



**INFORMATION TECHNOLOGY SERVICES**

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Chabot – Las Positas Community College District

# Web for Employee

## Quick Reference Guide

**Instructions for logging into Web for Faculty or Web for Employee  
(same as CLASS-Web login)**

1. Open up Internet Explorer or whatever browser you normally use.
2. Type or cut and paste this address in the URL:  
<http://banner-web.clpccd.cc.ca.us:7000/> and then press enter.
3. Click on the link to the right side of the page that says, "Sign On to CLASS-Web".
4. You can also access this link through the College or District Web pages.
  - 4a) For those of you that have used CLASS-Web before, your User ID and PIN would be the same as normal.
  - 4b) For those of you that are experiencing CLASS-Web for the first time, follow the additional instructions below:
    - 4b-1) You can use your social security number or W ID as your User ID to initially log on. If you do not know your W ID, but would like to begin using it, you can get it once you have logged on with your social security number and PIN.
    - 4b-2) Your PIN is your birthdate (MMDDYY format - and you must put the leading zeros in). **If you are still experiencing a problem logging in and need to reset your PIN, then contact the Human Resources office on 925-485-5238.**
    - 4b-3) Once logged in, there is a green W icon on the first page. Next to the W icon, it says, "What's my W ID?". Click on this link and note your W ID for future use.
  - 5a) The next link to click is the "Menu for Faculty, Staff & Advisors" if you would like to explore Web for Faculty,  
OR
  - 5b) Click the link "Employee Information" if you would like to look at your pay, leave, or benefit information.

User documentation is available at the following URL:  
<http://www.clpccd.org/tech/On-linePrograms.php>

This link will give you access to the two Quick Reference Guides for Query (one for Web for Faculty and one for Web for Employee) and to the full Banner system documentation for Web for Faculty.

If you have any questions or need assistance besides resetting your PIN as noted above, please contact the District Help Desk at 925-424-1715.



## Welcome to CLASS-Web


Chabot - Las Positas Community College District

Information and Announcements	Community Access	<a href="#">Sign On To CLASS-Web</a>
<p><a href="#">Frequently Asked Questions</a></p> <p>CLASS-Web will not be available on Sunday, March 4th, from 1pm-6pm for required system maintenance.</p> <p>Spring 2007 Classes began Tuesday, January 16th.</p> <p><a href="#">Apply now</a> for Spring Semester Classes</p> <p><a href="#">Chabot College Academic Calendar</a></p> <p><a href="#">Las Positas College Academic Calendar</a></p> <p><a href="#">Register to Vote</a></p>	<p><a href="#">Apply for Admission</a></p> <p><a href="#">Current College Catalog</a></p> <p><a href="#">View Chabot College Schedule of Classes</a> <a href="#">Spring 2007 Schedule</a></p> <p><a href="#">View Las Positas College Schedule of Classes</a> <a href="#">Spring 2007 Schedule</a> <a href="#">Summer 2007 Schedule</a></p> <p><a href="#">Search for Classes</a></p> <p><a href="#">Search for Late Start, Weekend, Distance Ed, and Online/Web Based Courses</a></p> <p><a href="#">Cancelled Classes</a></p> <p><a href="#">Send Email Comments or Questions to College Admissions &amp; Records Department</a></p> <p><a href="#">Visit Chabot College Website</a> <a href="#">Visit Las Positas College Website</a></p> <p><a href="#">Blackboard Learning System Login for Online Classes</a></p> <p><a href="#">Email comments to CLASS-Webmaster</a></p>	<p>Hours of Availability: Monday-Friday 7am to 11pm Weekends 7am Saturday through 11pm Sunday</p> <p><a href="#">Sign On to CLASS-Web</a> (Requires ID and PIN)</p> <p><a href="#">Learn more about your "W" ID Number</a></p> <p>FACTS Payment Plans are now available. Contact Admissions and Records for more information.</p> <p>CLASS-Web is best viewed using: Windows: IE 6.0, Netscape 7.01, 7.2, Mozilla 1.7 Macintosh: IE 5.2, Safari 1.2 (Mac OS X)</p> <p><a href="#">Download the Latest Netscape</a> <a href="#">Download the Latest Internet Explorer</a></p>

Main Page for CLASS-Web.



