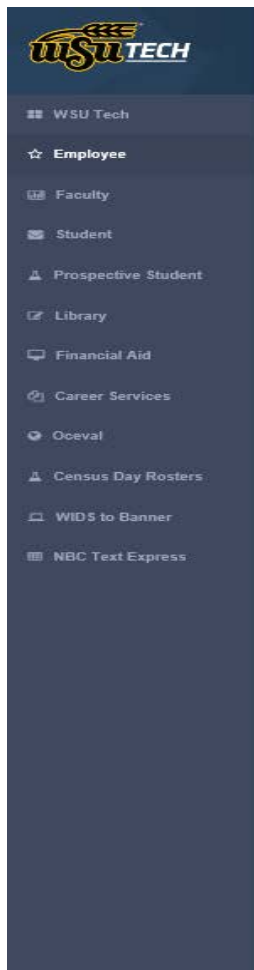


Professional Staff Development Activities allows WATC employees, staff, and faculty to grow their knowledge base, stay current with best practices, and show that their expertise is meaningful in a rapidly transforming and ever-demanding marketplace. We ask that you record your experiences to demonstrate this knowledge.

1. Log into myWATC.
2. Select the Employee Tab.
3. Select Professional Development from the Intranet Links channel.



Employee Links

Banner 9

Banner Application Navigator

- Single Sign-on to Banner 9.X

Employee Profile

Finance Self Service

Student Self Service

Student Advisor Profile

Student Attendance Tracking for Faculty

Student Attendance Tracking for Students

Banner 8 (INB)

Internet Native Banner (TEST)

- Single Sign-on direct link to Internet Native Banner

Internet Native Banner (PPRD)

- Login required for direct link to Internet Native Banner PPRD

Internet Native Banner (TRNG)

- Login required for direct link to Internet Native Banner TRNG

Self-Service Banner

Self-Service Banner (TEST)

- Single Sign-on direct link to Self-Service Banner Test

Self-Service Banner (PPRD)

- Login required for direct link to Self-Service Banner PPRD

Self-Service Banner (TRNG)

- Login required for direct link to Self-Service Banner TRNG

Recruit

Recruit 5.2

Recruiter External Web Site 5.2

Process Improvement

Process Improvement Form

View all Process Improvement Forms

Reference

Interactive Schedule - Employee Version

Intranet Home

New Intranet Home

Remote Desktop Connect Guide - Employees

WSU Tech Employee IT Help Guide

Banner Bookshelf

Forms

You must be on a computer on **campus** or **Remote Desktop Connection** off campus to access these applications.

Retrieve Forms

(must use Chrome)

Professional Development

- 20 PD hrs per Academic year are required by the college.

IT One Stop

IT One Stop - TEST

- Run Banner Stored Procedures, Link to Web Applications, Link to E-Forms

Medical Comparison 1001 - for Full-time employees

HR Benefits - Employee Navigator

How to create an Employee Navigator account:

- Open the [Employee Navigator](#) URL in your web browser
- You have now accessed Employee Navigator's homepage
- Click the link for "Login" at the top right corner of the page
- You will be redirected to the Employee Navigator Login page
- Click the link "Register as a new user"
- Registration page will pop up
- Enter your first and last name
- Enter your Company Identifier number: **WSU Tech** (please)
- Enter the last four digits of your Social Security Number
- Enter your birth date (mm/dd/yyyy)
- Click "Next"
- Enter all the marked fields to complete the registration process

How to Access the Employee Navigator Login Portal:

- Open the [Employee Navigator](#) URL in your web browser
- You have now accessed Employee Navigator's homepage
- Click the link for "Login" at the top right corner of the page
- You will be redirected to the Employee Navigator Login page
- Enter your username and password and click "Log In"
- Once you have signed in, you can choose to log out at an

Visit one of the links below for assistance with the following:

- [Creating an employee account](#)
- [Enrolling in benefits](#)

Other Forms and Policies

[Finance Forms](#) - This link provides information related to Financial

[Academic Forms](#) - Academic Affairs forms and related information

[Benefits](#) - Informational documents and change forms are available at WATC's benefits, please contact HR.

[Tuition Waiver](#) - reference employment policy 2-45 for process

[Payroll](#) - Information about logging into timecards and pay statement forms.

[Employment](#) - This section contains information related to policies

[Policies and Procedures](#) - This section contains policies and procedures to promote responsible, successful, and ethical students, employees,

Human Resources

Welcome Employees:

Whether you have just joined our staff or have been at WSU Tech for a while, we welcome you to a dynamic and rewarding place in which to work, and we look forward to your success.

How to add information about your own Professional Staff Development Activities



Submission Date: May 29, 2019

Information about yourself:

User Name: <input type="text" value="cbarber"/>	Full Name: <input type="text" value="Cathie Barber"/>	Program: <input type="text"/>
Role: <input type="text" value="Select"/>	Division: <input type="text" value="Select"/>	

Information about your recent training activity

Training Title <input type="text"/>	Training Type <input type="text" value="Select"/>	Hours Earned <input type="text" value="Select"/>
Documentation: <input type="text" value="Browse..."/>	Training Date From <input type="text"/>	Training Date To <input type="text"/>
Comments: <input type="text"/>		

Cancel

Submit Form

These entries are required:

- In 'Role' and 'Division', a selection from the drop downs
- In the 'Training Title' box, the title of the course or training session
- In 'Training Type', a selection from the drop down
- In 'Hours Earned', a selection to the nearest half-hour
- In 'Training Date', click the calendars to select the beginning and ending dates

For 'Comments' you can use free text.

If documentation is required, click 'Choose File' to attach a file. There is a limit of 1 MB.

NOTE: If you click on a calendar after you choose a file it will drop the file.

Click 'Submit Form'. The form below will display. (Clicking 'Cancel' during first submission drops all entries.)



Professional Develop

Wednes

Current L

Current Supervis

Thank you for your submission!

Your Professional Development Training Record has been submitted for approval.

An email has been sent to your inbox to allow you to edit the [Professional Development Training Record](#) if needed. If you do not receive one please let IT know by submitting an IT helpdesk ticket.

Once your submission has been approved, you should receive a second email confirming approval or rejection.

To submit more Professional Development Training please click this [link](#).

To view all of your existing Professional Development Training please click this [link](#).

Thank you!

More Options:

[Submit new Professional Development](#)

[Professional Development Training Report](#)

[WSU Tech Home Page](#)

Instructions:

[Employee Directions for SUBMITTING professional development](#)

[Supervisor Directions for APPROVING professional development](#)

The links on this form allow you to; **1)** modify the information just submitted, **2)** submit another instance of training, or **3)** view the report of all your submitted training information. To exit the form, simply close the tab or window in which it is displayed.

The submitted information has now been recorded and has initiated a workflow process to your supervisor for approval (or rejection pending further clarification).

You will receive notifications of the process via email similar to that seen below.

 Reply  Reply All  Forward  IM



Mon 12/1/2014 8:28 AM

Brady Randall

Supervisor Approval needed for Brady Randall's Prof Development on 2014-12-1

To  Brady Randall

Thank you for your first submission!

Your first submission is now waiting for approval.

To change the [Professional Development Training Record](#) please click the link.

Once your first submission has been approved or rejected by Cathie Barber, you should receive a second email confirming this.

Thank you!

If you have any further questions about the Professional Development Application please either contact IT using a ticket to the IT help desk, or contact HR.