

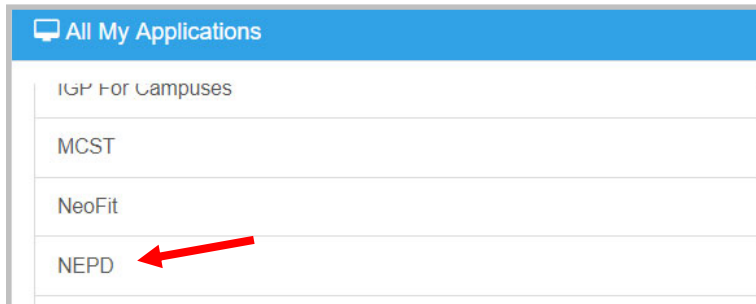
New NEPD Request System Requestors and Approvers

All NEPD requests will now be submitted via the Employee Portal.

*(This application works best
in Google Chrome)*

Accessing the NEPD Request System

- Log into Employee Portal.
- Select “NEPD” from your application list



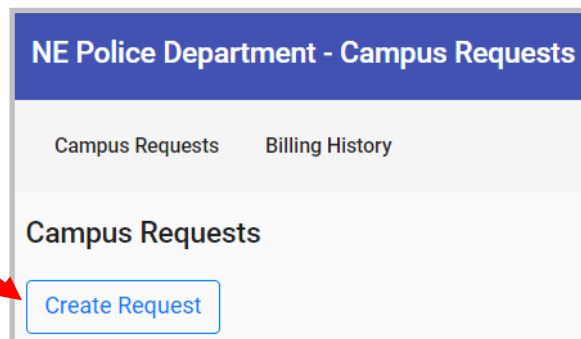
A screenshot of a web application titled "All My Applications". It features a list of application categories: "IGP For Campuses", "MCST", "NeoFit", and "NEPD". A red arrow points to the "NEPD" option at the bottom of the list.

IMPORTANT: ALL NEPD requests **MUST** be entered at least 2 weeks in advance. If your request is within 2 weeks from the date you are entering it into this system, you **MUST** contact the NEPD office after entering your request.

Keep in mind that such requests may not be approved if an officer is not available on short notice.

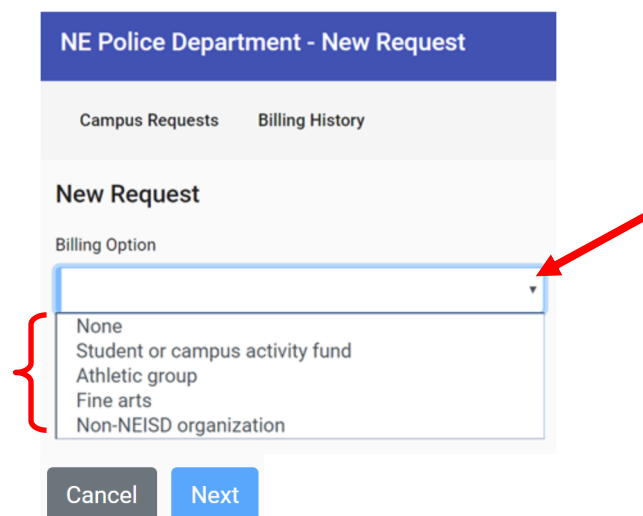
Creating a new Request

- Click on “Create Request”



A screenshot of the "NE Police Department - Campus Requests" page. It has two tabs: "Campus Requests" and "Billing History". Under the "Campus Requests" tab, there is a "Create Request" button. A red arrow points to this button.

- Use the drop down arrow to choose a billing option. If you are not billing to any of the listed groups, you should choose “None”.



A screenshot of the "NE Police Department - New Request" form. It has two tabs: "Campus Requests" and "Billing History". Under the "Campus Requests" tab, there is a "New Request" section with a "Billing Option" dropdown menu. The dropdown menu is open, showing options: "None", "Student or campus activity fund", "Athletic group", "Fine arts", and "Non-NEISD organization". A red arrow points to the dropdown menu, and a red bracket highlights the "None" option.

Billing Options:

Each Billing Option will require that you enter specific information before you are able to proceed to the next screen.

