CLARK COUNTY SCHOOL DISTRICT
OPERATIONAL SERVICES UNIT
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT

PeopleSoft-HCM:

Employee Self-Service Essentials

Revised: December 31 2019

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Table of Contents

This manual was created for the HCM Project in collaboration with the Human Resources Division and Business and Finance Unit.

Employee Self-Service Overview

The HCM system provides an Employee Self Service (ESS) portal for all CCSD employees. ESS provides features such as:

- Ease of changing personal information
- Electronic submittal of time and absence
- Ability to view paychecks online as well as modify direct deposit information
- Ability to view and edit benefit details including dependent/beneficiary changes or additions and other life events
- View and apply for jobs online
- Universal accessibility using multiple browsers and devices
- And much more

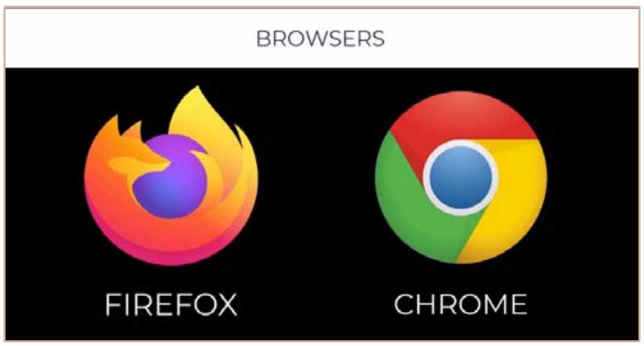
IMPORTANT!
PeopleSoft is a web-based program that can change. These updates might change the look of some of the images and/or directions in this document.

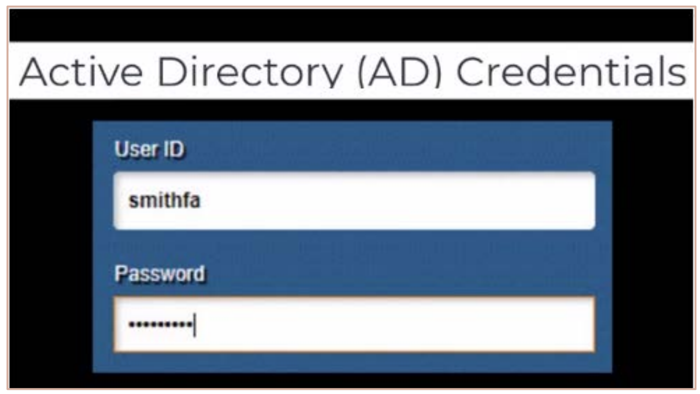
Navigating in Employee Self-Service

Accessing the HCM system

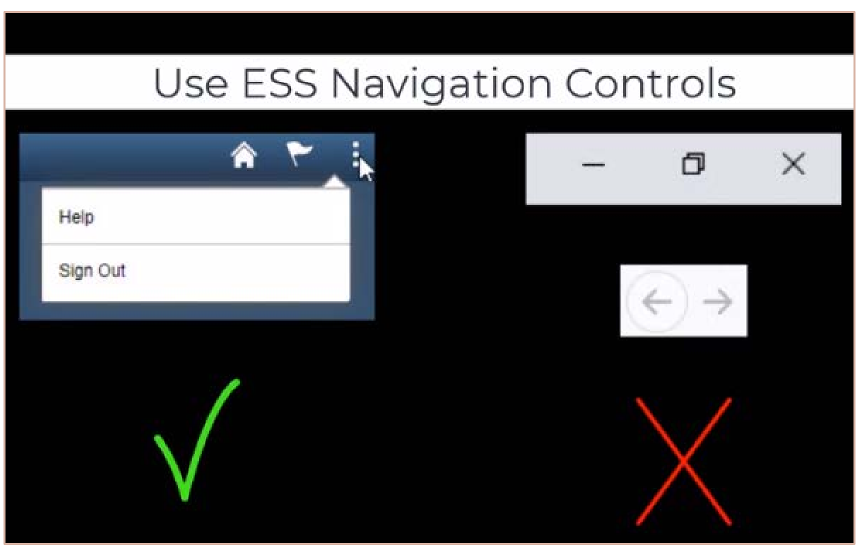
The HCM system provides an Employee Self Service (ESS) portal for all CCSD employees. Employees can log into the system via the HCM icon on the desktop or by going to hcm.ccsd.net.

ESS is compatible with Mozilla Firefox, Google Chrome, and most mobile browsers. Employees use their Active Directory (AD) credentials to access ESS.





An important thing to remember when using ESS is that, when navigating throughout the system, employees should always use the navigation buttons provided within the system, not within the browser.

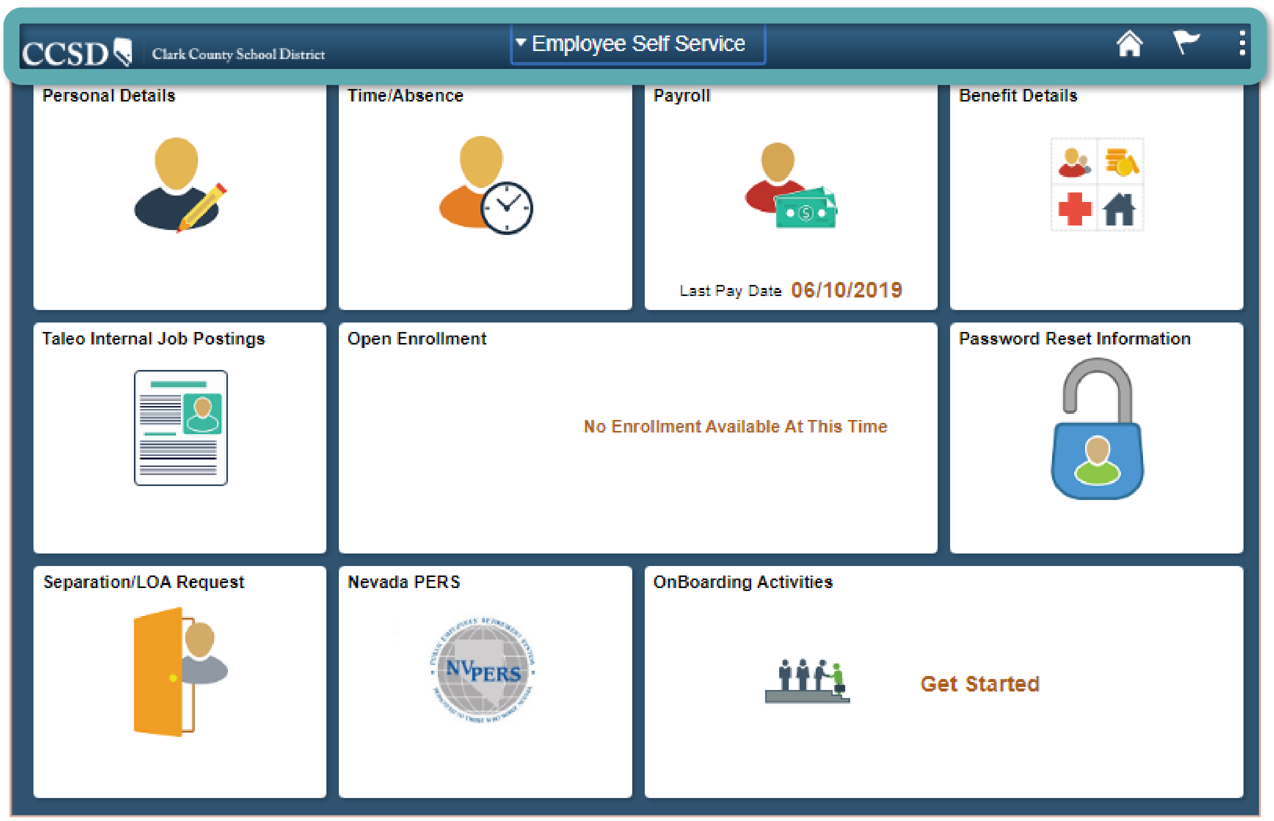


The Banner

The Banner provides constant access to navigational and application features.

A home page/dashboard is a PeopleSoft page that combines related information and displays tiles. PeopleSoft HCM supports multiple home pages/dashboards for employees, managers, and timekeepers that provide users with quick access to role-based transactions. When multiple home pages/dashboards are present, use the drop-down on the banner to select a home page/dashboard.

The **Employee Self-Service** (ESS) home page/dashboard provides access to a variety of employee self-service transactions.



