1. **Purpose**

Standard operating procedure for checking personnel Earned-Off Credit hours

2. **Scope**

Campus administrators and department responsible for entering new personnel into Eduphoria

3. **Prerequisites**

- New personnel loaded into Eduphoria
- Administrator rights to run reports in Eduphoria
- Personnel will need to attend SLA sessions and/or enter outside workshops attended during off-contract time into their portfolio

4. **Responsibilities**

Personnel need to acquire six hours Earned-Off credit per day to earn the designated District Staff Development Day(s) off. These hours must be earned between the last calendar working day of the current year and the first calendar workday of the following year. **All earned-off credit must be obtained and entered into Eduphoria no later than the last working day in September.**

5. **Procedure**

1. Open Eduphoria Workshop
2. Select the reports tab
3. Select Staff Credit Report
4. Select either:
   a. View Credit by Staff Member
   b. View Credits by Staff Member, including event titles
5. Put a check in the box next to CISD Credit-Earned Off Day & Core Content Credit-Earned Off Day
6. Start Date should be the last calendar working day of prior year
7. End Date should be the first calendar workday of the current year
8. Click on the bottom “Submit Report”

Documents: C&I SOP’s