

# PAYROLL OFFICE | FREQUENTLY ASKED QUESTIONS

## TIME ENTRY SYSTEM (TES)

**QUESTION:** How do I log my hours worked?

**ANSWER:** Log in to TES to find your timecards. Instructions for using the system can be found under HELP. Entering hours on days that were not worked is considered falsifying your timecard. If you missed entering hours for a prior period please let payroll know, we can open a timecard for you or direct you in what your next steps will be.

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

## PAYMENTS

**QUESTION:** How will I receive my payment for work?

**ANSWER:** You can elect the method you are paid by completing the Payment Authorization form. You can be paid by direct deposit to your personal bank account, tuition deduction or by check.

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

## 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/student-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>

## DOCUMENT SELF-SERVICE

**QUESTION:** Where can I find an electronic copy of my W-2 or 1098-T form?

**ANSWER:** All of these can also be found through the Document Self-Service web page, click the link for Forms. Instructions for opting in and viewing your documents can be found in the green box above.

<https://dss.stolaf.edu/login.aspx>

## 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 Document Self-Service. <https://dss.stolaf.edu/login.aspx>

#### Employee and Tax Documents Include:

1098-T form      W-2 tax form

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

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