Home Button

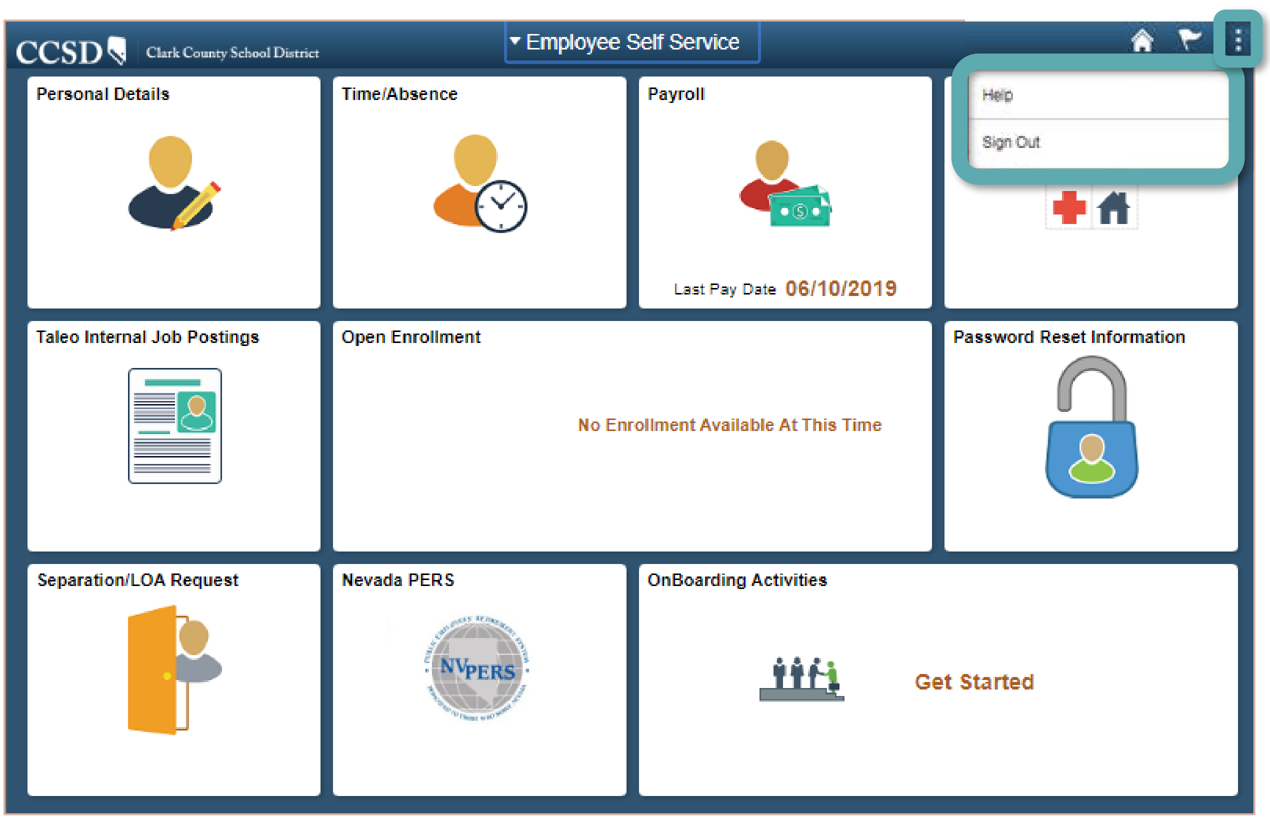
Click the **Home** button from any page/screen to return to the ESS Dashboard. 

Notifications Button

Clicking the flag icon will display any notifications, such as information regarding absence/time approval. 

Actions List Button

The **Actions List** (3 vertical dots) displays a list of actions the employee can perform. **Help** and **Sign Out** are standard actions in the list; however, other options may appear when visiting a transaction page. The **Help** option links to the CCSD Employee Business Training website (training.ccsd.net) where additional information and videos can be accessed. The **Sign Out** button should always be used instead of closing the entire browser window to ensure that the session is properly exited each time.



Tiles

Tiles provide access to transactional pages in Employee Self Service. These tiles are visually distinctive from each other and are easier to navigate and access when using a mobile device.

The **Personal Details** tile will provide access to update the following information:

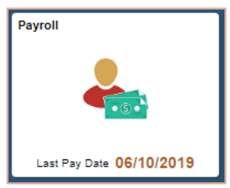
- Addresses
- Contact Details
- Name
- Emergency Contacts

The **Time/Absence** tile provides access to perform the following functions:

- Request an Absence
- Cancel an Absence
- View Leave Balances
- Timesheet: Submit Time Worked (positive pay, comp time, etc.)
- View Time Summaries
- View Requests

The **Payroll** tile provides access to the following:

- Paychecks
- Tax Withholding (W4) Changes
- W-2/W-2c Consent
- Direct Deposit
- Legacy Paychecks and W2s (previous payroll system)

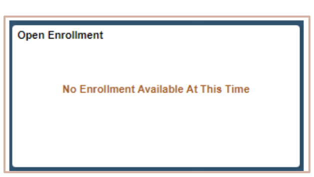


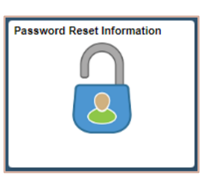
The **Benefit Details** tile provides access to the following:

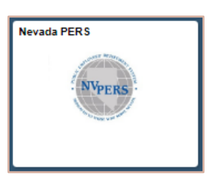
- Benefits Summary
- Life Events
- Dependent/Beneficiary Information
- Benefits Enrollment and Statements
- Affordable Care Act
- View or Add/Change 403b and 457 deductions
- Warrant & Benefits Designation

The **Taleo Internal Job Posting** tile will allow the employee to search for job openings within CCSD.

Other tiles present include **Open Enrollment, Password Reset Information, Separation/LOA Request, Nevada PERS,** and **Onboarding Activities**.







Personal Details Tile

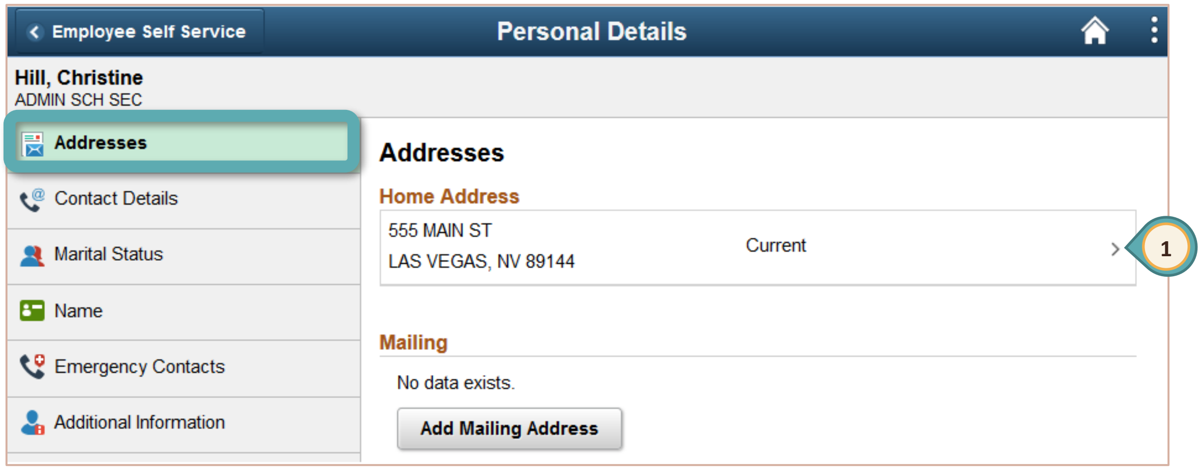
The **Personal Details** tile provides system information about the employee and gives them the ability to make changes to addresses, contact details, and emergency contact information.

Select the **Personal Details** tile from **Employee Self Service** to display the **Personal Details** page.

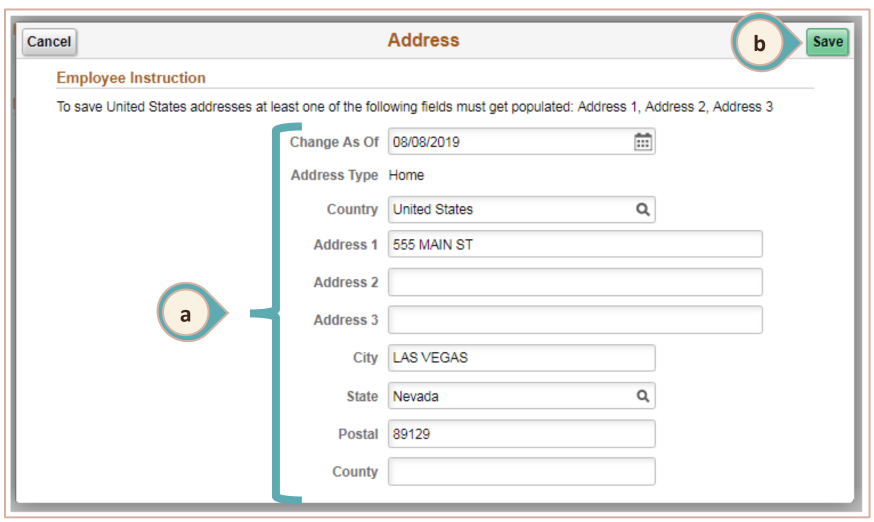
Updating Addresses

After selecting the **Personal Details** tile, click the **Addresses** option from the left side panel to display the page. The employee's current home address will appear.

