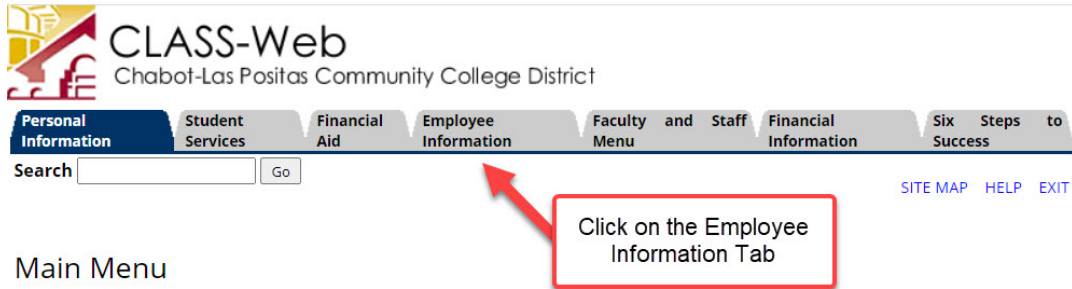


## **Faculty Load and Compensation (FLAC)**

Steps for Faculty to Accept (Acknowledge) Assignments:

1. Log into CLASS-Web at <http://banner-web.clpccd.cc.ca.us:700/>
2. Click on the Employee Information tab.



COVID-19 Response: Campuses Closed to Public, But Open Online to Answer Your Questions. [Details and Resources Here.](#)

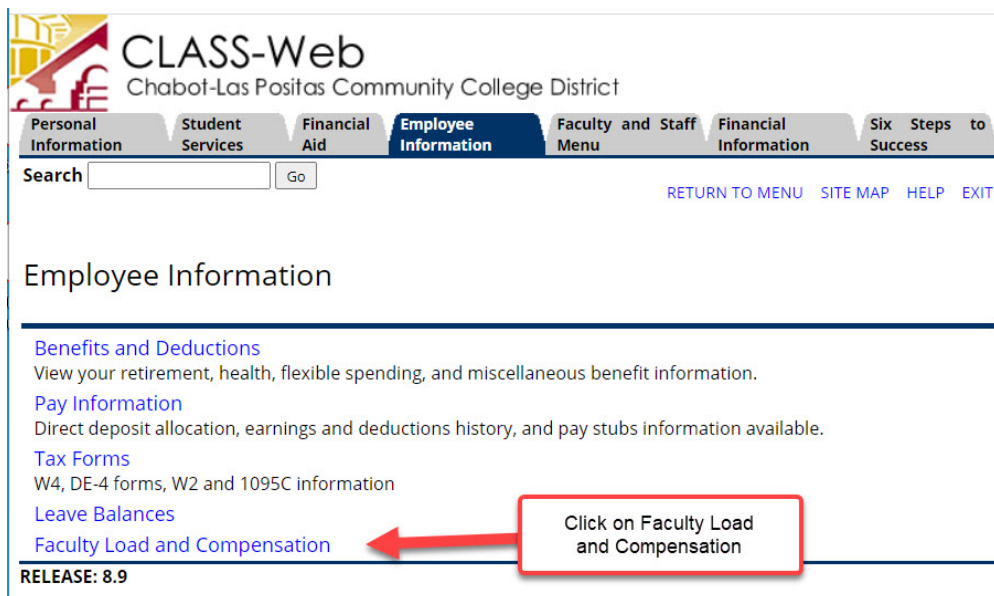
The Zone is temporarily unavailable. To access your student email, please click [here](#) to go directly to [Zonemail](#). If you need to have your Zonemail password reset, please send email to [helpzone@clpccd.org](mailto:helpzone@clpccd.org)

Are you planning to register for a transfer-level English or Math class?

