

SC Endeavors Registry

Adding Wage/Salary Information to Employment Record

Sign In:

1. Go to www.scendeavors.org.
2. Click "Registry login" in the top right-hand corner.
3. Click "Login" in the top right-hand corner.
4. Enter your email and password.
5. Click **LOGIN**.

Employment:

1. Click the **EMPLOYMENT** tab.
2. Click **EDIT EMPLOYMENT**.

My Personal Profile

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

| | | | | | | | | |
|---------|----------|-----------|-------------------|----------|--------------|---------|-------------------------------|---------|
| Summary | Personal | Education | Employment | Training | Professional | Trainer | Technical Assistance Provider | Reports |
|---------|----------|-----------|-------------------|----------|--------------|---------|-------------------------------|---------|

Employment

Edit Employment

3. Next to the program identified as **Primary Employer**, click the **EDIT** button.

| | | | | | | |
|-------------------|----------|--------------|-----------|------------|---------------------|--|
| Circle of Friends | Director | Not Provided | 3/17/2021 | 11/23/2021 | Verified by Program | |
|-------------------|----------|--------------|-----------|------------|---------------------|--|

SC Endeavors Registry

4. Under the **COMPENSATION** section, click on the selection that applies to your pay structure :

- I receive an hourly wage
- I receive an annual salary

5. Enter your hourly wage (i.e. \$15) OR enter your annual salary (i.e. \$35,000)

Compensation

The Registry recommends entering your wage information. *

I receive an hourly wage

 \$

I receive an annual salary

I do not wish to provide this information

Date of last wage increase

6. Click **UPDATE** button after all information has been entered.

Your wage/salary information has been updated!