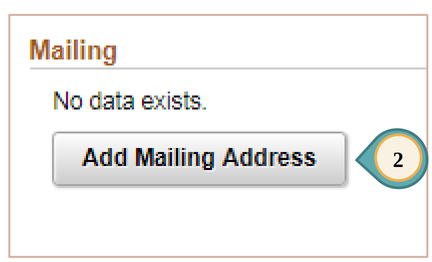
1. To update the **Address,** click the **>** symbol on the right side of the current home address. A new window will appear to update the address.



   a. Enter the new address.
   b. Click the **Save** button.

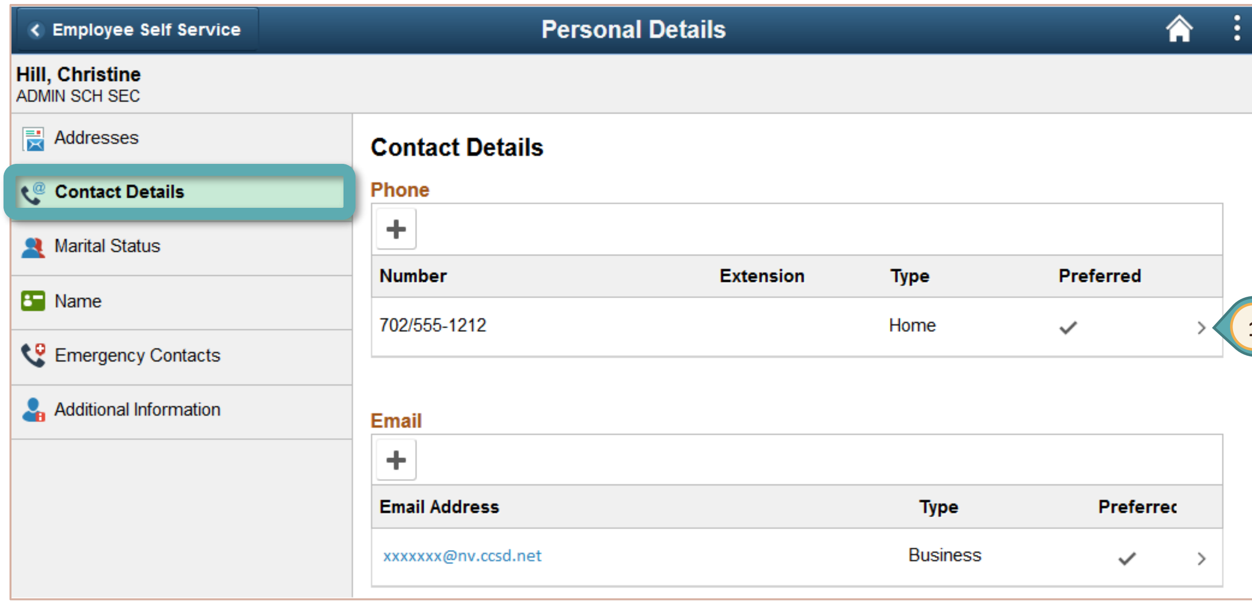


2. If the mailing address is different from the home address, click the **Add Mailing Address** button, enter the information for the mailing address, and click the **Save** button.

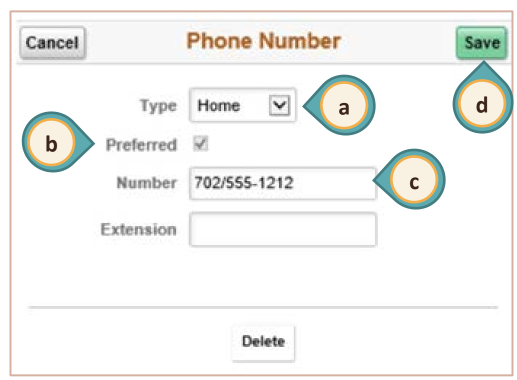


Contact Information Details

After selecting the **Personal Details** tile, click the **Contact Details** option from the left side panel to display the page. The employee's current contact information will appear.



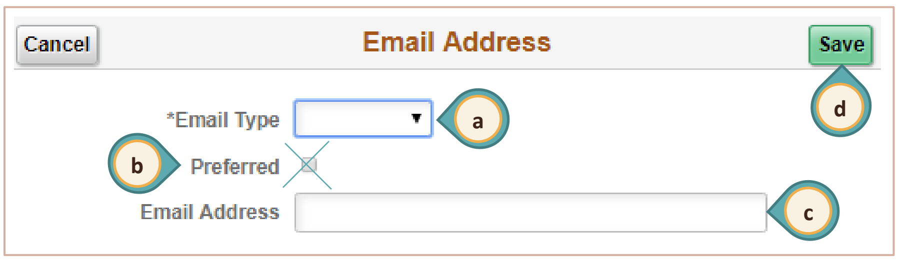
1. To update the **Phone Number,** click the **>** symbol on the right side of the listed phone number. A new window will appear to update the phone number.
   a. Select the phone number **Type** from the drop-down list.
   b. If the phone number that is entered is the **Preferred** number, click the checkbox. If it is not, leave it unchecked. Only one phone number can be selected as the **Preferred** number.
   c. Enter the new phone number in the **Number** field.
   d. Click the **Save** button.



2. To add an additional email, click the **+** symbol. A new window will appear to enter the additional email address information.

a. Select the **Email Type** from the drop-down list.
b. Do **NOT** click the **Preferred** checkbox. Only one email address can be selected as the **Preferred** email, and it is strongly recommended to keep the CCSD email address as the preferred email to ensure the receipt of any communications through the HCM system.
c. Enter the new email address in the **Email Address** field.
d. Click the **Save** button.

The default business email address (xxxxxxx@nv.ccsd.net) is set as the preferred email. It is strongly recommended **NOT** to change it.

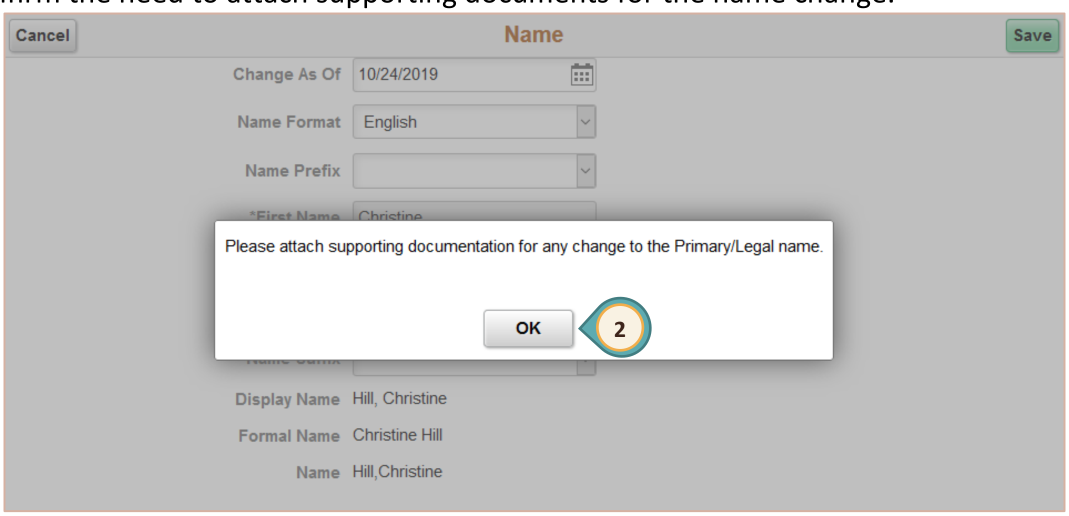


Name Change

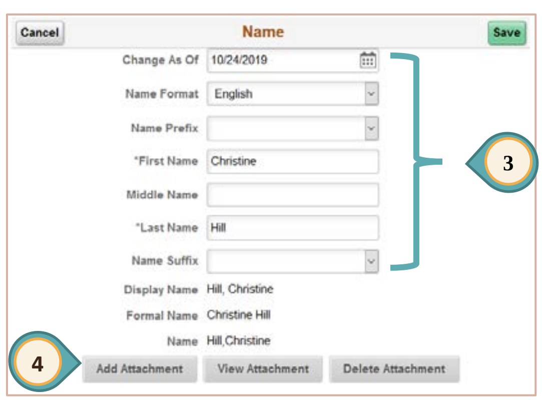
After selecting the **Personal Details** tile, click the **Name** option from the left side panel to display the page.

1. To initiate a name change, click the **>** on the right side of the current name.

2. A message displays reminding the employee that supporting documentation needs to be attached to complete the **Primary/Legal Name Change** transaction. If supporting documents are not attached, the transaction will not be completed. Click the **OK** button to confirm the need to attach supporting documents for the name change.



