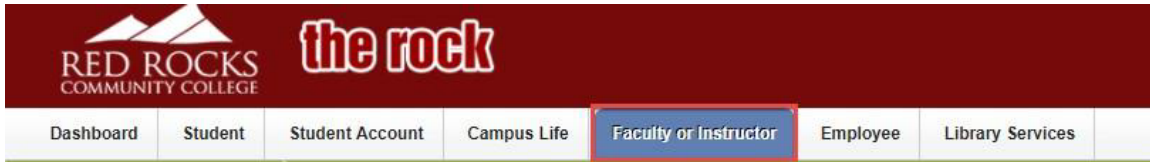# Verifying Teaching Employment for Tiered Pay Level Increase

Step 1: Log in to the Rock

Log in to the Rock (also called the Portal) and select the *Faculty or Instructor* tab. If you don't see this tab, you can request access using the Request Faculty or Instructor Tab [www.formstack.com/forms/?1677024-wvEwAvs0pd] form.
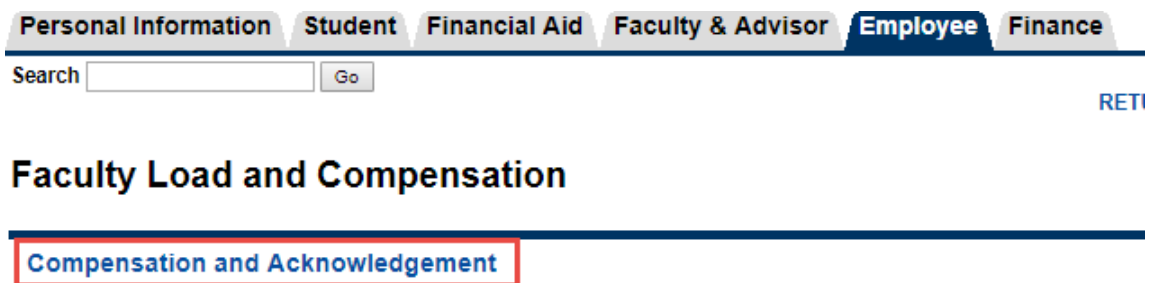

Step 2: Access the Faculty Load and Compensation Acknowledgement Screen

Find the window labeled *Faculty Tools & Forms* and navigate to Faculty Load and Compensation heading. Click on **Compensation and Acknowledgement** link.
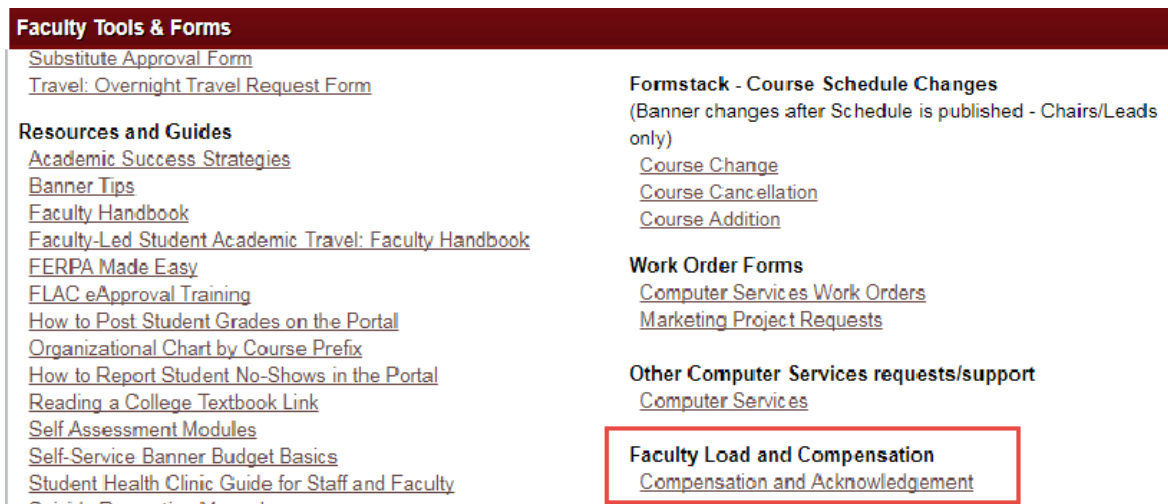
Next, when you see the acknowledgment window click on *Compensation and Acknowledgement.*

Step 3: Gather Documentation of Teaching 12 Credit Hours and 4 Semesters

The screen will have a pull-down menu for selecting each *Term* you have taught at Red Rocks Community College.

Compensation and Acknowledgement   Your current Institution is RRCC

Select desired Term and the Go button. Only those assignments with a check next to Faculty Acknowledgment have been finalized in Banner with Instructional Services and Human Resources. Those assignments without a check are still being finalized in Banner.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation.

Name and ID:

Term: ✱   201820 - Fall 2017 ▾   Go

Please gather documentation from at least 4 semesters to verify that you taught 12 credit hours and that you have taught at least 4 semesters at Red Rocks Community College.

Example Required Documentation for Tiered Pay

To provide documentation for Tiered Pay please use the print screen functionality to take images of each of the semesters you have taught at Red Rocks Community College. These images can then be pasted into a Word Document and printed for verification.

Example Print Screen

Compensation and Acknowledgement   Your current Institu

Select desired Term and the Go button. Only those assignments with a check next to Faculty Acknowledgment have been finalized in Banner with Instructional S assignments without a check are still being finalized in Banner.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course In Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation.

Name and ID:

Term: ✱   201820 - Fall 2017 ▾   Go

611265-66 Instructor - CWB   **Faculty Acknowledgment:** ✓ **Acknowledgment Date:** 09/12/2017

Organization: 111265, CWB Computer Web Based

Contract Type: Instructor   **Contract Note:** 🗒

Instructional

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent
22595-01	CWB-209-Computer Web-Based	470	CC		3.000	3.000	6.000	8	100

| | | | | | | | | **Calculated Compensation:** |
| | | | | | | | | **Job Assignment Compensation:** |

Alternatively, you can right-mouse click on the screen and select *print* for each of the semesters.

Name and ID:

Term: ✱   201820 - Fall 2017 ▾   Go

611265-66 Instructor - CWB   **Faculty Acknowledgment:** ✓ **Acknowledgment Date:** 09/12/201

Organization: 111265, CWB Computer Web Based

Contract Type: Instructor   **Contract Note:** 🗒

Instructional

CRN-Session	Subject and Course	Section	College	Department	Work Load		
22595-01	CWB-209-Computer Web-Based	470	CC		3.000		

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I