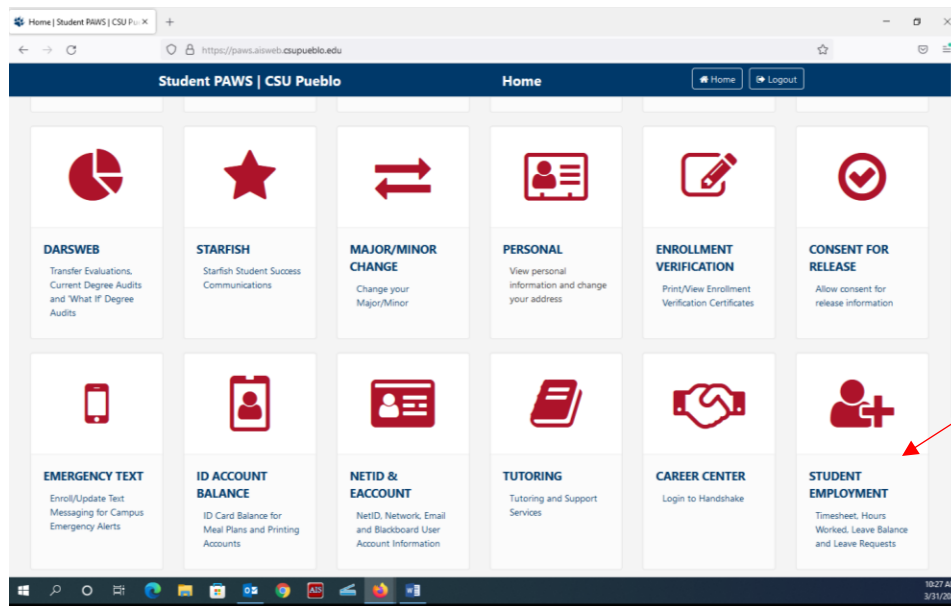
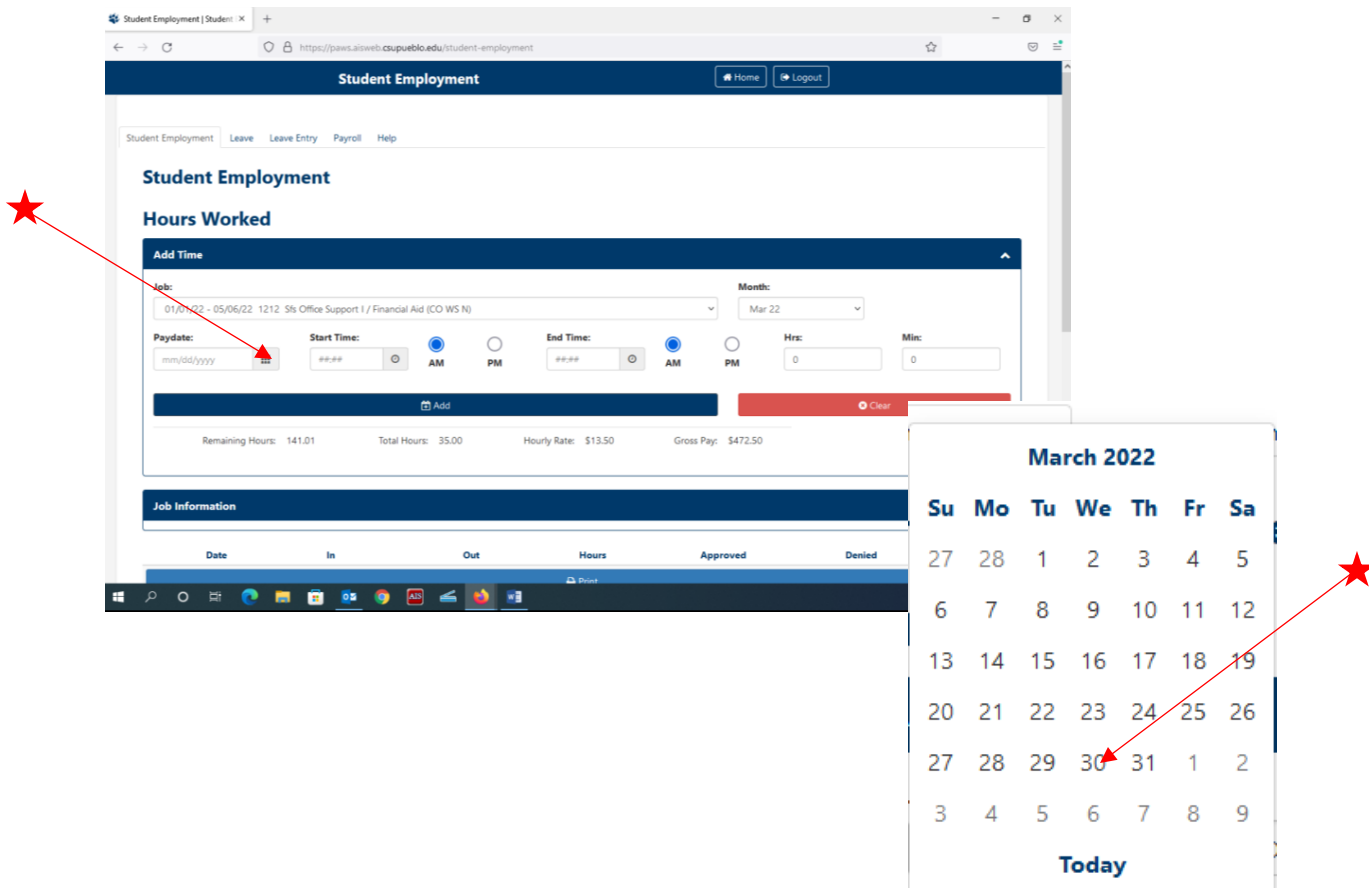