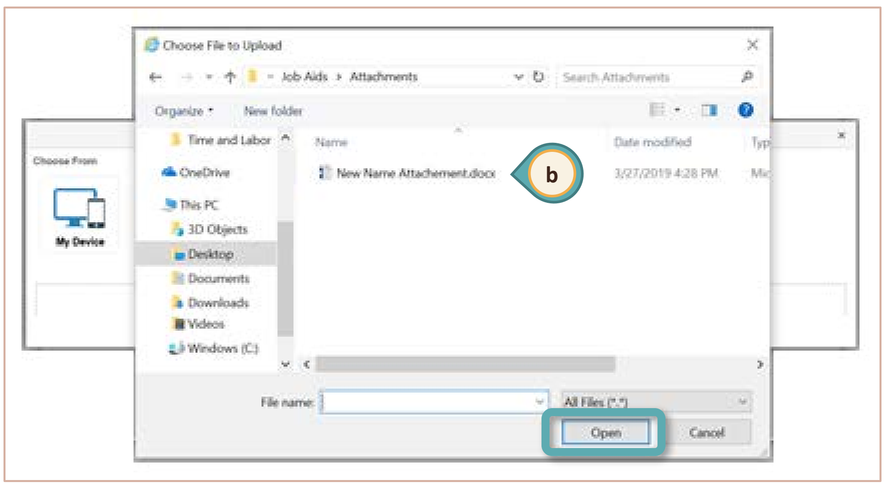
3. Enter the following:
   a. Enter the **Change As Of** date.
   b. Confirm **Name Format** is ***English***.
   c. Select **Name Prefix** (optional).
   d. Enter new **First Name**.
   e. Enter new **Middle Name** (optional).
   f. Enter new **Last Name**.
   g. Enter new **Name Suffix** (optional).



4. Click **Add Attachment** button. The **File Attachment** page displays to upload the required supporting documentation.
   a. Click the **My Device** Icon.

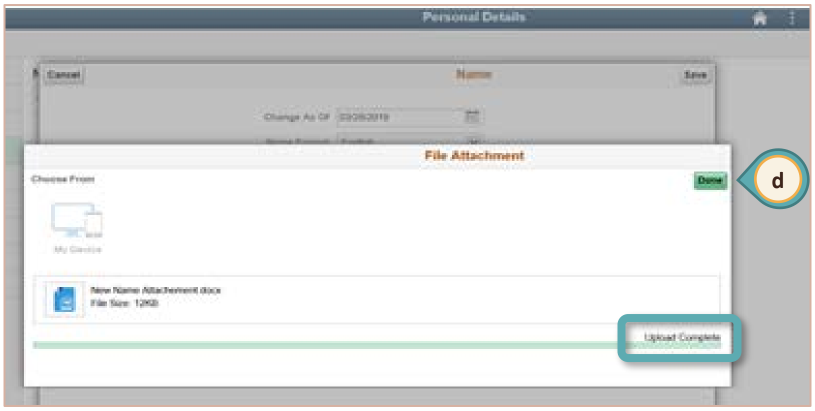
Please note that supporting documentation (such as a birth certificate, marriage certificate, or other court documents) may be required depending upon the type of change to the primary/legal name.

   b. Navigate to the **desired file name**, select it, and then click the **Open** button.

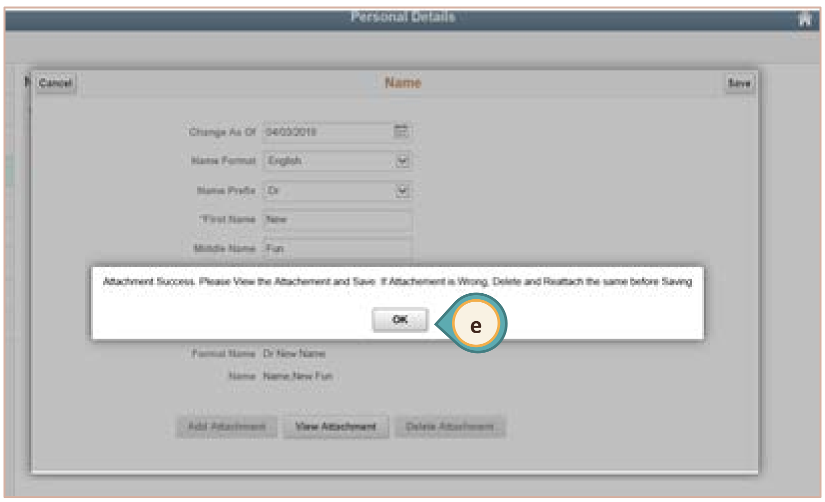


   c. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.

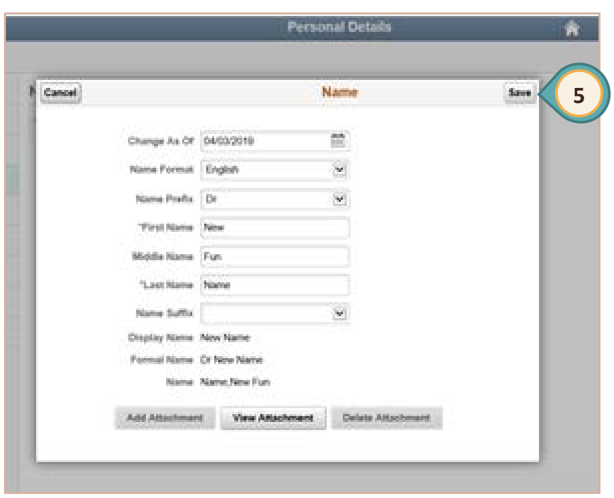
d. When the File Attachment page shows **Upload Complete**. Click the **Done** button to attach file.



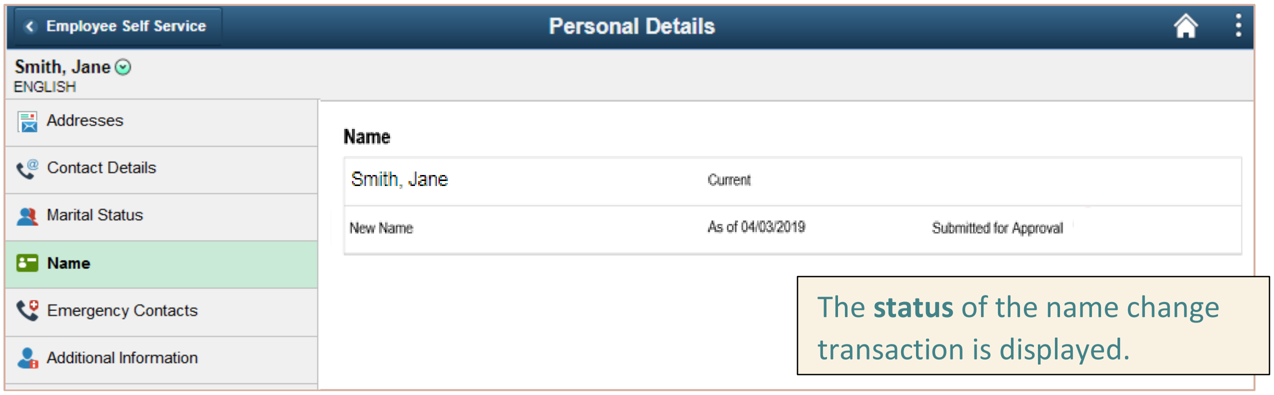
e. A message appears to confirm a successful uploading of the attachment. Click the **OK** button to confirm the attachment message.



5. The **Name** page appears with the attachment. Choose either **View Attachment** or **Delete Attachment** by clicking on the corresponding button. Click the **Save** button to submit the name change transaction for approval.



6. The **Name** page appears with the **New Name** displayed, the effective date, and the status of the name change transaction. This completes the Employee Self Service transaction; the name change is awaiting approval by Human Resources.



7. If the employee has a preferred name, nickname, or "known as" name they would like to add, click the **Preferred Name** button and enter the required information.

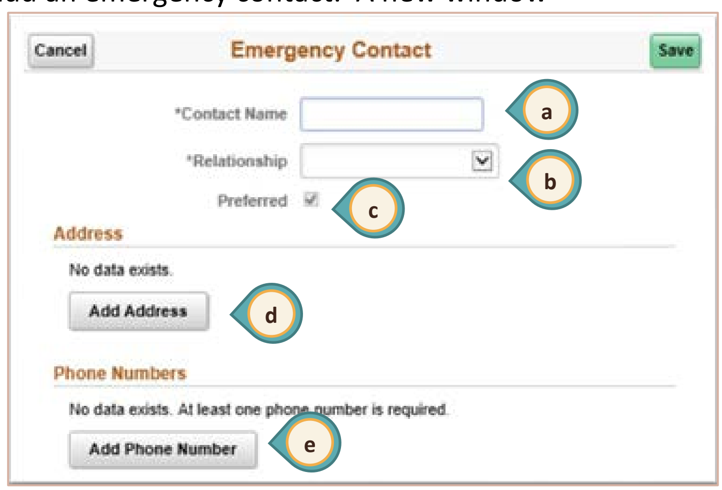
If the preferred name is no longer needed, type the letter "**I**" in the ***Status** field to change the status to **Inactive**.

