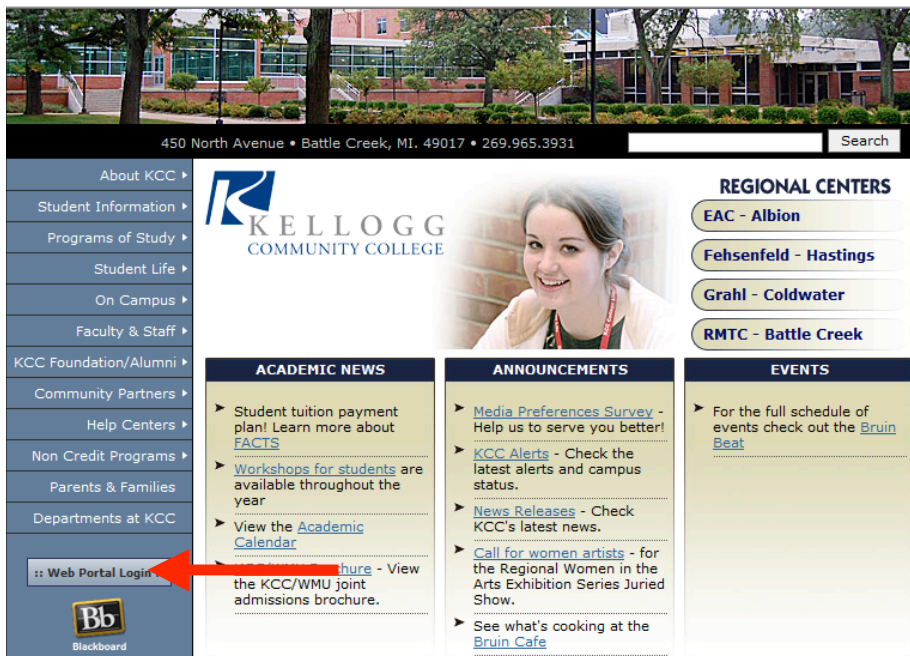


My Stipends Documentation

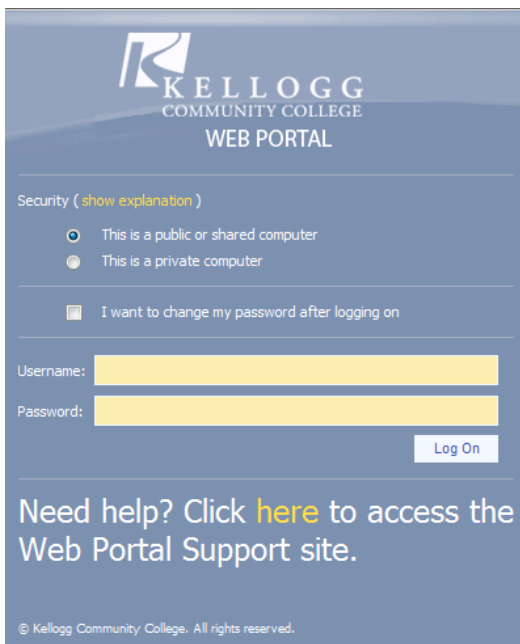
If you are teaching a course or receiving additional wages that are paid over more than one payroll, you may view your stipend information on KRIS.

Go to the KCC homepage at www.kellogg.edu



The screenshot shows the Kellogg Community College homepage. At the top, there is a banner image of a building and a search bar. Below the banner, the college's name and logo are displayed. A navigation menu on the left lists various categories such as 'About KCC', 'Student Information', and 'Faculty & Staff'. On the right, there are buttons for 'REGIONAL CENTERS' including 'EAC - Albion', 'Fehsenfeld - Hastings', 'Grahl - Coldwater', and 'RMTC - Battle Creek'. The main content area is divided into three columns: 'ACADEMIC NEWS', 'ANNOUNCEMENTS', and 'EVENTS'. A red arrow points to the 'Web Portal Login' link in the bottom left corner of the page.

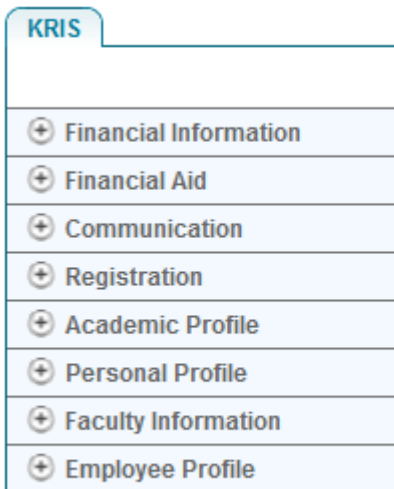
Click on the KCC Web Portal at the bottom left corner of the page.



The screenshot shows the Kellogg Community College Web Portal login page. At the top, the college's logo and name are displayed. Below this, there is a security warning: 'Security (show explanation)'. There are two radio button options: 'This is a public or shared computer' and 'This is a private computer'. Below these options is a checkbox labeled 'I want to change my password after logging on'. There are two input fields: 'Username:' and 'Password:'. A 'Log On' button is located below the password field. At the bottom, there is a link for 'Need help? Click here to access the Web Portal Support site.' and a copyright notice: '© Kellogg Community College. All rights reserved.'

Enter your username (k id) and password and click “Log On”.

If you have not logged in to the Web Portal before, your initial password is your 6 digit birth date. You will then be prompted to change your password.



KRIS is located in the bottom right corner of the page.
 Select either "Personal Profile" or "Employee Profile" option on the menu.



It will expand to include several options, such as the ones above:
 Click on "My Stipends"

My Stipends × ?

Start Date	End Date	Description	Amount	Payments Made	Total Payments	Course Section Assignment
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- “Start Date” - your first pay date for the course(s).
- “End Date” - the Saturday after your last pay date for the course(s) – this is due to the Sunday-Saturday week used by the computer system.
- “Description” – course(s) being taught
- “Amount” – your total gross amount for the course(s)

To determine your biweekly gross amount, take the number in the “Amount” column and divide it by the number in the “Total Payments” column.

Sign out by going to the top right of the page and selecting the dropdown from the “Welcome ...” link.