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Logging Into PDP Timekeeper

When logging into PDP Timekeeper for the first time the password will be your initials plus the last 6 digits of you SSN.

1. You can access the website by either clicking on the link on your district website or typing http://www.wnyric.org in the address box of your browser and clicking GO.

2. On the bottom left hand side of the screen click the drop down for Web Based Applications and select PDP Timekeeper.
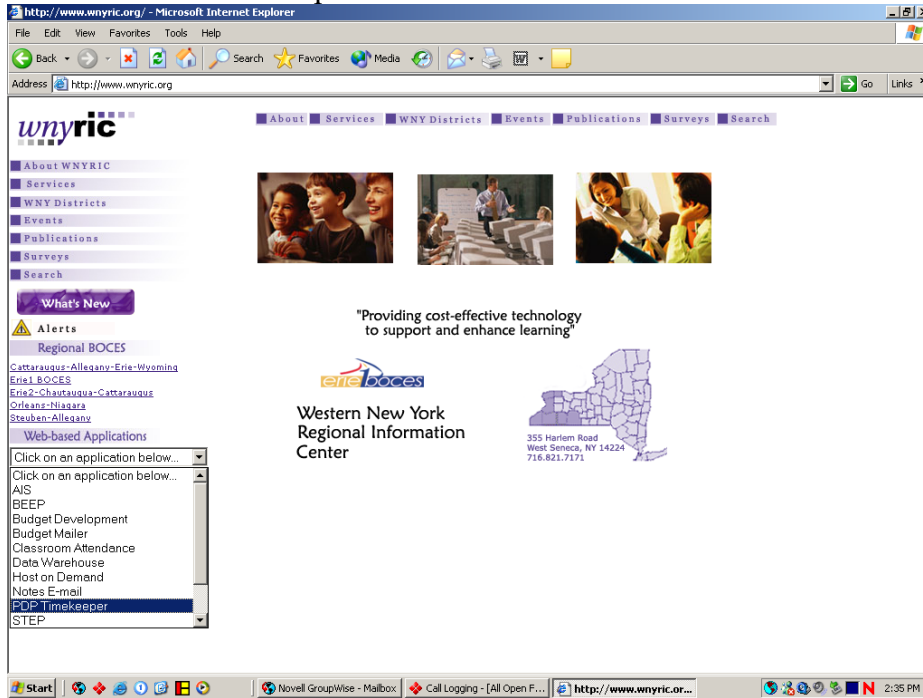
3. When the log in screen appears click on the Sign In button.
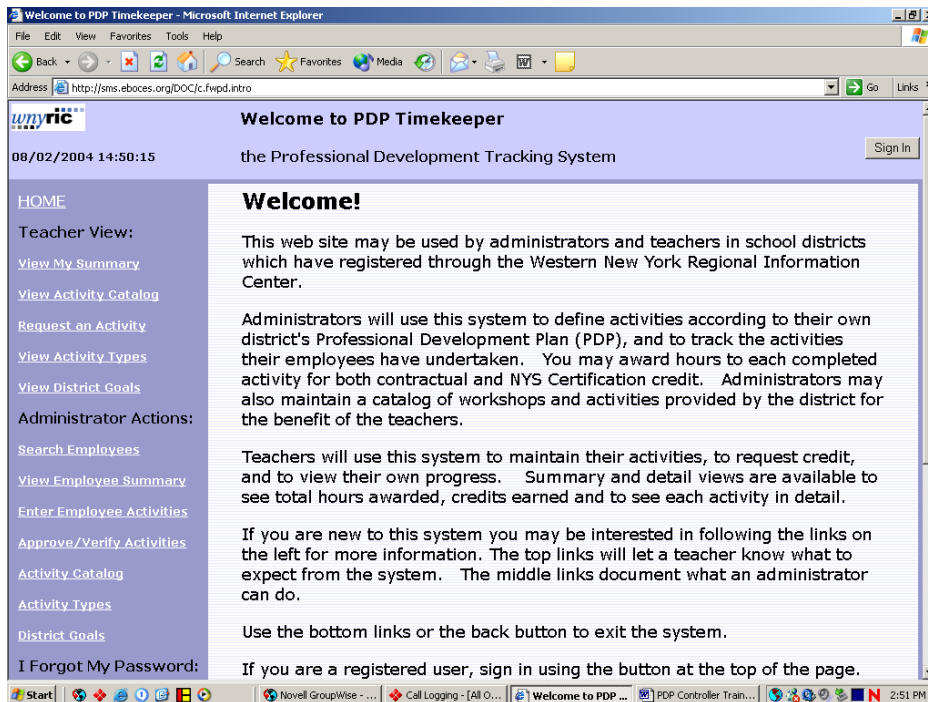
4. On the login screen fill in User ID and password, then click on the Submit Button.
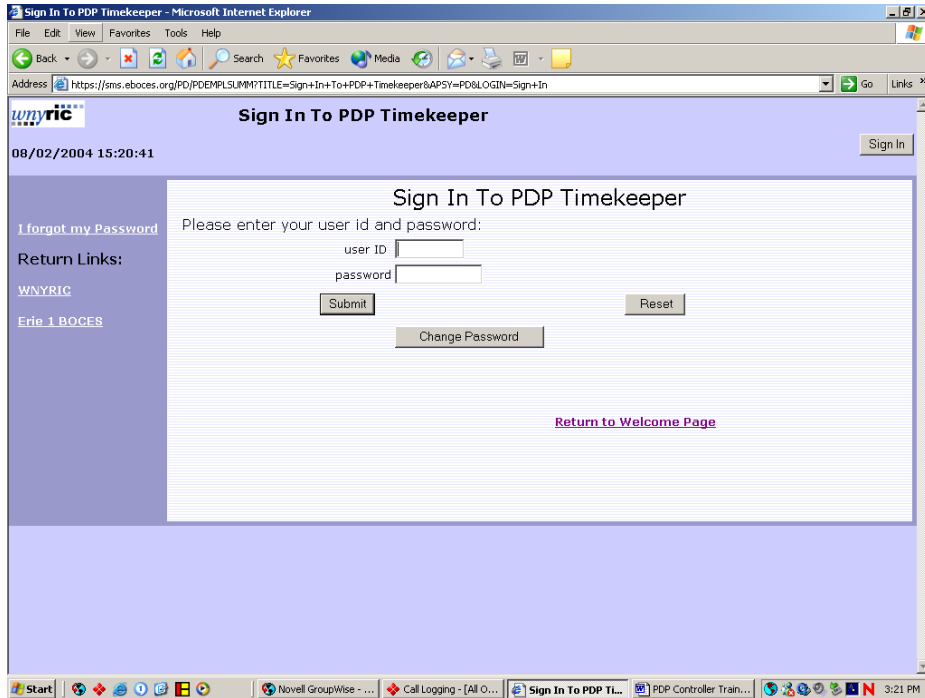
Once Login is completed the My Summary screen will appear.

