



# Great Bay Community College

## GBCC PAYROLL DISTRIBUTION PROCESS

We take the responsibility of properly handling your payroll checks very seriously at Great Bay Community College. In order to ensure legal compliance along with the security of your information, we have the following procedure in place regarding payroll check and direct deposit statement distribution.

### “LIVE” Checks

For those employees that receive “live” payroll checks, checks will be available for pick up from Great Bay Community College, Portsmouth location on the Friday pay date between 8 AM and 4 PM at the One Stop Area of the College. All checks must be signed for at the time of pick-up. If you are asking another individual to pick up a paycheck for you, you must inform the Business Office by email of the person who will pick up your check, and they must sign for it. Any checks not picked up are held unless we have written permission from the payee to mail the check. The Business Office will attempt to remind individuals to pick up their checks by email on a monthly basis, but the responsibility lies with the employee.

### Direct Deposit Payment Statements

We strongly encourage all employees to participate in direct deposit of their payroll. If you are interested in receiving your payroll checks through direct deposit, you may elect to enroll at any time through the ADP Self-Service Portal. **To elect direct deposit, go to <https://online.adp.com/portal/login.html>** After logging in, click on the Pay & Taxes tab and select Direct Deposit. Follow the prompts to create an account for direct deposit. Each pay period, direct deposit statements are delivered to mailboxes if there’s one available. Otherwise the statement is mailed to the employee by the Business Office.

### Paperless Pay Statements

We strongly encourage all employees to elect the paperless pay statement process. This process allows you to receive an email notification on each pay date telling you that your pay statement is ready for you to view. This email notification comes with a link that provides access to your pay statement through the ADP Self-Service Portal. Online pay statements and payroll documents are kept in the ADP system for a period of 3 years for your review. **To elect the paperless option, go to <https://online.adp.com/portal/login.html>** After logging in go to the Pay & Taxes tab and select Pay Statements. Click on the Go Paperless link and follow the prompts.

### Please note

If you need assistance with this process, please contact the HR Department at Great Bay at 427-7603. Please note that it can take up to two pay cycles for the direct deposit to go into effect, therefore you will receive “live” checks until that time. Online pay statements and payroll documents are kept in our ADP system for a period of 3 years for your review.