

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)



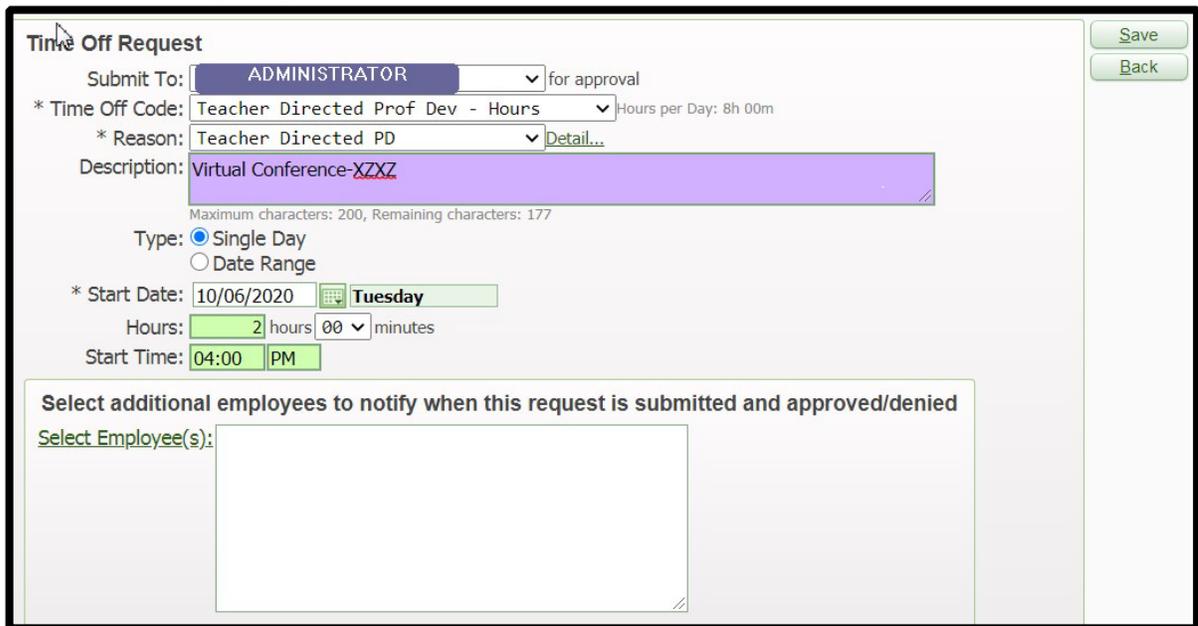
Example of Principal Directed PD see directions below

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 with "ADMINISTRATOR" selected, followed by "for approval".
- * Time Off Code:** A dropdown menu with "Teacher Directed Prof Dev - Hours" selected. To the right, it says "Hours per Day: 8h 00m".
- * Reason:** A dropdown menu with "Teacher Directed PD" selected and a "Detail..." link.
- Description:** A text input field containing "Virtual Conference-XZXZ". Below the field, it says "Maximum characters: 200, Remaining characters: 177".
- Type:** Two radio buttons: "Single Day" (which is selected) and "Date Range".
- * Start Date:** A date picker showing "10/06/2020" and a calendar icon. To the right, it says "Tuesday".
- Hours:** A field with "2" in a green box, followed by "hours" and a dropdown with "00" and "minutes".
- Start Time:** A field with "04:00" in a green box, followed by "PM" in a green box.
- Select additional employees to notify when this request is submitted and approved/denied**: A section with a label "Select Employee(s):" and an empty text area below it.

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