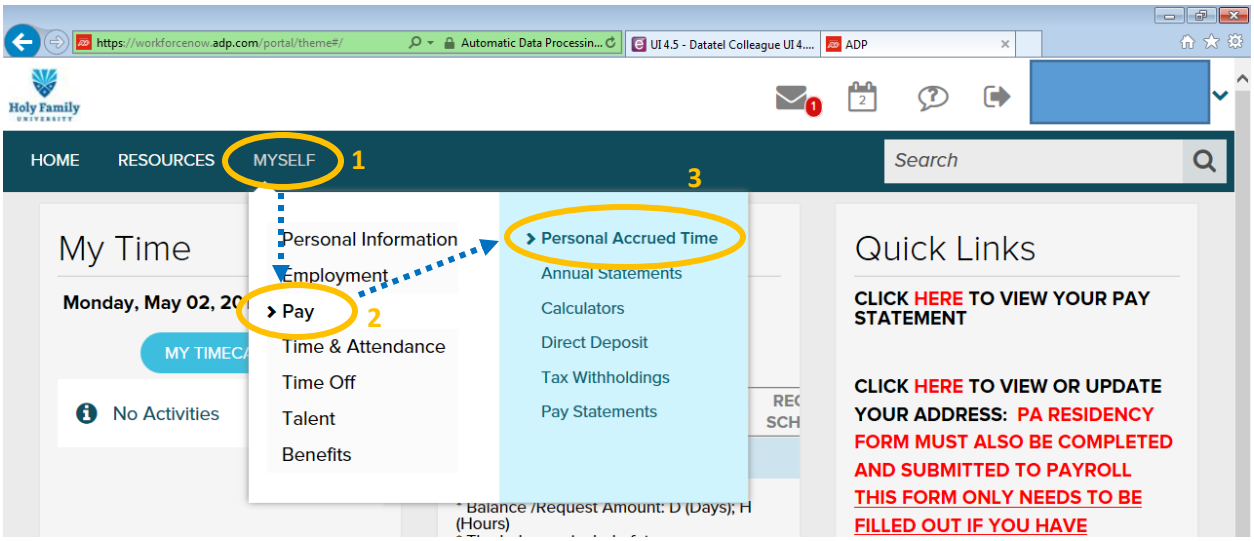
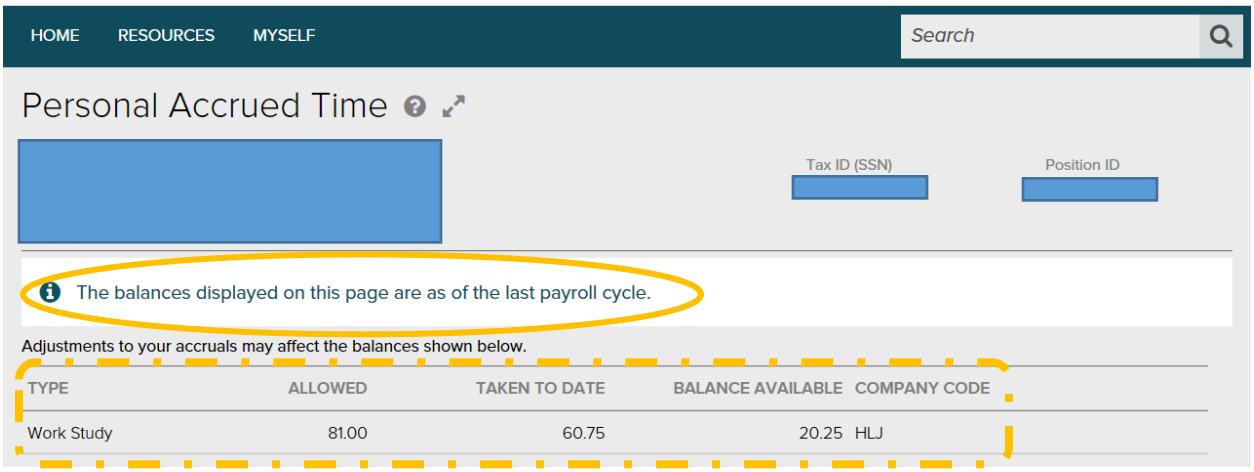
How Students View Hours Remaining in ADP

Each student employee is responsible for assuring that he/she does not exceed the number of FWS hours awarded for the academic year. It is the supervisor's role to serve as a back-up check and reminder to the student that they must abide by this policy.

At this time, supervisors are not able to view a student's remaining hours, so supervisors should instruct their student employees to check ADP periodically and update their supervisor, unless the supervisor has another procedure in place for tracking hours worked and hours remaining.

To view the hours remaining:

1. Student logs in to ADP with the student's login information.
2. Student selects Myself → Pay → Personal Accrued Time from the main page.



3. Student may now view hours awarded, used and remaining.