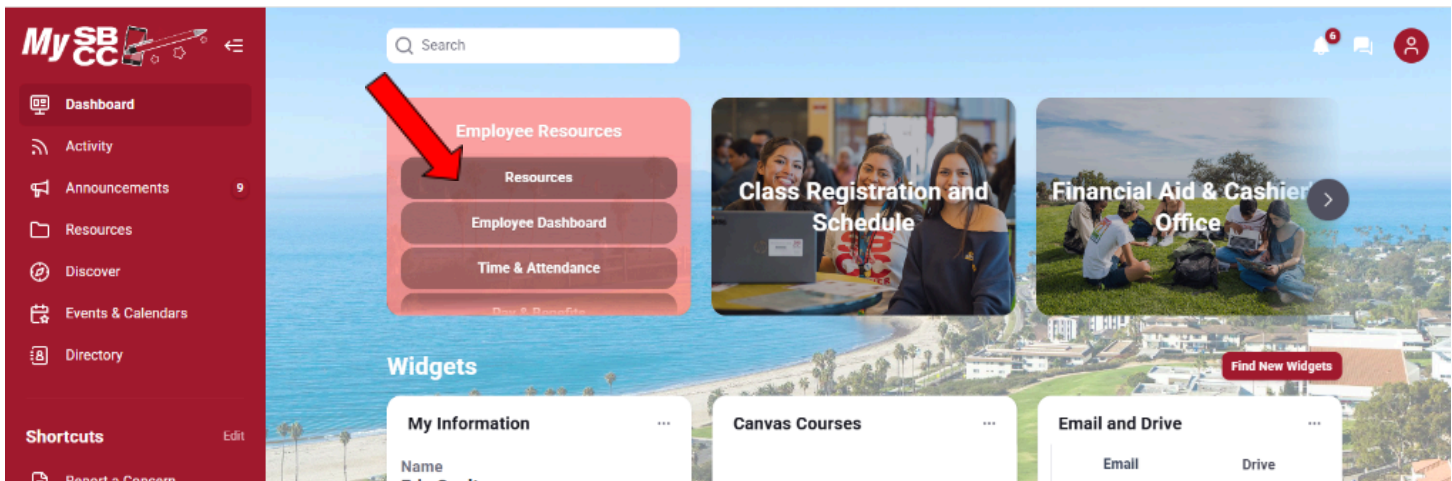
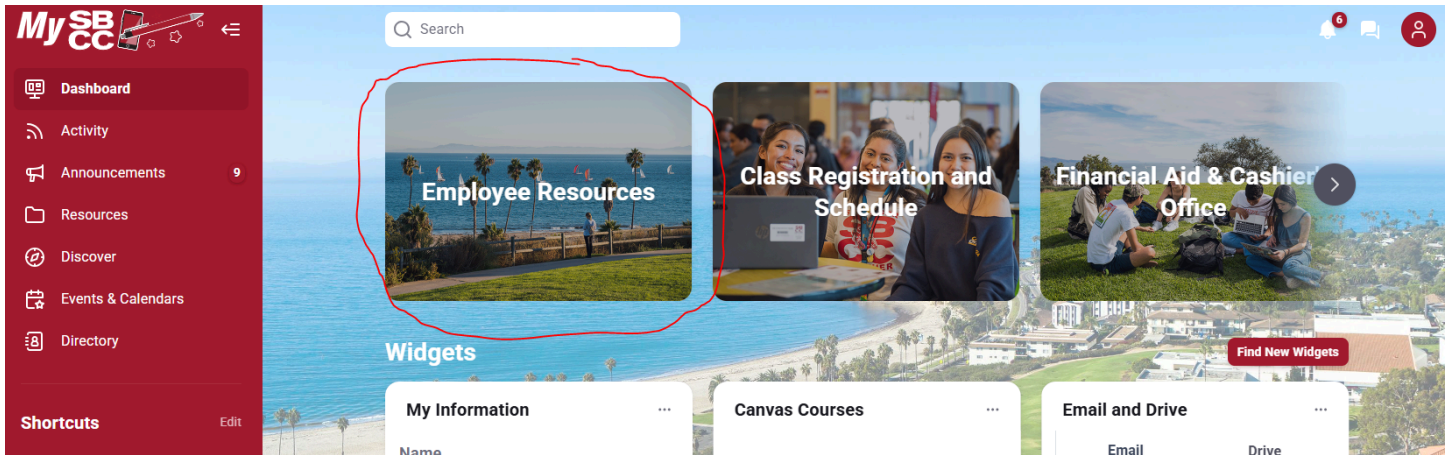


How to View Faculty Assignments in Employee Dashboard

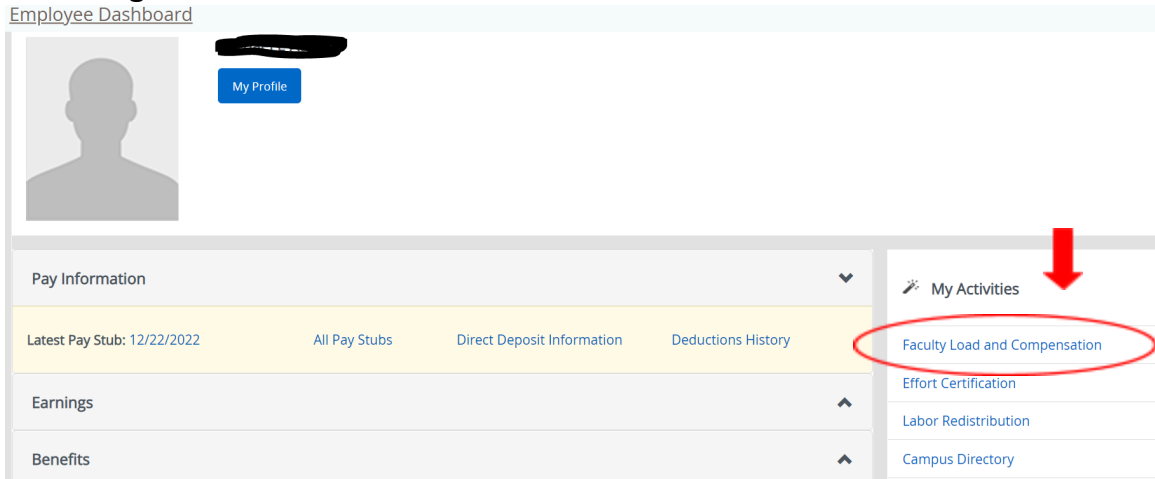
- 1) Log in to my.sbccc.edu
 - a. Enter Username and Password
 - b. Select Login