My Summary

My summary allows an employee to view a summary of classes and seminars requested as well as the status of each. Accumulated hours can also be viewed here.

1. To view the summary click the my summary button on any PDP screen.

Note: The my summary screen appears when an employee logs into The PDP system.

Activity Catalog

Employees may view a list of classes, seminars or meetings from a catalog created by the district

1.   From any PDP screen click on the activity catalog button.

2.   To view detail information about the activity, click the catalog number button to the left of the description.
3.   To print a listing of available activities click the printable view button and click the printer icon on the web browser.

Request Activity

An employee may submit for approval a request to take a class or seminar.

1. From any PDP screen click on the request activity button.

2. To select an activity from the catalog created by the district click the drop down arrow in the district catalog drop down box.

3. If the activity cannot be found in the catalog the user may enter the information.
    Note: Type of activity, title and date fields are required.

4. When data is filled in click the submit activity button.

5. The clear the form button will clear all fields entered allowing the user to start over.

Activity Types

Activity types are a way for the district to group similar activities together.

1. To view a list of activity types click the activity type button from any PDP screen.
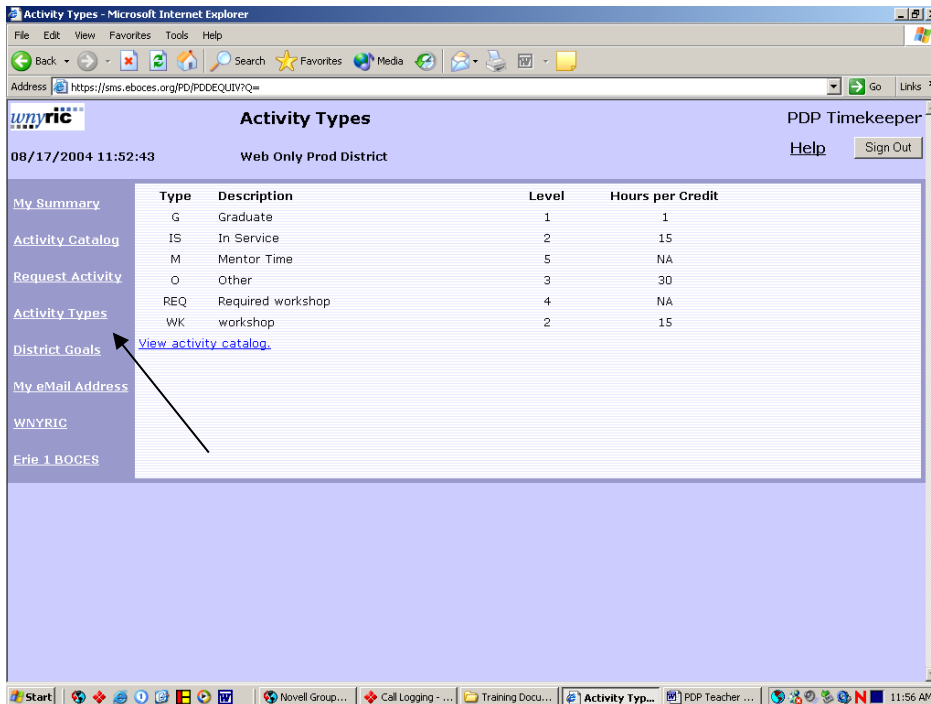
District Goals

District Goals is a way for the district to track activities and hours completed by employees to achieve predefined district wide goals.

1. To view the goals defined by the district click the district goal button from any PDP screen.
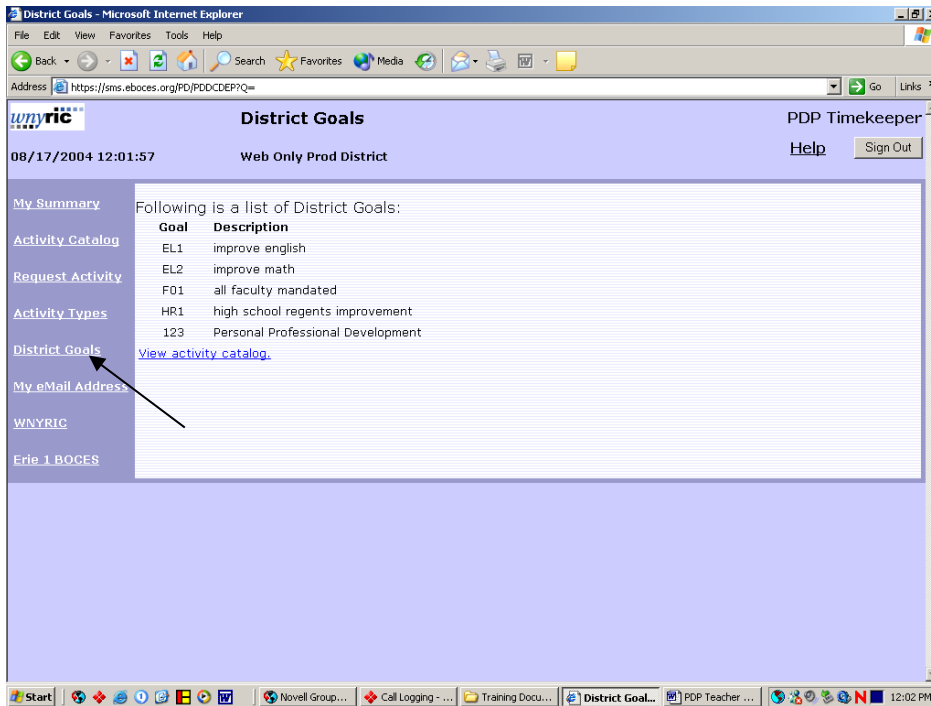
My E-Mail Address

