

PAYSTUB & PROFESSIONAL DEVELOPMENT SCHOOL FINANCE WEB STAFF PORTAL INSTRUCTIONS

1. **Accessing the School Finance Web** – Launch the School Finance Web page from your school web site under the “Staff Resources” page. It is listed as “View My Pay Stub”
2. **Enter login name, password, and pin**
 - a. Login Name – this will be the same as your current Windows Login Name, which is the first six letters of your last name and the first two letters of your first name.
 - b. Password – this will be the same as your current Windows password
 - c. Pin – the last 4 digits of your Social Security Number

When your Windows password changes, then this password will automatically change to match. (If you can't remember your password, contact the Tech Office at tech@chsd.us.)

3. **Printing your Pay Stub**
 - a. From the menu at the top of the screen, click on the “Paystub” button
 - b. Messages from the Payroll Office will show up at the very top of the screen.
 - c. Select the pay date you wish to view or print.
 - d. Be sure to “Logout” when finished.
4. **Entering Professional Development Hours**
 - a. From the menu at the top of the screen, click on the “**Events**” button
 - b. All school sponsored professional development hours i.e., inservice days, will be displayed for viewing under the “**Development Events**” heading. These events can only be viewed and are managed and entered by the Central Office.
 - c. All personal professional development hours, and building level PD will be displayed under the “**Individual Hours**” heading. These events are entered by the employee and may be edited/deleted by the employee any time prior to the end of June. To enter a new individual professional development event:
 - i. Click on the “**Add Hours**” button to the far right of the header “**Individual Hours**”.
 - ii. **Date** – Enter date event took place by entering the date or by clicking on the “Pick” button and selecting the date from the pop up calendar. **Note: Only dates in the current fiscal year may be entered.**
 - iii. **Category** - Click on the down arrow in the “**Select Category**” field and select the appropriate reporting category for the PD hours.
 - iv. **Hours**
 1. If the professional development is based on normal daily hours, select the option “**Classroom Hours**” and enter the number of professional development hours.
 - v. If the professional development is based on college credit hours, select the option “**College Credit Hours**” and enter the number of credits earned for the college coursework. The college credit hours will automatically be converted to the number of reportable hours for State reporting.

- vi. **Purpose/Skill Addressed** – Enter a brief title for the professional development that best defines the purpose or skills addressed.
- vii. **Description** – Enter the details of the professional development event.
Note: Start the description with a subject title that accurately defines the primary objective for the PD event. This will be helpful for reporting and finding specific events after they have been entered.

At the end of the school year:

- 5. **Print Professional Development Hours Approval Form** – From the “Events” screen, click on **printer icon** button in top right hand corner of form. This will show the form with the approval and signature lines. Select File/Print from your web browser menu and select printer to print from.

NOTE: The Professional Development Hours Approval Form must be printed, signed by your building principal, and forwarded to Central Office **before you leave for summer break**. This document will then be maintained in your personnel file. This has become very important for CO to have documentation in the event you wish to use these hours toward certificate renewal!

- 6. **Logout** – When work is complete be sure to log out of School Finance Web. To log out, click on the “Logout” menu option.

NOTE: Although it is now only **mandatory for new teachers** (during their first 3 years of teaching), it is very important for **all professional staff** to log all PD and classes taken during the school year. PD is now acceptable for teaching certificate renewal, but you can't use it if it isn't documented! This information is also very helpful for staff needing to prove highly qualified status as well as district use for grants and audits. Information that we can easily find in your file makes documentation easier for you, and could mean extra money for the district! For example, if we can document all staff that had PD or took classes related to Technology, it could benefit the district's USF grants.