Procedure for Requesting Leave for Professional Development

Be sure to visit with your administrator and receive permission for the leave. Your administrator MUST give you a funding code.

Make arrangements for your substitute as early as possible with ReadySub.

EPAR Procedures
If you are using Chrome as your browser, under bookmarks you can select School Bookmarks and then select LCSD#2 Employee Portal. If you are not using Chrome, please go to
https://lincolnctsd2wy.tylerportico.com/tesp/employee-selfservice/home. Either way should get you to where you need to be.

- In the upper left hand corner, click on the three lines next to My Dashboard.
- Click on *Resources* down on the right hand side of the screen.
- Click on *School ERP Pro*.
- On this screen, please make sure in the upper right hand corner that you are in the correct fiscal year. You should see *LincolnFY2324*. If you are not, please use the drop down box to select *LincolnFY2324*.
- In the upper left hand corner, click on the three lines next to My Dashboard.
- Click on *Human Resources*.
- Select *Employee PARs* from the dropdown.
- Under Employee PARs please click on *PARs.*
- Click on the green + sign towards the top of the page. (the next page may take a minute to pull up.)
- You should come to a screen that says Choose a PAR type. Please select *Add Professional Leave* and hit *Next* at the bottom right hand of the screen.
- Under the field *LastName*, please type in your last name. Next to the box that you type your last name in, depending on the browser you are in, there may or may not be a filter button. If there is, please click on it. If there is not, please hover over the area next to the box and a pointer finger will come up. Once it does, click with your mouse. It will bring up a list of filters. Click on *contains*. Find your name and double click on it.
- Verify all the information at the top of the page. Begin filling out the blank boxes. **All boxes that are bolded with a yellow box must be filled in.** The *DAC* is a dropdown selection. Just click inside of the yellow box and it will come up with the dropdown. Select your correct DAC. You can tab through the rest of the boxes, beginning with the conference title, location, etc. **Please do not fill in any of the boxes after "Flight Info".** If you have specific requests for the travel please identify them in the *Notes* section at the bottom of the page.
- Click on *Next* in the bottom right hand corner.
- Click in the area underneath *Account.* Scroll until your school ID (see list below) shows up in the next block of numbers with either a group of 7's or a group of 9's to follow. If Amber in Special Education is arranging your travel then select the account that has the 7's. If Barney is arranging your travel then select the account with the 9's. If you are unsure who is arranging the travel, please check with Barney.
- Tab over to the *Percent* window and put in 100. Continue tabbing until you get to the end **leaving the *Amount* box empty. The *Description* box should auto fill in "Undesignated".** Please click on the little floppy disk to the right save.
- Click on *Next* at the bottom right of the page.
- On the next page review your PAR and then check the *Submit for approval* box on the left side of the screen and click *Finish* at the bottom right hand of the screen.
- **Log out**

Once you return from the conference you will need to submit the C*onference Evaluation Form* found on HelpDesk. Vouchers for reimbursement will not be processed without the evaluation form being submitted. Vouchers must be submitted within 30 days of travel.

<u>School ID'S</u>
000- District Office
001- Afton Elementary
002- Cokeville Elementary
003- Thayne Elementary
004- Etna Elementary
005- Osmond Elementary
051- Star Valley Middle School
055- Cokeville High School
056- Star Valley High School
057- Swift Creek High School
201- Human Resources
202- Transportation

<u>Account codes</u>
77777- Special Education (ONLY to be used when your travel is arranged for by Amber Crook)
99999- District (All other travel)