Be sure to complete the Informed Course Selection or Guided Self-Placement for your College

- Chabot College
  - [English Informed Course Selection](#)
  - [Math Guided Self-Placement](#)
- Las Positas College
  - [English Guided Self-Placement](#)
  - [Math Guided Self-Placement](#)
  - [ESL Guided Self-Placement](#)

3. Click on Faculty Load and Compensation (toward the bottom of the screen).



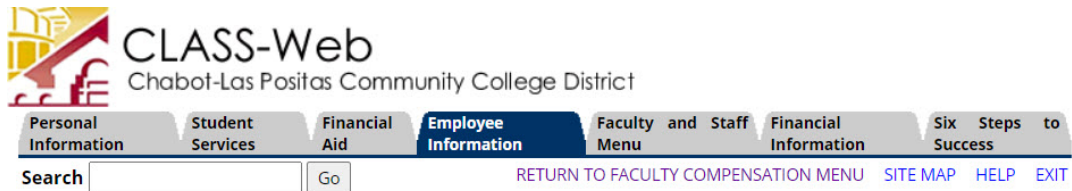
4. Select Compensation and Acknowledgement.

The screenshot shows the CLASS-Web interface for Chabot-Las Positas Community College District. The 'Employee Information' menu is selected. A red arrow points to the 'Compensation and Acknowledgement' link. A red box contains the text 'Click on Compensation and Acknowledgement'. The page includes a search bar, navigation links (RETURN TO MENU, SITE MAP, HELP, EXIT), and a release date of 8.9. Copyright information for Ellucian Company L.P. is at the bottom.

5. Select desired Term and click the Go button.

The screenshot shows the 'Compensation and Acknowledgement' page. It contains instructions for navigating the page and selecting a term. A red box highlights the 'Go' button next to the 'Term' dropdown menu. The page includes a search bar, navigation links (RETURN TO FACULTY COMPENSATION MENU, SITE MAP, HELP, EXIT), and a release date of 8.12.1.5. Copyright information for Ellucian Company L.P. is at the bottom.

6. Please note the helpful navigation tips at the top of the screen.  
 NOTE: These navigation tips are still being updated.



## Compensation and Acknowledgement

Select desired Term and click the Go button.

Please note these helpful navigation tips at the top of the screen.

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.

Compensation listed is based on Step and Column rate at the time of upload to CLASS-Web. Actual pay will be based on correct Step, Column, and any relevant Cost-of-Living Adjustment (COLA) at the time of payment.

**To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement then click the Acknowledge Selected Positions button.**

7. Check the box(es) to acknowledge each course, then click the Acknowledge Selected Positions button toward the bottom of the page.

3H3340-F2 HRLY INSTRUCTOR - DIVISION II      Faculty Acknowledgment:  Acknowledgment Date:

Organization: 33340, Art/Humanities

Contract Type: LPC Part Time Hourly      Contract Note:

1. Check the box to Acknowledge each course

Instructional											
CRM-Session	Subject and Course	Section	College	Department	Work Load	FTE	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
21766-01	<input checked="" type="checkbox"/> PHIL-1-Philosophy	LO1	L		3.000	0.200	3.000	6.750	22	100	4,783.68
<b>Calculated Compensation:</b>											4,783.68
<b>Job Assignment Compensation:</b>											4,783.68

2. Click this button to Acknowledge Selected Position(s).

RELEASE: 8.12.15

- There will be a confirmation message at the top of the page that the change was saved successfully.

**CLASS-Web**  
Chabot-Las Positas Community College District

Personal Information | **Employee Information** | Faculty and Staff Menu

Search

### Compensation and Acknowledgement

Your change was saved successfully. Confirmation that your change was saved successfully.

Select desired Term and click the Go button.

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.

- You will see that your course(s) are now date stamped and the checkbox is grayed out.

Name and ID: N ALVAREZ, W#####

Term: \* 202002 - Fall 2020

3H3340-FO HRLY INSTRUCTOR - DIVISION II Faculty Acknowledgment:  Acknowledgment Date: 09/22/2020

Organization: 33340, Art/Humanities

Contract Type: LPC Part Time Hourly Contract Note:

Instructional											
CRN-Session	Subject and Course	Section	College	Department	Work Load	FTE	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
20156-01	PHIL-1-Philosophy	V01	L		3.000	0.200	3.000	3.000	44	100	5,011.77
<b>Calculated Compensation:</b>											5,011.77
<b>Job Assignment Compensation:</b>											5,011.77

- Log out of CLASS-Web when you are done.