Please note that changes to the Preferred Name do not currently effect other systems (such as Google Mail).

Emergency Contacts

After selecting the **Personal Details** tile, click the **Emergency Contacts** option from the left side panel to display the page. The current emergency contact information, if any, appears on this page.

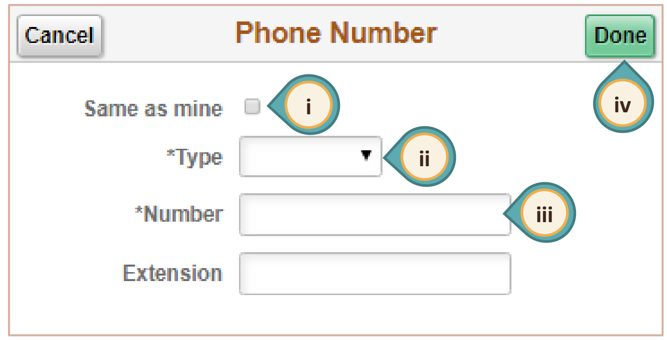
1. Click the **Add Emergency Contact** button to add an emergency contact. A new window will appear to enter the emergency contact information.



   a. Enter the emergency **Contact Name**.
   b. Select the **Relationship** to the employee from the drop-down list.
   c. If this is the **Preferred Emergency Contact**, click the checkbox. If it is not, leave it unchecked. Only one **Preferred Contact** is allowed.

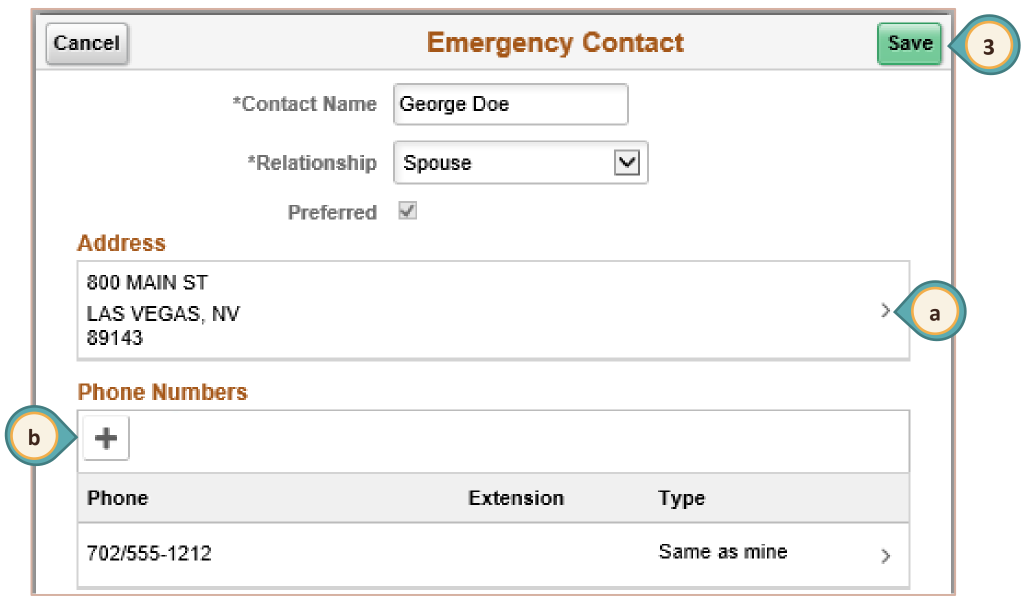
   d. Click the **Add Address** button.
      i. If the emergency contact's address is the same as the employee, click the **Same as mine** checkbox.
      ii. If not, enter the **Emergency Contact's Address**.
      iii. Click the **Done** button.

e. Next click the **Add Phone Number** button. A window will open to enter the **Emergency Contact's Phone Number.**



   i. If the emergency contact's phone number is the same as the employee, click the **Same as mine** checkbox.
   ii. If the emergency contact's phone number is different than the employee, select the phone number **Type** from the drop-down list.
   iii. Enter the emergency contact's phone **Number**.
   iv. Click the **Done** button.

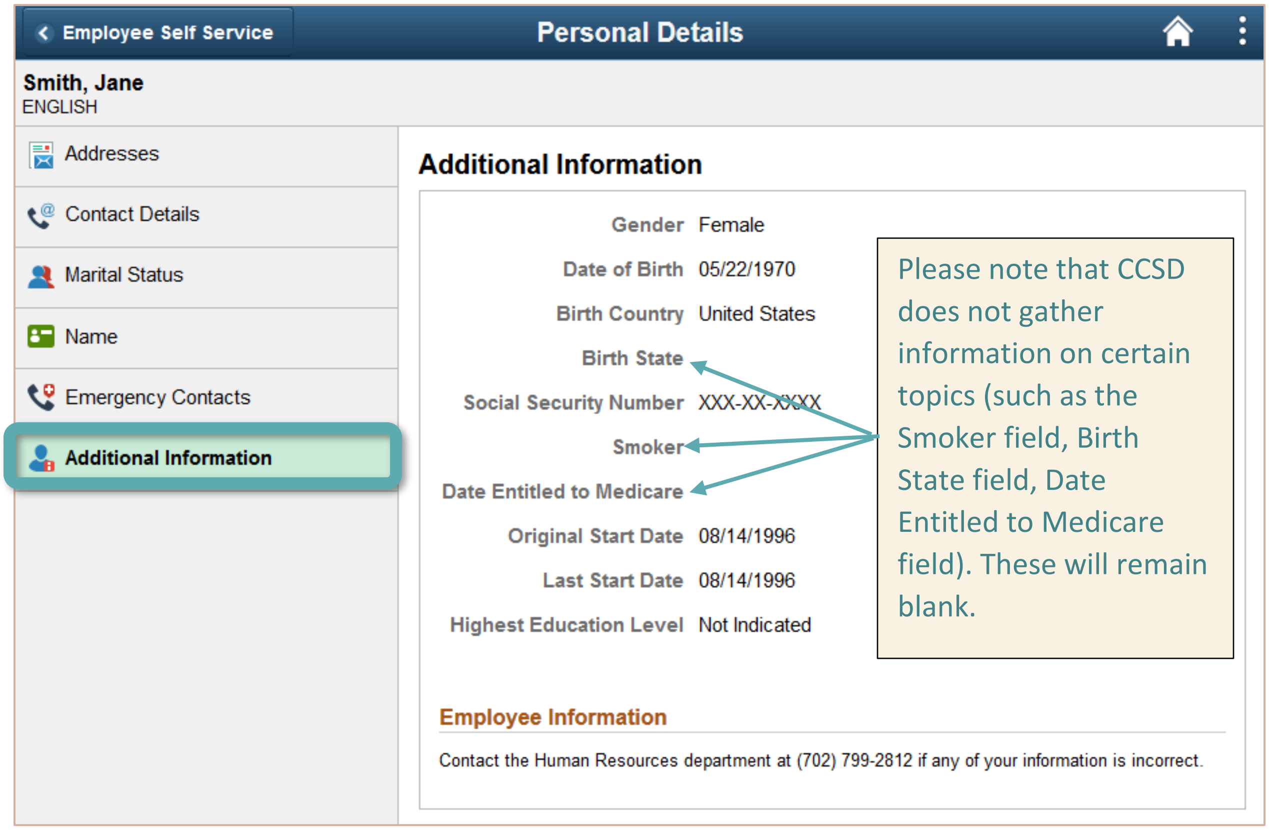
2. Once all the information has been entered, the **Emergency Contact** page will display the information for review.
   a. If it is incorrect, click the **>** symbol to correct the information.
   b. Click the **+** sign if additional phone numbers need to be added.



3. When finished, click the **Save** button.

Additional Information

After selecting the **Personal Details** tile, click the **Additional Information** option from the left side panel to display the page. The employee's current information appears here. If information is incorrect, contact the CCSD Human Resources Department at 702-799-2812.



Time/Absence Tile

The **Time/Absence** tile used to manage an employee's time and absences. **Time** is the accumulation of time, which is the employee's regularly scheduled work day as well as any additional time, and **Absence** which is earned or deducted based on employee negotiated agreements.

Examples of **Time** include Overtime, Extra Pay, etc.

Examples of **Absence** include Sick, Vacation, Personal Leave, etc.

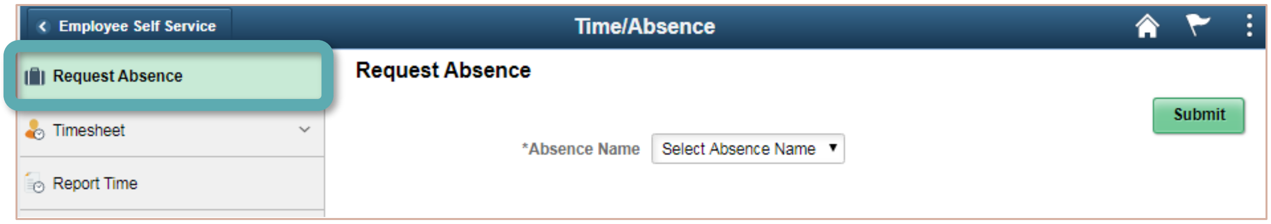
Comp Time is unique in that both **Comp Time Earned** and **Comp Time Taken** qualify as **Time**. This is because comp time cannot be taken without having first been earned. In short, comp time is not contractual.

