STUDENT EMPLOYMENT WEB TIME ENTRY

TO ACCESS WINGS EXPRESS
1. Go to http://wings.wright.edu
2. Choose the “WINGS Express” icon (top right)

TO FIND YOUR UNIVERSITY ID (U-ID)
1. Go to WINGS Express
2. Select the “Find your UID” link

TO ACCESS PAY PERIOD SCHEDULE
1. Go to http://career.wright.edu/student/studentemployment/index.html
2. Choose Pay Period Schedule; scroll down to 2007

TO USE WEB TIME ENTRY
Please check for your electronic time sheet in WINGS Express on the timecard submittal date found on the Pay Period Schedule. If your time sheet is not available, request a paper time sheet from your supervisor. Submit your paper time sheet & the next time period’s electronic time sheet on the next timecard submittal date.

1. Go to WINGS Express and enter your U-ID and pin
2. Select the “Employee” link and then “Time Sheet”
3. Select appropriate position and pay period to enter work hours

Training video:
https://www.wright.edu/wetrain/videos/studentTE.htm

TO VIEW & PRINT PAY STUBS
1. Go to WINGS Express and enter your U-ID and pin
2. Select the “Employee” link and then “Pay Information”
3. Select the “Pay Stub” link
4. Select the appropriate “Pay Stub Year” and “Pay Stub Date”

Training video:
https://www.wright.edu/wetrain/videos/paystub.htm

Questions about your U-ID or WINGS Express access?
Contact CaTS, 025 Library Annex, (937) 775-4827