## User Login

 Please enter your 9-digit User Identification Number ("W" ID or your SSN) and your 6-digit **numeric** Personal Identification Number (PIN).  
When finished, click Login.

If you have any questions regarding what to enter, click on this link [What is my User ID/PIN?](#)

If you have forgotten your PIN, enter your User ID first, then click Forgot PIN? You have five attempts to correctly enter your User ID and PIN before your online account becomes disabled.

**When you have finished using CLASS-Web, please Exit and close your browser to protect your privacy.**

**CLASS-Web is best viewed using**  
Windows: IE 6.0, Netscape 7.01, 7.2, Mozilla 1.7  
Macintosh: IE 5.2, Safari 1.2 (Mac OS X)

User ID:  e.g. W87654321

PIN:  e.g. 123456

Login

Forgot PIN?



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Login Screen




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## Main Menu

Welcome, **John Doe**, to the CLASS-Web Information System  
Last web access on Mar 01, 2007 at 09:37 am

 When you have completed your session, choose the **EXIT** option at the top of the page.

Please make a selection from the menu options below.



What's My "W" ID?



[Student Services & Financial Aid](#)

Register for classes; Add/Drop classes; Withdraw from classes; View your assessment scores; View your grades or transcript; View your Financial Aid



[Employee Information](#)

View your benefits, leave or job data, paystubs, W2 and W4 data.



[Menu for Faculty, Staff & Advisors](#)

View Class Rosters; Find available rooms; Check Course Deadlines.



[Personal Information](#)

Update your email address; View name change & social security number change information; Change your PIN.

[Logout of CLASS-Web](#)

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Main Menu



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## Employee

[Benefits and Deductions](#)

View your retirement, health, flexible spending, miscellaneous, beneficiary, and, Benefit Statement information.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information and W2 information

[Leave Balances](#)

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Main Employee Menu



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## Benefits and Deductions

- [Retirement Plans](#)
- [Health Benefits](#)
- [Flexible Spending Accounts](#)
- [Miscellaneous](#)
- [Beneficiaries and Dependents](#)
- [Benefit Statement](#)

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Benefits and Deductions Main Menu



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## Retirement Plans

### *STATE TEACHERS RETIREMENT SYS*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:** STRS Regular  
**Employer Deduction Percent:** 8.0000  
**Employee Deduction Percent:** 8.2500

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

### *STRS BUY BACK*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Terminated  
**Start Date:** May 01, 1999  
**End Date:** Aug 31, 2002  
**Buy Back Amount:** 62.35  
**Buy Back Limit (Life to date):** 4,000.00

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

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[ [Health Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Beneficiaries and Dependents](#) | [Benefit Statement](#) ]

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## Retirement Plan Detail Information





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## Health Benefits

If you choose to go to a vendor web site below you will need to use the back button above to return to this page.

### *AMERICAN UNITED LIFE*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Emp Pay:** 5.00

[History](#) | [Contributions or Deductions](#)

### *BASIC LIFE INSURANCE*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**COVERAGE AMOUNT OVERRIDE:**  
**CALCULATED PREMIUM:** 21.00  
**CALCULATED INSURANCE SALARY:** .00  
**CALCULATED COVERAGE AMOUNT:** 70,000.00

[History](#) | [Contributions or Deductions](#)

### *BLUE CROSS HMO*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:** Emp & 1 dep  
**Emp Amt:** .0000  
**Empr Amt:** 1,068.8600

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

### *DELTA DENTAL*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:** Emp & 1 dep  
**Employer:** 110.6500

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### *LIFE INS-SUPPLEMENTAL*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:** Supplemental & Dependents

[History](#) | [Contributions or Deductions](#)

### *LONG TERM DISABILITY*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:**

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### *RELIANCE STANDARD LIFE*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Mar 01, 1999  
**End Date:**  
**Emp Amt:** 78.03

[History](#) | [Contributions or Deductions](#)

### *VSP*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:** Emp & 1 dep  
**Emp Amt:** .0000  
**Empr Amt:** 29.6800

[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)



