

# LPDC Procedures Using Paycor & Paycor Instructions

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## ○ IPDP:

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- Teacher will complete fillable PDF
  - Teacher Signature
  - Principal Signature
- Teacher will upload IPDP form in Paycor using the documents tab; instructions on next page
- After uploading, teacher will complete the Google Form:  
<https://forms.gle/7L3Df9gnf6d9Dsdg8>

## ○ New CEUs:

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- Teacher will upload all CEU Documentation in Paycor using the documents tab; instructions on next page;  
**No CEU Request form is required** (next step replaces CEU Request form)
- After uploading, teacher will complete the Google Form:  
<https://forms.gle/7L3Df9gnf6d9Dsdg8>

## ○ For Past CEUs – Already Approved and Issued by the LPDC Committee

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- Teacher will upload the CEU Certificate(s) **ONLY** – **Must be done in one upload** using the documents tab in Paycor; instructions on next page
- After uploading, teacher will complete the Google Form:  
<https://forms.gle/7L3Df9gnf6d9Dsdg8>
- On the Google Form, check the box for “Previously Issued CEUs”

## ○ For Past IPDPs – Already Approved and Issued by the LPDC Committee

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- Teacher will upload the approved IPDP in Paycor using the documents tab; instructions on next page
- After uploading, teacher will complete the Google Form:  
<https://forms.gle/7L3Df9gnf6d9Dsdg8>

## ○ Renewals

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- Teachers that have a 5 Year Professional License: Teacher will apply for renewal in their OH/ID account
- Teachers that have a Non-Tax Certificate **ONLY**: Teacher will complete the Google Form, checking box for Non-Tax Renewal:  
mail \$200 check to: Diocese of Columbus, Office of Catholic Schools, Attn: Carrie Ramsay, 197 East Gay Street, Columbus, OH 43215

## ○ Important Notes

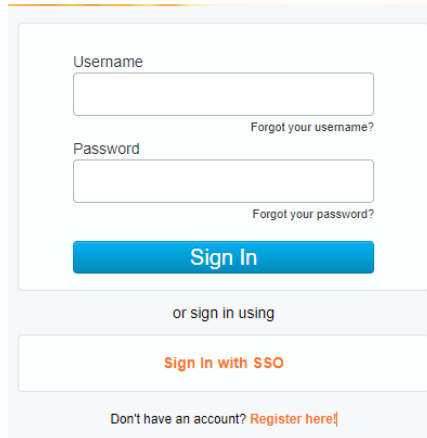
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- All LPDC forms necessary can be found at  
<https://education.columbuscatholic.org/lpdc>
- CEUs will not be issued until an IPDP is uploaded and approved
- The google form notifies the LPDC Committee that you have uploaded documents in your Paycor account for review – You only need to complete this request form once per day. For example, if you upload 5 different items for review in a single day to your Paycor account, you only need to complete the Google form once. If you uploaded documents on Monday and again on Thursday, the Google form should be completed on both days.
- The LPDC Committee will only review submitted documents that are accompanied with the online Google Form

