

Procedure for Requesting Staff Leave (to include requesting a substitute)

Professional Leave with Travel

1. Log on to helpdesk.lcsd2.org.
2. Sign in using your username and password.
3. In the drop down menu under "Request Type" select "Professional Development Leave-Out of District".
4. In the next drop down box select the appropriate type of leave. The little "i" icon at the end of the box will provide you direction on what type of information is required in that box.
 - (Conference Evaluation Form)- you will select this option once you return from a conference or training.
 - Professional Development Leave with Travel- No Substitute Needed
 - Professional Development Leave with Travel- Substitute Needed
5. Fill in all boxes. The boxes marked with asterisks are required.
6. Click "save" at the bottom of the page.

If traveling for **professional development** you also need to complete an ePAR (electronic personal action request).

All Other Leave (to include sick, personal, professional development leave in district and leave with students)

1. Log on to helpdesk.lcsd2.org.
2. Sign in using your username and password.
3. In the drop down menu under "Request Type" select "Leave Requests".
4. In the next drop down box select the appropriate type of leave. The little "i" icon at the end of the box will provide you direction on what type of information is required in that box.
 - Leave Substitute Needed.
 - Leave No Substitute Needed.
 - Professional Development Leave In District- Substitute Needed
 - Professional Leave with Students- Sub Needed
5. Fill in all boxes. The boxes marked with asterisks are required.
6. Click "save" at the bottom of the page.

EPAR Procedures

7. Click on the link for *Human Resources Portal* or go to teacherportal.lcsd2.org and log-in with your username and password. If you have not previously registered for an account you will need to do so and then contact Amanda for further information. Click on My Workflow. Be sure your connection group is listed as the current fiscal year (2016-17 or 2017). Click on OK.
 - Go to the *Human Resources* link on the left side. Drop down to- Employee PARS and then select Employee Personnel Action Request.
 - Click on the green + sign about 1/3 of the way down the page.
 - Check the box Add Professional Leave and click Next.
 - Go to Filter By Employee and start typing in your last name. Your name should come up in the box. Once your name is in the box hit enter on your keyboard or click down in the larger box under the name box. Your name, title, work site, location and status should appear in the box.
 - Scroll to the bottom and click Next.
 - Verify all the information at the top of the page. Begin filling out the blank boxes. All boxes with a red arrow must be filled in. You can tab through the boxes, beginning with the conference title, location, etc. Please note that you will not be able to fill in any of the boxes after *Requested Sub*. If you have specific requests for the travel please identify them in the *Notes* section at the bottom of the page.

- Click on Next. On the next page click on the green + sign about 1/3 of the way down the page.
- In the box under Account start typing in 00. 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 Kathy in Special Education is arranging your travel then select the account that has the 7's. If Amanda is arranging your travel then select the account with the 9's. Click on Next at the bottom 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.
- **Log out**

To view the approved expenses of your trip log in to teacher portal, go to My Workflow, verify the correct connection group, go to Human Resources, Employee PARs, Employee Personnel Action Request, click the Apply button and then double click on the row where the leave is listed. You'll be able to view the completed PAR.

Once you return from the conference you will need to submit the *Conference Evaluation Form*. The evaluation form is on HelpDesk under "Professional Development Leave- Out of District". Please remember that 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 Kathy Elliott)
 99999- District (All other travel)