Select the **Time/Absence** tile from **Employee Self Service** to display the **Time/Absence** page.

Requesting Leave

Request an Absence

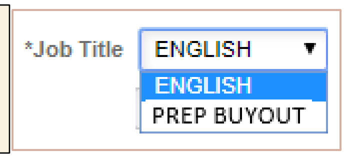
After selecting the **Time/Absence** tile, click the **Request Absence** option from the left side panel to display the page.



Select the **Absence Name** from the drop-down field. Absence types vary by employee group. (Depending on the option chosen, the additional required fields displayed will change.)

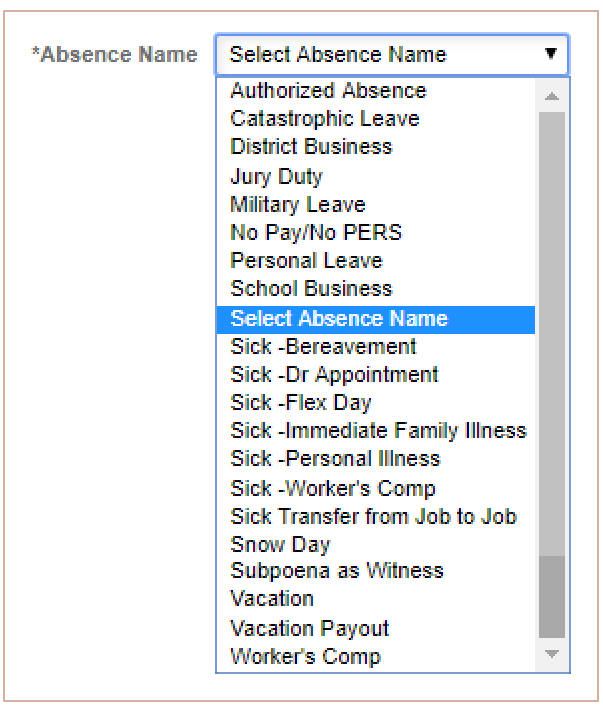
Note: *If Authorized Absence, District Business, or School Business has been selected, the employee must also select the* ***Reason*** *from the drop-down box.*

If the employee has more than one job, absences may need to be entered for each one. To switch between jobs, select the job from the drop-down menu in the ***Job Title** box.

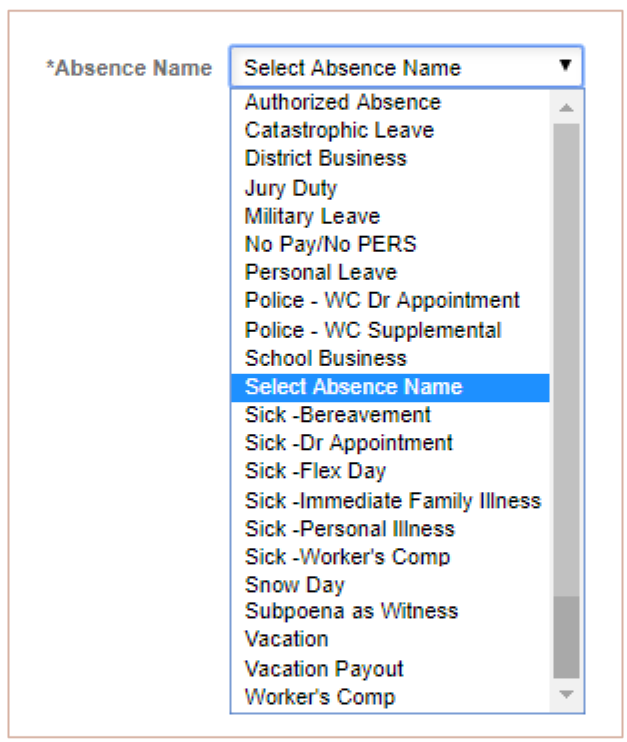


Absence Types per Employee Group:

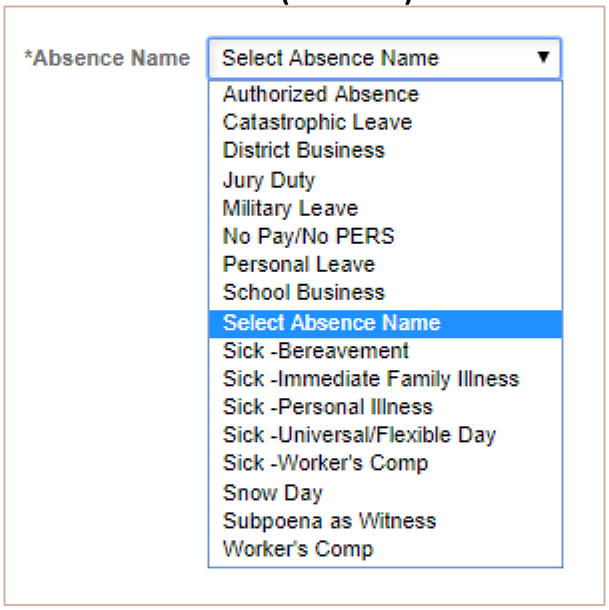
Support Professional



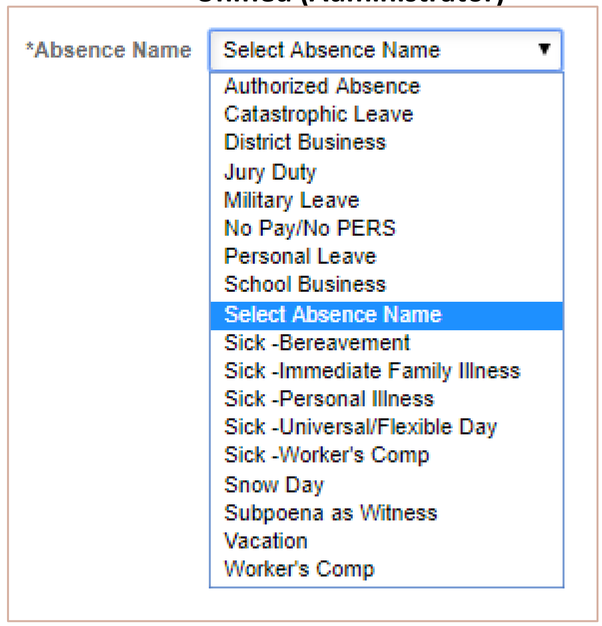
School Police



Certified (Licensed)



Unified (Administrator)

