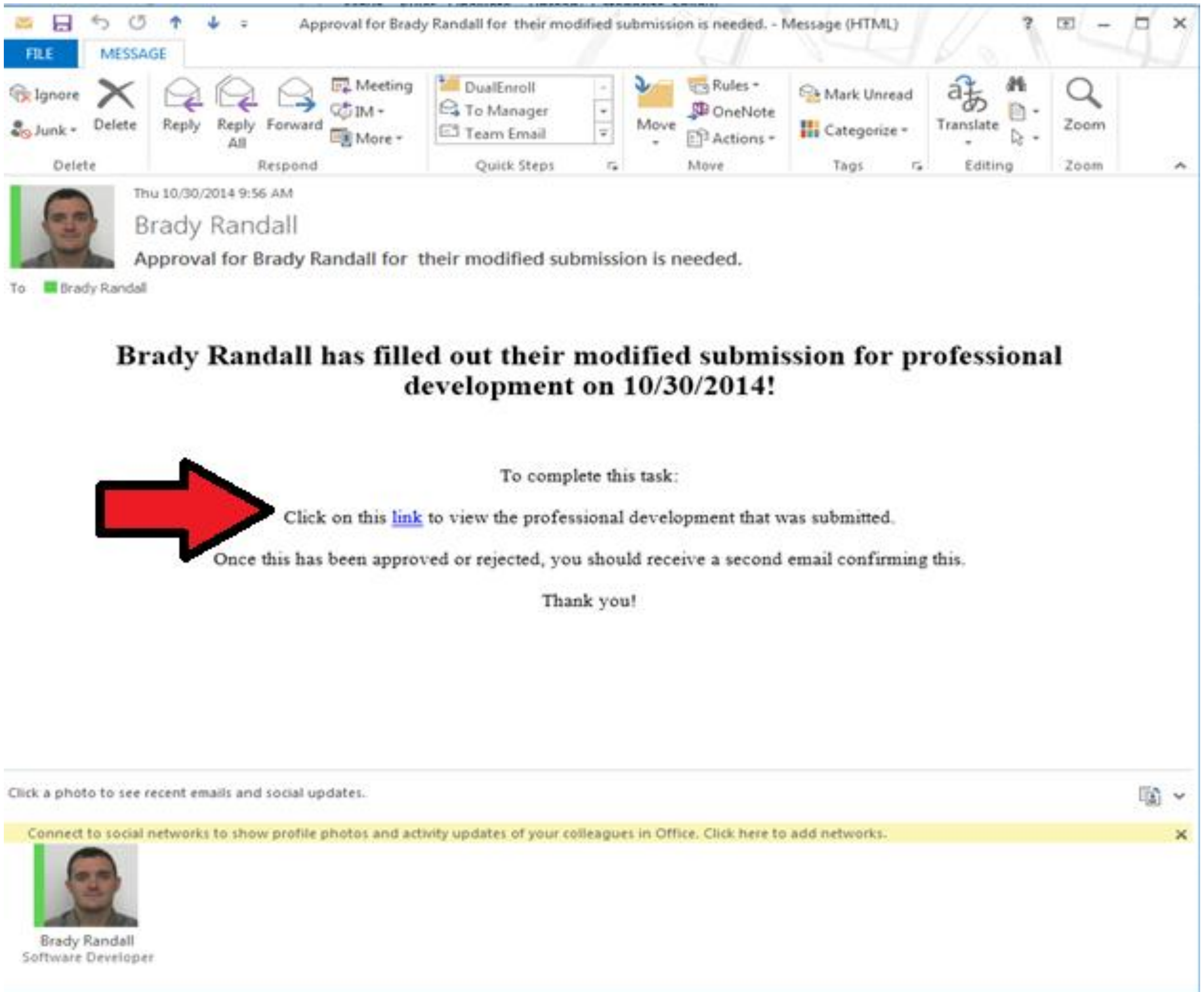
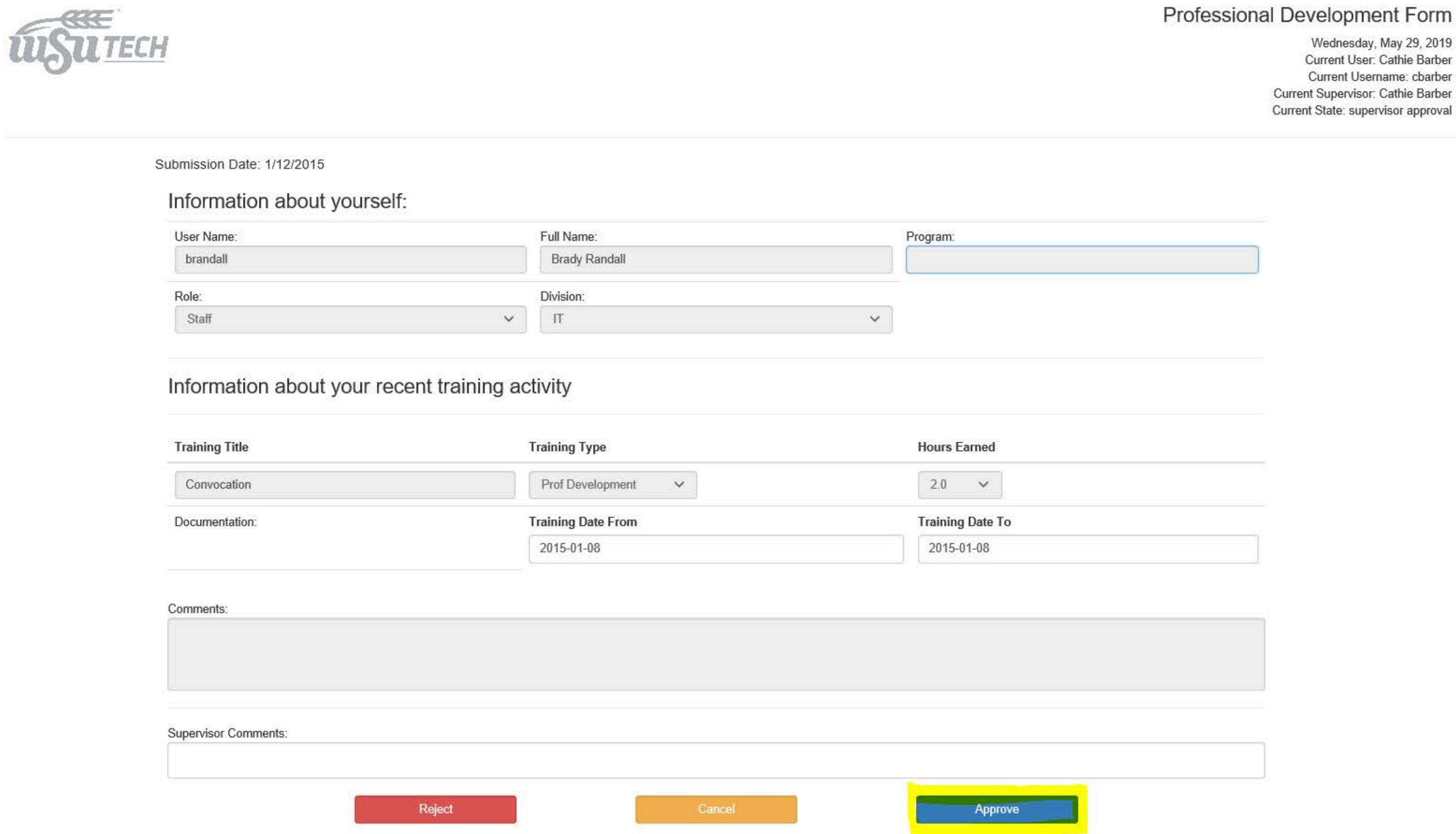
How to Approve or Reject Professional Development records:

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.



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

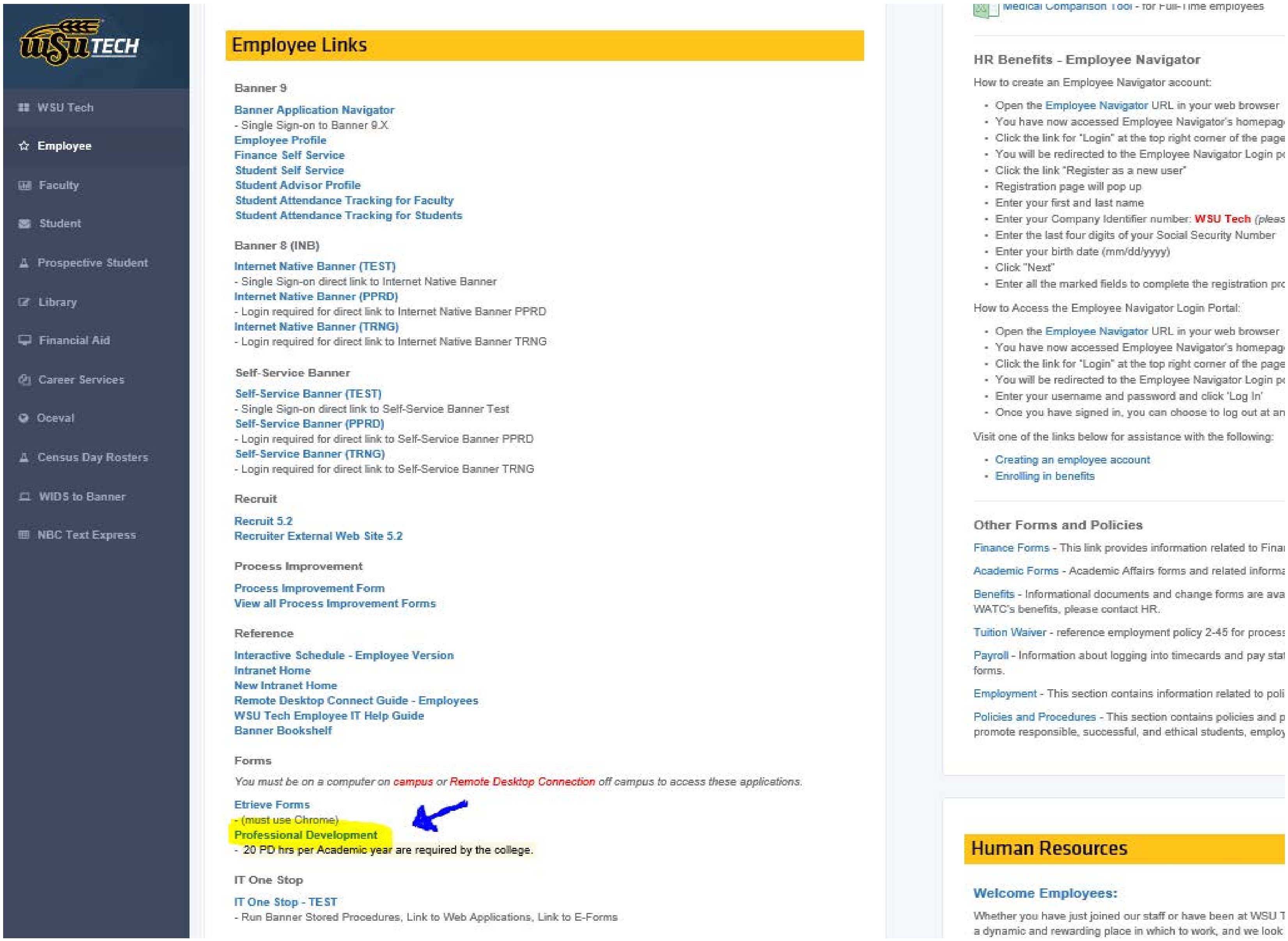
Comments:

Supervisor Comments:

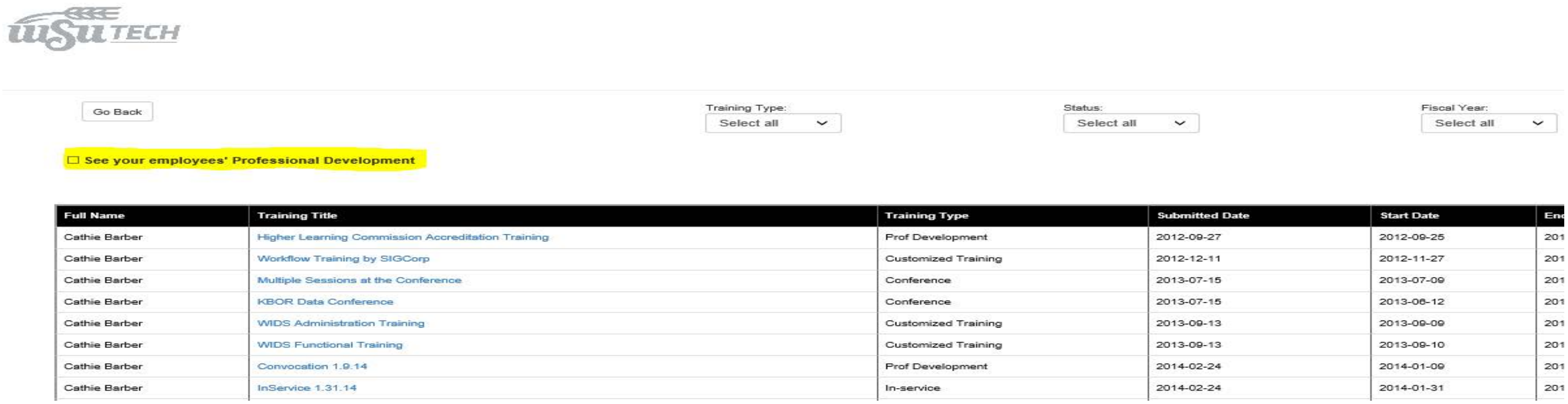
Reject Cancel Approve

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.



