



## Office of Accounting Services Payroll Division

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### To Activate Your PAWS Account for Access to Direct Deposit Information

If you are currently not using your PAWS account, you will need to contact the Application Service Center at 578-0100 to get your logon ID and your password. You can then access your on-line deposit slip by following these directions:

- 1) Using your Internet browser software, such as Netscape or Internet Explorer, open the LSU home page at <http://www.lsu.edu>.
- 2) From the LSU home page, click on the **PAWS** link located on the navigational menu bar in the upper left-hand side of the page.
- 3) Once you reach the **PAWS** page (which can be accessed directly at <http://paws.lsu.edu>), click on the phrase **logon to PAWS** located at the upper left-hand side of the page.
- 4) You will then be prompted to enter your PAWS logon ID and your password.
- 5) Once you have successfully logged in and are presented with your **PAWS** desktop, select the option **Employee Resources**, then click **Payroll Deposit Slip**.
- 6) Click the **Current Deposit Slip** button and you will be presented with a page containing the same information as the paper deposit slip you have been receiving.
- 7) To print a copy of your deposit slip to keep for your records, choose File >Print Frame in Netscape or File >Print in Internet Explorer.

From your current month's payroll deposit information page, you can also choose to view an archive of up to 18 months of deposit slip information. Click the options **Prior Deposit Slip** and **Next Deposit Slip** to navigate to the information you would like to view.

### IMPORTANT

**After accessing your personal information, be sure to close the browser software at the end of your session to prevent others from viewing your deposit information or accessing your other PAWS applications (should you leave your desk while in your PAWS account, for example).**