NE Police Department - New Request

Campus Requests Billing History

New Request

Billing Option

- None
- Student or campus activity fund
- Athletic group
- Fine arts
- Non-NEISD organization

- **“None”**: Choose this option if none of the listed options apply to your request

- **“Student or campus activity fund”**: If you are paying for this request with SAF/CAF funds, you will be required to enter the SAF/CAF fund number.

New Request

Billing Option

Student or campus activity fund

Enter fund

Cancel Next

- **“Athletic Group”**: To make a request for an athletic group, you must select the athletic group and the event. Other fields (those not indicated by a red bar) are not required before proceeding.

New Request

Billing Option

Athletic group

Select athletic group

Select sport

Select student group

Select event

Cancel Next

- **“Fine Arts”**: Choose this option if the request is for a fine arts event. No additional information is needed for this type of billing.

- **“Non-NEISD Organization”**: If you are making a request for a non-NEISD Organization, you should choose this option and then fill in the required information: Individual or Business Name, Full Address. Other information (those not indicated by a red bar) are not required before proceeding.

New Request

Billing Option

Non-NEISD organization

Name Attn Email invoice to

Address

City State Zip

Cancel Next

Enter all the information for your request.

When you have completed filling in the information, click "Submit"

1-5: Enter campus, group, location, sponsor and sponsor phone number

6-7: Enter the number of custodians you are requesting. Select Yes or No to indicate if your campus officer will work the event. If you don't have a campus officer, choose "No".

8-11: Enter the event start date/time and the event end date/time

12: Select the billing option. If you are NOT using any of the listed options, you should select "None".

13: For certain billing options, a portion of the account code will be pre-filled for you. You are able to edit the account code if necessary.

14: Select if this request is billable. If you are unsure which to select, you can leave this blank.

15: Enter the details of your request. If an officer has agreed to work the event, list their name in this section.

16: Choose if this request will repeat. (See the next page of this document for further info on recurring requests.)

Campus **1** REDLAND OAKS E.S. - 128

Group **2** Redland Oaks PTA

Enter the full phone number

Sponsor in charge **4** Jane Smith, PTA Sponsor

Phone **5a** (210) 555-1212

Ext **5b**

Number of officers **6** 1

Campus Officer **7** No

Event start **8** 12/11/

Time **9** 3:30 PM

Event end **10** 12/11/

Time **11** 5:30 PM

Billing Option **12** None

Use the date picker to select the date. Do not type it in.

Time can be entered in a 12-hr or 24-hr format (ex: 3:30 pm or 15:30 PM)

Account **13** 199 - 51 - 128 - 99 - 128 - 6121 - 000

company-au1-au2-au3-au4-acct-subacct-activity-cat

Billable **14**

Computed \$ 0

Estimate \$ 41.99481

Special instructions/request **15** Need officer for support during the Redland oaks PTA Fall Carnival

Repeat request **16** No

Back Submit

IMPORTANT NOTE ON RECURRING REQUESTS: If the event will recur, only list the FIRST DAY in boxes 8-11. When you select to repeat the request in box 16, you will put the recurring event's end date there. (EX: Events will recur 2/8-2/10/2019 each day from 3:30-5:30. Enter start date of 2/8/2019 and end date of 2/8/2019 in the corresponding boxes. Enter end date of 2/10/2019 in the repeat request fields.)

SEE THE NEXT PAGE FOR MORE INFO ON ENTERING RECURRING REQUESTS.

Entering Recurring Events

Enter the FIRST DAY of the recurring events in the event start and event end fields. *DO NOT enter the last day of the recurring events in these fields.*

The screenshot shows a form for entering recurring events. At the top, there are fields for 'Event start' (02/12/2019, 3:30 pm) and 'Event end' (02/12/2019, 5:00 pm). A red arrow points from the event start date field to a text box that says: 'NOTICE only the first event's date and times are entered here. NOT the entire series.' Below this is the 'Billing Option' dropdown set to 'Fine arts'. The 'Account' field shows a series of numbers: 199 - 52 - 905 - 11 - 114 - 6288 - 0000. Below that are 'Billable' and 'Computed' fields, with 'Computed' showing \$ 0. The 'Estimate' field shows \$ 31.5491415. The 'Special instructions/request' field is empty. Below that is the 'Repeat request' dropdown set to 'Yes'. A red arrow points from the 'Repeat request' dropdown to a text box that says: 'If you will need to repeat this request regularly, select "Yes" to repeat the request.' Below that are 'Frequency' (Daily), 'Include weekends' (No), and 'Event end' (02/14/2019) fields. A red arrow points from the 'Event end' date field to a text box that says: 'Enter the Frequency (Daily, Weekly, Monthly), select if weekends should be included in the series. In the Event End field, enter the last date of the recurring events'.

