


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.

The screenshot displays the myWATC intranet interface. At the top, there is a navigation bar with tabs for Employee, Student, Career Services, WATC, Library, Faculty, and Financial Aid. The Employee tab is selected. Below the navigation bar, the interface is divided into several sections:

- Time Reporting:** Contains a Time Sheet for Software Developer, E99877-00 - IT, 10400, listing bi-weekly due dates from Oct 13, 2014, to Dec 22, 2014.
- Employee News and Updates:** Features a "You Rock" section titled "YOU ROCK! A WATC Employee Recognition Program" with a link to "View Current 'You Rock!' Submissions".
- Employment Details:** Includes links for Benefits, Direct Deposit, View/Print Pay Stub, Job Details, and Leave Details.
- Committee News and Updates:** Displays "WATC Committee Structure".
- Digital First:** Shows the "Digital First Task Force Mission Statement" with the logo for Digital First at Wichita Area Technical College.
- Human Resources:** Welcomes employees and provides information on benefits and policies.
- Intranet Links:** Lists various resources, including "Professional Development" (highlighted with a red arrow), "IT Services Intranet Home Page", "2014-2015 Payroll Calendar", and "Academic Planning Calendar".
- Forms and Policies:** Provides links to Finance Forms, Academic Forms, Benefits, Tuition Waiver, and Employment forms.
- Banner Links:** Offers links for Internet Native Banner, Self-Service Banner, and Interactive Schedule.
- Work Orders:** Provides a link to submit work order requests.

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



WICHITA AREA TECHNICAL COLLEGE

## 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

These entries are required:


- a. In 'Role' and 'Division', a selection from the drop downs
- b. In the 'Training Title' box, the title of the course or training session
- c. In 'Training Type', a selection from the drop down
- d. In 'Hours Earned', a selection to the nearest half-hour
- e. 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.)



**WATC**  
WICHITA AREA TECHNICAL COLLEGE

## Professional Development Form

Monday, January 19, 2015  
Current User: Steve Thompson  
Current Supervisor: Cathie Barber

---

**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](#)<sup>1</sup> 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](#).<sup>2</sup>

To view all of your existing Professional Development Training please click this [link](#).<sup>3</sup>

Thank you!

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.