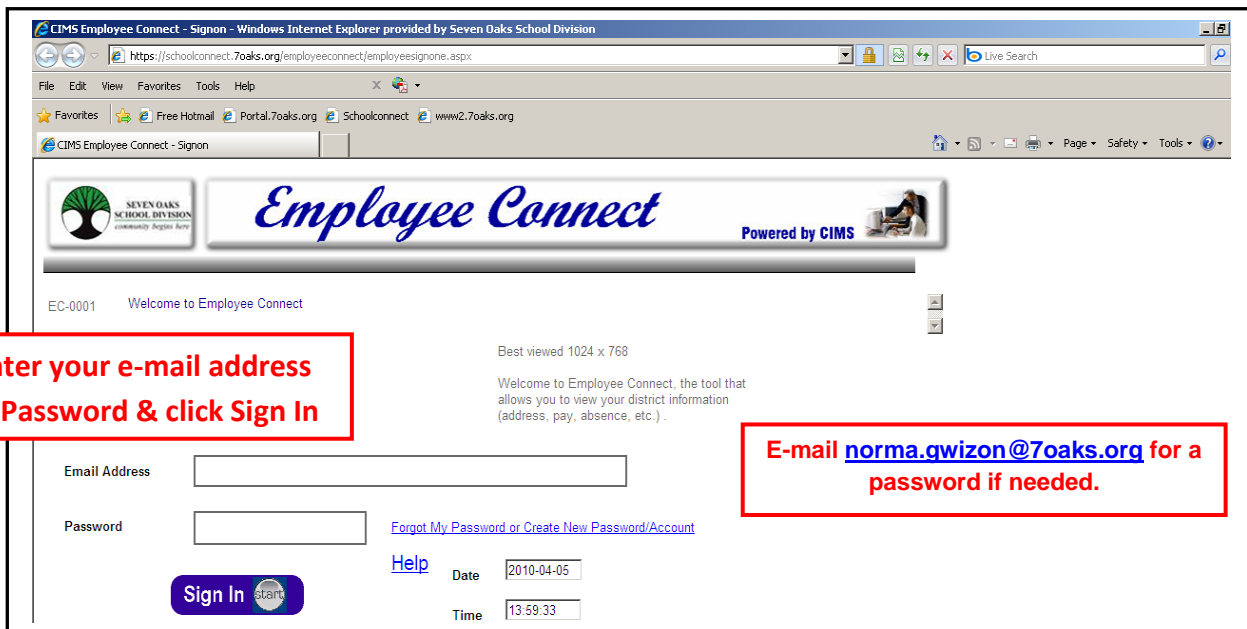
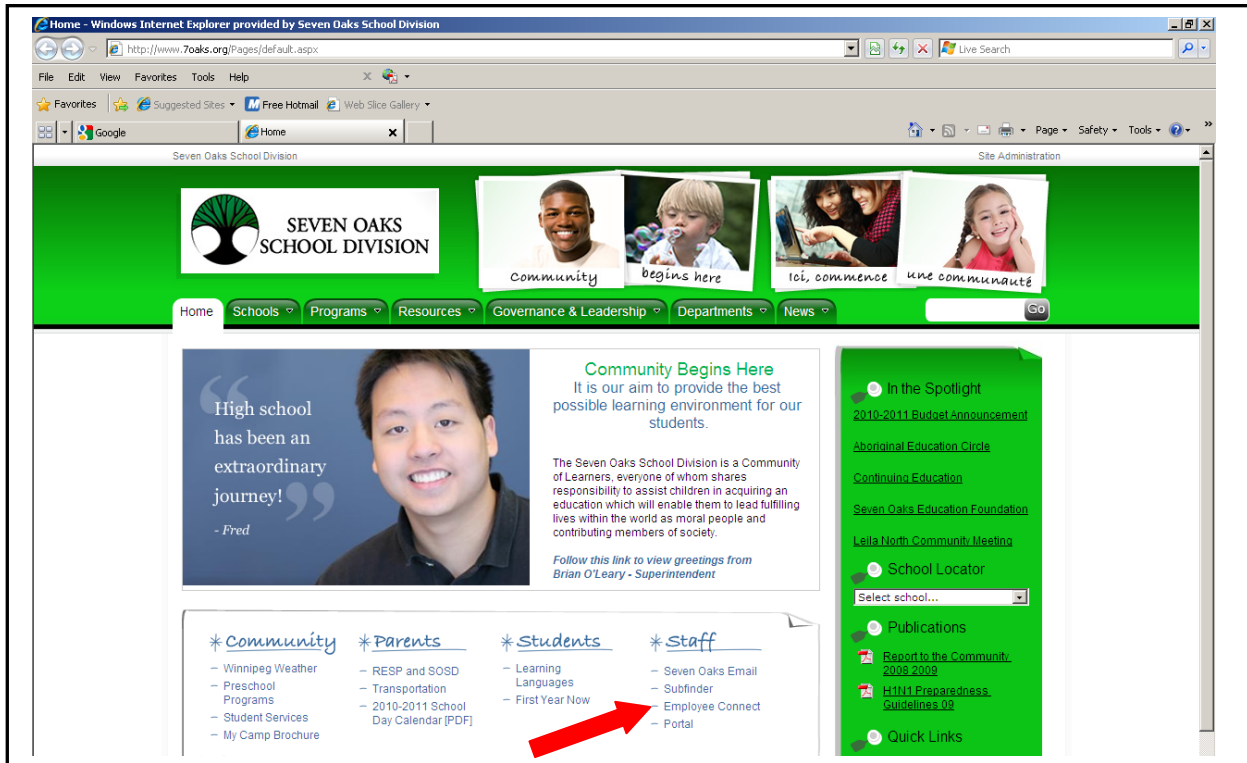


