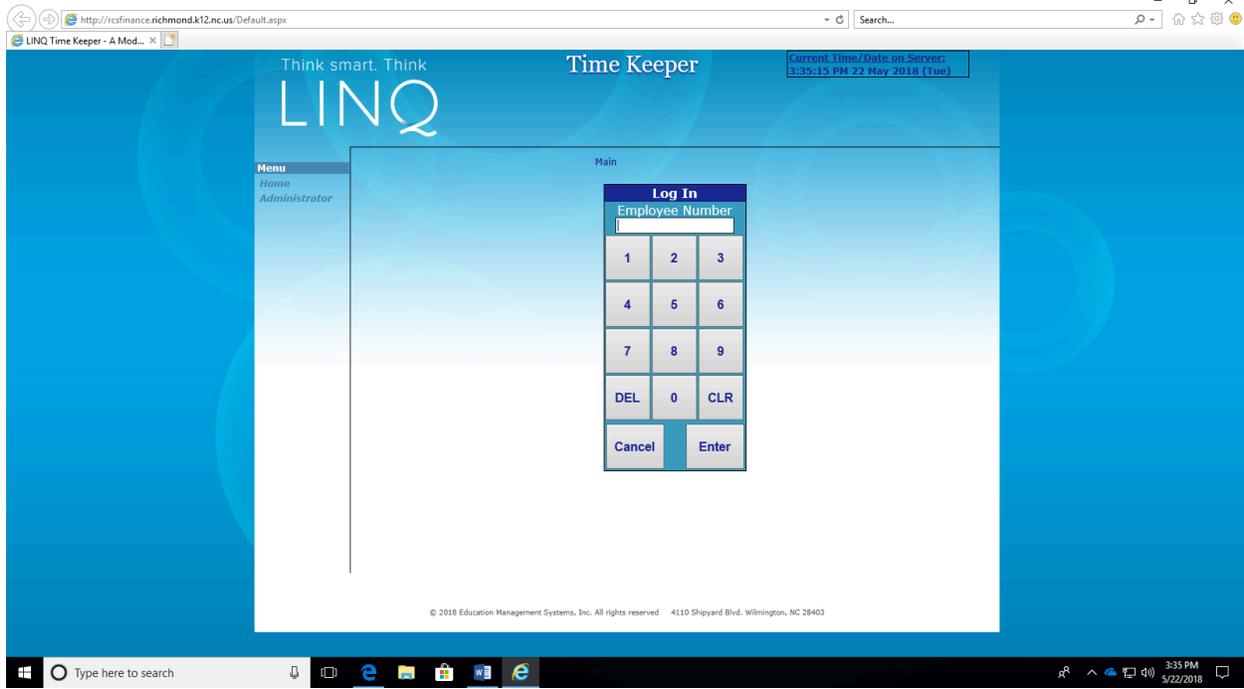


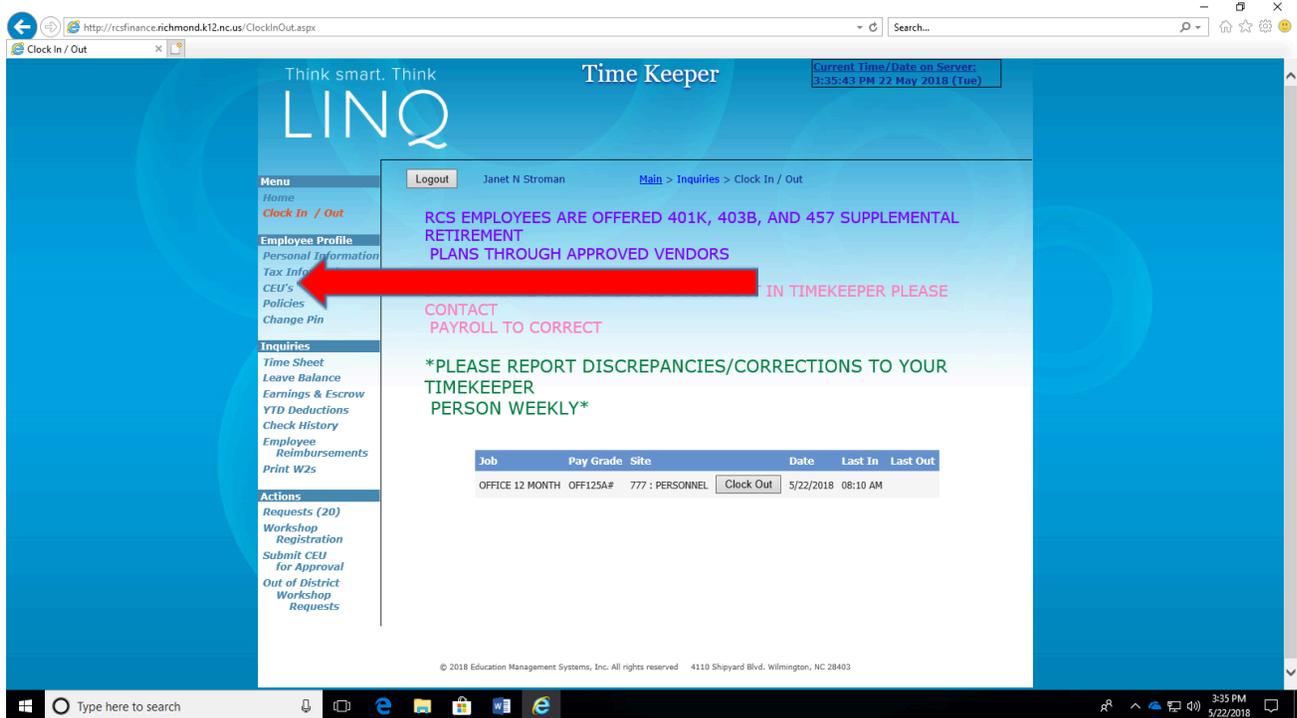
Hi RCS Staff,

We are so excited to announce the Timekeeper “Submit your CEUs for Approval” link. From this point forward, all employees who attend a workshop are to use this link to submit your CEUs to Human Resources for approval.

1. Log into your Timekeeper account.



2. Click on the CEU link.



3. Click on the View/Submit CEUs for Approval.

The screenshot shows the LINQ web application interface. The user is logged in as Janet N. Stroman. A red arrow points to the 'View/Submit CEUs for Approval' button in the top right corner. The main content area displays the user's profile information, including their primary position (Administrative Assistant) and site (777003). Below this, there is a section for 'Licensure Information' with a table showing no records. The 'CEU Totals' section shows a lifetime total of 6.9500 CEU credits, broken down by category: Technology (3.800), Literacy (0.600), School Admin (0.600), Other (0), and Content (0.600). The 'CEU History' section contains a table of completed CEU courses.

Period	Start	End	Total Credits	Technology Credits	Literacy Credits	School Admin Credits	Other Credits	Content Credits	Semester Hours
Lifetime	-	-	6.9500	3.800	0.600	0.600	0	0.600	0.000