## Flexible Spending Accounts

### *DEPENDENT REIMBURSEMENT (IRC)*

**Benefit or Deduction as of date:** Mar 01, 2007

**Status of Benefit or Deduction:** Active

**Start Date:** Oct 31, 2004

**End Date:**

**Employee Amount:** 416.66

**Employee Limit:** 4,999.92

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## Flexible Spending Account Detail



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## Miscellaneous

### *CHABOT-LAS POSITAS FACULTY UN*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jan 01, 1999  
**End Date:**  
**Plan:** FULL TIME FACULTY DUES-12 PAYS  
**Employee Amount:** 32.5000

[History](#) | [Contributions or Deductions](#)

### *FACCC-FACULTY ASSOC OF COM COL*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Emp Amt:** 12.50

[History](#) | [Contributions or Deductions](#)

### *FEDERAL INCOME TAX WITHHOLDING*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Filing Status:** Married  
**Number of Allowances:** 0  
**Add W/H:**

[History](#) | [Contributions or Deductions](#)

### *STATE INCOME TAX WITHHOLDING*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Filing Status:** Single or Dual Income Married  
**ADDALLOW:** 0  
**PERSALLO:** 0  
**Add W/H:**

[History](#) | [Contributions or Deductions](#)

### *STATE UNEMPLOYMENT INSURANCE*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**

[History](#) | [Contributions or Deductions](#)

### *WORKERS' COMPENSATION*

**Benefit or Deduction as of date:** Mar 01, 2007  
**Status of Benefit or Deduction:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Plan:**  
**ER % WORKERS' COMPENSATION:** 1.3910

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## Beneficiaries and Dependents

### *Beneficiaries and Dependents Information*

Name	SSN	Relationship	Birth Date	Gender	College Status
Jane Doe	Not Reported	Wife	Sep 09, 1943		Does not attend college

### *Benefit Coverage*

Name	Benefit Description and Status
Jane Doe    Wife	BLUE CROSS HMO has a status of Active DELTA DENTAL has a status of Active VSP has a status of Active

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## Beneficiaries and Dependents Detail Screen



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## Benefit Statement

Please review the benefit information below.

Statement for **John Doe** as of **Mar 01, 2007**  
Current Date is **Mar 01, 2007**

### Personal Data

**Department:** Computer Science  
**Benefit Category:** Administrative & Classified  
**Date of Birth:** Jun 04, 1961  
**Original Hire Date:** Oct 14, 1992  
**Current Hire Date:** Oct 14, 1992  
**Adjusted Service Date:** Oct 14, 1992

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 [Health Benefits](#) | 
 [Life Insurance](#) | 
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### Dental

#### DELTA DENTAL

<b>Plan:</b>	Emp & 2+ dep
<b>Employee Amount:</b>	\$ .00
<b>Employer Amount:</b>	\$110.65
<b>Total Cost:</b>	\$110.65

Covered Persons	Relationship	Birth Date	Coverage Start Date	Coverage End Date
John Doe	Self	Jun 04, 1961	Jul 01, 1998	
Jane Doe	Wife	Dec 15, 1963	Jan 01, 1999	
Junior Doe	Child	Aug 30, 1996	Sep 01, 1999	

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### Health Benefits

#### BLUE CROSS HMO

<b>Plan:</b>	Emp & 2+ dep
<b>Employee Amount:</b>	\$ .00
<b>Employer Amount:</b>	\$1,765.21
<b>Total Cost:</b>	\$1,765.21

Covered Persons	Relationship	Birth Date	Coverage Start Date	Coverage End Date
John Doe	Self	Jun 04, 1961	Jul 01, 1998	
Jane Doe	Wife	Dec 15, 1963	Jan 01, 1999	
Junior Doe	Child	Aug 30, 1996	Sep 01, 1999	
Cindy Doe	Child	Aug 16, 1998	Jul 01, 1998	

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### Life Insurance

#### BASIC LIFE INSURANCE

<b>Employer Amount:</b>	\$20.40
<b>CALCULATED INSURANCE SALARY:</b>	\$ .00
<b>CALCULATED COVERAGE AMOUNT:</b>	\$120,000.00

