

How to Request Renewal CEUs from an External PD Through Time Keeper/LINQ

Home License renewal - todd_b My Drive - Google Drive

Secure | <https://sites.google.com/pender.k12.nc.us/pcs/home>

Apps PCS Bookmarks PCS VoIP Extensions 2017-18 District Meeting BTs - Google Sheets 2017 October PENDER Leadership Team Share object code 121-tea PCS - Dashboard Link Allotment System: W LEA Allotment: State Curriculum stuff Personal stuff Docs

PENDER
COUNTY SCHOOLS

Home Board of Education Our District School Sites Students Careers

925 Penderlea HWY, Burgaw NC 28425
TEL | 910-259-2187 - FAX | 910-259-0131

Step 1: Click on Time Keeper

WELCOME TO PENDER

Tweets by @penderschools

How to Request Renewal CEUs from an External PD Through Time Keeper/LINQ

Home - Pender County Schools | LINQ Time Keeper - Administrator | Inbox (22) - todd.blume | Lounge Grooves online

Secure | <https://timekeeper.pendercountyschools.net/Default.aspx>

Apps | PCS Bookmarks | PCS VoIP Extensions | 2017-18 District Meetings | BTs - Google Sheets | PCS - Dashboard Link | PCS Digital Teaching | 2017 October PENDE | Leadership Team Share | object code 121-teaching | Curriculum stuff | Personal stuff | Docs | IHE Performance

Think smart. Think LINQ

Time Keeper

Current Time/Date on Server: 7:38:13 AM 2 Feb 2018 (Fri)

Menu
Home
Administrator

Main

Log In

Employee Number

1 2 3

4 5 6

7 8 9

DEL 0 CLR

Cancel Enter

Step 2: Log into Time Keeper

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7:38 AM 2/2/2018

How to Request Renewal CEUs from an External PD Through Time Keeper/LINQ

Home - Pender County Schools | Clock In / Out | Inbox (22) - todd.blume | Lounge Grooves online

Secure | <https://timekeeper.pendercountyschools.net/ClockInOut.aspx>

Apps | PCS Bookmarks | PCS VoIP Extensions | 2017-18 District Meetings | BTs - Google Sheets | PCS - Dashboard Links | PCS Digital Teaching | 2017 October PENDER | Leadership Team Share | object code 121-teaching | Curriculum stuff | Personal stuff | Docs | IHE Performance

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 7:38:35 AM 2 Feb 2018 (Fri)

Logout | Todd E Blumenreich | Main > Inquiries > Clock In / Out

Job	Pay Grade	Site	Date	Last In	Last Out
CENTRAL OFFICE ADMINISTRATORS	ADM6	710 : Pender Co Sch Central Office	2/2/2018	07:26 AM	

Menu

- Home
- Clock In / Out

Employee Profile

- Personal Information
- Tax Information
- CEU's
- Policies
- Change Pin

Inquiries

- Time Sheet
- Leave Balance
- Earnings & Escrow
- YTD Deductions
- Check History
- Employee Reimbursements
- Print W2s

Actions

- Requests
- Workshop Registration
- Submit CEU for Approval**
- Out of District Workshop Requests

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7:38 AM 2/2/2018

Step 3: Submit CEU for Approval

How to Request Renewal CEUs from an External PD Through Time Keeper/LINQ

Home - Pender County S x Time Keeper - CEU's x Inbox (22) - todd_blume x Lounge Grooves online x

Secure | https://timekeeper.pendercountyschools.net/CEUsDisplay.aspx?ID=SubmitCEU

Apps PCS Bookmarks PCS VoIP Extensions 2017-18 District Meeting BTs - Google Sheets PCS - Dashboard Link PCS Digital Teaching 2017 October PENDE Leadership Team Share object code 121-tea Curriculum stuff Personal stuff Docs IHE Performance

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 7:39:04 AM 2 Feb 2018 (Fri)

Menu Logout Todd E Blumenreich Main > CEU's View/Submit CEU's for Approval

View/Submit CEU for Approval

Submitted CEU's for Approval

+ Add New

Completion Date	Course Code	Title	Location	Facilitator	Type of Credits	Credits	Approval Status
No records to display.							

Completion Date: [Date Picker]
Course Code: [Enter Course Code] Title: [Text Box]
Location: [Choose a Location] Facilitator: [Text Box]
Type of Credit: [CEU Credits] Credits: [Text Box]
Course Types: [Dropdown]
Workshop Expense Account: [Text Box] Substitute Expense Account: [Text Box]

Credit Breakdown

Type	Credits
No records to display.	

