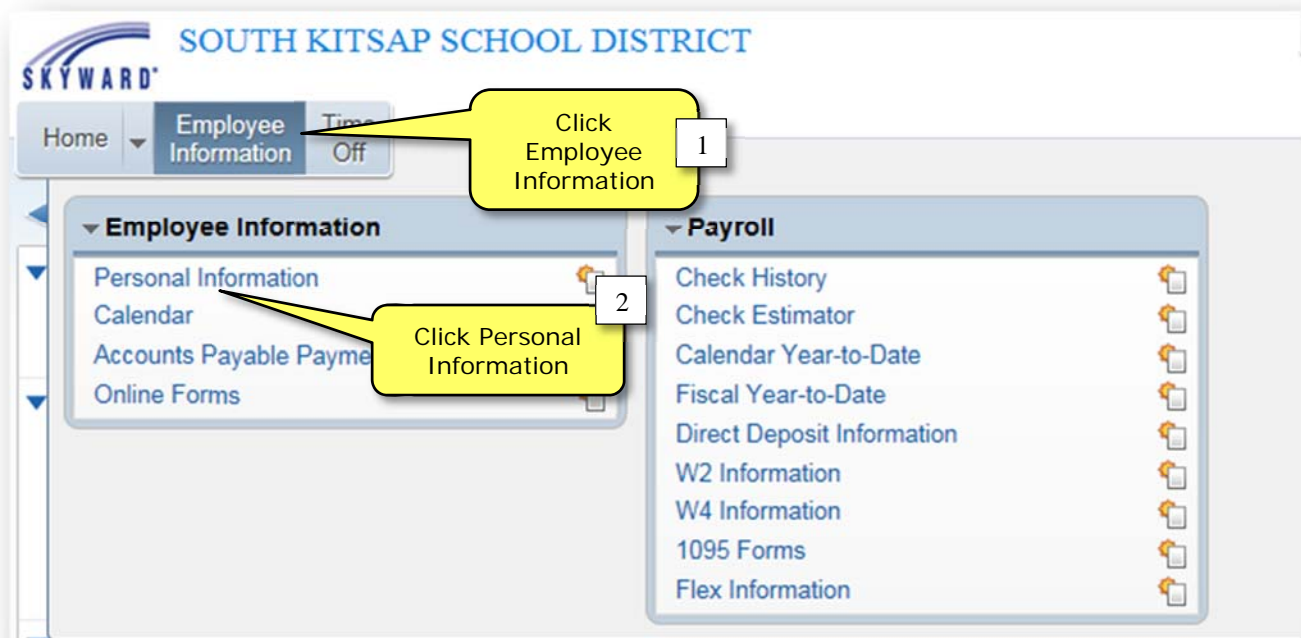


EA-PROF DEVELOPMENT (VERIFY CREDITS & CLOCK HOURS)

Employee Access (EA) is a module available to employee's where they can review their employment records such as Demographic, Job Assignment, Payroll, Time Off, and Insurance Information, etc. This quick reference guide will demonstrate how to verify and calculate credits and clock hours viewable in the Professional Development tab of Employee Access.

To access Prof development information and review credits and clock hour balances go to **Employee Access** from your Skyward Desktop

1. Click on **Employee Information**.
2. Click on **Personal Information**.



3. Click **Prof Development** in the left column to open the professional Development browse screen.
 - At this point you can review the list or download the data to Excel to calculate credits for salary placement.
4. To calculate credits, click the **Excel** Icon.
 - Note that you must click an additional Export button to export the data to Excel (not pictured).

