

# 1. Visit www.lssc.edu and click the "LOIS" button

The screenshot shows the top navigation bar of the LSSC website with tabs for Admissions, Academics, Financial Aid, Foundation, Student Life, Libraries, Events, and About LSSC. Below the navigation bar are three main sections: News, Bulletin, and Calendar. The News section includes links for Student Schedule Planner - New!, Final Exam Schedule, Request for Bids & Proposals, and LSSC Alert. The Bulletin section features links for Fall Commencement Information and Sign up for SOAR Orientation. The Calendar section lists various dates and events like Academic Calendars, Classes End, Finals Begin, Finals End, and Grades Available. A central column of buttons provides quick access to Lakehawk Mail, Blackboard, Class Schedule, LOIS (highlighted with a red arrow), Campus Maps, Directory, and Employment. A 'Make a Donation GIVE NOW' button is located at the bottom left of the page.

# 2. Log in to LOIS using your X-ID and PIN number

**Welcome to LOIS!** Register for Classes, verify your Student Email address, view your Class Schedule, verify Financial Aid Status, and Account Balances.

**LOIS will be unavailable between 9:00pm and 10:30pm this evening.**

## Need Help with your User ID or PIN?

For assistance in determining your User ID and PIN or for instructions on how to Reset your PIN, please view the [LOIS Pin Look Up Video](#) or consult the [Student ID and PIN Information page](#). For assistance with adding or dropping classes in LOIS, please consult our current Course Registration Guide available at [Academic Advising Services](#).

## Please use a capital "X" when inputting your XID

User ID:

PIN:

Login    Forgot PIN?

Lookup XID

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# 3. Click the "employee" tab

The screenshot shows the LOIS website interface. The navigation bar at the top has tabs for Personal Information, Faculty Services, and Employee. The Employee tab is highlighted with a red arrow. Below the navigation bar is a search bar with a 'Go' button. At the bottom right, there are links for SITE MAP, HELP, and EXIT.

## Main Menu

## 4. Click the “Faculty Load and Compensation” link

Personal Information Faculty Services **Employee**

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Employee

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Time Sheet  
LSSC’s Benefit Management Center  
Click here to complete your 2017 Open Enrollment.  
[Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.  
[Tax Forms](#)  
W4 information, W2 Form or T4 Form.  
[Workplace Answers-LSSC courses](#)  
Workplace Answers - LSSC Courses!  
[Leave Balances](#)  
[PDC Tracking Application](#)  
Enter PDC event information or review PDC history.  
[Personal Information Change Form](#)  
Personal Information Change Form  
[Banner Password Reset](#)  
Reset your Banner password and unlock your account if needed. Please refer to the [Banner Password Reset Video](#) for additional help.  
[Faculty Load and Compensation](#)   
Faculty Load and Compensation

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## 5. Click the “Compensation and Acknowledgement” link

Personal Information Faculty Services **Employee**

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Faculty Load and Compensation

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[Compensation and Acknowledgement](#) 

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## 6. Choose the current term and click “go”

Personal Information Faculty Services **Employee**

Search  Go


RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT

### Compensation and Acknowledgement

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

Name and ID: Example Example, X00111877  
Term: \*  Go 

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7. Once you review your assigned courses, check the “Faculty Acknowledgement” box and the “Acknowledge Selected Positions” button at the bottom of the screen.  
 \*Please keep in mind that classes are subject to change based on enrollment.

Compensation and Acknowledgement

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

Name and ID: Example Example, X00111877  
 Term: \* 201720 - Spring 2017 Go



999811-00 Instructor, Mathematics Faculty Acknowledgment:  Acknowledgment Date:  
 Organization: 11408, Education (Includ. Physical)  
 Contract Type: Full-time Faculty Contract Note:

Instructional	CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	20028-01	MAC-1105-Mathematics-Calc & Precalc	0	LS		3.000	3.000	2.660	19	100	
	20031-01	MAC-1105-Mathematics-Calc & Precalc	0	LS		3.000	3.000	3.000	28	100	
	20111-01	MAT-1033-Mathematics	0	LS		3.000	3.000	2.500	2	100	
	20533-01	STA-2023-Statistics	0	LS		3.000	3.000	3.000	5	100	
	20653-01	EEC-2732-Education: Early Childhood	0	LS		0.000	3.000	3.000	4	100	
	20696-01	MAT-1033-Mathematics	0	LS		3.000	3.000	2.660	1	100	
<b>Job Assignment Compensation:</b>											20,000.00

O2411L-01 Overload Early Childhood Ed (Overload) To acknowledge this job, acknowledge 999811-00  
 Organization: 124011, Early Childhood Development PSV  
 Contract Type: Full-time Faculty Contract Note:

Instructional	CRN-Session	Subject and Course	Section	College	Department	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	20653-01	EEC-2732-Education: Early Childhood	0	LS		520.00	W	3.000	3.000	3.000	4	100	1,560.00
<b>Job Assignment Compensation:</b>													1,560.00

Comment



Acknowledge Selected Positions Save Comment  
 Download Compensation Data

8. You will receive a confirmation that your change was saved successfully

Compensation and Acknowledgement

✔ Your change was saved successfully.  
 Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions 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. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.