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



Go Back

Training Type: Select all

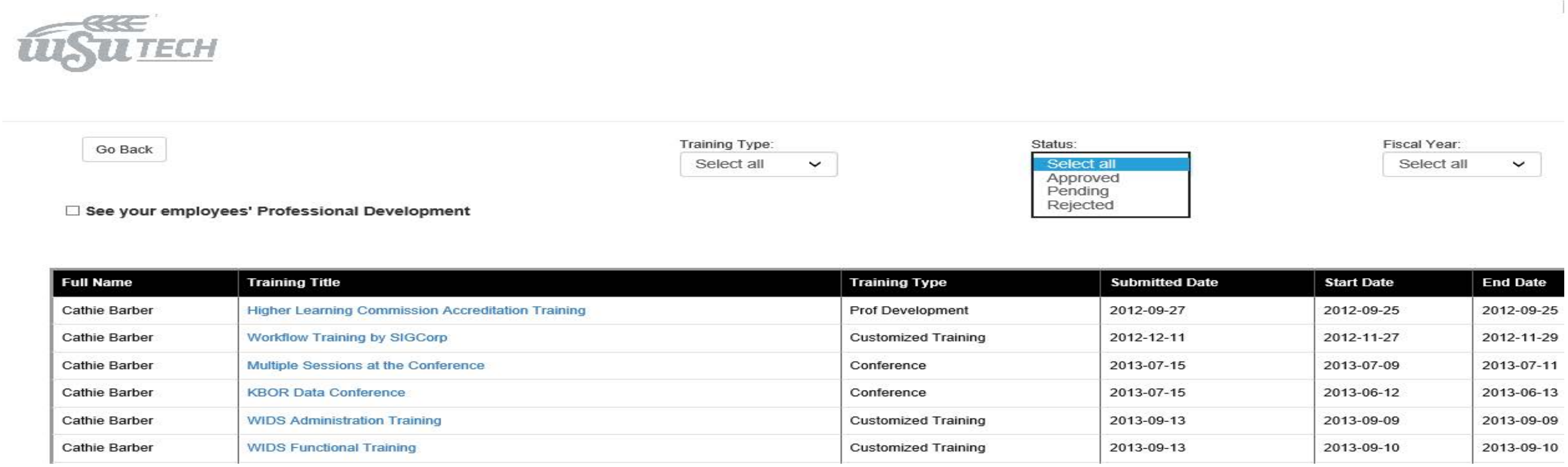
Status: Select all

Fiscal Year: Select all

☐ See your employees' Professional Development

Full Name	Training Title	Training Type	Submitted Date	Start Date	En
Cathie Barber	Higher Learning Commission Accreditation Training	Prof Development	2012-09-27	2012-09-25	201
Cathie Barber	Workflow Training by SIGCorp	Customized Training	2012-12-11	2012-11-27	201
Cathie Barber	Multiple Sessions at the Conference	Conference	2013-07-15	2013-07-09	201
Cathie Barber	KBOR Data Conference	Conference	2013-07-15	2013-06-12	201
Cathie Barber	WIDS Administration Training	Customized Training	2013-09-13	2013-09-09	201
Cathie Barber	WIDS Functional Training	Customized Training	2013-09-13	2013-09-10	201
Cathie Barber	Convocation 1.9.14	Prof Development	2014-02-24	2014-01-09	201
Cathie Barber	InService 1.31.14	In-service	2014-02-24	2014-01-31	201

