

Instructions for Faculty



Associate Faculty Professional Development Hours

Payroll

Employee Information

First Name	Last Name	Employee ID
<input type="text" value="Rene"/>	<input type="text" value="Balingit"/>	<input type="text" value="144427"/>
College/Location	Department	Galaxy ID
<input type="text" value="DIST"/>	<input type="text" value="Information Services"/>	<input type="text" value="200035"/>

Professional Development Hours

(Maximum of 3 hours per fiscal year) Hours submitted will be paid at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule

Date	Activity	Time (Hours)
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>
		<input type="text" value="0"/>
		Total Hours

PROFESSIONAL DEVELOPMENT ACTIVITY DESCRIPTION SUMMARY:

Required Checkbox for Form Submittal

I understand that checking this box constitutes a signature confirming the information on this form is accurate to the best of my knowledge. *

Payroll Use Only - Funding Line Calculations

Show Calculator

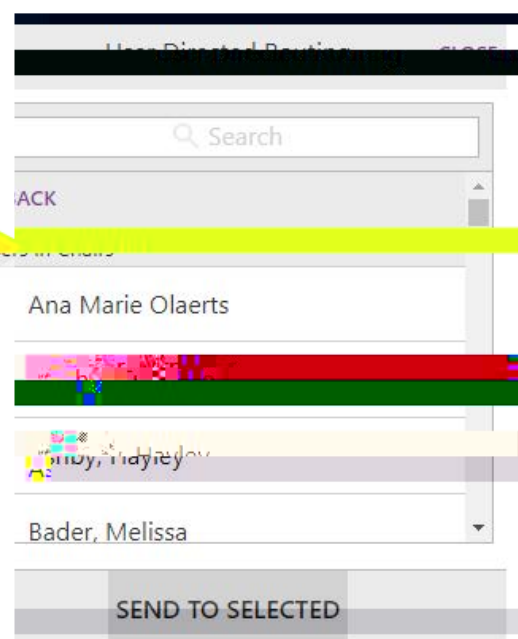
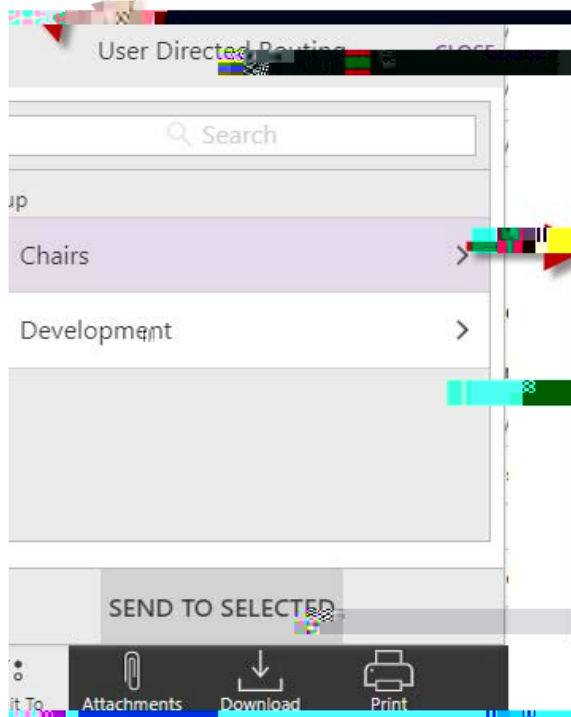
EW#
Confirm your employee information is correct.

EW\$
Enter the **GSW** the Activity, Information regarding the **3U** and the amount of **FL** spent on the activity, in hours. (ex. 1.5 = one hour and 30 minutes)

EW%
Provide the **Description** or **Eg - Ska**

Step 4
Place a check in the box for confirmation.

This section is for use by the Payroll Department.



EFWS',
Click the "Submit To" button, select "Chairs" group list, and then select or search for the "Chair" to approve your request.

EFWS',
Click "Send to Selected" to submit your request for approval.