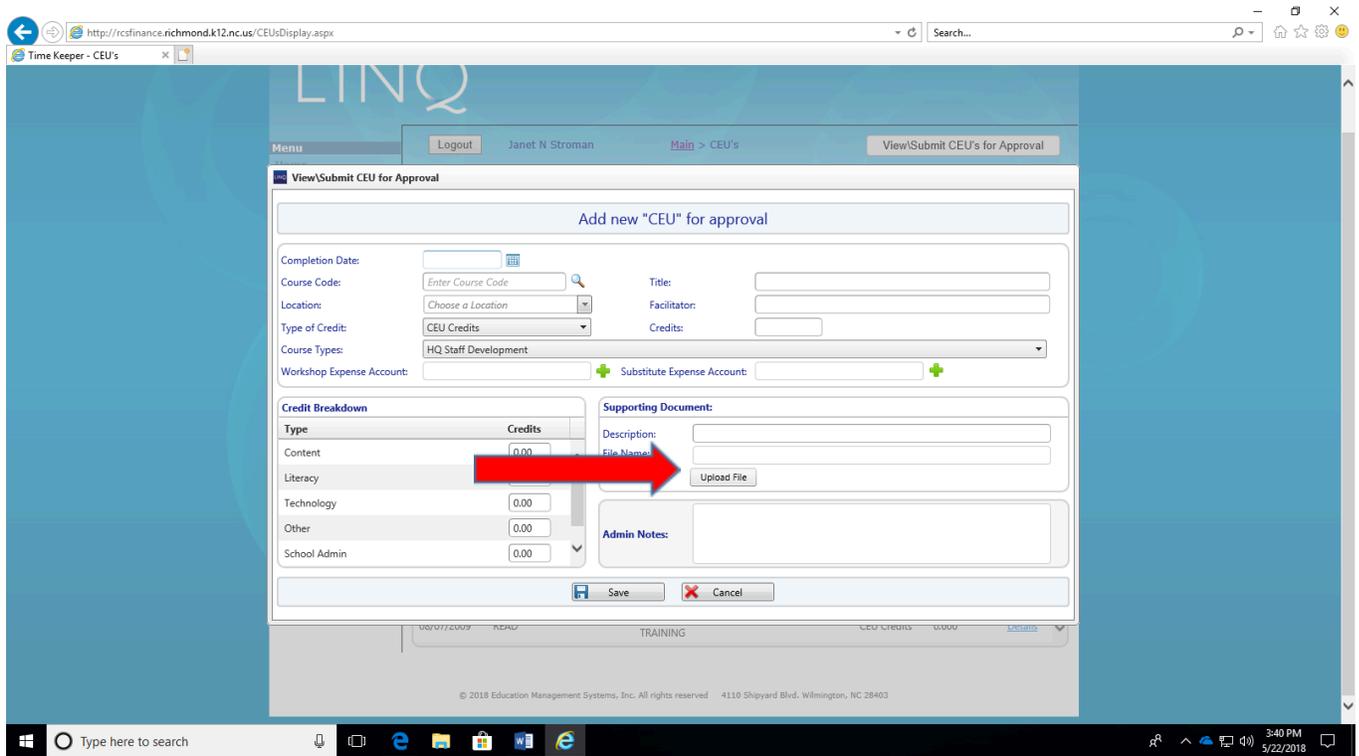
Completion Date	Course Code	Title	Type of Credit	Credits
11/16/2017	WKSH	Legal Updates - Nick Sojka	CEU Credits	0.300
03/02/2017	WKSH	LEGAL UPDATES	CEU Credits	0.300
12/10/2013	WKSH	SREC HOMEBASE-PRINCIPAL EVALUATION	CEU Credits	0.300
02/27/2013	WKSH	NCEES	CEU Credits	0.600
08/07/2009	READ	NONVIOLENT CRISIS INTERVENTION TRAINING	CEU Credits	0.600

4. Click on "Add New" and fill in all the required fields.

The screenshot shows the 'View/Submit CEU for Approval' form. A red arrow points to the 'Add New' button in the top right corner. The form is currently empty, showing a table with no records. Below the table, there are several input fields for entering CEU information, including Completion Date, Course Code, Title, Location, Facilitator, Type of Credit, and Credits. There are also sections for 'Credit Breakdown', 'Supporting Document', and 'Admin Notes'.

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

5. Upload your supporting documents and save. Janet Stroman, Licensure Specialist, will review your information for approval. If a PDF is not attached the application will be denied. You will be able to see a notification of approval or disapproval in your Timekeeper account.



If you have any questions, please feel free to contact Human Resources.