STEPS TO FOLLOW TO VERIFY A STUDENT IS ELIGIBLE TO WORK USING PEOPLESOFT

STEP ONE

ACCESS STUDENT TIME ENTRY BY DEPARTMENT:

PEOPLESOFT NAVIGATON: WESLEYAN MENU>STUDENT PAYROLL> STUDENT TIME ENTRY BY (DEPT)

ENTER DEPT NUMBER AND CLICK ON SEARCH

Favorites 🗸	Main Menu 🔫	>	Wesleyan menu 🔫 >	>	Student Payroll 🗸 🚿 Student Time Entry (by Dept)	

Student Time Entry (by Dept)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	
Department begins with 🔻 📔	
Description begins with 🔻	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	

STEP TWO

ENTER YOUR 4 DIGIT DEPARTMENT NUMBER WHICH WILL SHOW YOU THE LIST OF CURRENT STUDENTS

SELECT THE PLUS SIGN IN TO ADD A NEW ROW TO ADD THE DATA FOR THE STUDENT AS LISTED BELOW:

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Return to Search 💽 Notify

STEP THREE (A) – SAMPLE OF A STUDENT MISSING AN I-9

ENTER THE STUDENT POSITION NUMBER AND TAB TO THE WES ID NUMBER, IF YOU GET A RED BOX, THE STUDENT DOES NOT HAVE AN I-9 ON FILE AND SHOULD NOT BE HIRED OR ALLOWED TO WORK. PLEASE HAVE THE STUDENT CONTACT THE PAYROLL OFFICE DIRECTLY.

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STEP THREE (B) – SAMPLE OF A STUDENT WITH A VALID I-9

IF YOU ENTER A WES ID FOR A VALID STUDENT, YOU SHOULD BE ABLE TO VIEW THE DATA AS LISTED BELOW AND CONTINUE TO ENTER THE RATE OF PAY AND HOURS.

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