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.)

HOME A	BOUT	SCHOOLS	DEPARTMENTS	PARENTS	STUDENTS	STAFF	COMMUNITY	SCHOOL BOARD	٩	
Payroll Home Contact Pay	yroll	!	<u>lome > Payroll</u> > <u>SP</u>	PS Payroll Home						
Payroll Feedback			Payroll and Data Managment							
What's New 2016-17			OUR MISSION: Saint Paul Public Schools payroll and data management staff are dedicated to providing reliable and comprehensive payroll services to all St Paul Public School employees.							
Employee Self Service										
Employee Help Sheets			We strive to ensure that:							
Employee Information Changes			 Employees are paid in a timely and accurate manner Employees receive prompt and courteous customer service Rates and business practices are in compliance with federal and state regulations and negotiated bargaining unit contracts All personal information is kept secure and highly confidential 							
Independent Contractor or Employee		r or								
Lane Changes			If you have questions regarding your paycheck, the link below will help you know who to contact. Also, questions can be e-mailed directly to payroll@spps.org and someone will get back to you as soon as reasonably possible.							
Pay Options & Schedules		es		0		0				
Payroll Deductions			Payroll and Transactional Team 2016-17							
Pension & TSA										

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.

Employee Self Service is a useful tool to <u>view your paychecks</u>, <u>view your leave balances</u>, <u>update your address</u>, <u>phone</u> <u>number</u>, <u>and e-mail info</u>, <u>provide a name change</u>, <u>update your direct deposit</u>, and <u>update your tax withholding elections</u>. (Paychecks are available to be viewed on THURSDAY before payday). The link to PeopleSoft is below.

Remember when logging in, do NOT enter the "e" in front of your employee ID. See the "self service instructions" and "forgot password" help sheets below for additional assistance.

Click on the "PeopleSoft Self Service Portal" link below:

EMPLOYEE SELF SERVICE

PeopleSoft Self Service Portal

IMPORTANT: You must have your pop up blocker turned off to be able to open the PDF version of your paycheck. <u>How to Disable your Pop-Up Blocker</u>

- Employee Self Service Instructions
- Password Reset Help

Employees who are eligible for personal leave can now view the amount of their personal time used through this menu path once logged in to self service: Self Service > Time Reporting > View Time > Personal Leave Used

PeopleSoft	
User ID	
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

Soft Self	Employee Forms	0	0 -
	National Board/CCC/LICSW Form		
ets on the	Policy Acknowledgement Form		
	Resignation Form		
	Summer Pay Option Form		
	Supplemental Pay Form		
	Timecard - EDL/Summer School		
	Timecard eForm		
mployee Information	For	rm ID	40870
tion eForm Instructions			

- Your information will automatically default on the form.
- Please review all information regarding the certfication
- Select the type of certification completed
- Enter the date the certification was awarded
- 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

Certificiation : Employee Information Form ID 40870								
National Board Certification eForm Instructions								
Employee Info	rmation							
1	Empl ID			Union Code	06 Q	Professional		
_	Job Code			Regular/Temporary	Regular			
Certification Information								
Effective with the	contract year 2021, v	with approved certivation with approved certivation of the second s	fications as listed in Appendix D,	employees shall be eligible for a one-	time certification full step ad	vancement under the PEA labor		
2	ature auvancements w	in tonow step pro	grossion provided in rudele y.					
Eligibility for Ce	tification Full Step A	<u>dvancement</u> . In or	der to be advanced one (1) full ste	p on the pay schedule, an employee n	nust meet the following requi	rements:		
A Do on optim								
 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 F1E 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 human Resources human Resources by close of human Resources human Resources by close of human Resources human Re								
C. After the in	itial placement of em	ployees January 1,	2021, employees must submit a c	ppy of the completed certification to I	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 								
ine nexi contract year								
3 *Type of Certification V Certification Competion Date								
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 faken by a phone or camera								
Teachers: If you are submitting for reimbursement for components you must submit a copy of your reciept as proof of purchase.								
						1 row		
Status	4	Action	Description ◊		File Name 🛇	Delete		
1	5 u	Ipload	Copy of Certification Completion			Delete		
Add								
Submit	3							