Teacher Assignment Process

After an instructor accepts a teaching assignment, a **Teacher Assignment** is created and sent to instructor's LTC email account for review and acceptance. Below is some important information for you to know on how to accept an assignment and start getting paid.

Why we use email?
Email is the College's official form of communication. For better efficiencies, documentation and communication, your teacher assignments will be sent to you via your LTC email.

The Process?
- Your Teacher Assignment will be sent to your LTC email from **LTC Payroll**
- It will be your responsibility to review it and notify us of any changes prior to accepting.
- In order to initiate the payment, you must:
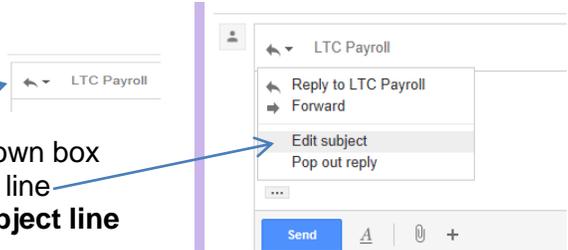 - **Log In To Google**
    - **Click Reply**
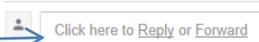
    - **Edit Subject Line**
    First click the Arrow to get the drop down box
    Then click Edit Subject to get Subject line
    - Add your name and class # to the **subject line**
    - Send
- Please change your settings to **"Conversation Off"** so the emails come through individually like when they are sent. If you prefer your "conversation on" please be sure to click on the header of each within that email and reply to each individually.
- Once you reply to the email:
  - Payments will commence until finished. Please note you are paid semi-monthly (15th & end of the month) and it is a half month delayed. Your wages are divided evenly over the number of payrolls throughout the length of that last class.
  - You will have accepted the assignment, agreeing to the terms of the assignment and agreeing to contact your Administrative Specialist if you miss any class periods assigned to you.

What is important for me to know?
- Know how to regularly check your LTC email account
- Know your division contact person (Administrative Specialist, Dean, Coordinator)
- It is of utmost importance that absences be reported <u>as they occur</u>.

Other Items you can access:
- Employee Self Service which includes:
  - Viewing your paycheck
  - Change/view direct deposit
  - Change / view W-4 – federal withholding
  - View/print w2 (annual wage statement)
- Electronic Esheet which includes:
  - Viewing outstanding teacher assignment details
  - Viewing payment history

The following How To documents are available at www.gotoltc.edu – click **Staff** upper right.
- How to Access Your LTC Webmail
- How to View Your Paycheck and Access Other Employee Self Service
- How to View Your History Payment Detail

Please contact us if you have any questions or need assistance in any way (920.693.1869)
HR Department

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