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

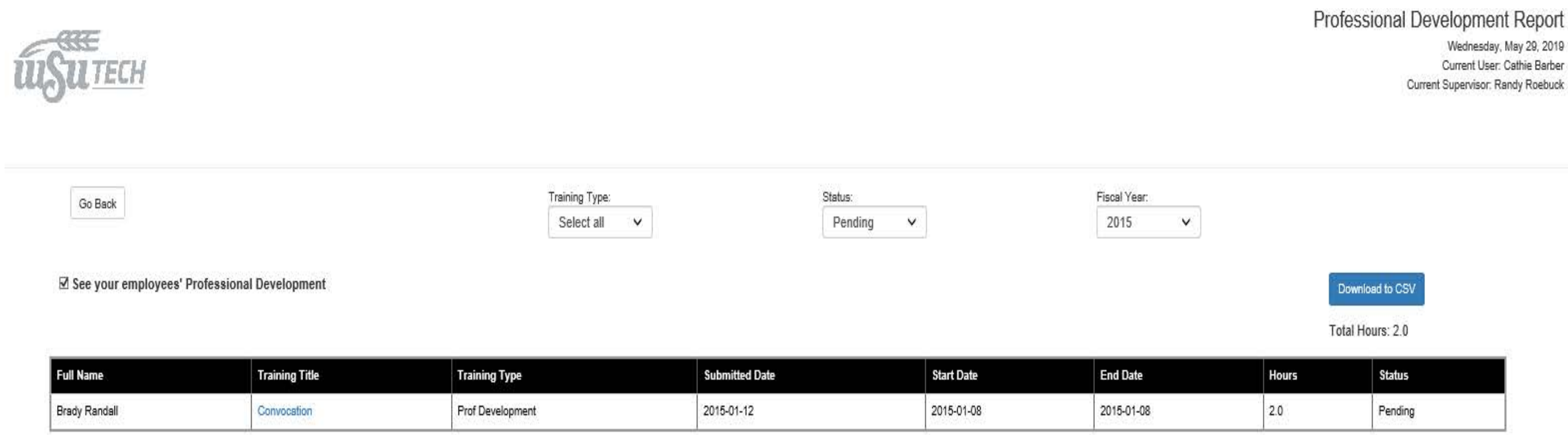
Status: Select all / Approved / Pending / Rejected

Fiscal Year: Select all

☐ See your employees' Professional Development

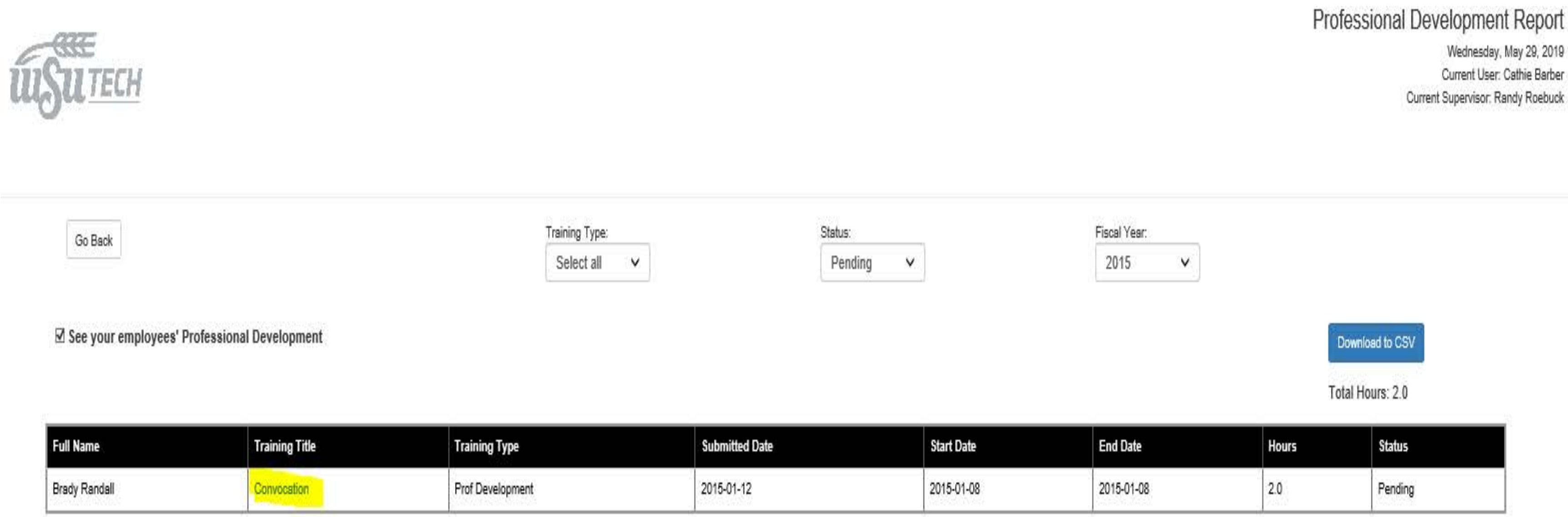
Full Name	Training Title	Training Type	Submitted Date	Start Date	End Date
Cathie Barber	Higher Learning Commission Accreditation Training	Prof Development	2012-09-27	2012-09-25	2012-09-25
Cathie Barber	Workflow Training by SIGCorp	Customized Training	2012-12-11	2012-11-27	2012-11-29
Cathie Barber	Multiple 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.



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 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

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@watc.edu.

Thank you.