DIRECTIONS ON HOW TO LOG-IN WORK STUDY HOURS

1. Double click on Chrome or Firefox
2. Type in the following address (http://my.scranton.edu).
3. Enter Royal ID and Password
4. Click on Sign in.
5. Go to "Student Work Study" card.
6. Click on "Work Study Time Entry".
7. Click on Current Payroll.
8. Go to day that you worked.
9. Enter your Time.
10. Go to the first column, which is the Start Column.
11. Enter your start time. Time must be entered in 15-minute increments (12:00, 12:15, etc. for when you start. You must include AM and PM with this time.
12. Go to next column, which is the Finish Time Column.
13. Enter the time you finished, based upon the same considerations as the Start Time.
14. The remaining columns are the same set up and are used if you leave and return to work, i.e., lunch, class, etc.
15. Click "Save Hours".
16. You are done and can log off.