

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

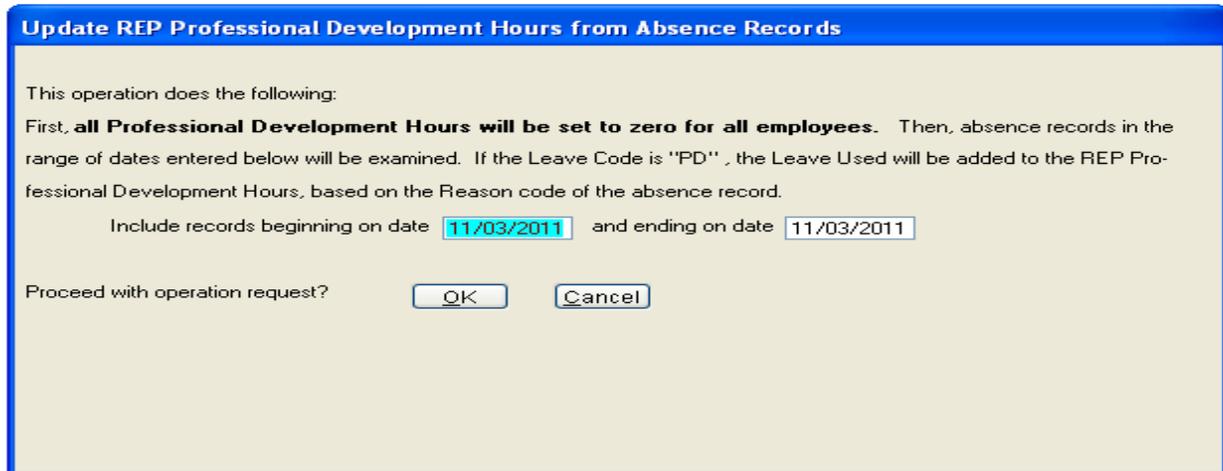
*Note: The leave must be entered in days.

Absence Date and Period		Leave type and amount used	
Absence Date	11/03/2011	Reason code	CM=REP PD: Classroom
(Through)	11/03/2011	Leave Code	PD=Professional Develop
Period code	FD	Leave Used	1.000

Substitute Employee	
Name (L,F,M)	
SSN	--

Substitute Payroll Details			
Hours Paid	0.000	Hourly Rate	0.000
Full Days	0.000	Full Day Rate	0.000
Half Days	0.000	Half Day Rate	0.000
Transferred?	No transfer	ASN	
Hourly Pay	0.00	Full Day Pay	0.00
Half Day Pay	0.00	Total Pay	\$0.00

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



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.