

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 *LincolnFY2526*. If you are not, please use the drop down box to select *LincolnFY2526*.
- 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 Employee Personnel Action Request.
- Click on the blue +Add button on the right hand side of the screen.
- You should come to a screen that says PAR type. From the drop down menu please select Add Professional Leave. The system should advance you to the next screen. If it doesn't, please hit next at the bottom right hand corner of the screen.
- Under the EmployeeID drop down, please type in your last name and select your name when you see it. Please click on the next button at the bottom right hand corner of the screen.
- Verify all the information at the top of the page. Begin filling out the blank boxes. **All boxes that have red text in them must be filled out. Please do not fill in any of the boxes after "Flight Info".** If you have specific requests for the travel please email them to either Barney or Amber depending on who is booking your flight. There is nowhere to list specific requests on the EPAR.
- Click on Next in the bottom right hand corner.
- Click on the blue +Add button on the right hand side of the screen.
- Under the account drop down menu, please 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. Above the description box should be a red x or a green check mark. Please click on the green check mark when the information you need to input is correct.
- 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 right corner of the screen and click Save right below it.**
- **Log out**

Once you return from the conference you will need to submit the *Conference 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.

School ID'S

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

Account codes

77777- Special Education (ONLY to be used when your travel is arranged for by Amber Crook)
99999- District (All other travel)