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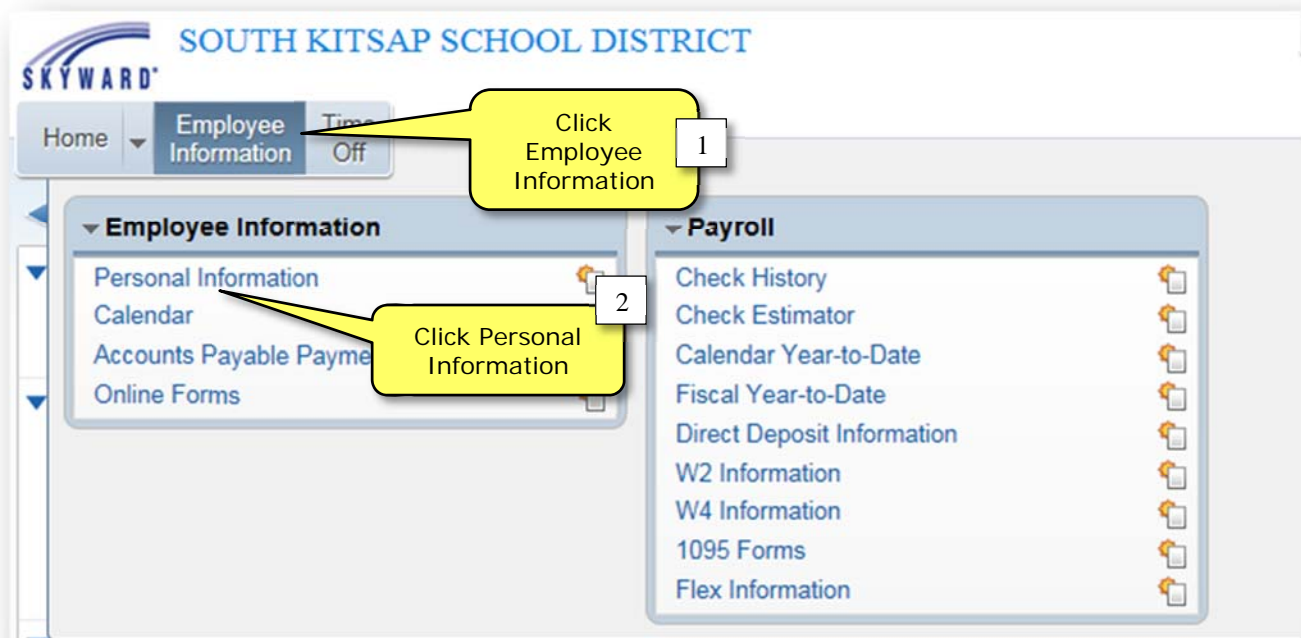
3. Click **Prof Development** in the left column to open the professional Development browse screen.
   - At this point you can review the list or download the data to Excel to calculate credits for salary placement.
4. To calculate credits, click the **Excel** Icon.
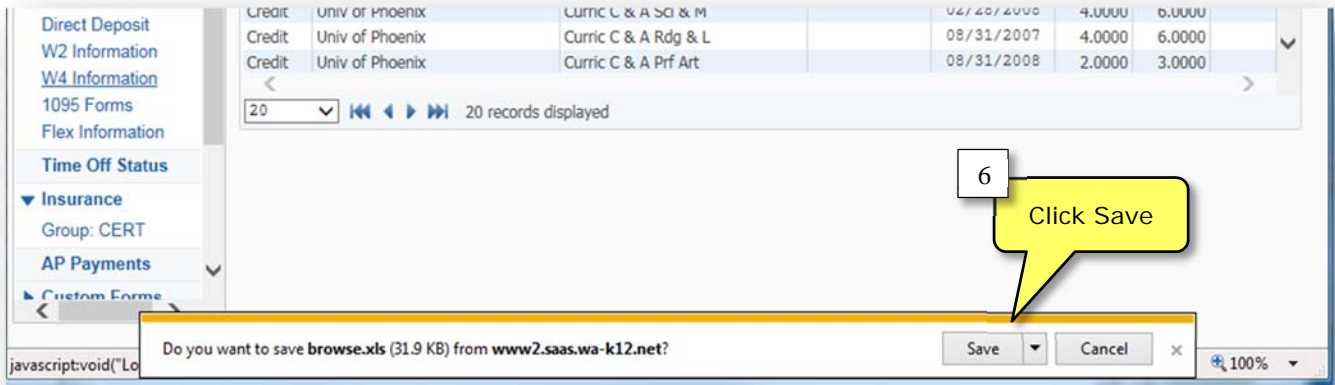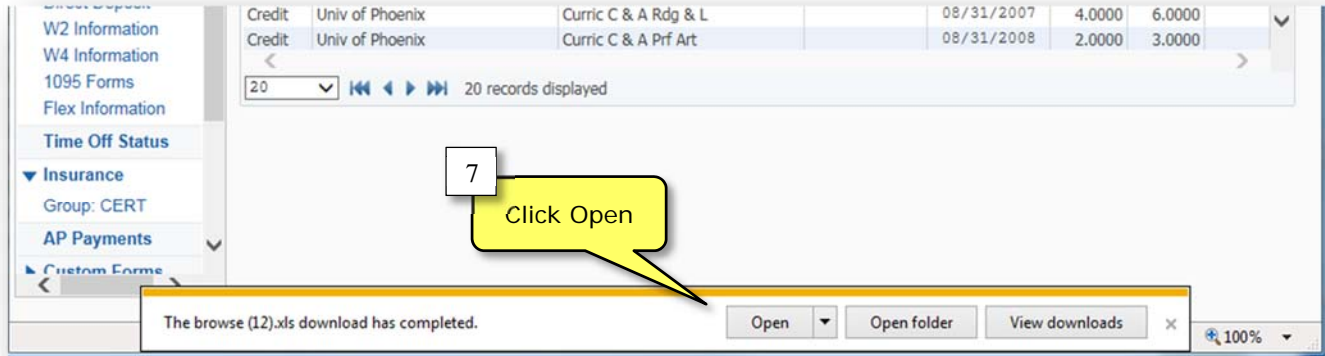   - Note that you must click an additional Export button to export the data to Excel (not pictured).

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

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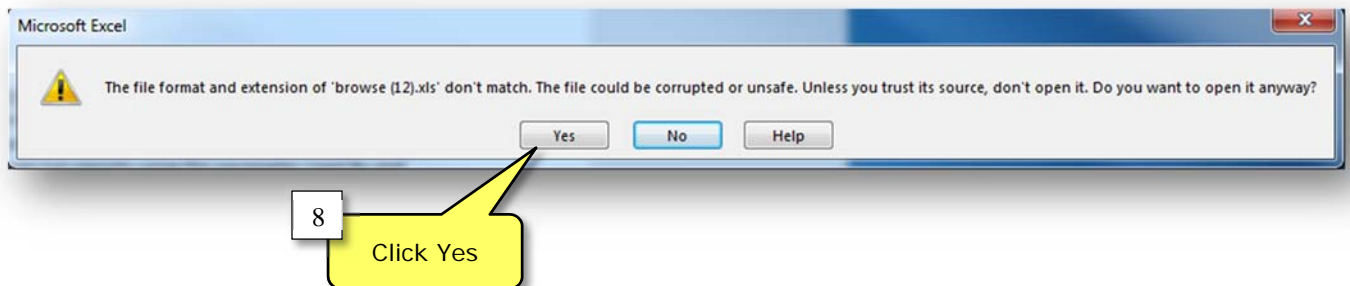

7. Click **Open**

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.

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