- 2) Once you are in the my.sbccc.edu Portal, hover over Employee Resources and select **Employee Dashboard**



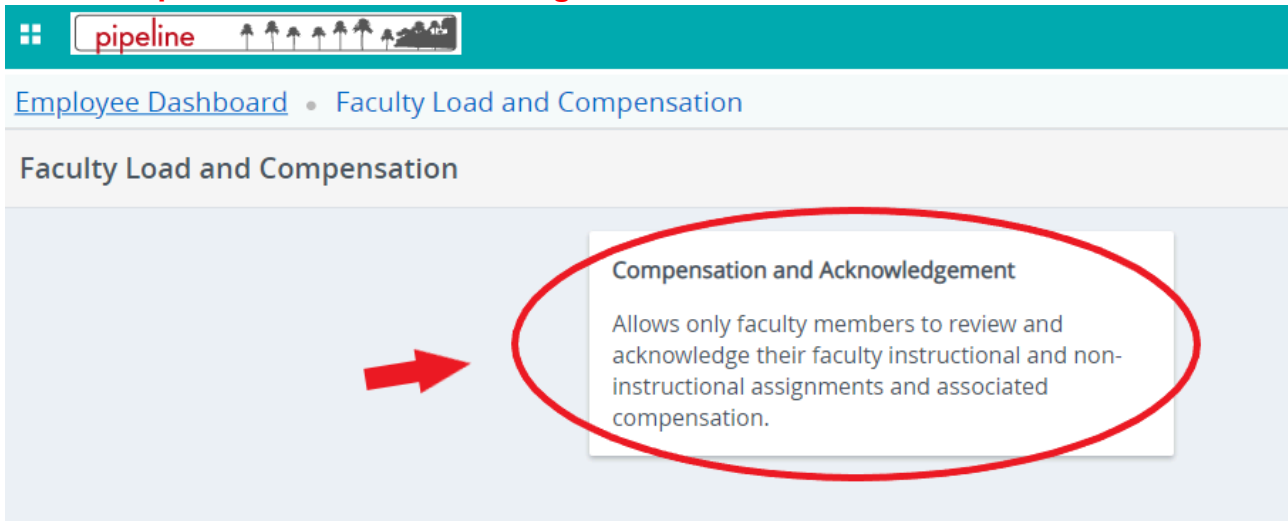
3) You are now in the Employee Dashboard! Select **Faculty Assignment and Compensation** on the right.

Employee Dashboard



The screenshot shows the Employee Dashboard interface. On the left, there is a profile section with a placeholder image and a 'My Profile' button. Below this are sections for 'Pay Information', 'Earnings', and 'Benefits'. The 'Pay Information' section is expanded, showing 'Latest Pay Stub: 12/22/2022', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. On the right side, there is a 'My Activities' menu with a red arrow pointing to it. The 'Faculty Load and Compensation' option in this menu is circled in red.

4) Click **Compensation and Acknowledgement**



The screenshot shows the 'Faculty Load and Compensation' page. At the top, there is a teal header with the 'pipeline' logo. Below the header, the breadcrumb trail reads 'Employee Dashboard • Faculty Load and Compensation'. The main heading is 'Faculty Load and Compensation'. A red arrow points to a white box titled 'Compensation and Acknowledgement'. The text inside the box reads: 'Allows only faculty members to review and acknowledge their faculty instructional and non-instructional assignments and associated compensation.' The box is circled in red.

5) Select the term and click “Go”

pipeline

Employee Dashboard • Faculty Load and Compensation • Compensation and Acknowledgement

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledge 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 Co Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID:
[Redacted]

Term *
202315 - Summer II 2022

Go

6) On the next screen, *carefully* review the teaching assignments for accuracy. If there is an error, send an email to **your area Director/Dean AND Admin Assistant** for corrections. They will notify you when the revision has been made.

7) You can export your compensation information into Excel by clicking on the **Download Compensation Data** button.

Name and ID:
[Redacted]

Term *
202330 - Fall 2022

Go

Download Compensation Data

Organization:	Contract Type:	Faculty Acknowledgment:	Acknowledgment Date:
3605, SEL Older Adults Courses	09 - NC SEPTEMBER PAYMENT	<input type="checkbox"/>	

Contract Note: [Blue Paper Icon]

8) ALSO Read the **Contract Note** by clicking on the blue paper icon.

Name and ID:
[Redacted]

Term *
202330 - Fall 2022

Go

Download Compensation Data

Organization:	Contract Type:	Faculty Acknowledgment:	Acknowledgment Date:
3605, SEL Older Adults Courses	09 - NC SEPTEMBER PAYMENT	<input type="checkbox"/>	

Contract Note: [Blue Paper Icon]