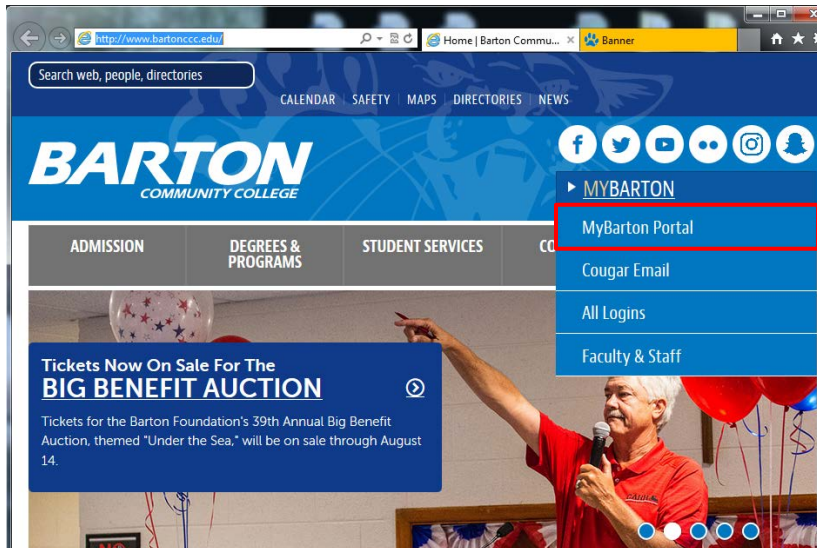


How to Acknowledge FLAC PAWS Records

1. Go to the Barton home page at www.bartonccc.edu and click on the **MyBarton Portal** link.



2. Log into the **MyBarton Portal** by entering your **Barton ID** and **Password** and then clicking on **Login**. If you don't know your Barton ID, click on **Lookup ID**. If you can't remember your password, click on **Forgot password?**. For those users who have never logged into MyBarton, your password is your six digit birthdate (mmddyy). If you have log-in problems, contact [Human Resources](#).

A screenshot of the MyBarton Portal login form. The form is titled 'Secure Access Login' and is set against a blue background. It contains two input fields: 'Barton ID:' with the value '000000123' and 'Password:' with a masked password '.....'. Below the password field are links for 'Forgot password?' and 'Lookup ID'. At the bottom, there is a 'LOGIN' button and a 'clear' link.

3. Click on the **Barton PAWS Account** link.



4. Click on the **Employee** tab.



5. Click on **Faculty Load and Compensation** link.

[Benefits and Deductions](#)
View your retirement plans, health insurance information, miscellaneous deductions (taxes and other benefits/deductions).

[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
View W-4 information and Federal tax deductions; View your W-2 Form;
Obtain new W-4 Form and/or K-4 Form

[Current and Past Jobs](#)

[Leave Balances](#)

[Contact BCCC's Office of Human Resources](#)

[Employee Directory](#)

[Pay Online](#)
Safe and secure, pay your bill online using your credit card, debit card or check.

[Hourly Time Sheet and Salaried Leave Reporting](#)
Enter Hourly Time or Salaried Leave Taken

[Faculty Load and Compensation](#)

[Employee Self Service](#)
Created for integration with AppNav

6. Click on the **Compensation and Acknowledgement** link.

Faculty Load and Compensation

[Compensation and Acknowledgement](#)

7. Select desired **Term** from the dropdown list and click **Go**.

Term: *

8. Courses or activities to which you have been assigned as adjunct or as overload (for faculty) appears.

Review the course detail and compensation for each assignment and ensure that there are no errors. If there is a problem, notify your supervisor as soon as possible.

9. If the compensation and other information are correct, check the checkbox **Faculty Acknowledgement** for each section.

220413-00 Adj Physical Education Faculty Acknowledgment: Acknowledgment Date:

Organization: 6213, Physical Education

Contract Type: Overload Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
10919-01	PHED-1122-Physical Education (PHED)	2	SM		3.000	1.000	3.000	0	100	1,800.00
Calculated Compensation:										1,800.00
Job Assignment Compensation:										1,800.00

10. Then, go to the bottom of the page and click on **Acknowledge Selected Positions**. Once this has been done, the process is complete.

220413-00 Adj Physical Education Faculty Acknowledgment: Ac

Organization: 6213, Physical Education

Contract Type: Overload Contract Note:

Instructional					
CRN-Session	Subject and Course	Section	College	Dep	
10919-01	PHED-1122-Physical Education (PHED)	2	SM		

Comment

7/20/17