



Handshake or the hiring process:
campusemployment@wesleyan.edu

Student Employment System or
Workforce Time:
payrollhelp@wesleyan.edu



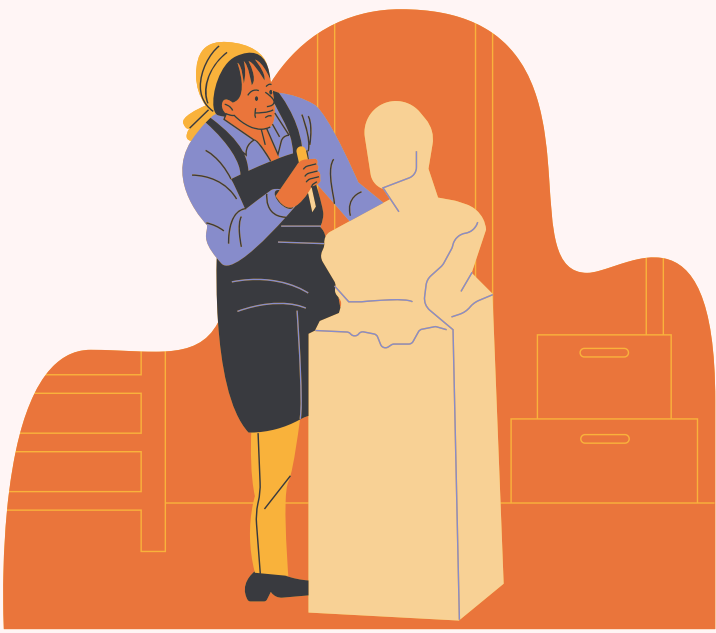
1 HANDSHAKE

All campus jobs must be posted onto **Handshake**, Wesleyan's job board for students, for employers to collect applications and for students to explore opportunities and apply.

Create a **Handshake Employer account** with your wesleyan.edu email address and follow the prompts to join the employer, *Wesleyan University Campus Employment*.

Once your account is verified you will be able to create and post opportunities using **this step-by-step guide** and **this required job posting template**.

Check out the **Handshake How-To Resources** listed on the **On-Campus Employers webpage** for instructions on how to review applications, send out hiring decisions, and more.



3 WORKFORCE TIME

After the student and employers have completed the above steps, the student is added to **Workforce Time** and will be able to clock into their shifts.

Student employees should submit their timesheets weekly and supervisors must approve their timesheets before every Tuesday at noon.



2 STUDENT EMPLOYMENT SYSTEM

Once a student accepts your hiring offer and successfully submits their **Payroll forms**, you can then add them to the **Student Employment System** on WesPortal. **NOTE: Allow at least 2 business days between adding the hire to the Student Employment System and their first work day.**

If the job is an existing position, click **"Hire Student"** and input details including the position ID #. If the position is new, click **"New Position Request"** at the top and input details including the smartkey.

