

Welcome to Wesleyan Payroll!

Are you interested in working while studying at Wesleyan? If yes, please read on for important information on becoming eligible to work.

If you are an F-1 International student or a non-US citizen please go to WesPortal > Campus Applications > Documents Required for non-US Citizens.

For all students that are citizens of the United States, please:

- Complete Section 1 of the [I-9 Form](#), sign and date the form
- Make copies of the ID(s) needed to validate your eligibility to work (see pg 3 of the I-9 form). Be sure you have the original(s) on campus with you!
- Go to [Payroll Help](#) and attach your completed I-9 form and the copies of your ID(s) by clicking on the paperclip (Add attachments) at the bottom right of the Payroll Help form.
- Watch out for an email from **Payroll Services**, our Payroll Help ticketing system, with instructions on how to make an appointment with the Payroll department. You cannot work until you present your original ID(s) at this appointment. Be sure to bring them with you because electronic copies/pictures are not valid!

Do not start working until you have access to the Workforce Time system in WesPortal. Students are required to use Workforce Time to record time worked by clocking in and out on their phone.

All work must be performed within the United States.

Any questions related to using Workforce Time or completing any of the required forms can be sent to payrollhelp@wesleyan.edu.

Payroll Staff