How to Find Your Pay Stub

Once you receive your first paycheck, you can access your detailed statement in you WesPortal by clicking on "Tools" on the home page and then selecting "WesPortal", or by visiting <u>http://portal.wesleyan.edu</u>. This will take you to a log in screen. From there you should see the "My Information" tab. Click on the down arrow, and it will open a box where you'll see the "Online Pay Statements-iPAY". Please see screenshots below:

Click on WesPortal on the Home Page



My Information Box that conations "Online Pay Statements"

WESLEYAN UNIVERSITY WesPortal	Search WesPortal	ב מ
		Wetcome, Jennifer Bomar
Open Enrollment Confirmation: Contact Benefits@wesleyan.edu to correct information before Thursday, November 30.		
Favorites ★ Edit	Academics	Faculty Governance
Careers@Wesleyan DocFinity HRMS Database	Campus Applications	Finance
Language Proficiency Report an Issue	Campus Reports	ITS Services
SFIS Database SensusAccess - File Conversion	Communication	My Information
Teaching Evaluations - Current Teaching Evaluations - Legacy WFS Database	Community	ATTrack ★ Change Password ★
	Courses	Current Benefit Elections Goals Dashboard Language Proficiency Online Pay Statements -IPAY Open Enroll Confirmation Page Performance Reviews & Strategic Goals Personal Profile Performance Reviews & Strategic Goals Personal Profile Performance Reviews & Strategic Goals Personal Profile Performance Reviews & Strategic Goals Performance Review
	Employee Information	
	Event Scheduling & Calendaring	
	Facilities	SRA Contribution Changes * Total Compensation Statement *
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