How to Enter Work Study Hours

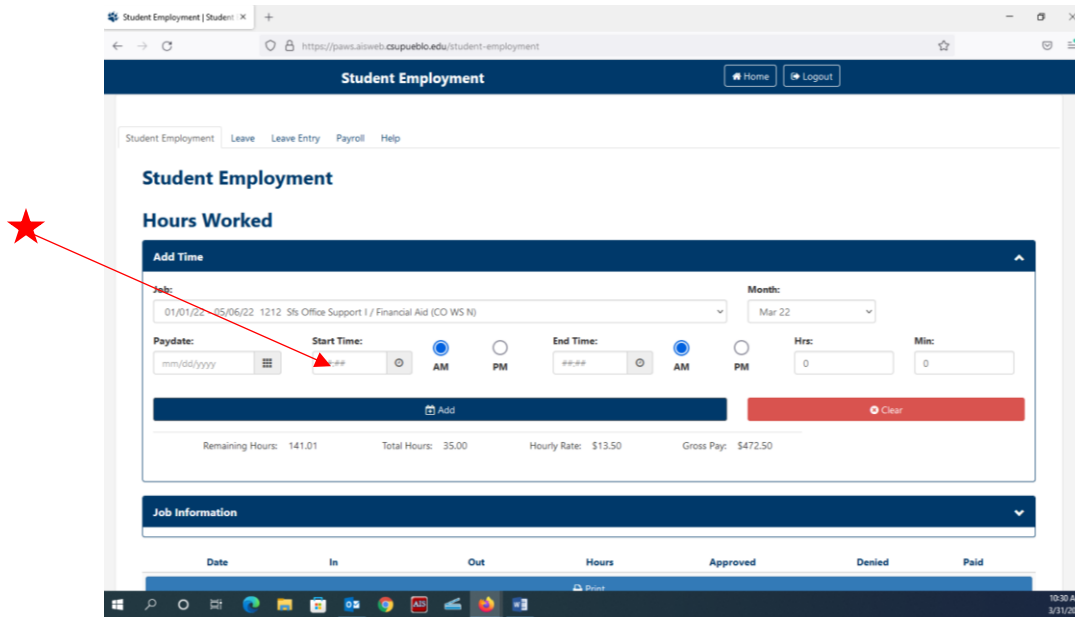
Step 1: Log in to your PAWS account and select the Student Employment tab.



