How to Enter Work Study Hours

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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.

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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.

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

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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.

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

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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.

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