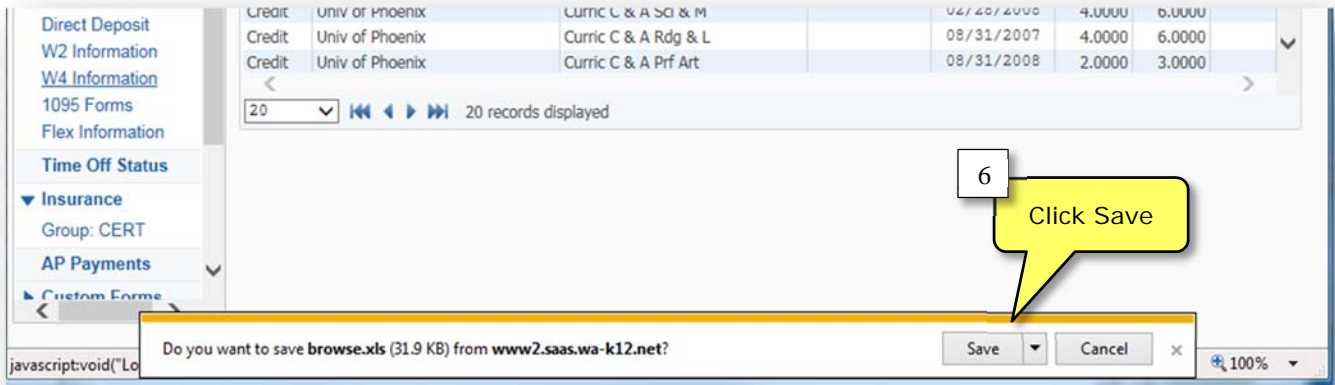
The screenshot shows the Skyward Professional Development interface. On the left sidebar, the 'Prof Development' menu item is highlighted. A yellow callout bubble with the number '3' points to this menu item with the text 'Click Prof Development'. The main content area displays a table of professional development activities. At the top right of the table, there are icons for print, Excel, and PDF. A yellow callout bubble with the number '4' points to the Excel icon with the text 'Click the Excel Icon'.

Type	Institution	Description	Started	Completed	Attempted	Earned
Degree	Univ of Phoenix	Masters		01/20/2009	0.0000	0.0000
Degree	Univ of Phoenix	Bachelors		01/03/2005	0.0000	0.0000
Credit	Univ of Phoenix	Sur Of Spec Pop		11/30/2007	2.0000	3.0000
Credit	Univ of Phoenix	Struct Eng Immersion		03/31/2007	3.0000	4.5000
Credit	Univ of Phoenix	Prof Communications		07/31/2006	1.0000	1.5000
Credit	Univ of Phoenix	Mod, Theor, & Inst S		10/31/2006	2.0000	3.0000
Credit	Univ of Phoenix	Maint An Effec Lrng		12/31/2007	3.0000	4.5000
Credit	Univ of Phoenix	Elem Stdnt Tchg 1		05/31/2007	2.0000	3.0000
Credit	Univ of Phoenix	Elem Stdnt Tch 3		12/31/2008	3.0000	4.5000
Credit	Univ of Phoenix	Elem Stdnt Tch 2		09/30/2008	3.0000	4.5000
Credit	Univ of Phoenix	Curric C & A Ss/hist		06/30/2008	2.0000	3.0000
Credit	Univ of Phoenix	Curric C & A Sci & M		02/28/2008	4.0000	6.0000

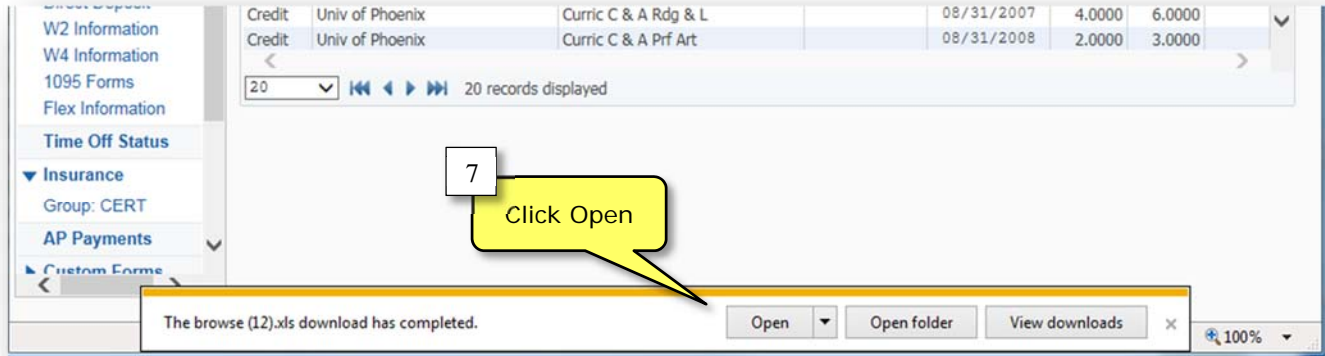
5. Wait for queued file to process. Once the download process runs and the request is complete, click on **Download Export File**.

