



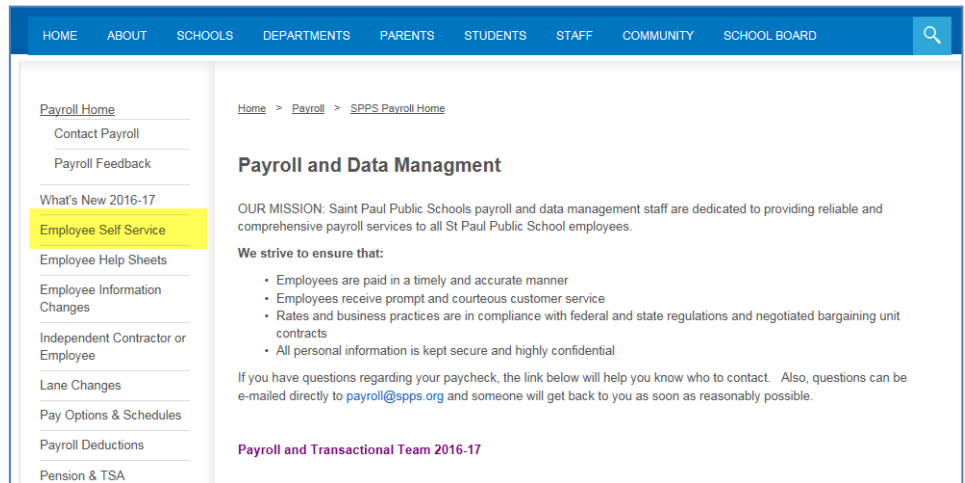
Certification eForm - PEA

Certification forms are now located in Employee Self Service.

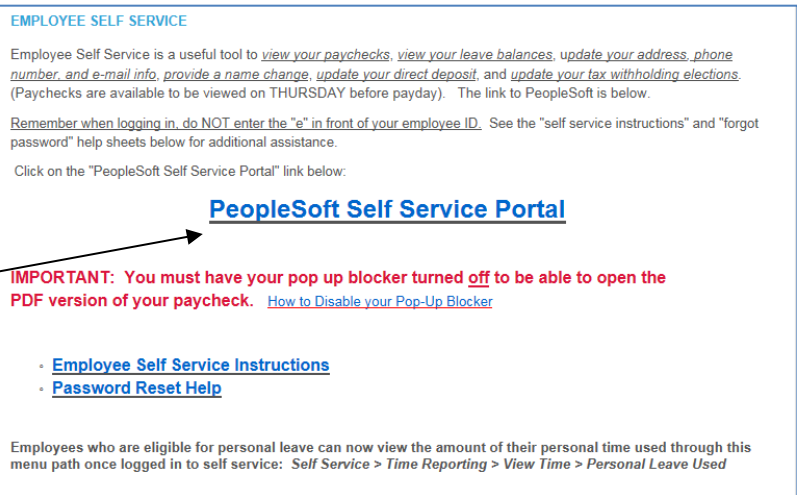
You can access Employee Self Service from Payroll Home Page on the district website.

<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.

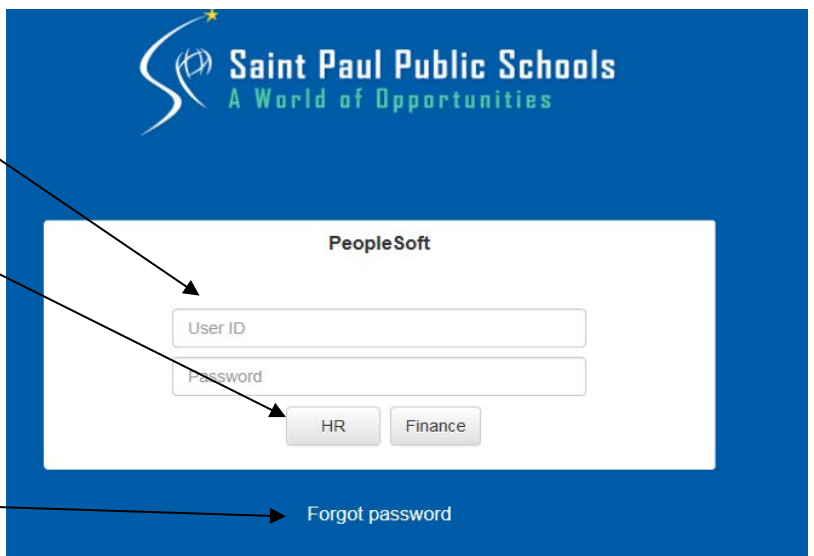


Click on the "PeopleSoft Self Service Portal" link

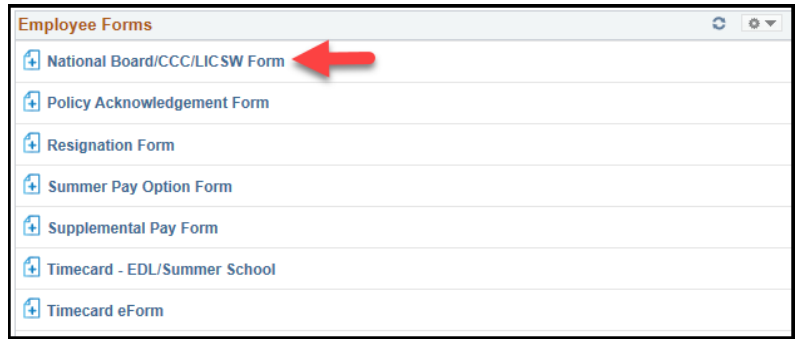
Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

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 can access the Certification eForm through the pagelets on the main page under Employee Forms



1. Your information will automatically default on the form.
2. Please review all information regarding the certification
3. Select the type of certification completed
4. Enter the date the certification was awarded
5. Upload a copy of your certification. Copies must be a scanned version. We cannot accept pictures of a certification taken by phone or camera
6. Click Submit

Certification : Employee Information Form ID 40870

National Board Certification eForm Instructions

Employee Information

1 Empl ID [REDACTED] Union Code 06 Professional
 Job Code [REDACTED] Regular/Temporary Regular

Certification Information

2 Effective with the contract year 2021, with approved certifications as listed in Appendix D, employees shall be eligible for a one-time certification full step advancement under the PEA labor agreement. Any future advancements will follow step progression provided in Article 9.

Eligibility for Certification Full Step Advancement. In order to be advanced one (1) full step on the pay schedule, an employee must meet the following requirements:

A. Be an active employee for not less than one (1) year as a full-time employee or the number of equivalent hours based on FTE in 12 months for a part-time employee.
 B. For the initial placement of individuals currently with certifications desiring to be effective January 1, 2021, copies of certifications must be submitted to Human Resources by close of business November 2, 2020.
 C. After the initial placement of employees January 1, 2021, employees must submit a copy of the completed certification to HR.
 D. Human Resources will implement the step change within 2 full pay periods of receiving a copy of the certification from the employee.
 E. If an employee is on an improvement plan, the employee must be on track with the components of the plan in order to receive a step increase. If not on track the employee may resubmit in the next contract year

3 *Type of Certification [Dropdown] 4 *Certification Completion Date [Calendar]

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 !	5 Upload	Copy of Certification Completion		Delete

Add

6 Submit