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
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 Welch for further information. Click on *My Workflow*. Be sure your connection group is listed as the current fiscal year (2018-19 or 2019). 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**

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.

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)