

How to Log Learning and Development Hours

At Arbor Day Foundation, we champion the learning and growth of each team member to ensure that learning continues to be an integral part of our culture. To document learning, we ask that each team member record their L&D hours in [Paycom](#). Here's how:

Once logged in, click "Time-Off Requests" (not Learning). Go to "Request Time-Off" and "Add Time-Off Request".

The screenshot shows the 'Add Time-Off Request' form in Paycom. The form is titled 'Add Time-Off Request' and includes the following fields and options:

- Hours per day:** 8.00
- Type:** Learning and Development
- Days:** 03/09/2022
- Start Time:** 08:00AM
- Reason:** Roots
- Projected Net Available:** 0.00 hours (0.00 future hours)
- Buttons:** CANCEL, ADD REQUEST

A callout box on the left shows the 'Time-Off Requests' menu with 'Request Time Off' selected. An arrow points from the menu to the form, and another arrow points from the 'ADD REQUEST' button to a text box on the right.

This form is then sent to your manager for approval.

By submitting L&D hours, the regular hours on your timesheet will automatically be adjusted. For example, submitting a one-hour L&D request will adjust regular hours from 8 to 7 for that day.

Frequently Asked Questions:

Q: Can I log L&D hours after the corresponding pay period has ended? I'm receiving this error message:

The screenshot shows an error message box with the following text:

Error
Unable to process request:
Invalid request. Timecard for this period has already been approved
CONFIRM

A: Yes. You are still able to enter your time using today's date, then entering the actual date the learning occurred in the notes, or "reason" section.

Q: What activities should I log for learning and development hours?

A: Several L&D events occur throughout the year including Team Spotlight, Roots, UniTED, Lunch & Learn, Employee Learning Week, etc. Leadership development programs, certifications, trainings, conferences, and relevant courses including online webinars and e-learning courses all count toward L&D hours. Reading a professional development or work-relevant book also counts. Be sure to speak with your manager regarding the qualification of possible L&D activities.

Q: How many hours should I log for activities?

A: Log the number of hours it took to complete the activity. Many L&D events are one hour in length. Reading a relevant book can vary, however, we recommend a standard 5-hours for reading a book. Note that managers will give the final approval for the event and hours.