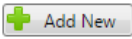


Time Keeper – Employee Portal

Out of District Workshop Requests

- After logging into Time Keeper, select **Out of District Workshop Requests** from the left side menu.



Adding a New Request

- Click the Add New button . The Add New Out of District Workshop Request for Approval form will open.

Add new Out of District Workshop Request for Approval

Effective Date(s): Title:

General | Absence Info | Registration Fee/Other Fees | Lodging | Meals | Travel | Documentation

Course Start Date:  Title:
 Course End Date:  Description:
 Location: Facilitator:
 Type of Credit: CEU Credits Reason:
 Credits: 0.00
 Course Types: HQ Staff Development


| Credit Breakdown | | Totals | |
|---------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Type/Description | Credits | Requested Amount | Approved Amount |
| Content | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Literacy | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Technology | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Other | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| School Admin | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Grand Total: | | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Save Progress | Submit | Delete | Cancel

- The form can be saved at any point by clicking the “Save Progress” button.
- Course Start Date, Title, Description, Location or Facilitator, and a total for Credits is required before saving or submitting.
- Enter the Course Start Date, Course End Date, Title of the Workshop and a Description.
- Choose an existing location by clicking on the Search button, or enter a new location.
- Enter the name of the workshop Facilitator.

- Choose the type of Credits from the dropdown menu.
- Enter the number of credits obtained in this workshop.
- Choose the Course Type from the dropdown menu.
- Enter the Reason for the workshop.
- Complete the Credit Breakdown by entering the number of credits awarded for each Type/Description.

General Tab

- After saving, the form and each tab in the form can be added to or edited by clicking the pencil icons . Any field can be edited before the request is submitted.
- Once the Request is submitted and reviewed by Human Resources, the General Information and Credit Breakdown values can no longer be changed.

Documentation Tab

- Click the green plus button to add documents.

View \ Edit Out of District Workshop Request for Approval

Effective Date(s): 4/18/2016 Title: Hybrid Classroom

General | Absence Info | Registration Fee/Other Fees | Lodging | Meals | Travel | Documentation

Documentation

| File Name | Description |
|-----------------------------------|----------------------|
| Adding new record... | |
| File Name: <input type="text"/> | <input type="text"/> |
| Description: <input type="text"/> | <input type="text"/> |

Upload File

No records to display.

| Type/Description | Credits |
|------------------|-----------------------------------|
| Content | <input type="text" value="2.00"/> |
| Literacy | <input type="text" value="1.00"/> |
| Technology | <input type="text" value="1.00"/> |
| Other | <input type="text" value="1.00"/> |
| School Admin | <input type="text" value="1.00"/> |

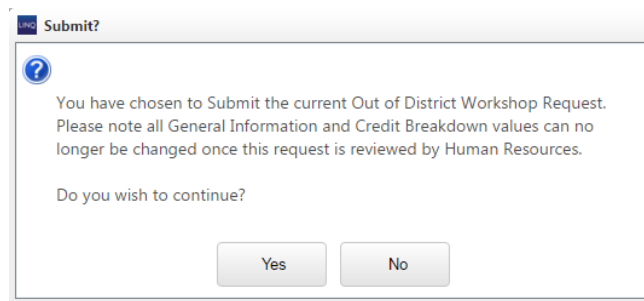
| Totals | Requested Amount | Approved Amount |
|---------------------|-------------------------------------|-----------------------------------|
| Registration Fee(s) | <input type="text" value="57.49"/> | <input type="text" value="0.00"/> |
| Lodging | <input type="text" value="79.22"/> | <input type="text" value="0.00"/> |
| Meals | <input type="text" value="35.75"/> | <input type="text" value="0.00"/> |
| Travel | <input type="text" value="3.78"/> | <input type="text" value="0.00"/> |
| Grand Total: | <input type="text" value="176.24"/> | <input type="text" value="0.00"/> |

Save Progress

- Click the Upload File button to browse for documents to upload. They can be .jpeg, .jpg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt, .bmp, .rtf.
- Once the document has uploaded, enter a Description.
- Click the Insert button to add to the Request.

Submitting the Request to Human Resources

- After everything has been completed by the employee, they will need to submit their request to HR. Click the Submit button and answer Yes if the request is complete.



Approval or Request to Human Resources

- Once Human Resources has approved or denied the request, the Approval Status will show in the TimeKeeper screen.

| Course Start Date | Title | Type of Credits | Credits | Submit Date | Approval Status |
|-------------------|---------------|-----------------|---------|-------------|-----------------|
| 09/01/2016 | Test 33 | CEU | 3.00 | 08/14/2016 | Approved |
| 08/01/2016 | Test Workshop | CEU | 3.00 | 07/20/2016 | Denied |
| 07/29/2016 | Test | CEU | 3.00 | 07/20/2016 | Approved |
| 07/25/2016 | Test 3 | CEU | 3.00 | 07/20/2016 | Approved |
| 07/24/2016 | TEST | CEU | 3.00 | 07/20/2016 | Approved |

- Notes from the Human Resources department will appear under **Admin Notes**.

Out of District Workshop Request(s) + Add New

| Course Start Date | Title | Type of Credits | Credits | Submit Date | Approval Status |
|-------------------|----------------------|-----------------|-------------|-------------------|-----------------|
| 09/01/2016 | Test 33 | CEU | 3.00 | 08/14/2016 | Approved |
| 08/01/2016 | Test Workshop | CEU | 3.00 | 07/20/2016 | Denied |
| 07/29/2016 | Test | CEU | 3.00 | 07/20/2016 | Approved |
| 07/25/2016 | Test 3 | CEU | 3.00 | 07/20/2016 | Approved |
| 07/24/2016 | TEST | CEU | 3.00 | 07/20/2016 | Approved |

Course Start Date: **Title:**

Location: **Facilitator:**

Type of Credit: **Credits:**

Course Types:

Credit Breakdown

| Type | Credits |
|--------------|---------|
| Content | 3.00 |
| Literacy | 0.00 |
| Technology | 0.00 |
| Other | 0.00 |
| School Admin | 0.00 |

Description:

Test

Admin Notes:

Please provide certificate.

- If the request is denied, reenter with the changes noted by the Human Resources department and submit.