## Human Resources Professional Development Plan (PDP) Screens

In Human Resources, Employee Maintenance, choose your employee from the Information tab and then click the Profession tab. Under this tab you will be able to "Add" or "Update" your Employee Certification screen by clicking your Certification button.

#### **Certification**

- Click the ADD button
- Enter the certification type code and press TAB. Click the magnifying glass button to view available certification codes. Select a code and click OK.
- Enter the date of certification and press TAB
- Enter the expiration date (optional) and press TAB
- Enter the state certification number and press TAB
- Under Type use the drop down menu and choose the certification type
- Enter the PDP date range on the certification that will be linked to the PDP course on the Education screen
- Click SAVE to save the new information

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Employee Inf Evaluation Tenure Certification Education Seniority	Attend  Empl Date End Date 09/01/89	Personal Profession	/ PRE,	2 TEACHER, JOHN T 222-23-3333 TCH26 Certificate: BUS ED Q Description: BUSINESS EDUCATI Date: 02/02/04 End Date:
				Cert Number: 222233333 Type: Initia PDP Date Range: 02/02/04 - 02/01/09

### **Education**

This section will detail the courses that an employee has taken. Click the Education button under your Profession tab.

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	Save Reset Add Delete Cancel Notes Exit
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Completed Type Course Description Gr	Employee: 2 TEACHER, JOHN T
06/30/00 G GRAD CLASSES P	TCH26 222-23-3333
	Description: GRAD CLASSES
Certification	Provider: SUNY
Education	Date: 06/30/00 Credits: 20.00
Seniority	Course Type: Graduate Grade: P
	Apply to Level: YES Level: IBA
CREDIT TOTALS	LAST COURSE TAKEN
Courses: 1 Included: 20.00 Descrip	tion: GRAD CLASSES Type: GRADUATE
Credits: 20.00 Excluded: 0.00 Prov	ider: SUNY Date: 06/30/00
Pending: 0.00 Cre	edits: 20.00 Grade: P Status: yes
oes this course apply to PDP?	

- To add a course, click the ADD button
- Enter the course description and press TAB
- Enter the course provider (i.e. college or organization name) and press TAB
- Enter the date that the coursework was completed and eligible for inclusion in the employee records (i.e. date of final grades or release of results) and press TAB
- Enter in the number of credits and press TAB
- Select the course type "G" for Graduate, "I" for In service, and "U" for Undergraduate
- Enter the grade the employee received in the course and press TAB \*

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\* To track a pending course, enter the course upon approval by the Human Resources Department. Upon completion, enter the date completed and course grade. Until a grade is entered, Finance Manager will consider the course as pending.

- If the course will apply to the employee's next step increase enter "Y" for yes and press TAB
- If YES enter the Level or Click the magnifying glass to select from the list of Salary Levels
- Click SAVE to save the new information

Next Click whether or not this course will apply to PDP.

Documents       Empire       \$\$\$\$\$       Waintenance       Reports       Utilities       Interfaces       Help         Documents       Empire       \$\$\$\$\$\$       Waint       Percent       Custom       Distance       Empire         Documents       Empire       Moint       Percent       Custom       Distance       Empire
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Emp:         2         TEACHER, JOHN T         222-23-333         5         Employ         TEACHER, JOHN T           PDP Clock Hours:         30.00         5         6         222-23-3333         5         6         222-23-3333         6         6
PDP Approved By: 12 Q ADMINISTRATOR, ALAN Description Math Grad Course
PDP Approval Date: 03/01/04 Date: 03/01/04 Credits: 6.00
PDP Category: BUS ED Q Course Type: Graduate Grade: P
PDP Dete Barger, 02 (02 (04 02 (01 (09
Apply to PDP: YES Modify PDP Info
Press to lookup data field LAST COURSE TAKEN
Courses:         2         Included:         20:00         Description:         PDP         Grad Course         Type:         GRADUATE           Credits:         26:00         Excluded:         6:00         Provider:         SUNY         Date:         06/01/04
Pending: 0.00 Credits: 6.00 Grade: P Status: no

- If YES, the Professional Development Maintenance screen will appear.
- Enter Clock
   Hours
- Approved by
- Approval Date
- PDP Category \*
- Certification
   Code

\*This code would be entered and come from the PDP Category Maintenance Table from the Maintenance drop-down menu

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# Human Resources Professional Development Plan (PDP) Screens

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EMPLOYEE EDUCATIONAL LISTING BY EMPLOYEE TYPE

Emp # Employee	Type Bldg Dept	Date Description	Institution	Туре	Level	Credits Grade In Step PDP
12 ADMINISTRATOR, ALAN	ADM10 HS ADMIN	12/10/02 RIGHT TO KNOW 07/01/01 TOTAL TO INCEPTION	BOCES VARIOUS	INSER GRAD		0.00 NO NO 92.00 X NO NO
Total credit: 92.00 G	Graduate Credit: 92.00	In Service Credit: 0.00				
Emp # Employee	Type Bldg Dept	Date Description	Institution	Туре	Level	Credits Grade In Step PDP
18 MILLER, JOANNE	TA HS SOC	09/08/03 Right to Know	NERIC	INSER		0.00 NO NO
Total credit: 0.00 G	Graduate Credit: 0.00	In Service Credit: 0.00				
Emp # Employee	Type Bldg Dept	Date Description	Institution	Туре	Level	Credits Grade In Step PDP
2 TEACHER, JOHN T	TCH26 EL MATH	06/30/00 GRAD CLASSES	SUNY	GRAD	BA	20.00 P YES YES
Total credit: 20.00 G	Graduate Credit: 20.00	In Service Credit: 0.00				