District Admin Professional Growth User Guide and Tips

- Training materials are located on the DCS Web Page under the Staff Channel and Professional Growth Resources, or this link. There are instructional videos for each type of user (Teachers, Instructors, and District Admins (administrators & bookkeepers).
- All certified staff will use Professional Growth for leave and professional development requests. Professional Leave (Absence without Deduction) will be processed through the Professional Development Request Form, and all other leave will be processed through the Leave Request Form.
- Users will receive an email invitation asking them to create a Frontline ID account to access the system.

Leave Requests:

- All sick, annual, personal, absence without pay, child involvement, and flex leave will be submitted via the **Leave Request** form.
- After submitting a leave request, teachers must request a substitute in Absence Management.
- Employees must mark leave requests complete within **90 days** after they return from absence**.**
- Verify the Meeting Date information matches the Total Number of Days Absent from Work section.
- Bookkeepers will verify the leave submitted on the Mark Complete Form to ensure it matches the TimeKeeper records.
- If an employee changes their leave request dates or times, the form will be resubmitted through the approval process.
- Meeting Date is for the date and time the employee is absent from work and would need a substitute.

Professional Development Requests:

- All professional development opportunities, face-to-face, online, out-of-district, book study, etc, must be submitted **at least 10 days before the activity** for approval in Professional Growth for CEU credit.
- When an employee requests to attend a professional development activity, the employee must know who is paying for the event (Funding Source) before the employee completes the Professional Development Request.
- Any files that need to be attached to the Professional Development Request Form must be uploaded to the My File Library **before** completing and/or submitting the request form and “checked” within the Professional Development Request Form. (My File Library file names cannot contain spaces.)
- Meeting Date is for the date and the time the employee is absent from work and needs a substitute. Substitutes are automatically scheduled through Absence Management for Professional Development Requests, but **only when all prior approvals have been completed**. If needed, teachers can cancel the request by toggling over to Absence Management.
- Verify the Meeting Date information matches the Total Number of Days Absent from Work section.
- In the Estimated Expenses section, employees should complete all requested information and indicate the departure date and time for the entire event to determine eligibility for meal reimbursement. Employees are not eligible for meal reimbursement for events that do not require overnight stays.
- Employees should complete the Estimated Expenses section to the best of their ability. When reviewing a professional development request for Prior Approval (before the event occurs), make sure to review the Estimated Expenses and make adjustments as needed (e.g., substitute cost, meal reimbursement, travel, registration, hotel, etc.). Note that employees must include a map via My File Library or a URL for mileage reimbursement.

- **It is imperative that the Funding Source is correct.** If you are unsure, please contact someone to find out before completing the Professional Development Request Form.
- If there is a cost (sub, registration, meals, hotel, travel, etc.) associated with the professional development, the bookkeeper for the Funding Source should enter a budget code in the Admin Section for each applicable expense.
- Expense amounts in Professional Growth are for approval purposes only. Financial reimbursement is to be completed on the Overnight & Other Reimbursement Form found on the Duplin County Schools website under Departments>Finance>Accounts Payable. Financial reimbursement is **NOT** processed through Professional Growth.
- Teachers will need to include an agenda, if available, with each Professional Development Request. The agendas can be uploaded to My File Library, or the employee can include the website or URL on the Prof. Development Request Form.

Mark Complete:

- Leave Requests must be marked completed as soon as possible after the absence.
- Employees must mark a professional development request complete within **90 days** of their return from the professional development activity to receive reimbursement and CEU credits.
- All CEU certificates must be uploaded to the My File Library before marking an event complete. It is recommended to upload the documents together as one file to save time. If the employee does not have the CEU certificate at the time they mark the event complete, they may submit an agenda or some other form of documentation for proof of attendance. CEUs can not be processed without verification of instructional hours.
- Financial reimbursement is to be completed on the Overnight & Other Reimbursement Form found in the Duplin County Schools website under Departments>Finance>Accounts Payable. Financial reimbursement is **NOT** processed through Professional Growth.
- Employees submitting CEU certificates using Professional Growth should **NOT** send the certificates to Human Resources, as **Professional Growth will process the credits for all employees**.

User History:

- You can view your approval history by selecting the gear in the upper right-hand corner of the approval area under the District Admin tab.
- You can search a user's history by selecting User History in the left-hand navigation.
    - You can search by name, email, or TimeKeeper #. The results will appear on the right.
    - Select the employee's name to view their history.

Support Contacts:

- Employee Account/Out-of-District PD - Kim Matthis
- In-District PD - Katrina Hill
- General PD Questions - Nicole Murray