



How to Enter Your Time?

Instructions for Web Time Entry on PAWS

- Log onto **ACCESS Florida Tech** using your Tracks ID and Password and select **PAWS**.
- Click on **Employee** or **Employee Information** (both direct you to the same page) Please keep in mind these options will not appear until hiring paperwork has been completed. This is why you will not be able to start working until you are notified by Career Management Services.
- Click on **Timesheet**.
- In the drop down box, select the appropriate Pay Period and hit the **Timesheet** button.
- For each day worked, select the **Enter Hours** field for that date.
- Type the total # of hours that you worked for that day and hit the **Save** button. The hours will default to the timesheet. Repeat this step for each day worked for the 1st week.
- Under the timesheet, select the **Next** button to see Week #2. Repeat Steps 5 and 6 for Week #2. If you need to go back to Week #1, hit the **Previous** button.
- When you are finished entering in hours for both weeks. Select the **Preview** button to verify that your total hours are correct and match the hours you worked for that pay period.
- If your timesheet is complete and accurate, select the **Submit for Approval** button. The submission will be sent to the Payroll Supervisor for the department in which you are employed who will verify your online timesheet and submit the hours to Payroll for payment.

Web Time Entry Reminders

- Each department approves hours a little differently. It is important to speak with your supervisor about the department's specific procedure on hour reporting.
- Introduce yourself to the payroll supervisor within the department you are employed.
- Keep diligent records of time worked.
- If applicable ensure updated paper time sheets are promptly submitted your supervisor.
- It is imperative that you submit your hours on time each week.
- Enter hours accurately and promptly each pay period.

For questions regarding Web Time Entry on PAWS, please speak with your current supervisor.