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### Vision

#### VSP

<b>Plan:</b>	Emp & 2+ dep
<b>Employee Amount:</b>	\$ .00
<b>Employer Amount:</b>	\$44.52
<b>Total Cost:</b>	\$44.52

Covered Persons	Relationship	Birth Date	Coverage Start Date	Coverage End Date
John Doe	Self	Jun 04, 1961	Jul 01, 1998	
Jane Doe	Wife	Dec 15, 1963	Jul 01, 2000	
Junior Doe	Child	Aug 30, 1998	Sep 01, 1999	

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## Pay Information

- [Earnings History](#)
- [Pay Stub](#)
- [Deductions History](#)

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Pay Information Main Menu



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## Earnings History Criteria

 Choose a date range and then select Display.

**From Date:**

**To Date:**

[\[ Pay Stub | Deductions History \]](#)

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Enter the Criteria for looking up Earnings History Detail



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## Earnings Detail

Choose a date range and then select Display.

### HOURLY REGULAR PAY

Year	Month	Gross Pay	Hours
2004	January	906.19	12.40
	February	760.03	10.40
	March	760.03	10.40
<b>TOTAL</b>		<b>2,426.25</b>	<b>33.20</b>

From Date:

To Date:

[Earnings History](#)

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Earnings Detail Screen





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## Pay Stub Detail

### Pay Stub Summary

**Pay Stub Date:** Apr 30, 2004  
**Gross Amount:** 7,595.28  
**Total Personal Deductions:** 2,249.49  
**Net Amount:** 5,345.79  
**Total Employer Contributions:** 1,580.63

### Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
424	Direct Deposit	CHABOT FEDERAL CREDIT UNION	Savings	550.00
424	Direct Deposit	WELLS FARGO BANK	Checking	4,795.79

### Earnings

Type	Hours	Rate	Amount
Regular Pay			6,835.25
HOURLY REGULAR PAY	10.40	73.080000	760.03

### Benefits or Deductions

Type	Personal Deduction	Employer Contribution
AMERICAN UNITED LIFE	5.00	.00
BASIC LIFE INSURANCE	.00	27.67
BLUE CROSS HMO	.00	638.56
CHABOT-LAS POSITAS FACULTY UN	32.50	.00
DELTA DENTAL	.00	98.05
FACCC-FACULTY ASSOC OF COM COL	12.50	.00
FEDERAL INCOME TAX WITHHOLDING	1,050.97	.00
LIFE INS-SUPPLEMENTAL	15.47	.00
LONG TERM DISABILITY	.00	21.19
RELIANCE STANDARD LIFE	57.87	.00
STATE INCOME TAX WITHHOLDING	467.56	.00
STATE TEACHERS RETIREMENT SYS	607.62	626.61
STATE UNEMPLOYMENT INSURANCE	.00	25.82
VSP	.00	25.00
WORKERS' COMPENSATION	.00	117.73

[Pay Stubs](#)

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Pay Stub information including Employer Contribution



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## Deductions Summary

Select a deduction to access history information.

### *Deduction History from January 2004 to March 2004*

Deduction Type	Employee Deduction	Employer Deduction
<a href="#">AMERICAN UNITED LIFE</a>	15.00	.00
<a href="#">BASIC LIFE INSURANCE</a>	.00	83.01
<a href="#">BLUE CROSS HMO</a>	.00	1,915.68
<a href="#">CHABOT-LAS POSITAS FACULTY UN</a>	97.50	.00
<a href="#">DELTA DENTAL</a>	.00	294.15
<a href="#">FACCC-FACULTY ASSOC OF COM COL</a>	37.50	.00
<a href="#">FEDERAL INCOME TAX WITHHOLDING</a>	3,186.53	.00
<a href="#">LIFE INS-SUPPLEMENTAL</a>	46.41	.00
<a href="#">LIFE OVER 50K</a>	.00	
<a href="#">LONG TERM DISABILITY</a>	.00	63.57
<a href="#">RELIANCE STANDARD LIFE</a>	173.61	.00
<a href="#">STATE INCOME TAX WITHHOLDING</a>	1,419.13	.00
<a href="#">STATE TEACHERS RETIREMENT SYS</a>	1,834.55	1,891.89
<a href="#">STATE UNEMPLOYMENT INSURANCE</a>	.00	77.96
<a href="#">VSP</a>	.00	75.00
<a href="#">WORKERS' COMPENSATION</a>	.00	373.85

