Entering Hours for Work Study

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

2. Select the small calendar icon and click on the date for which you are trying to log 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.
4. 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.