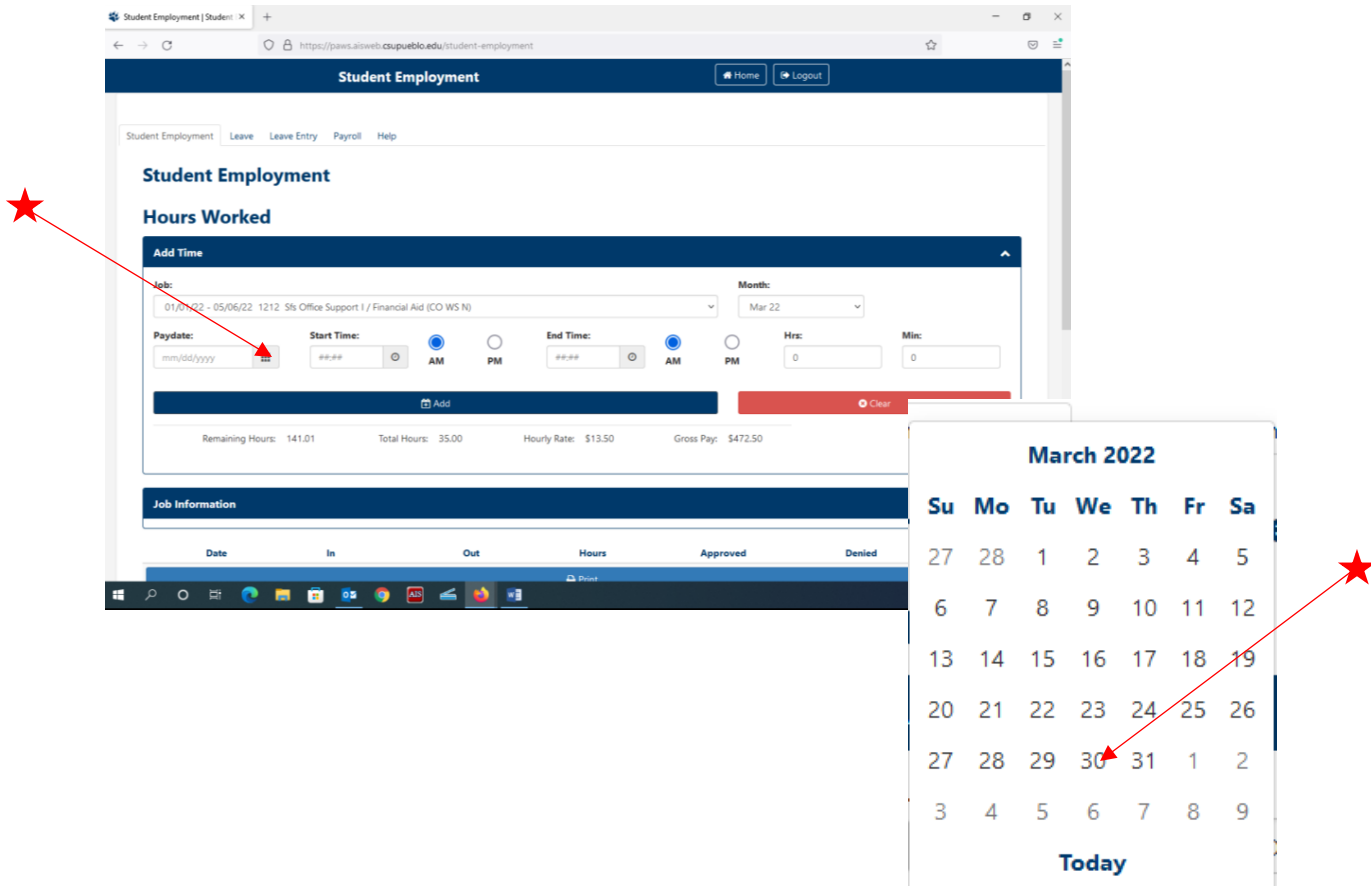


How to Enter Work Study Hours

Step 1: Log in to your PAWS account and select the Student Employment tab.



Step 2: Once in the Student Employment tab, click on "Paydate" icon to select day worked.



Step 3: Next, you will enter the start and end times worked for the day that was selected. Be mindful of the “AM” and “PM” selections.

