

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 through ADP at <https://workforcenow.adp.com/public/index.htm>. You will need to log in and click on Pay Statement under Quick Links or by going to Myself, Pay, Pay Statements.

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

Salaried and Hourly Employees

All employees need to submit Time Off request through ADP Workforce now. Supervisors will receive time off request needed approval notifications in their email. Time off balances in ADP are updated every 15th and the last day of the month. There are two ways for employees to submit time off requests:

Option 1: ADP Workforce Now Website:

This can be done from a computer by logging into myGC <https://my2016.goshen.edu/ics/>. Then, under Quick Links click Okta Dashboard. In the My Apps screen, find and click on the ADP Workforce Now app. This will take you directly to your ADP account and you do not need to enter username or password. Once you are in the website, find the My Time Off section and click Request Time Off. Time off balances and past time off requests are detailed here. Click on Request Time Off and enter start date, end date, time off policy (policies are assigned to each employee based on FTE and Worker Category), start time, and hours per day. Click Add More Time Off if needed. Click Review, then enter Approve by Date (optional) or comments (optional). Click Submit.

Option 2: ADP Workforce Now Mobile App:

In the ADP Mobile App find and select Time Off under the Recommended section. Here, employees can review time off balances and past time off requests. Under the Request screen select Request Time Off and add Request Type (or time off policy). Add start date, end date, start time, hours per day, add a comment (optional). Review and Submit. Submit Request.