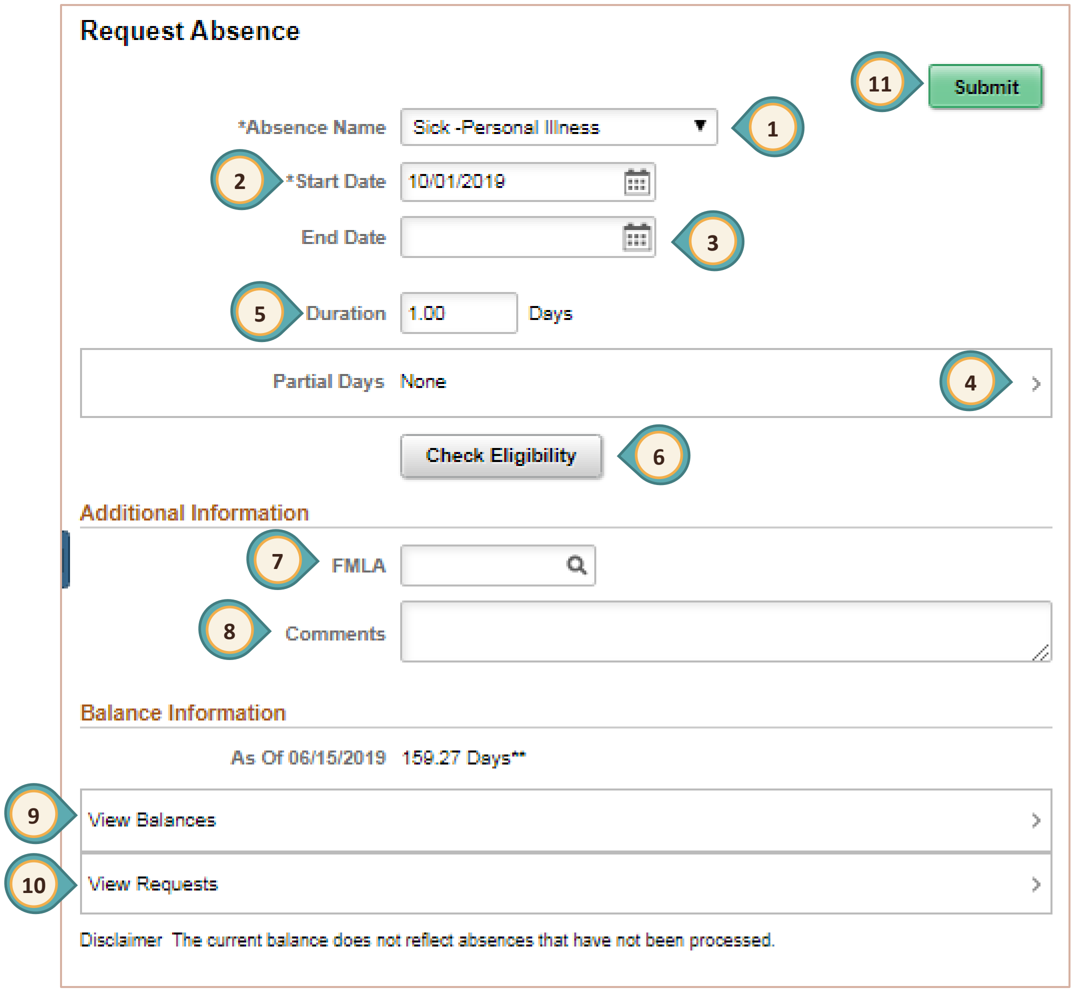


Below is a list of commonly used Absence Names and their descriptions:

- **Authorized Absence** - Activity without students – sub required
- **District Business** - Activity without students – no sub required [conferences, state meetings, recruitment, etc.]
- **No Pay/No PERS** - Use of this absence type will affect your PERS adjusted hire date & benefits
- **School Business** - Activity with students – no sub required [field trips, concerts, etc.]
- **Sick Transfer from Job to Job** - Use to transfer sick leave balances between jobs for employees with more than one job
- **Sick -Worker's Comp** - Use for absences while Worker's Comp claim is processed
- **Vacation Payout** - Used by employees to request pay off for vacation hours during specific pay periods
- **Worker's Comp** - Use for absences after Worker's Comp claim has been approved

If employees are unsure of which absence type to select, they should contact their Timekeeper, Office Manager, Administrative School Secretary, Department Secretary, or call the CCSD Payroll Department at 702-799-5351.

1. The following example shows a **Sick-Personal Illness** full single day absence:



2. Enter the **Start Date** (first day of the leave) of the absence.

3. Enter the **End Date** of the absence. (If the absence is one day, the start date and the end date will be the same date.)

4. If the absence is for a partial day, click the **>** symbol on the right side of the Partial Days box. A new window will appear.

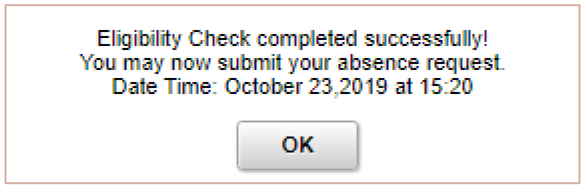
   The **Partial Days** drop-down has several options. Here is a brief explanation of each:

   - To take a half-day for multiple days in a row, use **All Days**.
   - To leave early or arrive later on the last day of the date range, use **End Day Only**.
   - To leave early or arrive later on the first day of the date range, use **Start Day Only**.
   - To take partial days on both the start and end dates in the date range, use **Start and End Days**.

   Select the appropriate option from the drop-down list, and then click the **Done** button.

5. The **Duration** will display based upon the length of the absence using the start and the end dates and the position type. (i.e.: Certified/Unified in days, Support Professionals/School Police in hours, etc.)

6. Next, click the **Check Eligibility** button. During this step the system will check to ensure the employee has sufficient leave to request the time off. A message will appear stating the eligibility check was successfully completed, or it will state errors exist that need to be corrected.



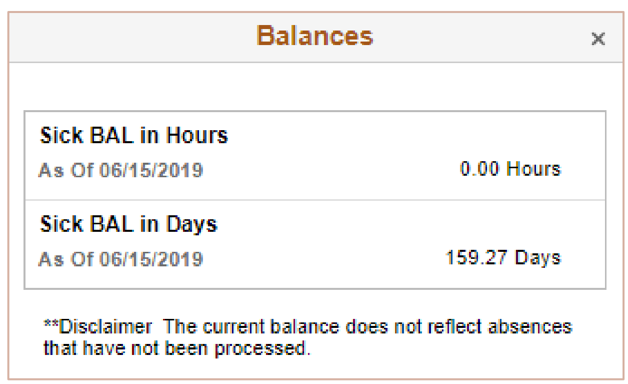
If the eligibility check states that there is not enough of the requested leave type, the employee will need to select another leave type before it can be submitted, or the employee may cancel the current absence request. If the absence name or dates change, the check eligibility procedure will need to be re-run before submitting again.

> ***Note***: *Not all absence names require an eligibility check. Some examples would be jury duty or district business since these do not affect leave balances.*

7. Enter **FMLA Information** about the requested leave, if required.

8. Enter **Comments** about the requested leave, if required.
Note: *Once a comment has been entered, it **cannot** be deleted or modified.*

9. ***Optional***: Click the **View Balance** link to view Absence Balances by category. The Balances may be different based upon the absences for which the employee is eligible.



10. ***Optional***: Click the **View Requests** link to display absences that have been requested. If the employee has not requested additional absences, the system will inform the employee.

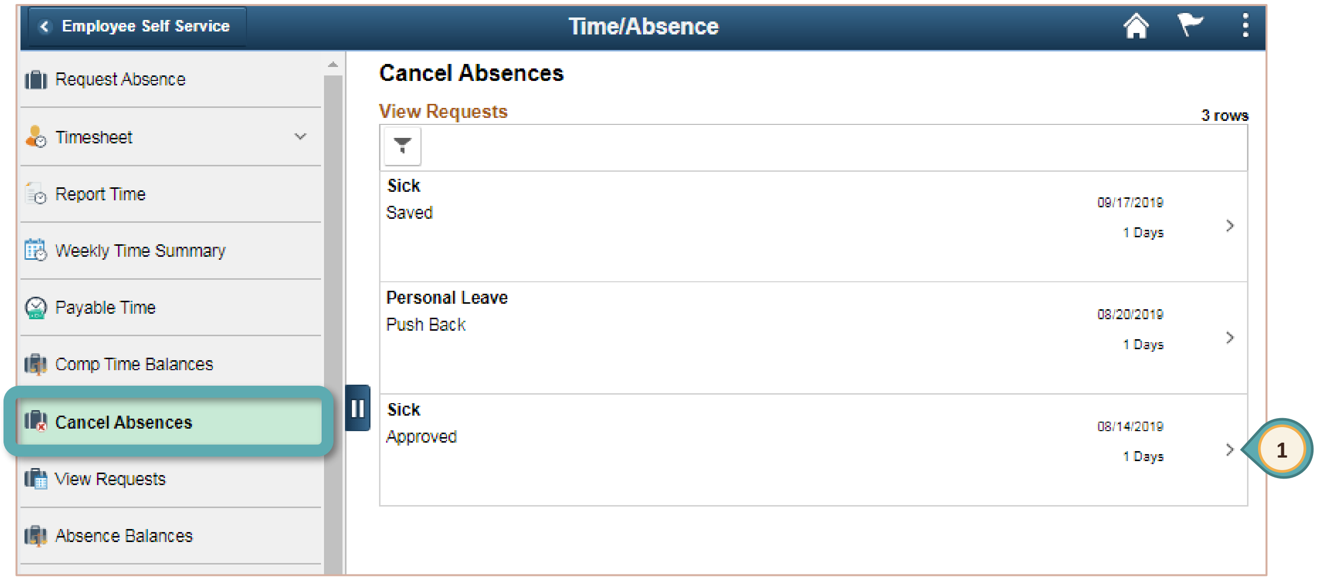
11. Click the **Submit** button to complete the absence request and route it for approval.

> If the **Submit** button is clicked before the **Check Eligibility** button, a warning message will appear stating, "You must **forecast** [*check eligibility*] this absence before submitting."