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

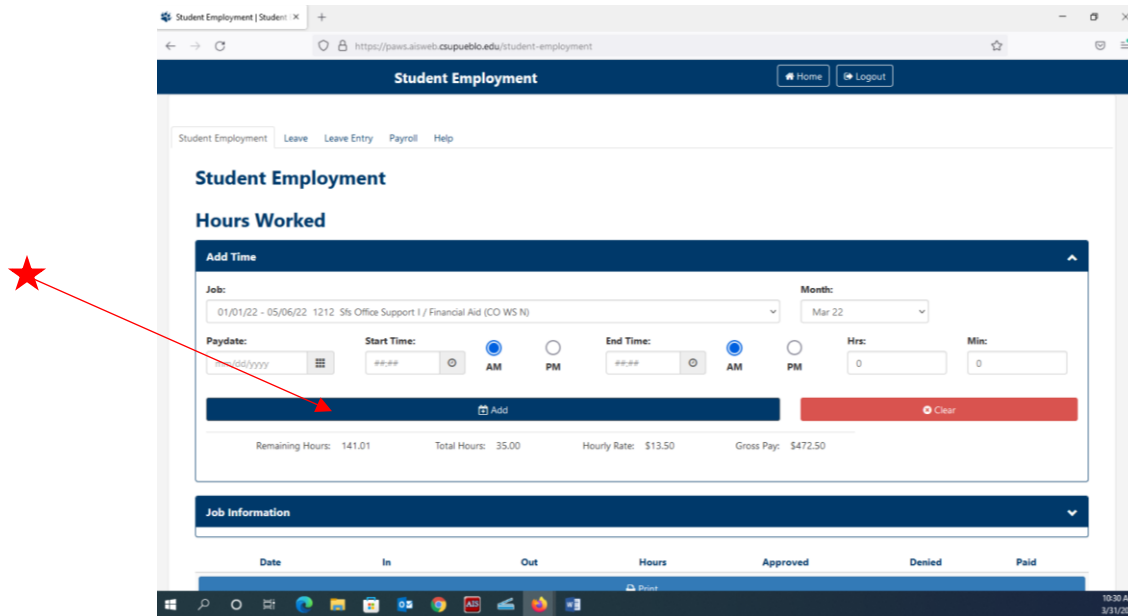


Step 3: Next, you will enter the start and end times worked for the day that was selected. Be mindful of the “AM” and “PM” selections.



The screenshot shows the 'Student Employment' web application. The 'Hours Worked' section is active, displaying the 'Add Time' 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, summary statistics are shown: Remaining Hours: 141.01, Total Hours: 35.00, Hourly Rate: \$13.50, and Gross Pay: \$472.50. The 'Job Information' section is expanded, showing a table with columns: Date, In, Out, Hours, Approved, Denied, and Paid.

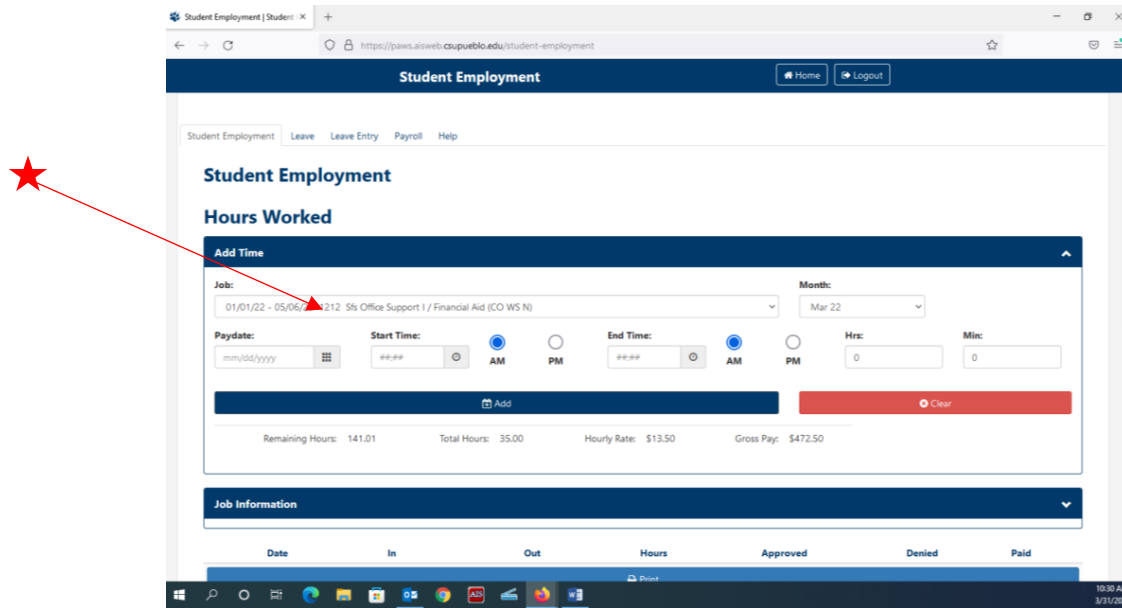
Step 4: Finally you will click the “Add” button to add that work day to the log below.



This screenshot is identical to the previous one, showing the 'Student Employment' web application. A red star is now positioned to the left of the 'Add' button, with a red arrow pointing to it. The 'Add Time' form and summary statistics remain the same.

