WEB TIME ENTRY INSTRUCTIONS

ENTERING TIME

1. Log in to PAWS.
2. Select the Employee tab or Employee Information from the Main menu.
   If you are not a web time entry approver, go to step 6.
4. Select the Access my Time Sheet radio button on the Time Reporting Selection page.
5. Click the Select button.
6. On the Time Sheet Selection page,
   a. Select the radio button under My Choice for the position on which you want to enter time. If you have more than one position, you will need to enter time separately for each position.
   b. Select the pay period for which you want to enter time from the Pay Period and Status drop down field list.
7. Click the Time Sheet button.
8. Under the date on which you want to enter time, click on the Enter Hours link for the Earning type of the hours.
9. Enter hours in the Hours field.
   Note: Hourly employees will enter hours worked. Salaried and contract employees will enter exception hours e.g. sick and vacation.
10. Click the Save button.
11. Repeat until all hours are entered.
   Note: You can clear your time sheet and start over by clicking on the Restart button.
12. Click the Submit for Approval button when done entering time.
13. Enter your TRACKS Username and Password on the Certification page.
14. Click the Submit button to submit the time sheet for approval. The time sheet status will change to Pending.
   Note: If you start a time sheet and exit before submitting it, the time sheet will have a status of In Progress and cannot be approved by the time sheet approver. Time sheets must be submitted for the approver to approve them.

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