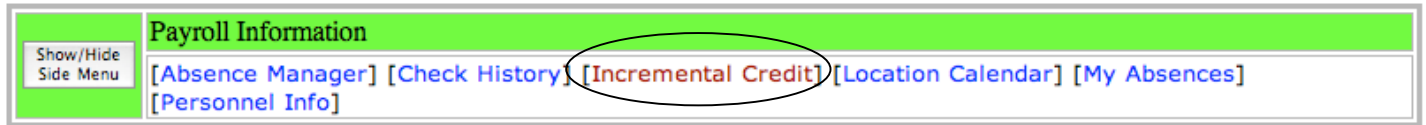


Incremental Credit and Incremental Request Documents

1. Log in to the Intranet.
2. Go to Payroll Information.
3. Click on Incremental Credit.



4. Click [Add new course approval for incremental credit](#)
5. The Course Approval Form For Incremental Credit will appear.
6. Verify the Employee Information section for accuracy.

Employee Information (All fields are required)

Name:	Connie Kamnick	E-Mail:	ckamnick@springfield.k12.il.us
Social Security Number:	555-55-5555	Home Phone:	217-555-5555
Address:	11234 Red St	School:	<input type="text" value="District Wide"/>
City:	Springfield	Position:	<input type="text"/>
State:	IL	Grade Level and/or	<input type="text"/>
Zip:	62704	Subject Area:	<input type="text"/>

7. Before completing the Course Information section, verify that your institution is an option.

University/College/District:

Not Specified
ADAMS STATE COLLEGE
AMERICAN INTERCONTINENTAL UNIVERSITY
AMERICAN MILITARY UNIVERSITY
ARGOSY UNIVERSITY
AUGUSTANA COLLEGE
AURORA UNIVERSITY
BENEDICTINE UNIVERSITY
BLACKBURN COLLEGE

If you cannot find the university or college you are attending, please call Connie Kamnick at 525-3006 to have it approved and added.

8. Complete the Course Information, Justification, Credit, and Board of Education/SEA agreement sections. Submit.

Course Information (All fields are required)

Justification (Must select one or enter explanation in justification text area)

Credit (Must select one)

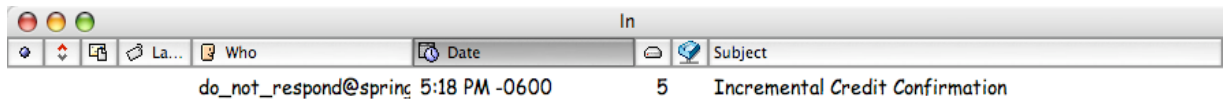
Board of Education/SEA Agreement 8.5.E (Must select one)

9. A new window will verify your submission:

Request Confirmation #	College	Course	Date Completed	Sem. Hrs.	Transcript Received Date	Status	Late
	U OF I - SPRINGFIELD	BOT101 - Intro to Botany	05-08-2008	4			

10. Your submission automatically initiates an email from the Human Resources office letting you know they have received your request.

A Confirmation e-mail has been sent. If you do not receive an e-mail please contact Connie Kamnick at 525-3006 or e-mail ckamnick@springfield.k12.il.us



Please print this email, as it will serve as official confirmation of receipt of course approval

11. To check and see if the course was approved you will have to log in to the intranet and check the status of the course. Please note, according to section 8.1A1a of the SEA Bargaining Agreement, Human Resources has 15 days (“calendar” days during the summer) to respond after receipt of submission.

