Instructions for Completing a Professional Development Form on Doc e Fill

Step 1 - Login Doc e Fill  
https://myhr-etowahco.asc.edu//index.aspx

Step 2 - Click on Document Library icon

Step 3 - Click on Professional Development Leave Form Link
Step 4-Complete the entire Professional Development Form

1.) Select your school from the drop-down menu
2.) Click in the date and select the date you completed the form
3.) Your name will appear in the employee name
4.) Enter the grade(s) you teach
5.) Enter the subject(s) area you teach
6.) If this activity will benefit your students, enter the number of students that will benefit. *If students will not benefit from this activity enter 0.
7.) Enter the title of the activity
8.) Enter the date(s) of the activity
9.) Enter the location of the activity
10.) Enter the number of days requested for the activity
11.) Click yes or no to indicate if a substitute is needed
12.) Select the appropriate leave code for the activity
13.) Click yes or no to indicate if this activity will incur expenses
If you selected yes this trip will incur expenses or yes a substitute is needed the form will require additional information that must be completed before the PD form can be submitted for approval. If this trip will incur expenses, please enter the estimated expenses in the blanks provided. If reimbursement for expenses or a substitute is needed please select the funding source for reimbursement and/or substitute. If you are unsure of the funding source, please check with your school administrator or bookkeeper.

*After a PD form has been approved and archived it cannot be revised. A new PD form must be completed with the correct information.*

Step 5-Select your school administrator from the destination drop-down menu and click send.

Step 6-Retrieve approved PD form
Click on the folder with the red check mark to retrieve archived documents for future reference.