Request ProComp Compensation

DENVER PUBLIC SCHOOLS

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This guide will help you do the following. Follow along for visual steps, or skip to the check lists.

1 Accessing ProComp Requests

2 Submitting New ProComp Requests

3 Adding Advanced License or Conferred Degree

4 University and Professional Dev. Credits

5 What to Know About ProComp Requests

6 Step-by-Step Check Lists.

Icons used in this guide:

▼ **1** Refers to a step or an option that you should follow.

⋇ Refers to clicking/selecting.

⟦ ⟧ Refers to typing.

Accessing ProComp Requests

Before you begin, Log into Infor HR.

▶ **Step 1.** The ProComp Request form is accessed through clicking on My Profile. Alternatively, you can access the form through Edit Profile.

Accessing ProComp Requests

Step 2. Once in My Profile you can access the ProComp Requests tab using the left menu.

Submitting New ProComp Requests

▶ The ProComp Requests status screen is the hub of the ProComp Requests process. From here you can submit new ProComp requests via the Create button. You can also drill down into the details of a historical request by double-clicking on any of the listed transactions.

Submitting New ProComp Requests

▶ **Step 1.** To submit a new ProComp request, start by clicking Create.

Submitting New ProComp Requests

▶ This will launch the Request ProComp Compensation form. The form has two distinct sections; one to add Advanced Licenses and/or Conferred Degrees, and another to request a Grade Change for University credit and/or Professional Development credit.

▶ **Reminder:** Before you begin with the form, you should prepare the appropriate proof of attainment of license and/or the official transcripts from the university or college that conferred the degree. Proof of attainment and transcripts should be PDF files that you can attach to this request. Copies of official transcripts are acceptable as long as it clearly lists the date the degree was conferred, and includes all pages (front and back).

Request Procomp Compensation for ✕

Work unit: Denver Classroom Teachers Association
Primary Position: TEACHER, ELEMENTARY
Primary Location:
Total Pay Rate: 44.637000
Grade: 0
Step: 0

I am requesting a Procomp Grade Change for (check all that apply):

▶ **Advanced License or Conferred Degree**

☐ Advanced License

☐ Advanced Degree (Conferred Degree)
　　☐ Check here if you had your Official University Transcripts physically mailed to HR. If not, please upload your Offical University Transcripts

▶ **Grade Change for Credits or Professional Development**
Please note: 18 University and/or Professional Development credits are needed for a grade change.

☐ University Credits
　　☐ Check here if you had your Official University Transcripts physically mailed to HR. If not, please upload your Offical University Transcripts

☐ Professional Development
　　Click here to see a list of your completed professional development.
　　Enter the course names and completion dates of professional development activities you would like to use for your compensation request.

COURSE NAME	COMPLETE DATE	COURSE NAME	COMPLETE DATE
	📅		📅
	📅		📅
	📅		📅

Adding Advanced License & Conferred Degree

Step 1. When attaching an Advanced License(s) or Advanced Degree(s), you must first check the box next to your selection to activate the field. If attaching both you must check the box for both.

Step 2. To attach a file, click on the file icon in any of the empty file fields. You can attach up to three separate files for Advanced License, and two separate files for Advanced Conferred Degree.

Note. If the university/college is physically mailing it directly to HR be sure to check the appropriate box to indicate that. To speed up the process it's highly recommended that you attach a digital copy of your official university transcript.

Adding Advanced License & Conferred Degree

▶ **Step 3.** On your computer, locate and select the file(s) you want to attach to the request. Scroll down and click OK to submit the form.

▶ **Step 4.** You'll be prompted to confirm your request. Once submitted, you'll be taken back to the main request status screen.

☑ Advanced License

C:\fakepath\Test Uploa 📁

📁

📁

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Confirmation Required ✕

Thank you for your submission. Changes to your ~~placement will be effective no later than 30 days following submission and approval of your official documenta~~ Once approved, you will receive notification.

4

Yes No

Adding Advanced License & Conferred Degree

▶ **Note:** You'll see that after submitting your request the table has updated with your submission. The status of your request will initially say "In Review" until it has been processed. At that point it will say "Processed" or "Denied."

▶ **Step 5.** In this instance you submitted an Advanced License Request. It now says "Yes" under that column. Had you submitted a degree request, university credits, or professional development, it would say "Yes" under those columns as well.

Submitting University & Professional Dev Credits

Step 1. When submitting for University Credits or Professional Development credits, you must first check the box next to your selection to activate the field. If submitting both you must check the box for both.

