

PAYROLL OFFICE | FREQUENTLY ASKED QUESTIONS

TIME ENTRY SYSTEM (TES)

QUESTION: How does my student log their hours worked?

ANSWER: They will log in to TES to find their job and timecards. Instructions for using the system can be found under HELP. **Entering hours on days that were not worked is considered falsifying your timecard.**

QUESTION: My student's timecard disappeared?

ANSWER: If they have not logged into TES at all during the pay period the timecard will be hidden. Please contact Payroll to reopen the timecard.

QUESTION: Can I access TES off campus?

ANSWER: Yes, if you can access the internet you can access TES.

QUESTION: My student tried to log their hours but it says 'Sorry, there is nothing for you to do.'

ANSWER: They may have not accepted the work authorization or they may be missing forms. Contact Student Employment. Audrey Turner turner6@stolaf.edu

QUESTION: My student forgot to log hours on the previous pay period, how do they correct this?

ANSWER: If the timecard has already been paid they will need to print a copy, write in the hours manually, sign, date and you will need to sign and date. Please contact Payroll to assist.

QUESTION: My student signed the timecard before the payroll was over. I received a notification asking me to reject or approve it. What do I do?

ANSWER: You will need to reject the timesheet and make sure to enter a reason. The student will then be able to complete the hours for the remainder of the pay period.

QUESTION: My student's timecard has a HOLD on it. What do I need to do?

ANSWER: The student needs to contact Payroll or Student Employment immediately before working.

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

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://stolaf.edu/finance/payroll-office/>

CONTACT US

Feel free to reach out anytime at:

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Payroll Specialist
507-786-3824

Amanda Weber
Payroll Manager
507-786-3299

payroll@stolaf.edu
Fax: 507-786-3960

GO GREEN.

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

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://stolaf.edu/finance/payroll-office/>