SEVEN OAKS SCHOOL DIVISION

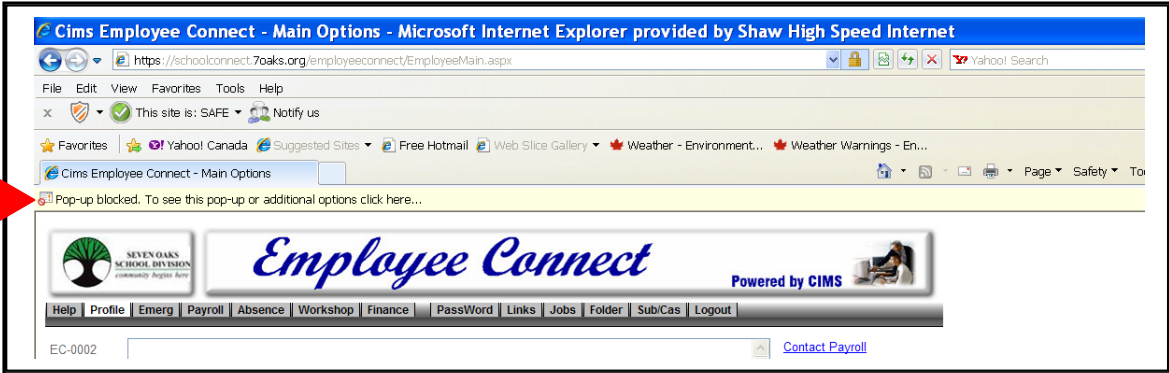
Board/SOTA Professional Development Fund

Online Request Procedures (using Employee Connect)

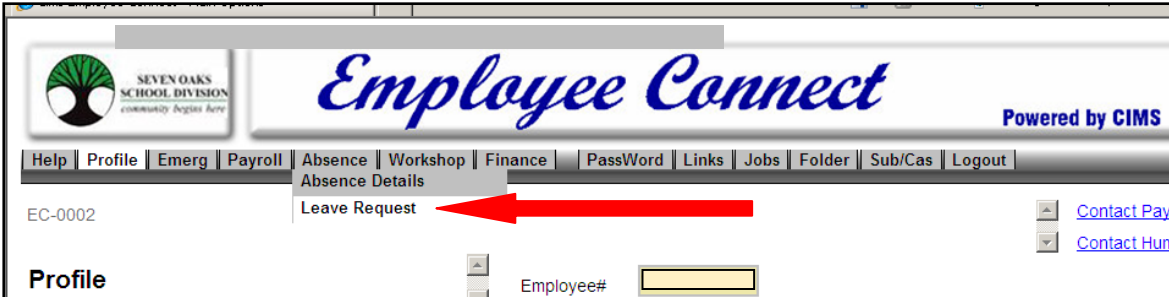
1. Go to Seven Oaks School Division website at: <http://www.7oaks.org>
2. Under the *Staff* Column, click on Employee Connect and logon using Seven Oaks user name and password.



