Student payroll is processed using PeopleSoft’s Time and Labor entry system. To activate a job you must complete a Student Payroll Authorization form. Authorizations must be signed by the supervisor and then signed by your VP or Dean. It is the department’s responsibility to track the authorization and make sure it arrives in the Payroll Office in a timely fashion. As soon as we receive the authorization, we will set up the student’s job, which creates an online timesheet.

We ask that supervisors hand students a set of online time entry instructions upon hiring, since they are the first point of payroll contact. Let them know that timesheets can be accessed from ANYWHERE they have an internet connection (including their smart phones). This new system helps everyone reach deadlines on time. Please be sure to include a copy of the calendar with their instructions. This will help them understand the pay periods and deadlines.

Please scan complete, signed authorizations to timesheet@trincoll.edu. We cannot accept faxed forms.

Please contact the Payroll Office at ext. 2033 or ext. 2034 if you have any questions.