Grade Change for Credits or Professional Development

Please note: 18 University and/or Professional Development credits are needed for a grade change.

1

☑ University Credits

☐ Check here if you had your Official University Transcripts physically mailed to HR. If not, please upload your Offical University Transcripts

C:\fakepath\Test Upload 📁

📁

📁

2

☑ Professional Development

Click here to see a list of your completed professional development.

Enter the course names and completion dates of professional development activities you would like to use for your compensation request.

3

COURSE NAME	COMPLETE DATE	COURSE NAME	COMPLETE DATE
ELA 104	10/01/2019 📅		📅
	📅		📅
	📅		📅
	📅		📅

4

Step 2. To attach a file, click on the file icon in any of the empty file fields. You can attach up to three separate files for University Credits. See next page for instructions.

Note. If the university/college is physically mailing your transcript directly to HR be sure to check the appropriate box to indicate that. To speed up the process it's highly recommended that you attach a digital copy of your official university transcript. Copies of transcripts are acceptable as long as all pages (front and back) are included.
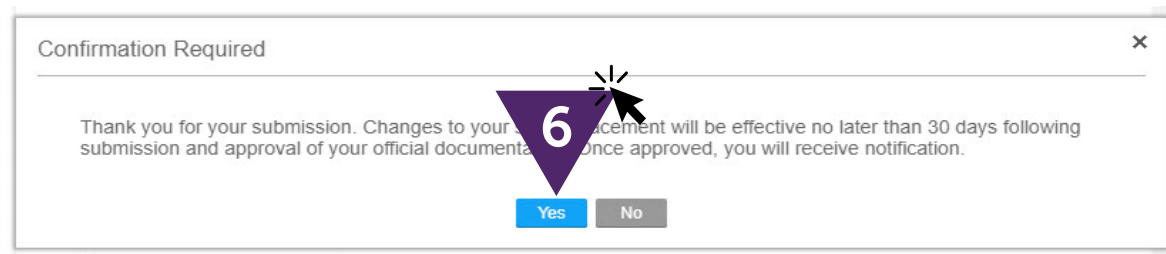
Step 3. If necessary, click the link to review your previously submitted Professional Development before you enter new courses.

Step 4. If you're submitting for Professional Development you should add each course, and the completion date, to receive credit.

▶ **Step 5.** On your computer, locate and select the file(s) you want to attach to the request. Scroll down and click OK to submit the form.

▶ **Step 6.** You'll be prompted to confirm your request. Once submitted, you'll be taken back to the main request status screen.
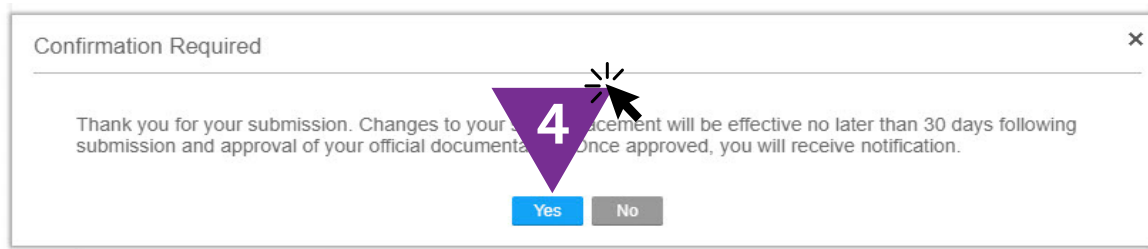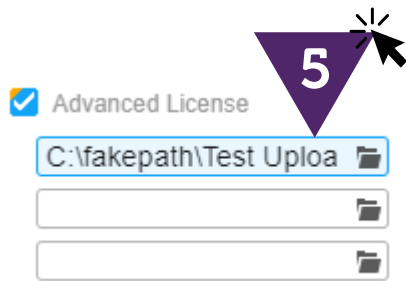
Submitting University & Professional Dev Credits

▶ **Note:** You'll see that after submitting your request the table has updated with your submission. The status of your request will initially say "In Review" until it has been processed.

▶ **Step 7.** In this instance you submitted both University Credits and Professional Development Credits in the same request. It now says "Yes" under both columns.

What to Know About ProComp Requests

▶ **It's strongly suggested that you upload your transcripts.** Uploading a copy of your official transcript is the fastest and easiest way to get that information to HR. Be sure to include copies of the front and back sides of all pages of the transcripts. The date the degree was conferred must also be clearly visible.