Supporting Document:

Description: [Text Box]
File Name: [Text Box]

Admin Notes: [Text Box]

Completion Date	Course Code	Title	Type of Credit	Credits	
11/30/2017	AP113017	Assistant Principal's Instructional Meeting	CEU Credits	0.65	Details
11/21/2017	DI112117	Digital Learning Competencies Artifact Reviewing	CEU Credits	0.70	Details
11/02/2017	17MENTOR	Mentor Training Session	CEU Credits	0.10	Details
10/26/2017	1017APLA	Assistant Principal Leadership Development Academy #1	CEU Credits	0.60	Details

Step 4: Click + to add new request

7:39 AM 2/2/2018

How to Request Renewal CEUs from an External PD Through Time Keeper/LINQ

Home - Pender County Schools | Time Keeper - CEU's | Inbox (22) - todd_blume | Lounge Grooves online

Secure | <https://timekeeper.pendercountyschools.net/CEUsDisplay.aspx?ID=SubmitCEU>

Apps | PCS Bookmarks | PCS VoIP Extensions | 2017-18 District Meeting | BTs - Google Sheets | PCS - Dashboard Link | PCS Digital Teaching | 2017 October PENDE | Leadership Team Share | object code 121-teac | Curriculum stuff | Personal stuff | Docs | IHE Performance

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 7:39:44 AM 2 Feb 2018 (Fri)

Menu: Home, Clock In / Out

Logout | Todd E Blumenreich | Main > CEU's | View/Submit CEU's for Approval

View/Submit CEU for Approval

Add new "CEU" for approval

Completion Date:
Course Code: Title:
Location: Facilitator:
Type of Credit: Credits:
Course Types:
Workshop Expense Account: + Substitute Expense Account: +

Credit Breakdown

Type	Credits
Content	<input type="text" value="0.00"/>
Literacy	<input type="text" value="0.00"/>
Technology	<input type="text" value="0.00"/>
Other	<input type="text" value="0.00"/>
School Admin	<input type="text" value="0.00"/>

Supporting Document:

Description:
File Name:

Admin Notes:

CEU History

Completion Date	Course Code	Title	Type of Credit	Credits	
11/30/2017	AP113017	Assistant Principal's Instructional Meeting	CEU Credits	0.65	Details
11/21/2017	DI112117	Digital Learning Competencies Artifact Reviewing	CEU Credits	0.70	Details
11/02/2017	17MENTOR	Mentor Training Session	CEU Credits	0.10	Details
10/26/2017	1017APLA	Assistant Principal Leadership Development Academy #1	CEU Credits	0.60	Details

Step 5: Fill in all necessary information

Also, please attach an electronic copy of your certificate.

CEUs cannot be awarded without proof of attendance and/or completion

When you save, it forwards the request to HR

How to Request Renewal CEUs from an External PD Through Time Keeper/LINQ

Home - Pender County S x Time Keeper - CEU's x Inbox (20) - todd.blume x Duke Energy: Online Gra x PCS VoIP Extensions and x NJHS - Google Search x BBC - Travel - Lake Abra x

Secure | https://timekeeper.pendercountyschools.net/CEUsDisplay.aspx?ID=SubmitCEU

Apps PCS Bookmarks PCS VoIP Extensions 2017-18 District Meeting BTs - Google Sheets PCS - Dashboard Link PCS Digital Teaching 2017 October PENDE Leadership Team Sheet object code 121-tea Curriculum stuff Personal stuff Docs IHE Performance

Menu Logout Todd E Blumenreich Main > CEU's View/Submit CEU's for Approval

View/Submit CEU for Approval

Submitted CEU's for Approval

Completion Date	Course Code	Title	Location	Facilitator	Type of Credits	Credits	Approval Status
02/19/2018	COPD	test	Cobb Resource Center	test	CEU	0.10	Pending

Completion Date: 2/19/2018
Course Code: COPD
Location: Cobb Resource Center
Type of Credit: CEU Credits
Course Types: HQ Staff Development
Workshop Expense Account: 2.5110.028.312.000.000.00
Substitute Expense Account:

Credit Breakdown

Type	Credits
Content	0.00
Literacy	0.00
Technology	0.00
Other	0.00
School Admin	0.00
Digital Learning	0.00

Supporting Document:

Description:
File Name:
Admin Notes:

Completion Date	Course Code	Title	Type of Credit	Credits
01/23/2018	NCSAOP1	Opioid Crisis	CEU Credits	0.01
11/30/2017	AP113017	Assistant Principal's Instructional Meeting	CEU Credits	0.65
11/21/2017	DI112117	Digital Learning Competencies Artifact Reviewing	CEU Credits	0.70
11/02/2017	17MENTOR	Mentor Training Session	CEU Credits	0.10
10/26/2017	1017APLA	Assistant Principal Leadership Development	CEU Credits	0.60

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Step 6: You will see your Pending request up top.

Your request will either be approved or denied, or you may be asked to furnish more information depending on initial documentation