[New Date Range](#)

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Summary of Deductions for a period



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## Tax Forms

If you wish to make a change in your withholding please print the following forms and send them to Payroll Dept (you will need to use the back button to return to this screen):

- [W4](#)
- [DE-4](#)

[W4 Tax Exemptions or Allowances](#)

[W2 Year End Earnings Statement](#)

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Tax forms menu screen – This screen has links to printable W4 & DE-4 forms



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## W4 Tax Exemptions or Allowances

**FEDERAL INCOME TAX  
WITHHOLDING**

**As of Date:** Mar 01, 2007  
**Status:** Active  
**Start Date:** Jul 01, 1998  
**End Date:**  
**Filing Status:** Married  
**Number of Allowances:** 0  
**Additional Withholding:** .00

[History](#) | [Contributions or Deductions](#)

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[ [W2 Year End Earnings Statement](#) ]

Federal Tax Exemption Screen



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## W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year:   
Employer or Institution:

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[ [W4 Tax Exemptions or Allowances](#) | [W-2c Corrected Wage and Tax Statement](#) ]

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Main Menu for W2s



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## W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2005 forward). Click on Help Text for information on how to print an approved format for different web browsers and additional information.

### W2 Wage and Tax Statement for 2005

<b>a Control number</b> 147						
<b>b Employer identification number</b> 94-1670563		<b>1 Wages, tips, other compensation</b> 86473.94		<b>2 Federal Income tax withheld</b> 13079.07		
<b>c Employer's name address, and ZIP code</b> Chabot-Las Positas CCD 5020 FRANKLIN DRIVE Pleasanton CA 94588		<b>3 Social security wages</b>		<b>4 Social security tax withheld</b>		
		<b>5 Medicare wages and tips</b>		<b>6 Medicare tax withheld</b>		
		<b>7 Social security tips</b>		<b>8 Allocated tips</b>		
<b>d Employee's social security number</b> XXX-XX-1234		<b>9 Advance EIC payment</b>		<b>10 Dependent care benefits</b>		
<b>e Employee's name</b>  John Doe  123 Main Street Hayward, CA 94546		<b>11 Nonqualified plans</b>		<b>12 See Instructions for box 12</b> C 158.40		
		<b>13 Statutory employee</b> [ <input type="checkbox"/> ] Retirement plan [ <input checked="" type="checkbox"/> ] Third-party sick pay [ <input type="checkbox"/> ]				
		<b>14 Other</b> Retire 7505.67				
<b>f Employee's address and ZIP code</b>						
<b>15 State</b>	<b>Employer's state ID number</b>	<b>16 State wages,tips,etc.</b>	<b>17 State income tax</b>	<b>18 Local wages,tips,etc.</b>	<b>19 Local income tax</b>	<b>20 Locality name</b>
CA	80034481	86473.94	5771.90	.00	.00	

[\[ Make New Selection | W4 Tax Exemptions or Allowances \]](#)

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W2 form



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## Leave Balances

Select the link under the Type of Leave column to access detailed information.

### List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Mar 01, 2007	Taken as of Mar 01, 2007	Available Balance as of Mar 01, 2007
<a href="#">Personal Leave</a>	Hours	.00	8.00	.00	8.00
<a href="#">Sick Leave</a>	Hours	1,811.44	80.00	.00	1,891.44
<a href="#">Sick Leave - Part Time Faculty</a>	Hours	98.13	.00	.00	98.13
<a href="#">Sick Leave Summer Faculty</a>	Hours	23.30	.00	.00	23.30

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## Leave Balance Summary



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## Leave Detail

### *Personal Leave*

Leave Accrual and Usage from Jul 02, 2006 to Jul 01, 2007

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days Earned	Taken
MONTHLY PAYROLL	Jul 31, 2006	Jul 01, 2006	Jul 31, 2006	Hours	8.00 .00

Leave By Job

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[\[ Leave Balances \]](#)

## Leave Balance Detail