

WEB FOR EMPLOYEES
SCT PLUS

PART TIME EMPLOYEES

BOSSIER PARISH COMMUNITY
COLLEGE

SECURE LOGIN FOR EMPLOYEES:

Web browser need to navigate the Employee Self-Service site-

IBM-Compatible computers: Netscape Navigator 7.1, Internet Explorer 5.5/6.0, or Mozilla 1.6

Macintosh computers: Netscape Navigator 7.1 or Safari 1.1

Located on the BPCC website, www.bpcc.edu, click on BUSINESS AFFAIRS AND ECONOMIC DEVELOPMENT, click on HUMAN RESOURCES, click on EMPLOYEE SELF SERVICE to view your payroll records.

The Employee Self-Service Home Page is displayed, select Enter Employee Self-Service.

Log-in with employee ID and Personal Identification Number (PIN) and select *Login*.

Contact Human Resources at 678-6040 for this information

Click on SITE MAP at the right of the Employee Services Page.

PAYROLL SERVICES:

Refer to the following table for a description of the options on the Payroll Menu.

MENU OPTIONS
Direct Deposit Information
Federal Withholding
Pay Stub
Earnings Totals
Employee Time Input Entry
Approve Time Input
Employee Time History View
Approver Time History View

Pay Stub

1. Select **Pay Stub** on the Payroll menu.
2. Select the year for the pay stub to be viewed and choose **Select**.
3. Select the date for the pay stub to be viewed and choose **Select**.
4. View the Check Stub History page: