



Office of Accounting Services Payroll Division

rev March 28, 2002

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).

LSU Alexandria
New Employee PAWS Account Application Form
via HRM Orientation Coordinator

Employee Information

Name _____ ID/SSN _____
Department _____ Phone Number _____

Do you have an LSUA.edu e-mail address? Yes No

If so, please indicate: _____

Account Information

The PAWS ID must be unique. Unless requested, your Username will be generated by the system and it will be composed of the first letter of your first name, a portion of your last name and a number.

For example: **Mike Tiger** would have the ID **mtiger1**.

If you would like to request an id **other than the system-generated id**, please indicate below in the "Requested Username" section. Depending on availability, your request may or may not be possible.

Requested Username

****CANNOT BE LONGER THAN 8 ALPHANUMERIC CHARACTERS (A-Z, 0-9)****

1ST Choice _____

2nd Choice _____

3rd Choice _____

Use of your account binds you to LSU's Computer Usage Policy:

"This is the Louisiana State University computer system, which may be accessed and used only by authorized persons. LSU reserves the right to review and/or monitor system transactions for compliance with its policies and/or applicable law. Upon reasonable cause, LSU may disclose such transactions to authorized persons for official purposes, including criminal and other investigations, and permit the monitoring of system transactions by law enforcement agencies. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms."

Employee Signature

Employee Signature _____

Date _____

HRM Orientation Coordinator

Once the account is set up, this person will be responsible for transferring the PAWS account information to the employee.

Name _____ Phone Number _____
E-mail Address _____ Fax Number _____