

Entering Hours for Work Study

1. Log into your PAWS and select the “Student Employment” tab.

The screenshot shows the PAWS Student Services menu. The 'STUDENT EMPLOYMENT' option is highlighted with a red circle. The menu includes various services such as BILLING/ACCOUNT ACTIVITY, CAREER CENTER, and SCHOLARSHIPS.

2. Select the small calendar icon and click on the date for which you are trying to log hours.

The screenshot shows the PAWS Time Sheet interface. A small calendar icon is highlighted with a red circle, and a calendar pop-up is visible, showing the date April 21, 2021, selected. The interface displays job details, contract period, and a table for logging hours.

3. Type in the hours you worked, be sure to mind the “am” and “pm” boxes. Once you have typed in the correct hours for that date, click the “add” button.

The screenshot shows the PAWS Time Sheet interface. The 'add' button is highlighted with a red circle. The interface displays job details, contract period, and a table for logging hours. The 'add' button is located next to the 'Total Hours' field.

- You should be able to see when your supervisor approves your hours and when you are paid for your hours by the boxes on the right side of the screen. You can also view each month using the dropdown menu at the top of the screen.

Home Time Sheet Help

Month: Feb 21

Selected Job: 02/11/21 - 05/07/21 1212 Sfs Office Support I / Financial Aid (FED WS) Award data as of 04/06/21

Position No: 1212 2020-2021 Award (Spq \$2,000.00)

FINANCIAL AID Paid as of (\$0.00 + \$0.00 other debts - 0) \$0.00

WORK STUDY SALARY/FEDERAL *Remaining: *Includes all hours entered thru Feb 21 \$2,000.00

Contract Period 02/11/21 to 05/07/21 Hourly Rate: \$12.32

Date: In Time: am pm Out Time: am pm Total Hours: 20.00

*Remaining Hours: 162.30 Hourly Rate: \$12.32

Gross Pay: \$246.40

Date	In	Out	Hours	Approved	Paid
Thursday 02/11/21	9:00 am	1:00 pm	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday 02/16/21	9:00 am	1:00 pm	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday 02/18/21	9:00 am	1:00 pm	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday 02/23/21	9:00 am	1:00 pm	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday 02/25/21	9:00 am	1:00 pm	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Verify information. If INCORRECT CONTACT STUDENT FINANCIAL SERVICES IMMEDIATELY.
 ALL hours must be APPROVED by 5:00PM the THIRD WORKING DAY of March 2021.
 If dollars PAID EXCEEDS the REMAINING dollars available, the DEPARTMENT ACCOUNT will be CHARGED.