REP - Transferring Professional Development Days from Absence Records to REP

1. Module – Employee Absence Records Screen – Current Absence & Substitute Use Screen

Enter a record for the professional development days into the Current Absence & Substitute Use Screen using the Leave code of PD and one of the following Reason codes (pre-defined in the Absence Reason Codes Screen):

- CM REP PD: Classroom Management
- ID REP PD: Instructional Delivery

*Note: The leave must be entered in days.

🏽 Current Employee Absence and Substitute Use Records 🛛 🖉 Employee Ab 🗖 🗖 🔀						
SSN	Name (L,F,M)	.M) / JUDITH		K Building		
					Location	
 Absence Date ar 	nd Period	E Leave type and amo	ount used			
Absence Date	11/03/2011	Reason code	CM=REP PD: Classroom 💌			
(Through)	11/03/2011	Leave Code	PD=Professional Develor 💌			
Period code	FD 💌	Leave Used	1.000			
- Substitute Excelores						
Name (L,F,M)			S	SN		
Substitute Payroll Details						
Hours Paid	0.000	Hourly Rate	0.000	Hourly Pay	0.00	
Full Days	0.000	Full Day Rate	0.000	Full Day Pay	0.00	
Half Days	0.000	Half Day Rate	0.000	Half Day Pay	0.00	
Transferred?	No transfer 💌	ASN	-	Total Pay	\$0.00	

 Module – Personnel Screen – Registry of Educational Personnel Operation – Update REP Professional Development Days from Absence Records

Update REP Professional Development Hours from Absence Records					
This operation does the following:					
First, all Professional Development Hours will be set to zero for all employees. Then, absence records in the					
range of dates entered below will be examined. If the Leave Code is "PD", the Leave Used will be added to the REP Pro-					
fessional Development Hours, based on the Reason code of the absence record.					
Include records beginning on date 11/03/2011 and ending on date 11/03/2011					
Proceed with operation request? <u>OK</u> <u>Cancel</u>					

- 3. Enter the date range for the professional development days that you would like transferred in the Registry of Educational Personnel.
- 4. Proceed with the operation OK or Cancel.
- 5. You will receive the message: "REP Professional Development days updated. Please review Operations/Error Log report". Click OK.
- 6. Review the Operations/Error Log in the Payroll Module Control Screen. You should see the process begin, the number of employees updated, and the process end.
- 7. Module Personnel Screen – Registry of Educational Personnel

In the Registry of Educational Personnel, review an updated employee. Click on the Professional Development tab. You should see the categories updated with days.