

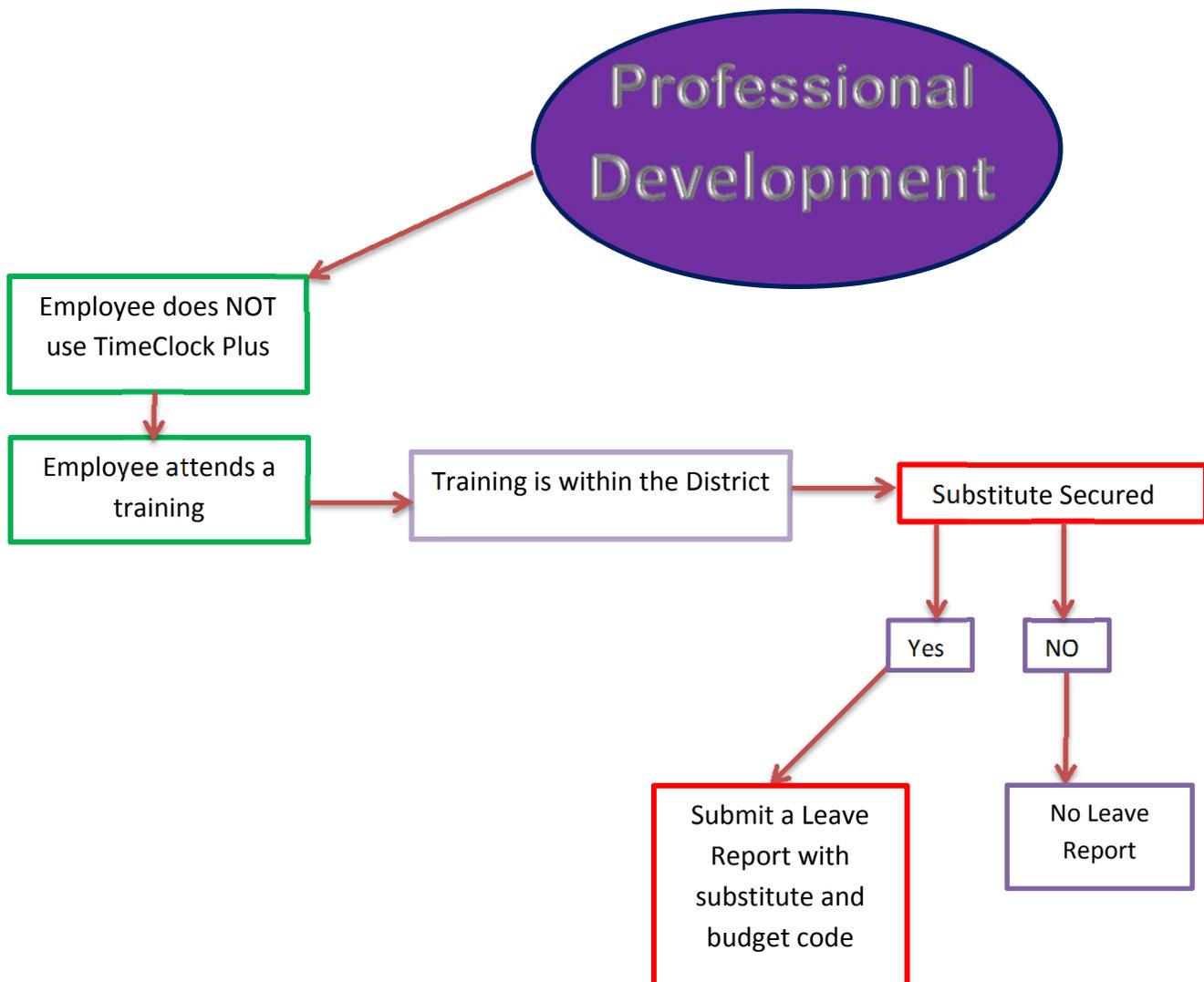
Professional Development Clarifications

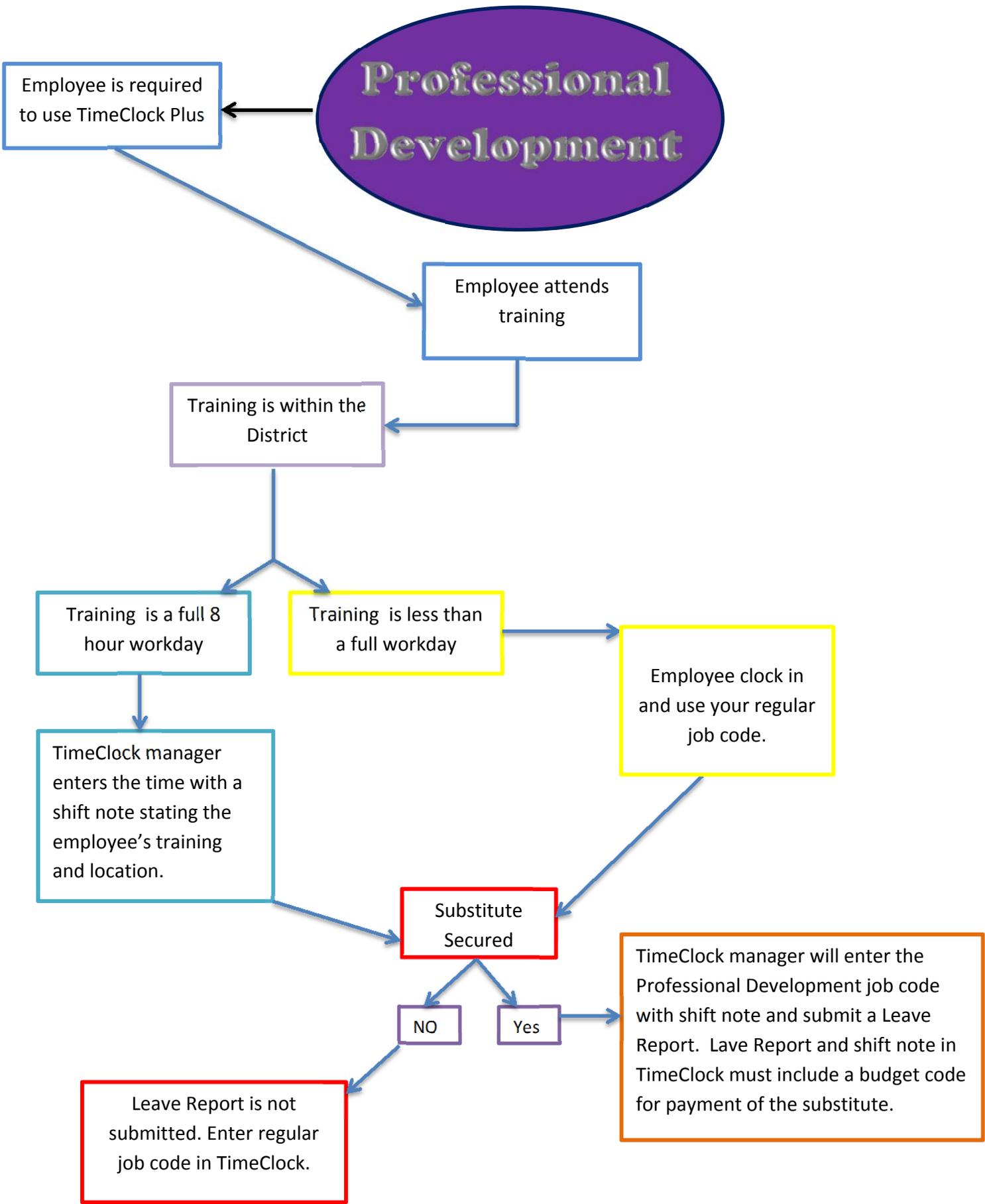
For purposes of Payroll; what is Professional Development?

The Professional Development job code is used in TimeClock when an employee goes **outside the district** (to WTTC, out of town, Region XV) to a training or seminar. In this situation, the employee would not have access to a time clock, consequently the employee would complete a Leave Report. The Leave Report should indicate the time as Professional Development. If a substitute was secured, the Leave Report will include a budget code and the substitute information.

If the training is **within the district**, the regular job code is used and the Leave Report form is not necessary UNLESS a substitute was secured.

IN TIME CLOCK ALL JOB CODES HAVE BEEN CHANGED TO READ “PROFESSIONAL” DEVELOPMENT INSTEAD OF “STAFF” DEVELOPMENT





Professional Development

Employee is required to use TimeClock Plus

Employee attends training

Training is within the District

Training is a full 8 hour workday

Training is less than a full workday

Employee clock in and use your regular job code.

TimeClock manager enters the time with a shift note stating the employee's training and location.

Substitute Secured

NO

Yes

Leave Report is not submitted. Enter regular job code in TimeClock.

TimeClock manager will enter the Professional Development job code with shift note and submit a Leave Report. Leave Report and shift note in TimeClock must include a budget code for payment of the substitute.

Professional Development