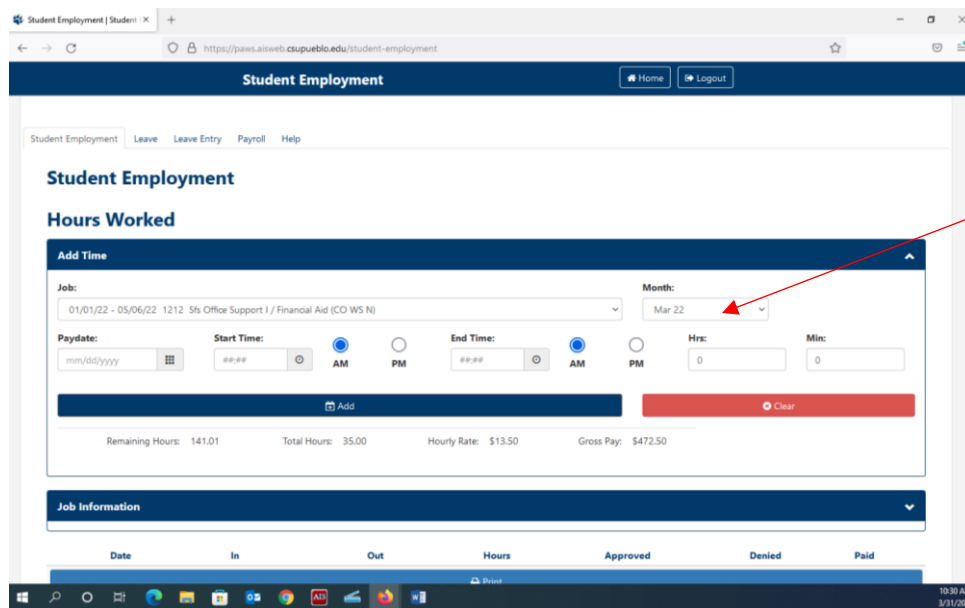
Repeat as necessary for all days worked!

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.



The screenshot shows the 'Student Employment' web application. The 'Hours Worked' section is active, displaying the 'Add Time' form. A red star is positioned to the left of the 'Job' dropdown menu, with a red arrow pointing to it. The 'Job' dropdown is currently set to '01/01/22 - 05/06/22 1212 Sls Office Support I / Financial Aid (CO WS N)'. The 'Month' dropdown is set to 'Mar 22'. The 'Paydate' field is empty, and the 'Start Time' and 'End Time' fields are set to '00:00' AM. The 'Hrs' and 'Min' fields are set to '0'. The 'Add' button is highlighted in blue, and the 'Clear' button is highlighted in red. Below the form, the 'Job Information' section is expanded, showing a table with columns: Date, In, Out, Hours, Approved, Denied, and Paid. The table is currently empty. The bottom status bar shows the date '3/11/2022' and the time '10:38 AM'.

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



The screenshot shows the 'Student Employment' web application. The 'Hours Worked' section is active, displaying the 'Add Time' form. A red star is positioned to the right of the 'Month' dropdown menu, with a red arrow pointing to it. The 'Job' dropdown is set to '01/01/22 - 05/06/22 1212 Sls Office Support I / Financial Aid (CO WS N)'. The 'Month' dropdown is set to 'Mar 22'. The 'Paydate' field is empty, and the 'Start Time' and 'End Time' fields are set to '00:00' AM. The 'Hrs' and 'Min' fields are set to '0'. The 'Add' button is highlighted in blue, and the 'Clear' button is highlighted in red. Below the form, the 'Job Information' section is expanded, showing a table with columns: Date, In, Out, Hours, Approved, Denied, and Paid. The table is currently empty. The bottom status bar shows the date '3/11/2022' and the time '10:38 AM'.

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.

The image shows two screenshots of the Student Employment portal. The top screenshot shows the 'Student Employment' page with the 'Payroll' tab selected. A red star and arrow point to the 'Payroll' tab in the navigation bar. The bottom screenshot shows the 'Payroll' page with a table of paystubs.

Student Employment

Student Employment | Leave | Leave Entry | **Payroll** | Help

Student Employment

Hours Worked

Add Time

Job: 01/01/22 - 05/06/22 1212 Sls Office Support I / Financial Aid (CO WS N) Month: Mar 22

Paydate: mm/dd/yyyy Start Time: AM PM End Time: AM PM Hrs: 0 Min: 0

Add Clear

Remaining Hours: 141.01 Total Hours: 35.00 Hourly Rate: \$13.50 Gross Pay: \$472.50

Job Information

Date	In	Out	Hours	Approved	Denied	Paid
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Payroll

Payroll Year: 2022

Check No:	Date:	Amount:	
\$	03/15/22		Details
\$	02/08/22		Details
\$	02/15/22		Details
\$	01/14/22		Details

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