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.
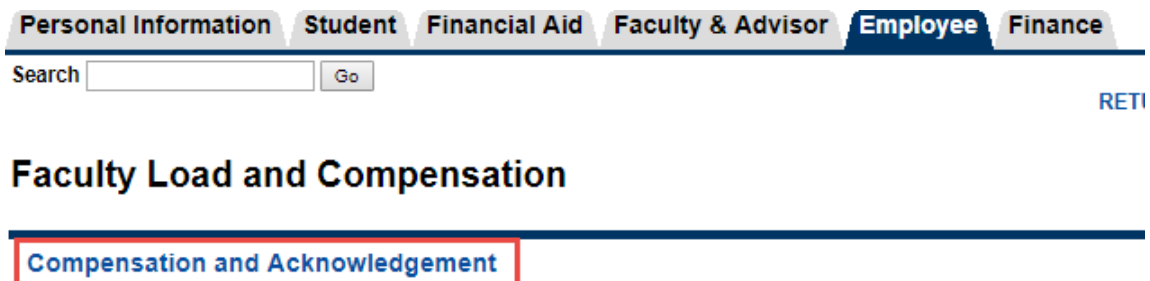

Step 2: Access the Faculty Load and Compensation Acknowledgement Screen

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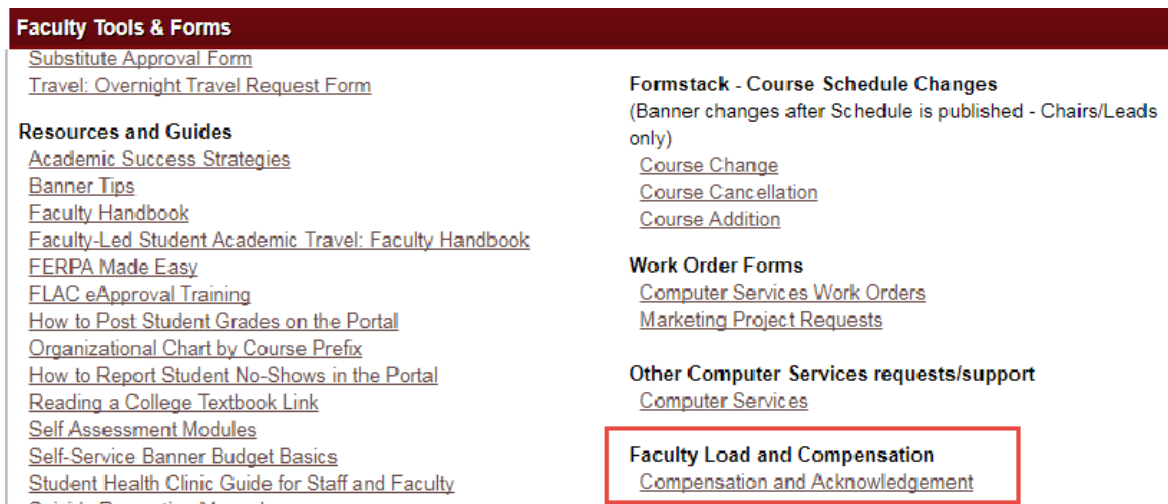
Next, when you see the acknowledgment window click on *Compensation and Acknowledgement.*

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.

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

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