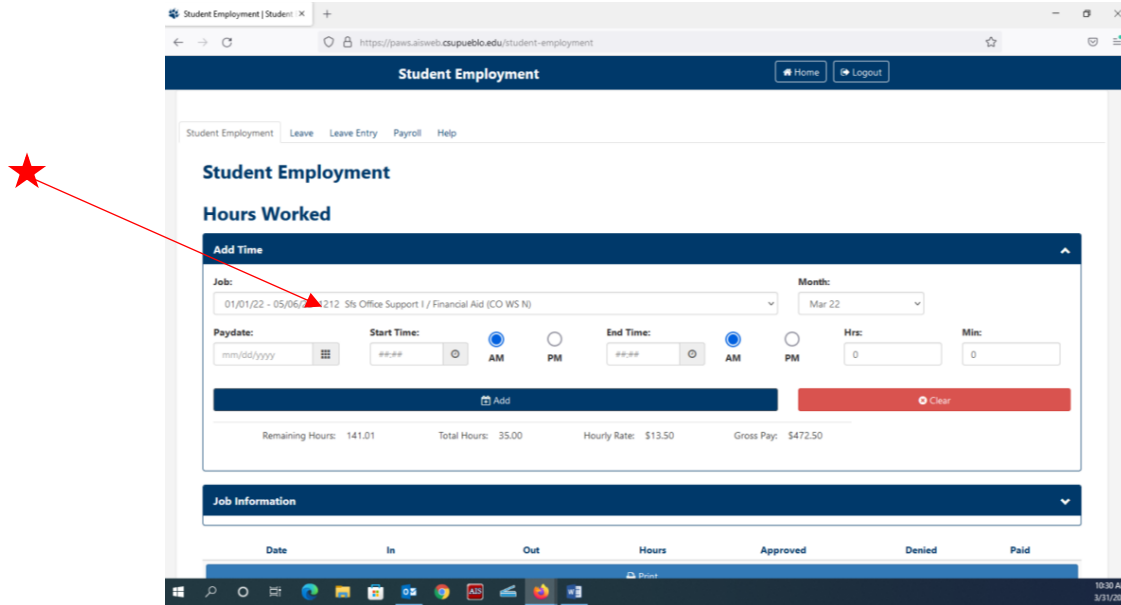
The screenshot shows the 'Student Employment Hours Worked' form. A red star is positioned to the left of the 'Start Time' field, with a red arrow pointing to it. The form includes a 'Job' dropdown menu, a 'Month' dropdown menu, a 'Paydate' field, and 'Start Time' and 'End Time' fields with AM/PM radio buttons. Below these fields are 'Add' and 'Clear' buttons. At the bottom, there is a summary section with 'Remaining Hours: 141.01', 'Total Hours: 35.00', 'Hourly Rate: \$13.50', and 'Gross Pay: \$472.50'. A 'Job Information' section is also visible below the summary.

Step 4: Finally you will click the “Add” button to add that work day to the log below.

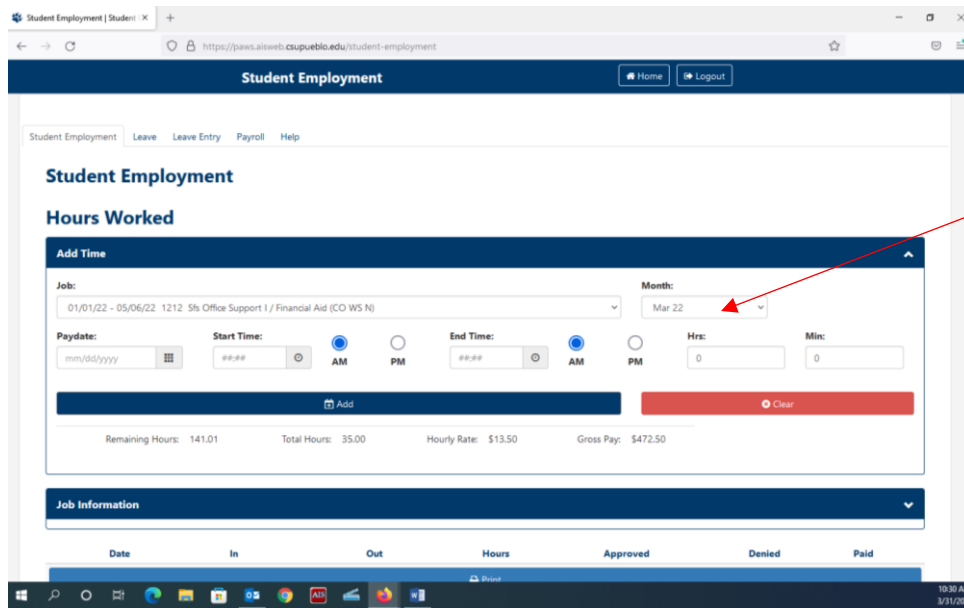
This screenshot is identical to the previous one, but the red star is now pointing to the 'Add' button. The 'Add' button is a dark blue button with a white plus icon and the text 'Add'. The 'Clear' button is a red button with a white minus icon and the text 'Clear'. The summary section and 'Job Information' section remain the same.

Repeat as necessary for all days worked!

Additional Information: If you have multiple jobs that you need to enter hours for, you can click on the “Job” dropdown and select job that is needed.



If you would like to look at previously entered hours you can click on the “Month” dropdown and see all previous months.



If you would like to look at your previous paystubs you can click the "Payroll" tab at the top of the page. You will find check no., date it was issued, as well as the amount.