All employees can set or update their own e-mail address within the system. The e-mail address is used by PDP to send automatic e-mails when a controller or administrator adds a group activity or when a user forgets their password and requests a password reset.

1. From any PDP screen click on the My E-Mail Address button.
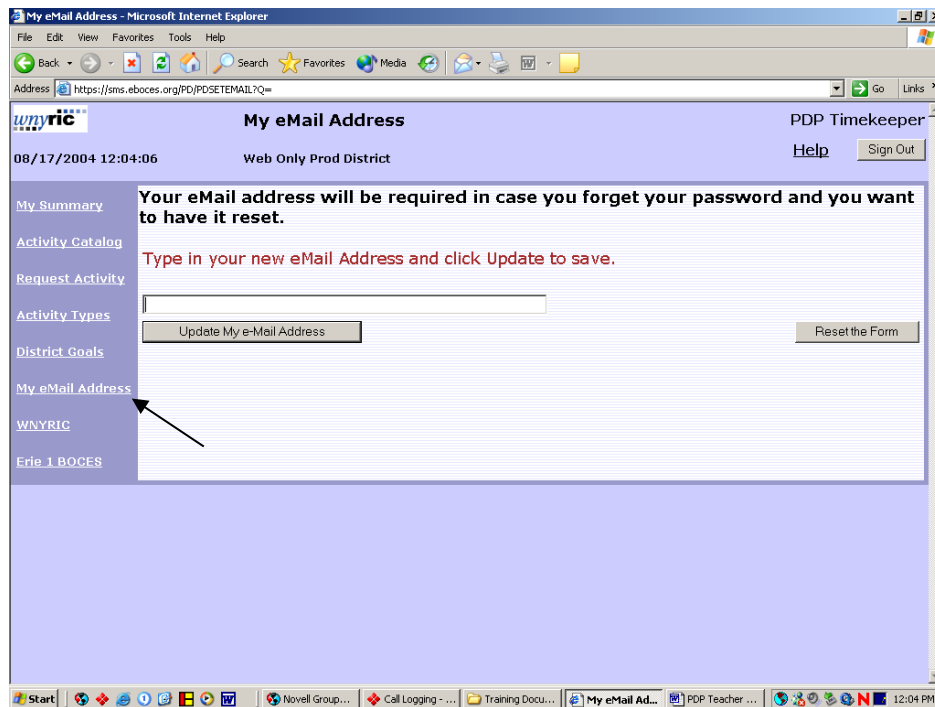
2. Fill in the e-mail address and click the update my e-mail address button.

Definitions

Activity—any professional development activity that the district wishes to track, e.g. Workshop: "Using Computers in Science Class"

Activity Type— Activity categories, e.g. In-service, Workshop, Grad Course and more

Catalog—listing of professional development activities offered by the district, a college, BOCES, etc.

Approve—give the employee the go-ahead to take a course or other activity

Verify—indicate that proof of completion of an activity has been submitted; assign value

PDP Hour—time value awarded to an activity for SED requirement of 175 hours every 5 years

Contract Hour—time value awarded to an activity to meet district contractual requirements for professional development each year

Stipend Hour - time value awarded to an activity to build toward an advancement in salary

Stipend Credit—credit earned after a given number of stipend hours are completed

Level—all activity types with the same weight are grouped into one level for totaling purposes

Block—number of credits needed to earn a stipend or to advance on salary schedule

Funding Source—budget code or other basis of payment for a requested activity