Lane change pre-approval forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](http://www.spps.org/payroll)

Click the link on the left menu to get to the Employee Self Service home page.

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID *without* the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will can access the lane change pre-approval eForm through **Main Menu > Self Service > Employee Action Forms > Lane Change Pre-Approval Form**.

Your information will automatically default on the form.

Pre-approval forms will need to be approved by your supervisor once submitted. Your approving supervisor is listed for your reference.

**Note: if your location and/or principal are incorrect, please notify payroll@spps.org to have it updated.**

Complete the information for the course information you are submitting for pre-approval.

Please indicate if this course will be paid using district funds, you will be taking this during paid time (regular hours, vacation, etc.) or if you will be receiving a stipend for attending this course.

Please provide information regarding how this course will benefit your current job.

Course descriptions are required for lane change pre-approvals. Please click “upload” to provide a copy of the course description. It must be saved as a PDF or word document to be uploaded.

Click “Submit”

Information will be sent to your supervisor for approval. Once your supervisor has approved your pre-approval form it will be sent to Human Resources for approval. Will you will receive notifications via district email once yours supervisor has approved/denied the form and when Human Resources has approved/denied the form.

If you have any additional questions regarding the lane change pre-approval form please email payroll@spps.org.