## ○ Paycor Instructions to Upload Documents:

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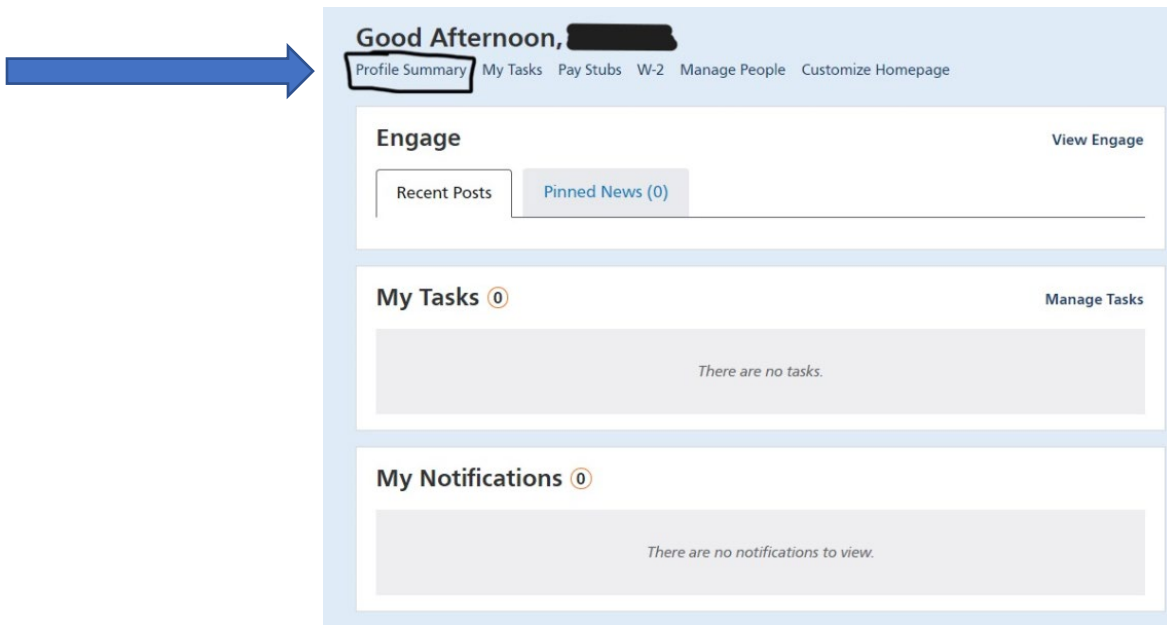
- Log into Paycor Account



The login form contains the following elements:

- Username:** A text input field with a "Forgot your username?" link below it.
- Password:** A text input field with a "Forgot your password?" link below it.
- Sign In:** A blue button.
- or sign in using:** Text below the main form.
- Sign In with SSO:** A button with an orange outline.
- Don't have an account? Register here!:** A link at the bottom.

- Click **Profile Summary**




The dashboard header shows "Good Afternoon, [Redacted]" and a navigation menu with "Profile Summary" highlighted by a blue box and a blue arrow pointing to it from the left. Other menu items include "My Tasks", "Pay Stubs", "W-2", "Manage People", and "Customize Homepage".

The main content area includes:

- Engage:** A section with "View Engage" link, "Recent Posts" tab, and "Pinned News (0)" tab.
- My Tasks 0:** A section with "Manage Tasks" link and a message "There are no tasks."
- My Notifications 0:** A section with a message "There are no notifications to view."

- Click **Assignment>Documents**



The navigation menu is shown in two states:

- Left State:** A vertical menu with "Assignment" highlighted by a blue box and a blue arrow pointing to it from the left. Other items include "Favorites", "Summary", "Pay & Taxes", "Time", "Status Changes", "Personal", "Performance", and "Benefits".
- Right State:** A vertical menu with "Documents" highlighted by a blue box and a blue arrow pointing to it from the left. Other items include "Favorites", "Summary", "Pay & Taxes", "Time", "Position", "Position Info", "Org Chart & Directory", "Courses", "Status Changes", "Personal", "Performance", and "Benefits".

- Then Click + New Document



Employee Documents

Search Name and Categories

**+ New Document**

Category	Name	Added/Modified Date	Access Level	Acknowledgement
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- Add a **Title** and type **LPDC** for category. Then upload your certificate or other accompanying documents (webinar form, CI printout, educational travel form, etc). Click **Make Document Visible To Employee**. Then click **Save**.

New Document

\* Title

\* Category

Content

Drag & Drop here or Upload a document

Access Level

Make document hidden from employee

Make document visible to employee

○ Paycor Instructions to View Progress Towards 180 Hours:

- Click **Assignment > Courses**



- Assignment
- Assignment Info
- Org Chart & Directory
- Documents
  - Courses**
  - Notes
  - Assets



Courses

Course Hours Progress

Completed

Licensure-Expiring 2026  
11/06/2023  
0/00 Hours Tracked