▶ **If you select a field and don't attach a file you'll receive an error.** For example, if you select that you have an Advanced License and then you don't attach a copy of your certificate you'll receive an error message when you click OK to submit the form. To clear this error, attach the file and then click OK to resubmit.

> ⬣ Error   ✕
>
> Invalid Data: User Configured Constraint Please Upload Documents To Support Your Advanced License Request
>
> Details   Close
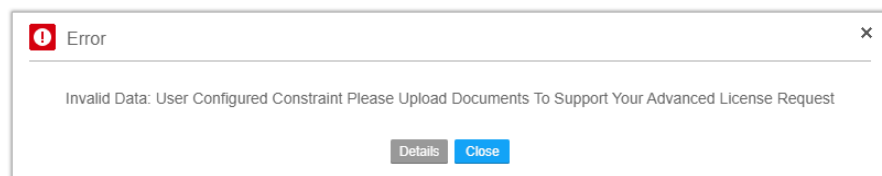
▶ **Fix one error message at a time, from top of the form down to the bottom:** If there is an error on your submission the message you receive first will be the field in error closest to the top of the form. Fix that error and then submit the form again. If additional error messages appear fix those and then resubmit.
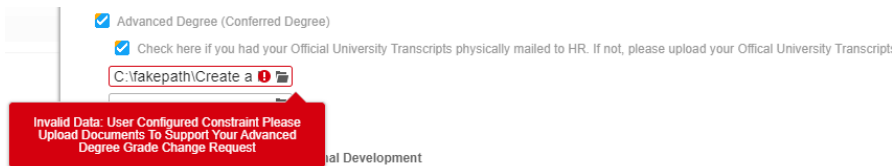
▶ **18 minimum credits for a Grade change.** It takes 18 credits through university credit, professional development credit, or a combination of the two, to trigger a Grade (column) change on the [salary schedule](#). For example, you might submit a transcript for 12 university credits, and add professional development courses equivalent to 6 credits. That would give you the 18 credits needed for a Grade change.

What to Know About ProComp Requests

▶ **To learn more about ProComp 3.0.** For a detailed guide to ProComp 3.0 reference the [Teacher & Specialized Service Provider (SSP) Compensation 2019-20](#) page under Human Resources on The Commons.

▶ **You can not choose to both upload and mail your transcripts in the same request.** If your university or college is mailing your transcript directly to Human Resources you must choose that option in the request form. If you do this and you also try to upload a transcript you'll receive an error message.

Infor Human Resources Step-by-Step Check Lists

Step-by Step Check List
Accessing ProComp Requests

- [ ] 1. Log into thecommons.dpsk12.org
- [ ] 2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
- [ ] 3. Select The Visit button under Employee Space.
- [ ] 4. Log into Infor HR using your DPS user name and password.
- [ ] 5. Click My Profile.
- [ ] 5. Click Pro Comp Requests.

Step-by Step Check List
Submitting New ProComp Requests

- [ ] 1. Log into thecommons.dpsk12.org
- [ ] 2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
- [ ] 3. Select The Visit button under Employee Space.
- [ ] 4. Log into Infor HR using your DPS user name and password.
- [ ] 5. Click My Profile.
- [ ] 5. Click Pro Comp Requests.
- [ ] 6. Click Create

Step-by Step Check List
Adding Advanced License and Conferred Degree

- [ ] 1. Log into thecommons.dpsk12.org
- [ ] 2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
- [ ] 3. Select The Visit button under Employee Space.
- [ ] 4. Log into Infor HR using your DPS user name and password.
- [ ] 5. Click My Profile.
- [ ] 6. Click Pro Comp Requests.
- [ ] 7. Click Create.
- [ ] 8. Select whether you're uploading an Advanced License or Conferred Degree.
- [ ] 9. Attach all relevant documentation to the upload fields.
- [ ] 10. Click OK to submit the form.

Step-by Step Check List
Submitting University and Professional Dev Credits

- [ ] 1. Log into thecommons.dpsk12.org
- [ ] 2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
- [ ] 3. Select The Visit button under Employee Space.
- [ ] 4. Log into Infor HR using your DPS user name and password.
- [ ] 5. Click My Profile.
- [ ] 6. Click Pro Comp Requests.
- [ ] 7. Click Create.
- [ ] 8. Select whether you're uploading a transcript for university credit, or submitting Professional Development credits. Or both.
- [ ] 9. Attach all relevant documentation to the upload fields, and/or fill out the name and date of the Professional Development credit(s) earned.
- [ ] 10. Click OK to submit the form.