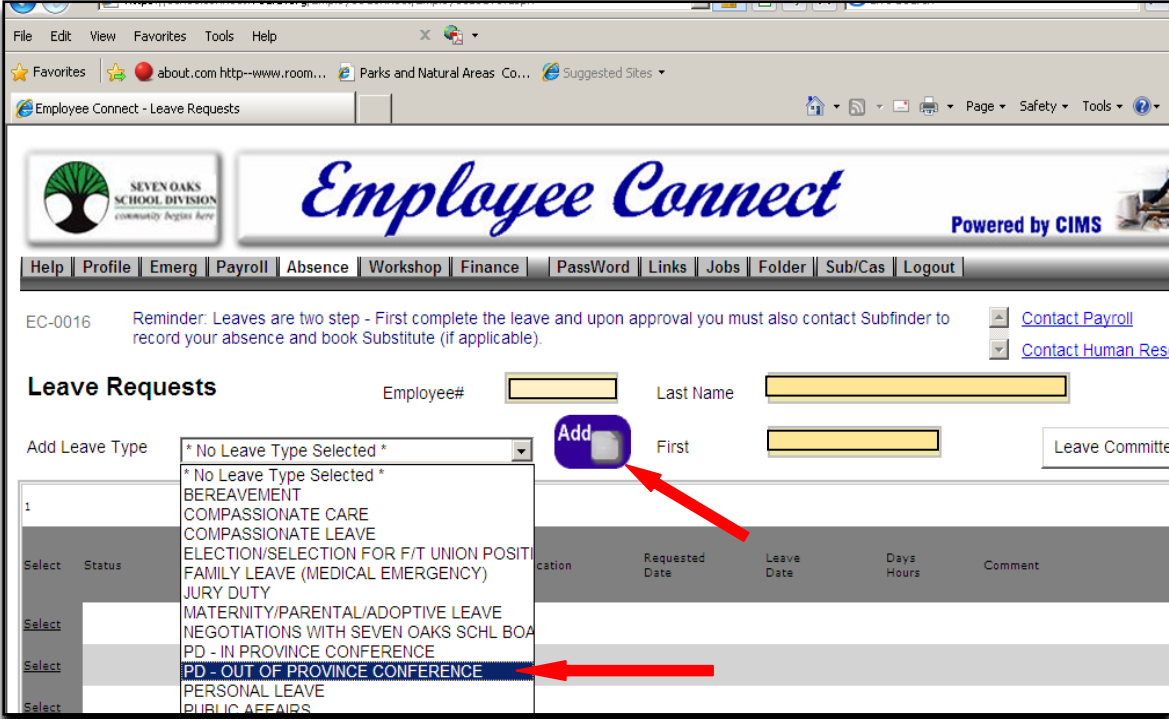
IMPORTANT NOTICE
 You may need to allow pop ups.
 This is a safe and secure web site.
 For instructions click on:
Browser must allow pop-ups...



3. On your **Profile** click on **Absence**, then from the drop-down menu click on **Leave Request**.



4. Select from the **Add Leave Type** menu (choices are PD Out of Province Conference, PD In Province Conference, or PD In Province Workshop) and click on the **Add** button.



5. On the next screen:

- Please note that all fields with an **asterisk*** are mandatory fields that must be completed. If you have not completed all necessary fields a message will appear in the **message box** near the top of the screen indicating the fields not completed.
- Enter the **dates** that you will be absent for the conference/workshop. Click **Fill** and select first and last dates from the calendar. This should also be done for the actual Conference start and end date fields.
- **Number of Days** - enter the total number of days you will be away at the conference/workshop.
- **Rationale** – provide details of the conference/workshop and reason for your request.

The screenshot shows the 'SIS Employee Connect - Change Leave Request' form. Key fields and their values are as follows:

- Sub-Type:** .SubType Not Required. *
- Date Entered:** 05/28/2010
- Job:** BOARD OFFICE ADMINISTRATION *
- Location:** BOARD OFFICE STAFF
- Short Description:** PD - OUT OF PROVINCE CONFERENCE *
- Date/Time Comment:** Conference dates: September 16 -19, 2010 *
- Absence Reason:** OUT OF PROVINCE CONFERENCE *
- Number of Days:** 4.00 *
- First Date Absent:** 09/16/2010 *
- Last Date Absent:** 09/19/2010 *
- Rationale/Reason:** I am interested in educating myself in the area of Art education so that I can effectively integrate it into my classroom teachings... *
- Attachment Reference:** Please see attachment for further info. *
- WebSite:** www.arteducation.com
- Conference:** Learning Through the Arts
- City:** MINNEAPOLIS, Prov: MN, Country: US
- Conference Start Date:** 09/17/2010 *
- Conference End Date:** 09/19/2010 *

Buttons for 'Save', 'Print', 'Exit', 'Attach', 'Browse...', 'Clear', and 'Fill' are visible. A 'Message Box' is present on the right side of the form.

