



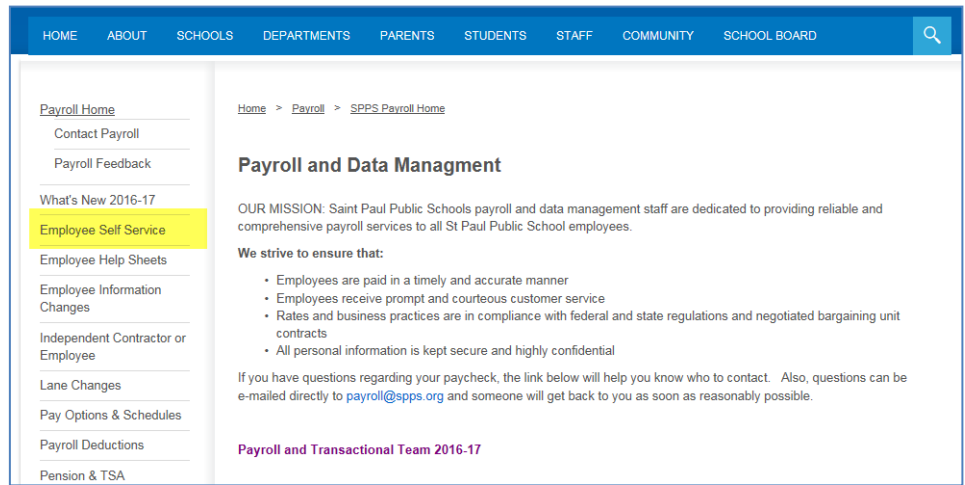
Certification eForm - ASAP

Certification forms are now located in Employee Self Service.

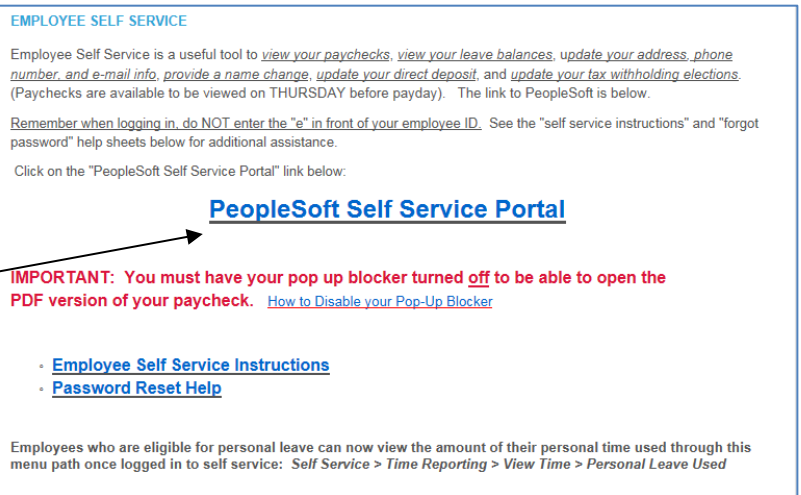
You can access Employee Self Service from Payroll Home Page on the district website.

<http://www.spps.org/payroll>

Click the link on the left menu to get to the Employee Self Service home page.)



This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

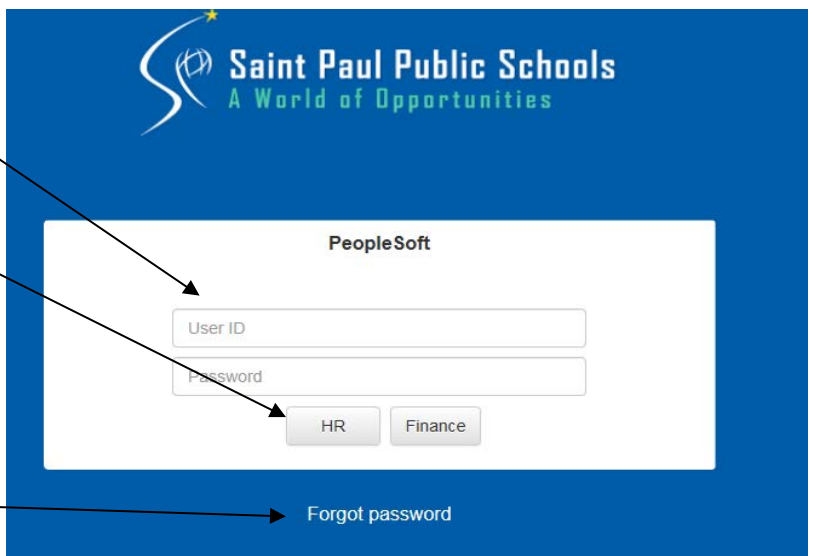


Click on the "PeopleSoft Self Service Portal" link

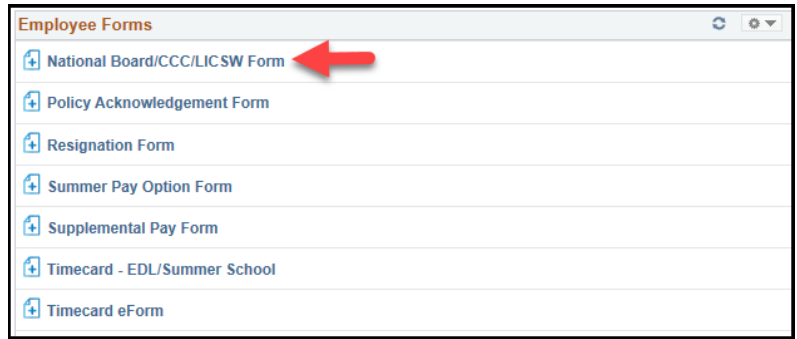
Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

Click the HR button.

If you have forgotten your password, you can use the "forgot password link" if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.



Once you have logged into the PeopleSoft Self Service Portal, you will be able to access the Certification eForm through the pagelets on the main page under Employee Forms



1. Your information will automatically default on the form.
2. Select the type of certification completed
3. Enter the type of completion (Either National Board Completion or Materials Reimbursement)
4. Enter the date completed the certification
5. If you need to add additional like materials reimbursement click "+" under Insert A Row
6. Enter the type of completion
7. Enter the Date Completed
8. Enter the description of Materials purchased
9. Enter the amount paid for materials. Please keep in mind that reimbursement for materials will follow the amount eligible based on your contract.
10. Upload a copy of your certification or materials receipts. These must be a scanned copy. We cannot accept pictures of the certification taken by phone or camera.
11. If you need to add additional documents please click add
12. Click Submit

Employee Information

Empl ID: Test, Mary Union Code: 56 ASAP
 Job Code: 718LIC Specialist-12 Month (ASAP-Lic) Regular/Temporary: Regular

Cert Type: ASAP Teacher National Board

Certification Information

*Type of Completion	*Date Completed	Description of Material	Amount Paid for Material	Insert A Row	Delete A Row
National Board Comple				+	-
Materials Reimburseme			0.00	+	-

File Attachments

Please attach a copy of your certification. Certifications must include the initial issue date and expiration date. Certifications must be a scanned version. We cannot accept pictures of the certification taken by a phone or camera.

Teachers: If you are submitting for reimbursement for components you must submit a copy of your receipt as proof of purchase.

Status	Action	Description	File Name	Delete
1	Upload	Copy of Certification Completion		Delete

Add Submit