

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 HR Professional Development Record Keeping from the Intranet Links channel

The screenshot displays the myWATC intranet interface with the 'Employee' tab selected. The navigation bar includes 'Employee', 'Student', 'Career Services', 'WATC', 'Library', 'Faculty', and 'Financial Aid'. The main content area is divided into several sections:

- Time Reporting:** Contains a 'Time Sheet' for a Software Developer (E99877-00 - IT, 10400) with a list of bi-weekly reports and their due dates (e.g., Dec 22, 2014).
- Employee News and Updates:** Features a 'You Rock!' announcement for a WATC Employee Recognition Program, including a link to the 'Recognition Form' and instructions to click 'submit'.
- Committee News and Updates:** Displays the 'WATC Committee Structure'.
- Digital First:** Promotes the 'Digital First Task Force Mission Statement' with the goal to 'Construct a plan to revolutionize the way WATC delivers and supports the instructional environment using technology.' It includes the Digital First logo and 'WICHITA AREA TECHNICAL COLLEGE'.
- Human Resources:** Welcomes employees and provides information on eligibility for benefits and policies, directing them to the Human Resources department.
- Intranet Links:** Lists various resources, including 'Professional Development' (with a red arrow pointing to the link), 'IT Services Intranet Home Page', '2014-2015 Payroll Calendar', and 'Academic Planning Calendar'. The 'Professional Development' link is highlighted in blue and includes a PDF icon and text: '20 PD hrs per Academic year are required by the college'.
- Employment Details:** Lists links for 'Benefits', 'Direct Deposit', 'View/Print Pay Stub', 'Job Details', and 'Leave Details'.
- Forms and Policies:** Provides links to 'Finance Forms', 'Academic Forms', 'Benefits', 'Tuition Waiver', 'Payroll', and 'Policies and Procedures'.

How to add information about your own Professional Staff Development Activities.



Professional Development Form
Monday, December 1, 2014
Current User: Brady Randall
Current Supervisor: Cathie Barber
Current State: first submission

Information about yourself:

User Name: Full Name:

Role: Division: Program:

Submission Date: December 1, 2014

Information about your recent training activity:

Training Title:

Training Type: Hours Earned:

Comments:

Documentation: No file chosen

Training Date: From:

December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

 To:

December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

- The 'Role' and 'Division' is required.
- In the 'Training Title' box, please type the title of the course or training session.
- In 'Training Type', again, please select from the drop down.

- d. For 'Hours Earned', again, please select a number.
- e. For 'Course Dates' click the calendar to select the beginning date and ending date of the course.
- f. For 'Comments' you can use free text.
- g. If documentation is required, click to attach a file. There is a limit of 1 mb. Also if you click on the calendar after you upload a file it will drop the file you uploaded.
- h. Click 'Submit'. You should have been returned to the Employee tab in myWATC.
- i. This information has now been recorded and has initiated a workflow process to your supervisor for approval (or rejection pending further clarification)
- j. You will receive notification via email of the process as 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 new Professional Development Application please either contact IT with a ticket to the IT help desk or contact HR.