

Reviewing Direct Deposit Transactions on PAWS

Employees may now view, on their PAWS account, travel advances and reimbursements that have been direct-deposited. To view transactions on your PAWS account, use the following procedure:

1. Logon to PAWS
2. Select "Financial Services"
3. From the Financial Services screen, select the "billing statement" option
4. When the billing statement screen is displayed, click on the "View Current Activity" button and scroll down; all the detail on your account will be displayed. The "erdd" transactions indicate the amount of each travel reimbursement processed for direct deposit