- **Expense details** are also required to be completed under **Expense Type**. Select the type of expense by using the *drop down menu* inside each Expense Type field. Then enter in the quantity, cost and currency (using the drop down menu).
- If your school is contributing a dollar amount to your PD request, there is an expense type for this called **"Schl Contribution"** and should be entered in as a negative amount by **entering -1** in the Quantity field.
- The system will automatically calculate your total after you have entered in all of your expense types but you must click the **"Calculate"** button found beside "Quantity." Any **currency conversions** will have to be calculated manually and then entered as a separate expense line called **US Exchange Estimate**.
- **IF YOU REQUIRE A SUBSTITUTE:**
 - i. For an **Out of Province** conference request, please select the expense type **OOPSUB** (subs paid by school). For Out of Province conferences **only a quantity (number of days) is required – do not enter a dollar amount** as this expense is covered by your school and **should not be included in your expense total**.
 - ii. For an **In Province** conference/workshop request, please select the expense type **INPSUB** (subs paid by fund). For In Province conferences/workshops a quantity (number of days) is required – as this total amount is covered by the Board/SOTA PD fund and **should be included in your expense total**.
- After you have entered all of your conference expenses select the **Calculate** button and your total will be updated to reflect your total expenses.

CIMS Employee Connect - Change Leave Request

Attachment Reference: Please see attachment for further info. *NOT ON FILE* Browse... Attach

WebSite: www.arteducation.com

Conference: Learning Through the Arts

City: MINNEAPOLIS Prov State: MN Country: US

Conference Start Date: 09/17/2010

Conference End Date: 09/19/2010

Expense Type	Description	Total Expense Estimate	Quantity	Cost	Currency
REGISTRATION FEE	REGISTRATION FEE	1122.20	1.00	250.00	US
TRANSPORTATION COSTS (FLY,T	Flight		1.00	400.00	CAN
ACCOMMODATIONS	4 nights hotel		4.00	80.00	US
PERDIEM \$75/DAY	PERDIEM \$75/DAY		4.00	75.00	US
SCHL CONTRIBUTION *INPUT NEG	Constable Finney is paying \$200.00 - per G. Jackson		-1.00	200.00	CAN
SUBS PAID BY SCHOOL-OUT OF I	2 days of sub cost - school is paying @ \$160.00/day				CAN
US EXCHANGE ESTIMATE	US EXCHANGE ESTIMATE on \$870.00 @ 6%		1.00	52.20	CAN
... No Expense Type ...					CAN
... No Expense Type ...					CAN

** If complete, click the SAVE button to save this leave request. "Save Successful" indicates leave has been submitted **

6. When you have completed all mandatory fields, **click on the SAVE button** (located near the top left) to submit the first part of your request. The message screen will advise you the your **"Leave Request Add Successful – Attach Document if applicable"** – at this point you should now include an attachment (conference brochure, etc.) in PDF format, providing details regarding your conference or workshop. There is also a field called "Website" which will allow you to provide the conference website if you would like to provide this information instead. After you have included this additional information please click on the **SAVE button again**, otherwise this data will be lost when you exit this screen. If you would like to print a copy of your Leave Request, select the **PRINT button** located beside the SAVE button near the top of the screen.

CIMS Employee Connect - Change Leave Request

Employee# [] Last Name [] First []

Leave# 201000211 Leave Type PDOUTP PD - OUT OF PROVINCE CONFERENCE

Sub-Type ..SubType Not Required.. * Date Entered 05/28/2010

Job BOARD OFFICE ADMINISTRATION * Location BOARD OFFICE STAFF

Short Description PD - OUT OF PROVINCE CONFERENCE *

Date/Time Comment Conference dates: September 16 -19, 2010 *

Absence Reason OUT OF PROVINCE CONFERENCE * First Date Absent 09/16/2010 Last Date Absent 09/19/2010

Number of Days 4.00 *

Rationale/Reason I am interested in educating myself in the area of Art education so that I can effectively integrate it into my classroom teachings...

Attachment Reference: Please see attachment for further info. *NOT ON FILE* Browse... Attach

Save Print Exit ** Leave Request Save Successful

7. Your leave is now Pending Recommendation & can be viewed by your Administrator/Supervisor. When the leave has been approved by your Administrator/Supervisor and the Board/SOTA PD Fund Committee, you will receive an e-mail at your Seven Oaks e-mail address confirming whether or not your leave request has been approved and details of your funding. An advance of 80% will also be processed within one to two weeks after you receive your PD approval notice.
8. If, at any time, you would like to check the status of your Leave Request, click on the **Absence** tab (near the top of the screen), using the drop down menu select "Leave Request" and a screen will appear displaying all of your Leave Requests along with the status of your request, etc.

If you have questions regarding this procedure please contact Alison Hall at the School Board Office (586-8061).