

How to Approve or Reject Professional Development records:

There are 2 ways to approve or deny professional development.

Option 1: Click on the link in the email to view your employee's professional development.

Approval for Brady Randall for their modified submission is needed. - Message (HTML)

FILE **MESSAGE**

Ignore Delete Reply Reply All Forward Meeting IM More Quick Steps Move OneNote Actions Categorize Translate Zoom

Thu 10/30/2014 9:56 AM

Brady Randall

Approval for Brady Randall for their modified submission is needed.

To Brady Randall

Brady Randall has filled out their modified submission for professional development on 10/30/2014!

To complete this task:

Click on this [link](#) to view the professional development that was submitted.

Once this has been approved or rejected, you should receive a second email confirming this.

Thank you!

Click a photo to see recent emails and social updates.

Connect to social networks to show profile photos and activity updates of your colleagues in Office. Click here to add networks.

Brady Randall
Software Developer

Once you click on the link you should be taken to the screen to approve or reject the professional development as shown below :



Professional Development Form

Wednesday, May 29, 2019
Current User: Cathie Barber
Current Username: cbarber
Current Supervisor: Cathie Barber
Current State: supervisor approval

Submission Date: 1/12/2015

Information about yourself:

User Name: brandall	Full Name: Brady Randall	Program:
Role: Staff	Division: IT	

Information about your recent training activity

Training Title Convocation	Training Type Prof Development	Hours Earned 2.0
Documentation:	Training Date From 2015-01-08	Training Date To 2015-01-08

Comments:

Supervisor Comments:


Reject

Cancel

Approve

At the bottom of the screen is a approve button and a reject button. If you approve it then your employee will be notified via email. If you reject the professional development then you must give a reason why in the "Supervisor Comments" section.

Option 2: If for some reason you did not get an email you can approve or reject professional development in the reporting tool on the portal.



- WSU Tech
- Employee
- Faculty
- Student
- Prospective Student
- Library
- Financial Aid
- Career Services
- Oceval
- Census Day Rosters
- WIDS to Banner
- NBC Text Express

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.

Etrieve 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 Companion Tool - 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 for 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 dynamic and rewarding place in which to work, and we look

You should then be able to see a screen that looks similar to this one:



Go Back Training Type: Select all Status: Select all Fiscal Year: Select all

See your employees' Professional Development

Full Name	Training Title	Training Type	Submitted Date	Start Date	End Date
Cathie Barber	Higher Learning Commission Accreditation Training	Prof Development	2012-09-27	2012-09-25	2012-09-25
Cathie Barber	Workflow Training by SIGCorp	Customized Training	2012-12-11	2012-11-27	2012-11-27
Cathie Barber	Multiple Sessions at the Conference	Conference	2013-07-15	2013-07-09	2013-07-11
Cathie Barber	KBOR Data Conference	Conference	2013-07-15	2013-06-12	2013-06-13
Cathie Barber	WIDS Administration Training	Customized Training	2013-09-13	2013-09-09	2013-09-09
Cathie Barber	WIDS Functional Training	Customized Training	2013-09-13	2013-09-10	2013-09-10
Cathie Barber	Convocation 1.9.14	Prof Development	2014-02-24	2014-01-09	2014-01-09
Cathie Barber	InService 1.31.14	In-service	2014-02-24	2014-01-31	2014-01-31

If you click the check box “See your employees’ Professional Development” then you will be able to see your employees’ professional development after you click on the “Filter Data” button. You will then want to click on the “Status” drop down and select the “Pending” option to see which ones need your approval as seen below.



Go Back Training Type: Select all Status: Select all Approved Pending Rejected Fiscal Year: Select all

See your employees' Professional Development

Full Name	Training Title	Training Type	Submitted Date	Start Date	End Date
Cathie Barber	Higher Learning Commission Accreditation Training	Prof Development	2012-09-27	2012-09-25	2012-09-25
Cathie Barber	Workflow Training by SIGCorp	Customized Training	2012-12-11	2012-11-27	2012-11-29
Cathie Barber	Multiple Sessions at the Conference	Conference	2013-07-15	2013-07-09	2013-07-11
Cathie Barber	KBOR Data Conference	Conference	2013-07-15	2013-06-12	2013-06-13
Cathie Barber	WIDS Administration Training	Customized Training	2013-09-13	2013-09-09	2013-09-09
Cathie Barber	WIDS Functional Training	Customized Training	2013-09-13	2013-09-10	2013-09-10

After you are done selecting “Pending” you will need to click on the “Filter Data” button. This will filter the data that is being displayed so you get only what you want.



Professional Development Report

Wednesday, May 29, 2019
Current User: Cathie Barber
Current Supervisor: Randy Roebuck

[Go Back](#)

Training Type:
[Select all](#) ▼

Status:
[Pending](#) ▼

Fiscal Year:
[2015](#) ▼

See your employees' Professional Development

[Download to CSV](#)

Total Hours: 2.0

Full Name	Training Title	Training Type	Submitted Date	Start Date	End Date	Hours	Status
Brady Randall	Convocation	Prof Development	2015-01-12	2015-01-08	2015-01-08	2.0	Pending

After that your screen should look similar to the above.

After that you will need to find the one that you want to approve or reject. Then click on the link under the “Training Title” that lines up with the one you want to approve or reject as seen below (in our case there is only one that needs approved or rejected).



Professional Development Report

Wednesday, May 20, 2019
Current User: Cathie Barber
Current Supervisor: Randy Roebuck

Go Back

Training Type:
Select all ▼

Status:
Pending ▼

Fiscal Year:
2015 ▼

See your employees' Professional Development

Download to CSV

Total Hours: 2.0

Full Name	Training Title	Training Type	Submitted Date	Start Date	End Date	Hours	Status
Brady Randall	Convocation	Prof Development	2015-01-12	2015-01-08	2015-01-08	2.0	Pending

This will then bring you to the screen where you can approve or reject the professional development.

If you have any further questions please feel free to either email HR, the IT helpdesk, or brandall@wac.edu.

Thank you.