ADP

ADP is the College's integrated human resources, payroll, benefits and time/attendance tracking system. The ADP software allows employees to view their personal and employment information including pay, benefits, vacation/sick time balances, personal pronouns and tax information. Employees are able to update select personal information – home address, phone number and tax withholdings, for example – directly through the system.

Registration Instructions

To access the ADP Employee Self Service system, you must first register. A registration email will be sent to you from Security Services at ADP within one week following your new hire orientation. The registration email will contain your personal registration code. *Please note that this code has an expiration date and should be used within the allotted time.*

The Human Resources Office will email you the ADP System Guide, which will provide instructions for navigating the system.

If you have not received your registration email within the timeframe indicated, please contact Human Resources (hroffice@bennington.edu or x4423), to have a new invitation email generated for you.

Special Note for Part-time/Per Diem Employees: Due to ADP system limitations, annual salaries for part-time and per diem employees are incorrectly calculated in the employee's Employment Profile. Questions regarding annual salary should be directed to Human Resources.