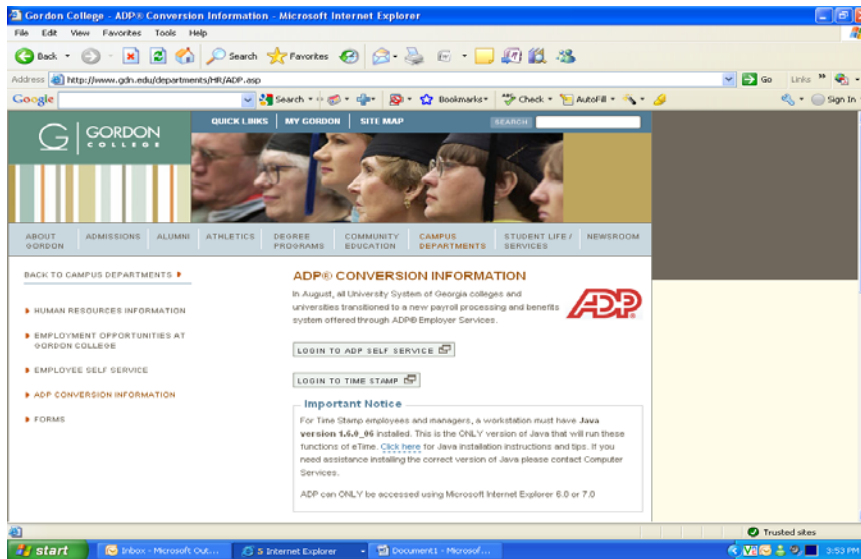
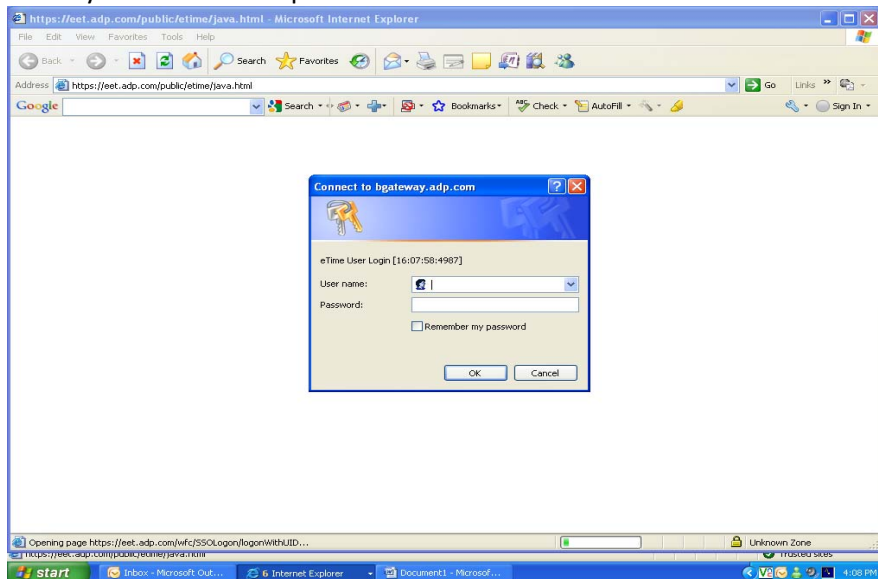


- Go to the Gordon College website – www.gdn.edu

- Select Campus Departments (*top of the page*)
- Choose Human Resources (Job Listings)
- Select ADP Conversion Information
- Select Login To Time Stamp



- Enter your user id and password



- Click the timestamp box

Note: Please use the “Login To ADP Self Service” to access your personal information and to view pay statements. You will use the same User name and password used to timestamp in and out