

PAYROLL INFORMATION

Pay Dates

Goshen College pays semi-monthly on the 15th and 30th of each month, or the Friday before that date if it falls on a weekend or holiday. The pay dates and hourly pay periods are listed at <http://www.goshen.edu/hr/payroll-information/> under “Pay Periods.”

Direct Deposit Pay Stubs

Goshen College does not mail direct deposit pay stubs. Direct deposit pay stubs can be viewed online at <http://www.goshen.edu/hr/payroll-information/> under “Direct Deposit Pay Stubs.” Your GC username and password will be required to view the pay stubs. You can view pay stubs for any pay date by clicking the drop down box in the “Check Dates” field and then clicking “View Report.” Note that vacation and sick accruals are only listed on the most current pay stub. Pay is deposited and available for withdrawal as of the pay dates noted above.

To print direct deposit pay stubs from the online application, click on “Export,” then choose Acrobat (PDF) file, and then click “OK.” It should open in Adobe Acrobat and you can then print it. You can also export it to other formats, such as Word.

SUBMITTING AND VIEWING VACATION/SICK LEAVE (.50 FTE OR ABOVE)

Salaried

Salaried employees need to enter their vacation and sick time online at <http://www.goshen.edu/hr/vsl>. Your GC username and password will be required to login to the application. You will need to type in your GC ID number and select a date by clicking on the calendar icon. Next, enter the number of hours used on each date and select the type of leave used. You may enter hours for only one type of leave at a time. (For example, enter all your vacation hours and click on “Send” and then enter all your sick hours and click on “Send.”) Supervisors will be notified through email semi-weekly on Mondays and Thursdays of hours that need to be approved. Please do not submit vacation and sick hours until after you have taken them.

Salaried employees can view their vacation time entered online at <http://www.goshen.edu/hr/vsl>. You will need to login with your GC username and password. Click on “Check Hours” and choose the appropriate fiscal year to view and then click on “View Hours.” This application updates available hours every pay date.

Hourly

Hourly employees need to enter their vacation and sick time in their online timecard through GC Online at <https://gconline.goshen.edu/>. You will need to login with your GC username and password. Once you are logged in, scroll down until you see the “Employee Timecard” application box and click the “Enter Time” link. At this point, please follow the instructions on the attached GC Online Timecard Manual. For vacation and sick time, choose either vacation or sick from the “Type” dropdown box rather than regular. Your supervisor will approve your time on your timecard semi-monthly on the day after the pay period end date.

Hourly employees can view their vacation and sick time entered through GC Online at <https://gconline.goshen.edu/>. You will need to login with your GC username and password. Once you are logged in, scroll down until you see the “Employee Timecard” application box and click the “Timecard History” link. You will need to choose the pay period and work type you wish to view, and then click on “View.” You can also access this feature through a link at the bottom of the timecard.