The screenshot shows a 'Request Complete' dialog box. The text inside reads: 'Export Data: Professional Development has finished processing.' Below the text are two buttons: 'Download Export File' and 'Back'. A yellow callout bubble with the number '5' points to the 'Download Export File' button with the text 'Click Download Export File'.

6. The following messages may display at the bottom of your window. If so, click **Save**.

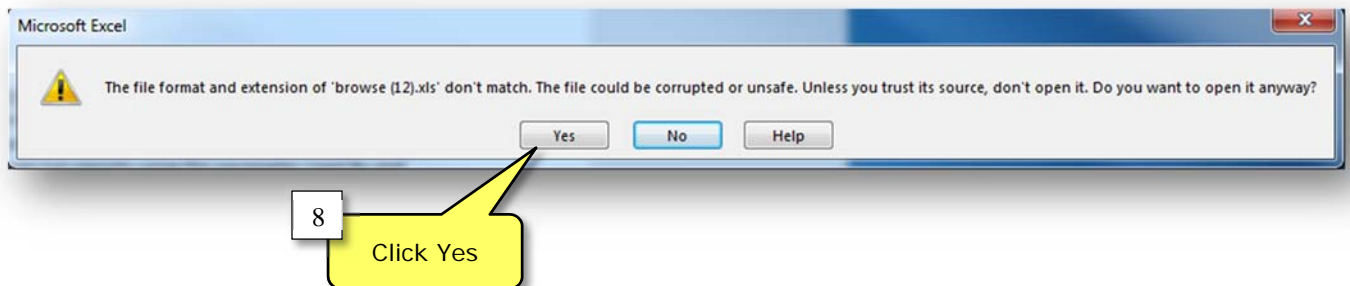


7. Click **Open**



8. Click **Yes** on the Microsoft Excel Warning.

- The Excel document will now open and load all credits and clock hours that were listed on the Skyward browse screen.



9. Total the **Earned** Column to determine the total value of credits that apply towards salary placement.
 - Remember, once a Master's Degree is received to deduct 45 credits in order to properly determine salary placement.

	A	B	C	D	E	F	G	H
1	Type	Institution	Description	Started	Completed	Attempted	Earned	
2	Degree	Univ of	Masters		01/20/2009	0	0	
3	Degree	Univ of	Bachelors		01/03/2005	0	0	
4	Credit	Univ of	Sur Of Spec		11/30/2007	2	3	
5	Credit	Univ of	Struct Eng		03/31/2007	3	4.5	
6	Credit	Univ of	Prof		07/31/2006	1	1.5	
7	Credit	Univ of	Mod, Theor,		10/31/2006	2	3	
8	Credit	Univ of	Maint An		12/31/2007	3	4.5	
9	Credit	Univ of	Elem Stdnt		05/31/2007	2	3	
10	Credit	Univ of	Elem Stdnt		12/31/2008	3	4.5	
11	Credit	Univ of	Elem Stdnt		09/30/2008	3	4.5	
12	Credit	Univ of	Curric C & A		06/30/2008	2	3	
13	Credit	Univ of	Curric C & A		02/28/2008	4	6	
14							37.5	

Please note that the **Earned** credit value has been converted to quarter credit equivalency based on the following standard:

1 Semester = 1.5 Qtr. Credits
 10 Clock Hours = 1 Qtr. Credit