

REP - Transferring Professional Development Days Using New Absence Reason Codes

The recent Registry of Educational Personnel changes to the absence reason codes, will change the procedures for transferring the absence information in the MiCase HR/Payroll System to the REP screen. Because the absence reason codes were entered under the old codes, the operation to *Update REP Professional Development Days from Absence Records* will not transfer the information into the correct new codes.

Previously, the REP professional development was categorized under the following nine reason codes:

- AC – Admin Continuing Educ
- CS – Content-Specific
- CW – Coursework
- HQ – Highly Qualified Status
- IT – Instructional Technology
- MN – Mentoring
- SP – School Improvement Plan
- VL – Virtual Learning
- WC – Workshops or Conferences

The reason codes have been changed to the following two codes:

- CM – Classroom Management
- ID – Instructional Delivery

The following procedures will need to be done to get the professional development information into the new codes for REP.

1. Employee Absence Records Module > Current Absence and Substitute Use Screen Reports > Absence Records by Employee
2. Range of Dates to Include - 7/1/11 to current date
3. Reason Codes to Include - skip this and use default
4. Leave Codes to Include - PD
5. Employees to Include - skip this and use default
6. Click OK and either preview or print the report
7. Review the entries for the new teachers only (those on probation or have taught less than 3 years) and change the reason code from the original 9 to one of the new 2 reason codes (CM or ID)
8. Hand enter the new codes into the REP Professional Development tab rather than using the operation to transfer from the absence records as the old codes no longer exist
9. From this point forward, enter the absences using one of the 2 new codes

Note: The professional development time must be entered in days, not hours.