

# Electronic Entry of Principal and Teacher Directed

## Professional Development

### INSTRUCTIONS FOR EMPLOYEE ACCESS

- 1) Employee Access is located in Skyward. Log in and select the Employee Access tab.



- 2) Once in Employee Access, select "Time Off", then "My Requests"



Select: Add (right hand side of screen)



*Example of Principal Directed PD see directions below*

Time Off Request

Submit To: ADMINISTRATOR for approval

\* Time Off Code: Principal/District Directed PD - Hours Hours per Day: 8h 00m

\* Reason: Principal Directed PD Detail...

Description: HRM + course #123, Description

Type: ☒ Single Day ☐ Date Range

\* Start Date: 10/06/2020 Tuesday

Hours: 2 hours 00 minutes

Start Time: 04:00 PM


Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

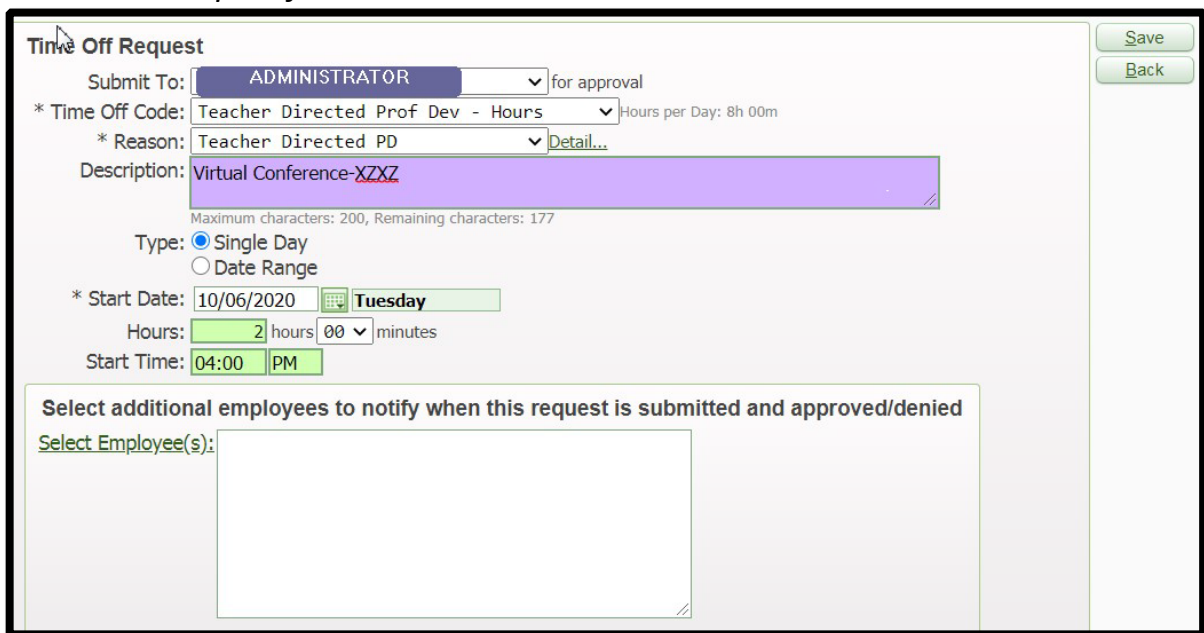
SEE DETAILED STEPS BELOW



3) To enter a Professional Development Request-Go to “My Requests”

- a. **Add** (right hand side of screen) 
- b. **Submit To**: This should be your Administrator, please use the drop down if your Administrator is not showing.
- c. **Time Off Code**: This should be either **Principal/District Directed PD or Teacher Directed PD**
- d. **Reason code**: **Professional Development or Teacher Directed**
- e. **Description**: Please add a **full description** of the activity you performed and the course # if registered thru HRM+.
- f. **Type**: Single Day is the most common selection
- g. **Start Date**: Date activity was performed
- h. **Hours**: Number of hours approved for activity
- i. **Start Time**: **Activities should be performed outside of your normal work hours per CBA.**
- j. **Select additional employees**: If you report to multiple Administrators you can add additional names at this time.
- k. Click **“Save”** on the right side of your screen
  - i. This will send your request to your Administrator for approval

*Example of Teacher Directed PD*



The screenshot shows a web form titled "Time Off Request". On the right side, there are two buttons: "Save" and "Back". The form fields are as follows:

- Submit To:** A dropdown menu showing "ADMINISTRATOR" with a note "for approval".
- \* Time Off Code:** A dropdown menu showing "Teacher Directed Prof Dev - Hours" with a note "Hours per Day: 8h 00m".
- \* Reason:** A dropdown menu showing "Teacher Directed PD" with a link "Detail...".
- Description:** A text area containing "Virtual Conference-XYZ" with a character count "Maximum characters: 200, Remaining characters: 177".
- Type:** Radio buttons for "Single Day" (selected) and "Date Range".
- \* Start Date:** A date picker showing "10/06/2020" and a day selector showing "Tuesday".
- Hours:** Input fields for "2" hours and "00" minutes.
- Start Time:** Input fields for "04:00" and "PM".
- Select additional employees to notify when this request is submitted and approved/denied:** A section with a link "Select Employee(s):" and an empty text area.

## FAQs

1. Can the training be within my normal workday?
  - a. No, your PD/TD must occur outside of your normal working hours per CBA.
2. What happens when I submit my request?
  - a. A notification is sent to your Administrator that you have submitted a request for approval.
3. Can my Administrator deny my request?
  - a. Yes, if your Administrator did not approve the activity they have the ability to deny the request, you will receive an email notification if this occurs.
4. Where can I see my balance?
  - a. Once approved your entries will show in Employee Access, Time Off, My Status (same place as last year)
5. Can I enter more than the allocation?
  - a. No, you will only be able to enter up to the amount that was allocated for you to complete. For a 1.0 FTE 30 hours of Principal Directed Professional Development and 7.5 hours of Teacher Directed Professional Development.
6. Do I have to enter a course I completed in PD Enroller?
  - a. Yes, there is not a direct connection between Skyward and PD Enroller classes.
7. When should I enter my request?
  - a. As soon as you complete the activity so you are not surprised and scrambling at the end of the year to remember what you did.
8. Is there a connection between this entry and clock hours?
  - a. No, you would need to apply for those separately.
    - i. Please contact Holly Carter about clock hours at [hcarter@mvsd320.org](mailto:hcarter@mvsd320.org)