

HUMAN RESOURCES

WESLEYAN UNIVERSITY



ImportantMessage

Please Review Before Arrival Day

If you plan to work on campus, please note that the following forms are required *before* you can work:

- I-9 form
- Mandatory Direct Deposit

I-9

All incoming students are required to complete an I-9 form. The following ID's are most commonly used:

Valid unexpired passport

Or

Original SS card & drivers license

Or

Drivers license & original birth certificate

Mandatory Direct Deposit

Direct Deposit is mandatory as of Sept 1, 2011, when you work on campus. This means if you have an existing checking or savings account that you opened anywhere in the U.S., we can set you up immediately. All you have to do is complete a Direct Deposit form and **bring a voided check or a bank document that provides the routing and account number.**

However, if you don't have an existing checking or savings account, you can sign up for an account on arrival day. There will be representatives from local banks on campus who will give you the appropriate documentation to complete a Direct Deposit form.

Please note, this is mandatory so you will have to complete this process before you can be paid for working at Wesleyan. Direct Deposit forms are located in your welcome packets. To expedite the process, please complete them in advance and bring them to the Payroll station on Arrival Day.

If you have any questions, please contact payroll@wesleyan.edu.