



## FAQs for Human Resources – CCCOnline Instructors

### PAYMENT

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#### When will I be paid?

Instructors are paid on a bi-weekly schedule, with the exception of instructors that also hold a permanent position at the system office. If you hold a permanent position, you will receive your instructional pay along with your regular monthly paycheck. Actual pay dates vary depending on the alignment of course and payroll schedules. You can view the pay schedule for the current term in the EMPLOYEE tab of the [CCCOnline Portal](#).

#### How much will I be paid?

There are three levels of pay: Level I (\$817/credit); Level II (\$866/credit); and Level III (\$908/credit). All new instructors begin at a Level I. Payment for courses is determined by credit hours alone, and does not vary by the length of the session.

The total amount you will receive for each contract is divided equally among the pay periods that overlap the course. For example, if a Level I instructor teaches a three credit, 15-week course that begins in the bi-weekly 9/2 – 9/15 payroll and ends in the bi-weekly 12/9 – 12/22 payroll (representing eight pay periods), they would receive \$306.38 each pay period for a total of \$2,451 for the term, less any deductions.

#### How do I know if I am eligible for a pay increase? How do I receive the increase?

Requirements for pay level increases, and the required form to apply for an increase, can be found in the Pay Level Requirements Checklist on the INSTRUCTOR tab in the [CCCOnline Portal](#). To receive an increase in your pay level, you must ensure you meet all the requirements as outlined in the checklist, then complete and submit the Pay Level Requirements Checklist to your program chair. The program chair must approve and send the document to Human Resources no later than 30 days prior to the start of the term in which the increase will take effect. Any pay increase requests received after this time may not be implemented until a later term.

For additional guidance on locating the checklist on the portal, see the “Pay Level Requirements Checklist” article in the [Knowledgebase](#).

#### I thought I would be receiving a paycheck but I did not, who should I contact?

As a first step, you should confirm the pay dates for the session(s) in which you are teaching. These pay dates are outlined in the EMPLOYEE tab of the [CCCOnline Portal](#). After confirming the pay dates that align with your assignments, contact Human Resources if you still believe there has been an error with your paycheck.

### DEMOGRAPHIC and DEDUCTION CHANGES

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#### How do I update my address?

Email Human Resources with your new address and note the effective date. At this time you are NOT able to update your address through the employee portal. You will also want to update your address with PERA, which can be done through your [online PERA account](#), or by calling PERA at 1-800-759-7372. If you have any other optional benefits, contact the provider(s) directly to update your address.

#### I am moving out of state, what do you need from me?

CCCS gives preference in hiring and assigning courses to individuals that physically work in Colorado. As such, moving out of state will impact your ability to receive future course assignments. If you are moving out of state, or considering moving out of state, you will need to inform your program chair and human resources as soon as possible.

### How do I change my name?

Contact Human Resources to receive the appropriate form. You will also need to provide a copy of your social security card that reflects your updated name.

### How do I change my tax withholdings?

Download the most recent version of the W-4 form from the [IRS website](#), and mail the completed form to Human Resources. Note that Colorado does not have a separate state withholding form. As such, if you would like different deductions for your federal and state taxes, complete two forms and note "Federal Only" or "State Only" on the form. If you do not make a notation, any changes will be applied to both federal and state taxes.

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## BENEFITS

### What benefits am I eligible for as an instructor?

All CCCS employees, including instructors, participate in the Colorado PERA retirement program. All instructors also have the option of enrolling in voluntary life insurance and supplemental retirement plans. Additional benefits such as PERA disability and health insurance are available only to instructors who meet the eligibility criteria. For questions on any of these benefits, contact the CCCS Benefits Specialist.

### Do you offer health insurance coverage?

CCCS offers health insurance coverage to all employees who work an average of 30 hours or more per week during the defined measurement period (this includes all work completed within the CCCS system). The calculation of the number of hours worked for an instructor includes an average of the contact hours for all course assignments within the defined measurement period, plus consideration for any additional work completed. The calculation is NOT determined by the number of courses or credit hours taught.

All instructors are measured for one year after their start date, then April 15<sup>th</sup> – April 14<sup>th</sup> every year thereafter. Any instructor who meets the threshold will be offered health benefits for the benefit plan year following the measurement period. For example, for consideration of health care benefit eligibility beginning July 1, 2018, the measurement period will cover April 15, 2017 - April 14, 2018. **Human Resources will contact you directly if it is determined you meet the eligibility requirements. No action is required from you prior to this time.**

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## ADDITIONAL QUESTIONS

### Where can I find the list of courses I previously taught?

All course contracts after October 2010 are accessible to you in the [CCCOOnline Portal](#). After logging in, click on the EMPLOYEE tab, then the "Instructor/Faculty Load and Compensation (FLAC)" link, underneath the pay schedule. After clicking this link, select "compensation and acknowledgment" where you will be able to access your course history by term.

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## CONTACT INFORMATION

**General HR Questions**  
Katie McCune  
*HR Coordinator*  
katie.mccune@cccs.edu  
720-858-2886

**Benefits Questions**  
Peggy Solomon  
*Benefits Specialist*  
peggy.solomon@cccs.edu  
720-858-2390

**HR Mailing Address**  
Attn: Human Resources  
Colorado Community  
College System  
9101 E. Lowry Blvd.  
Denver, CO 80230

**PERA Questions**  
PERA Customer Service  
1-800-759-7372

**Portal Questions**  
ProfHelp  
profhelp@cccs.edu



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