

PAYROLL OFFICE | FREQUENTLY-ASKED QUESTIONS

EMPLOYEE SELF-SERVICE (ESS)

QUESTION: What is ESS? <https://ess.stolaf.edu/lawson/stolaf/>

ANSWER: ESS is a tool which allows you to view pay stubs, change your tax withholdings, change your direct deposit or update your dependents for benefits and even view your current benefits. It is also has a great Payment Modeling tool that will let you calculate your check with different deductions or taxes. This is also where you will find your Employee and Tax Documents if you elected to view them electronically.

Note: Effective July 1, 2019, Minnesota enacted the Wage Theft Law with new requirements for pay statements. Please contact Payroll if you are in need of a copy of any pay statement with the additional detailed information.

TIME ENTRY SYSTEM (TES)

QUESTION: How do I log or approve hours worked?

ANSWER: Log in to TES to find hourly employee and student timecards. Instructions for using the system can be found under HELP.

QUESTION: How do I log my leave time (exempt staff only)?

ANSWER: You can find more information regarding leave reporting on the FAQ linked below. Otherwise, visit the TES link under HELP.

TES <https://www.stolaf.edu/apps/tes/>

Leave Reporting FAQ (Exempt staff only) <https://wp.stolaf.edu/business-office/files/2021/08/FAQs-Final.docx-Google-Docs.pdf>

PAY SCHEDULES

QUESTION: When will I be paid?

ANSWER: Visit the Payroll Office webpage or TES, both will have schedules for your reference.

<https://www.stolaf.edu/apps/tes/>

<https://wp.stolaf.edu/business-office/faculty-staff-payroll/>

FORMS

QUESTION: Where can I find forms for direct deposit, stipend requests or setting up a tuition deduction for a student.

ANSWER: All of these can also be found through the Payroll Office webpage, click the link for Forms.

<https://wp.stolaf.edu/business-office/business-office-forms/#payroll>

CONTACT US Feel free to reach out any time at:

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GO GREEN.

Opt In to receive your Employee and Tax Documents electronically in ESS.

Employee and Tax Documents Include:

- Annual wage letters
- Compensation statements
- 1095-c and W-2 tax forms

Find instructions for opting in and viewing the documents on our website

<https://wp.stolaf.edu/business-office/faculty-staff-payroll/>