

## STEPS TO FOLLOW TO VERIFY A STUDENT IS ELIGIBLE TO WORK USING PEOPLESFT

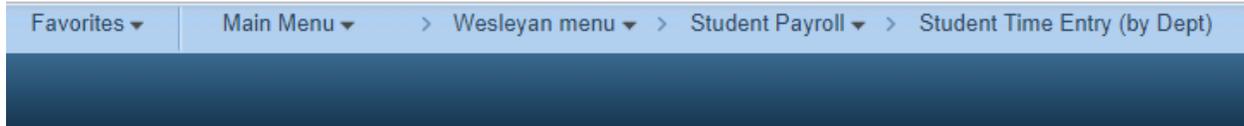
### STEP ONE

ACCESS STUDENT TIME ENTRY BY DEPARTMENT:

PEOPLESFT NAVIGATON:

WESLEYAN MENU>STUDENT PAYROLL> STUDENT TIME ENTRY BY (DEPT)

ENTER DEPT NUMBER AND CLICK ON SEARCH



### 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](#)

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**▼ Search Criteria**

Department begins with ▼

Description begins with ▼

Case Sensitive

[Basic Search](#)

### 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:

Wesleyan  
Student Time Entry

Set ID: WSLYN

**Student Time**

Department: 1114 Writing Programs  
 Pay Period End Date: 09/01/2019  
 Paycheck Issue Date: 09/06/2019

Position Cross Reference

**Weekly Time** Personalize | Find | View All | First 2-5 of 9 | Last

Position	WesID	Rate	Hours	Group	Name	Posn Title	FRS Acct	HRS x RATE	User ID	Apprv ID	Messages		
12195	358733	11.00	0.00		Lopez, Kathryn	Student Assistant	1001114105	0.00	EBOZEMAN	327625			
12195	358734	11.00	0.00		Lopez, Olivia	Student Assistant	1001114105	0.00	EBOZEMAN	327625			
12195	358783	11.00	0.00		Pollak, Samuel Lawrence Correa	Student Assistant	1001114105	0.00	EBOZEMAN	327625			
		0.00	0.00					0.00	EBOZEMAN		Missing 19		

**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.

The screenshot shows the 'Wesleyan Student Time Entry' interface. The 'Student Time' section displays department information (1114 Writing Programs) and pay period details (09/01/2019). Below this is a 'Weekly Time' table with columns for Position, WesID, Rate, Hours, Group, Name, Posn Title, FRS Acct, HRS x RATE, User ID, Apprv ID, and Messages. The fourth row shows a WES ID of '344414' which is circled in red. A message box is open, stating: 'Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.' The message box has an 'OK' button.

**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.

The screenshot shows the 'Wesleyan Student Time Entry' interface. The 'Student Time' section displays department information (1114 Writing Programs) and pay period details (09/01/2019). Below this is a 'Weekly Time' table with columns for Position, WesID, Rate, Hours, Group, Name, Posn Title, FRS Acct, HRS x RATE, User ID, Apprv ID, and Messages. The fourth row shows a WES ID of '368587' which is highlighted in yellow. The 'Rate' and 'Hours' columns for this row are also highlighted in yellow.