Instructions for Chairs, Deans, and Coordinators

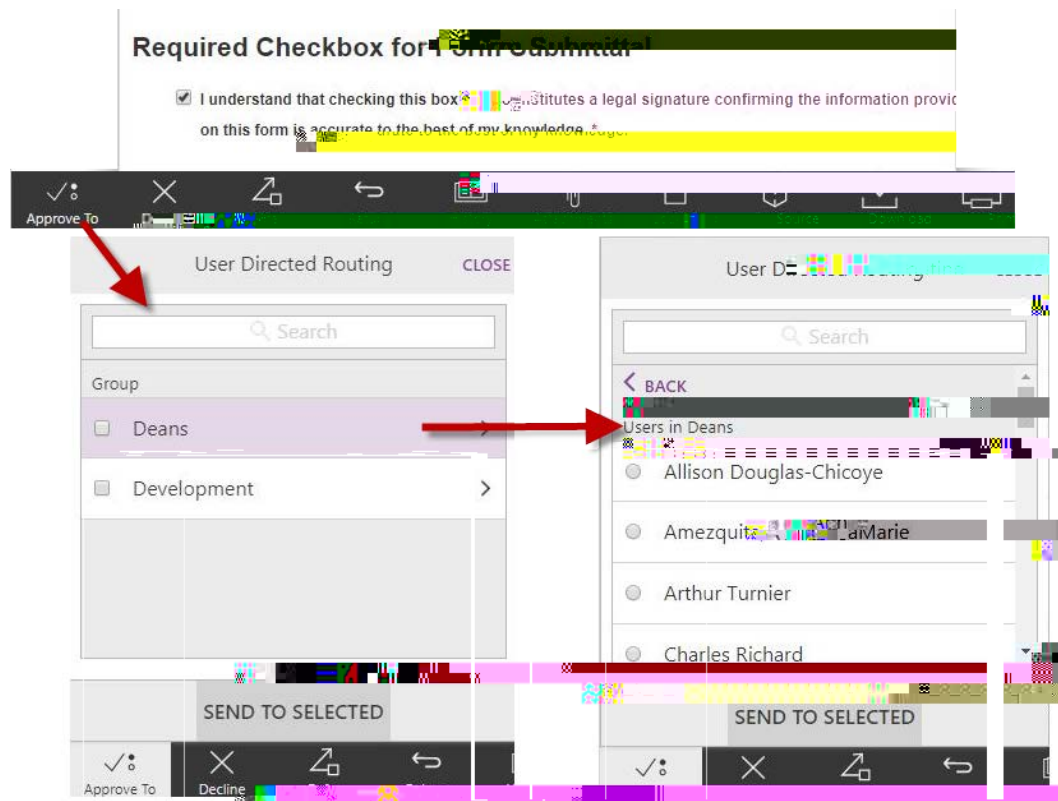
Within Etrieve Central, Click on your inbox and then select the eform in the Package Items list (Tip: two separate clicks of your mouse will display the submitted form into the Right-hand frame for viewing).

CHAIRS:

Email notifications will be sent when requests have made it to the Chair's Inbox.

Step 1:

- 1) **Approve to** will send the request to the Dean of your choosing for Approval
- 2) **Decline** the request
- 3) **Refer** will send the request to someone of your choosing.
- 4) **Return** will send the request back to the Faculty member who submitted the request.



Step 2

When clicking on "Approve to", the Group "Deans" will be displayed. Clicking on Deans will then display a list of Deans for you to select or search for. Select the appropriate Deans for Approval of this request. [Do not select Development.]

Step 3

Select the appropriate Dean and then click Send to Selected. The request will now be routed to the selected Dean for approval

DEANS:

After accessing the submitted eform request from the Inbox, the Deans will have access to a menu at the bottom

1) **Approveto i ill enVtZerecu** request to the Professional Development Coordinators of your choice.

2) **DedinetZerecu et SnVnotifk** the Faculty Member via email.

3) **Refer i ill enVtZerecu et to** someone of your choosing.

4) **Return i ill enVtZerecu et** back to the Faculty member who submitted the request. The Faculty member will receive an email notification when it enters their inbox.