RECURRING REQUESTS:

Daily: These events will repeat every day until the end date is reached, skipping weekends if that option is selected.

Weekly: These events will repeat every week on the same day (Mon, Tues, etc.,) ending when the end date is reached.

Monthly: These events will occur exactly 1 month later on the same date moving to the next available week day if the skip weekends option is selected.

Monthly example:

The requests will repeat on –

FIRST event is 12/11/2018

1/11/2019, 2/11/2019, 3/11/2019, 4/11/2019

LAST event is 6/11/2019

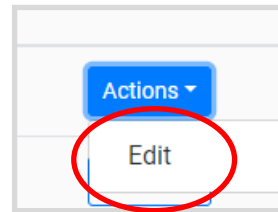
5/13/2019 (5/11/2019 is a Saturday, so this request was scheduled on the next available weekday (Monday) since skip weekends is selected)

Skip Weekends is selected

6/11/2019

Editing a Request


- While the request status is “Pending Approval” the requestor is able to go into the request and make Edits if necessary. This is done by using the drop-down arrow on the “Actions” button and choosing Edit



ID	DATE	STATUS	GROUP	SPONSOR	LOCATION	
496	12/11/2018 03:30 PM-05:30 PM	Pending Approval	Redland Oaks PTA	Jane Smith, PTA Sponsor	Cafeteria and Blacktop	Actions

Requests cannot be edited unless they are in PENDING status.

Searching for a Request

- You can filter your list by the status of requests by using the Filter icon.  Filters
- Click on the Filters Icon, and complete the criteria you would like to use for your search.
**Remember to clear this filter after you have used it. If you do not clear it, the same filter will remain set the next time you come to this list and you will only see requests that fit the criteria.

You can Filter (search) by one criteria or by many. Just remember that the criteria are dependent on each other.

For example, if you put in a date of 11/30-12/1 and “Pending Approval” as the status, you will not see anything that is pending approval outside of that date range.

- When you have entered all the criteria you want, click on “submit” to filter your list.

Approving a Request

- Locate the request you need to approve in your “Campus Requests” list.

Campus Requests

Create Request

Filters

Status: Pending Approval

ID	DATE	STATUS	GROUP	SPONSOR	LOCATION	Actions
496	12/11/2018 03:30 PM-05:30 PM	Pending Approval	Redland Oaks PTA	Jane Smith, PTA Sponsor	Cafeteria and Blacktop	

- Use the “Actions” drop down arrow to select from the menu of options.

Choose “Edit” to view the details of the request.

Choose “Approve” to approve the request.

Choose “Decline” to deny the request.

Actions

- Edit
- Approve
- Decline

“Edit”: Click on this choice to view the request. You can make changes if necessary or you can review the request and click “Back” to go back to the list view.

“Approve”: Choosing this option will approve the request. It will not show you details before you approve. You will be required to choose if you want to approve only this occurrence or if you want to approve the entire series of recurrences attached to this request. You will have to answer this question even if there are no recurrences requested. Click “OK” when you have made your selection.

Approve request

Do you want to approve all remaining occurrences of the recurring request, or just this one?

☐ Approve this occurrence

☐ Approve the series

Cancel OK

“Decline”: This option will deny the request. When declining a request, you will be required to choose if you want to decline only this occurrence or if you want to decline the entire series of events attached to this request. You will have to answer this question even if there are no recurrences requested. Click “OK” when you have made your selection.

Decline request

Do you want to decline all remaining occurrences of the recurring request, or just this one?

☐ Decline this occurrence

☐ Decline the series

Cancel OK

A few notes about Billing and Request Status:

- * Status Changes:
 - i. Status changes to COMPLETE when pay data for all assigned employees on the request have been entered.
 - ii. Status changes to CLOSED when the request has been billed.
- * Billing is processed every Friday evening for any requests that are in a “Complete” Status or for any requests that have a billable type of “Force Billing” and at least 1 assigned employee’s pay data is entered.