Request Confirmation #	College	Course	Date Completed	Sem. Hrs.	Transcript Received Date	Status	Late
	U OF I - SPRINGFIELD	BOT101 - Intro to Botany	05-08-2008	4		Cancelled	
	U OF I - SPRINGFIELD	HIS405 - American History	05-10-2008	4		Approved	
	U OF I - SPRINGFIELD	GEO202 - World Geography	05-10-2008	4		Approved	

12. Submitted courses can be cancelled at any time by clicking on the course name, and then clicking Cancel.

Request Confirmation #	College	Course	Date Completed	Sem. Hrs.	Transcript Received Date	Status	Late
	U OF I - SPRINGFIELD	BOT101 - Intro to Botany	05-08-2008	4			

COURSE APPROVAL FORM FOR INCREMENTAL CREDIT
 (Must be filed within 15 days of the beginning date of course)
 Confirmation Number: 101960
One form per course
 If the course was canceled or you did not complete the course please click the following button.

13. The updated window will reflect the new status for the course.

Request Confirmation #	College	Course	Date Completed	Sem. Hrs.	Transcript Received Date	Status	Late
	U OF I - SPRINGFIELD	BOT101 - Intro to Botany	05-08-2008	4		Cancelled	
	U OF I - SPRINGFIELD	HIS405 - American History	05-10-2008	4		Approved	
	U OF I - SPRINGFIELD	GEO202 - World Geography	05-10-2008	4		Approved	

Incremental Request From

14. Use the link in this window to access the Incremental Request Form, which is due by 11/1/08. **Fill out one form only** listing all of the courses you are going to use to move with.

Increment request forms are available to submit until 11-01-2008. Courses must be submitted on an increment request form in order to use them in a salary schedule move. The request forms will not be available after 11-01-2008.
[Click here to create an increment request](#)

15. The following page will appear:

Listed below are the course approval forms eligible to be submitted on a incremental request form. Check the box under the column "Request Form" for the courses you wish to submit on the request form. Then click the "Create Incremental Request Form" button to proceed.

Request Form	College	Course	Date Completed	Sem. Hrs.	Transcript Received Date	Status	Fiscal Year Movement May Occur	Late
<input type="checkbox"/>	U OF I - SPRINGFIELD	HIS405 - American History	05-10-2008	4		Approved	2009	
<input type="checkbox"/>	U OF I - SPRINGFIELD	GEO202 - World Geography	05-10-2008	4	01-07-2008	Approved	2009	

[Create Incremental Request Form](#)

16. The Increment Request form will appear. Click on “Submit to Human Resources”.

Increment Request

An official transcript must substantiate this request

Employee Name: Kincaid, Carrie A
 Employee E-mail: ckincaid@springfield.k12.il.us
 Date: 01-07-2008
 Current Salary Placement: \$
 Additional Hours Secured: 0

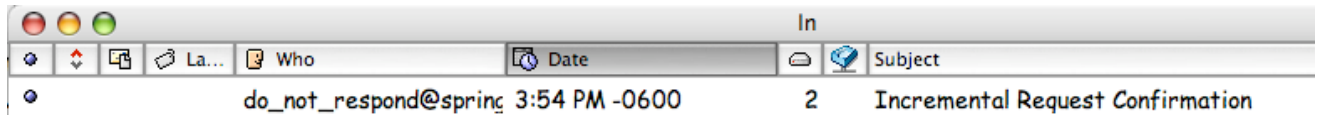
	College	Course	Date Completed	Semester Hours
1	U OF I - SPRINGFIELD	HIS405 - American History	05-10-2008	4
2	U OF I - SPRINGFIELD	GEO202 - World Geography	05-10-2008	4

Total hours available for increment:
 (Additional secured hours + semester hours included on form) 8

[Submit to Human Resources](#)

17. Your submission automatically initiates a confirmation email from the district office.

A Confirmation e-mail has been sent. If you do not receive an e-mail please contact Connie Kannick at 525-3006 or e-mail ckannick@springfield.k12.il.us



The image shows a screenshot of an email client window. The window title is "In". The interface includes a toolbar with icons for search, refresh, print, and other functions. Below the toolbar is a table with columns for "Who", "Date", and "Subject". A single email entry is visible in the table.

Who	Date	Subject
do_not_respond@spring	3:54 PM -0600	2 Incremental Request Confirmation

Please print this email, as it will serve as official confirmation receipt of increment request.