



## Staff Handbook Distribution

Jackson State University Staff Handbook Access Instructions:



### Three Step Process

1. To access the Staff Handbook, click on **P.A.W.S.** located at the top of the JSU website.
2. Click **Enter Secure Area (JSU PAWS)**
3. Click **Employee**

Once on the “**Employee Tab**”, click on the “**JSU Staff Handbook link**” and follow the instructions provided.

Once the acknowledgement receipt box is checked and the form submitted, employees will have **immediate access to the revised publication**.

The Division of Human Resources will also ensure that a “hard copy” for the employee’s reference and inspection is distributed to the administrative divisions, and the H.T. Sampson Library. Each office is responsible for maintaining a current copy of the Staff Handbook.

A follow-up email will be sent to employees that do not access the staff handbook within 30 days of the initial notice of availability.

Additional printing options such as paper quality, binding, and quantities are at the discretion of each individual department.

For more information about accessing the Revised Staff Handbook, call the Division of Human Resources at (601) 979-2015, the Professional Development Center at (601) 979-1355, or email us at [hrrservices@jsu.edu](mailto:hrrservices@jsu.edu) using the email title “Staff Handbook Access”.