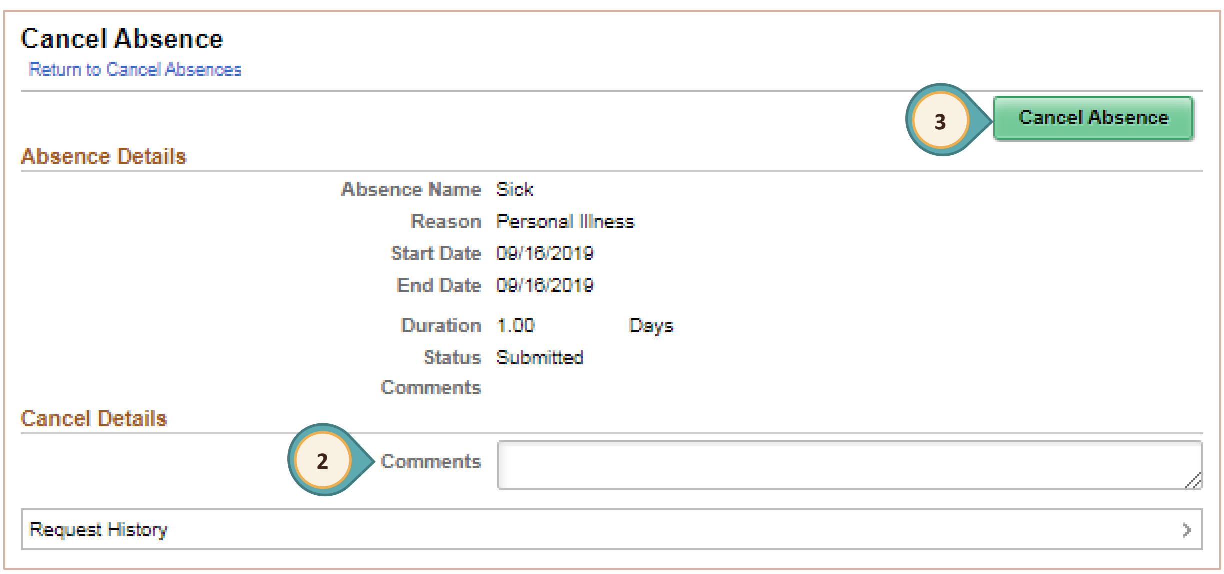
See Appendix A for examples of other absence types.

Cancel an Absence

After selecting the **Time/Absence** tile, click the **Cancel Absence** option from the left side panel to display the page.



1. Next, click the **>** symbol next to the absence being cancelled. The Cancel Absence page will display showing the absence details.

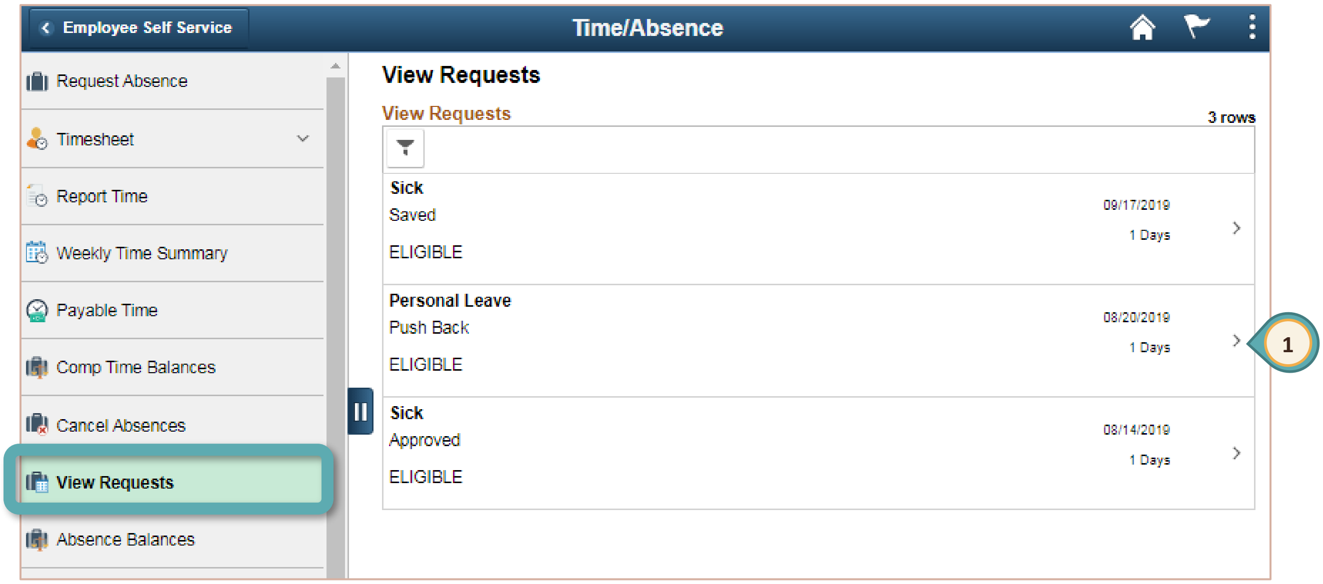


2. Enter the reason why the absence is being cancelled in the **Comments** field, if needed.
   ***Note**: Once a comment has been entered, it **cannot** be deleted or modified.*
3. Click the **Cancel Absence** button.
   ***Note**: Cancelled absences also go through the approval workflow.*

View Requests

After selecting the **Time/Absence** tile, click the **View Requests** option from the left side panel to display the page. **View Requests** provides a list of the employee's existing absence requests and their current status.

The filter icon  can be selected to filter the absences by absence type, if desired.



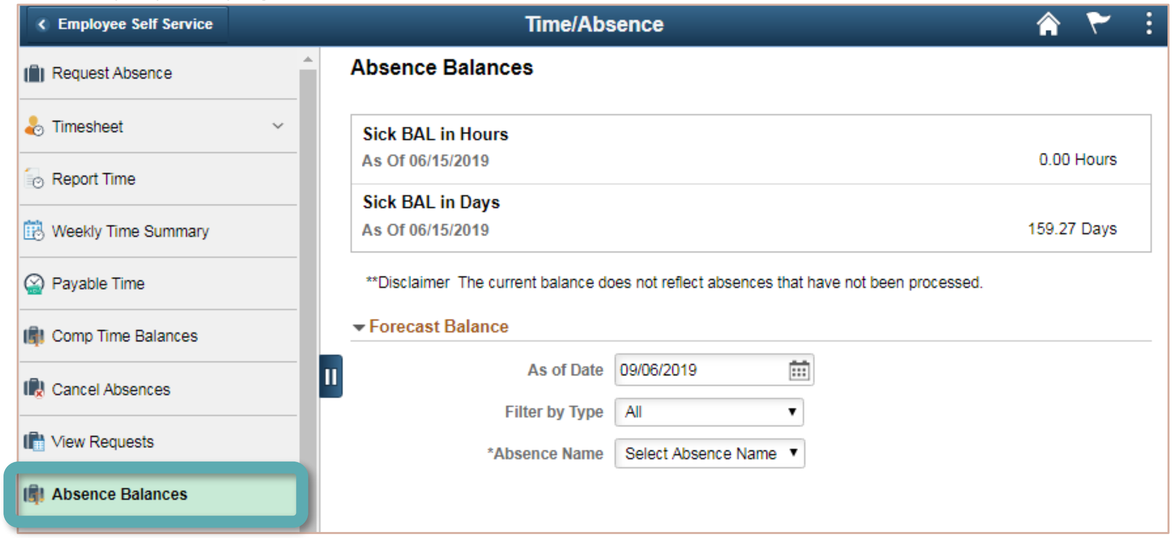
1. To view a request, click the **>** symbol to display the **Request Details** page. The **Request History** and the **Approval Chain** information can also be viewed.

2. When finished viewing the **Request Details**, click the **Return to View Requests** link to view details on another request.

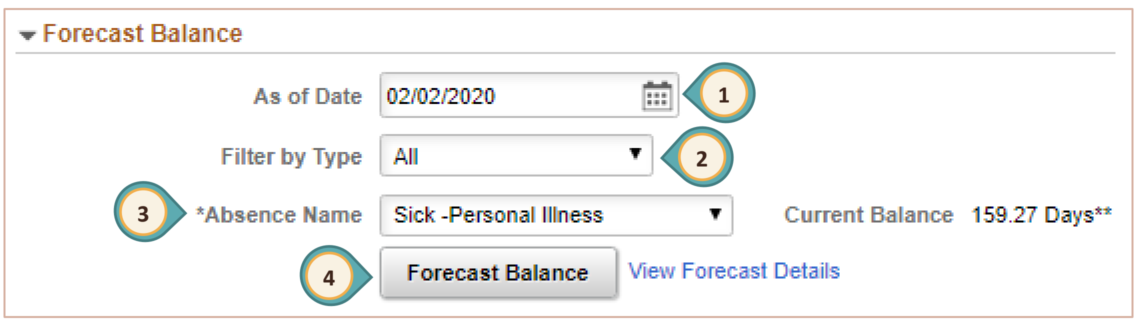
Requests can have the following status types:	
Submitted	Request submitted but not yet approved at Level 1 Reviewer or Level 2 Approver
Saved	Request saved but not yet submitted
Apprvl Prc	Request is still in the approval workflow process
Approved	Request approved by the Level 1 Reviewer and Level 2 Approver
Pushed Back	Request pushed back by either the Level 1 Reviewer or Level 2 Approver for modification
Cancelled	A previously submitted request has been cancelled
Cancel in Progress	A previously approved absence request was submitted for cancellation but is still waiting approval for the cancellation

View Absence Balances

After selecting the **Time/Absence** tile, click the **Absence Balances** option from the left side panel to display the page.



The employee's current available absence balances are displayed by type (sick, vacation, etc.) Employees have the ability to forecast absence balances. Click the drop-down arrow in front of **Forecast Balance** to expand the section.

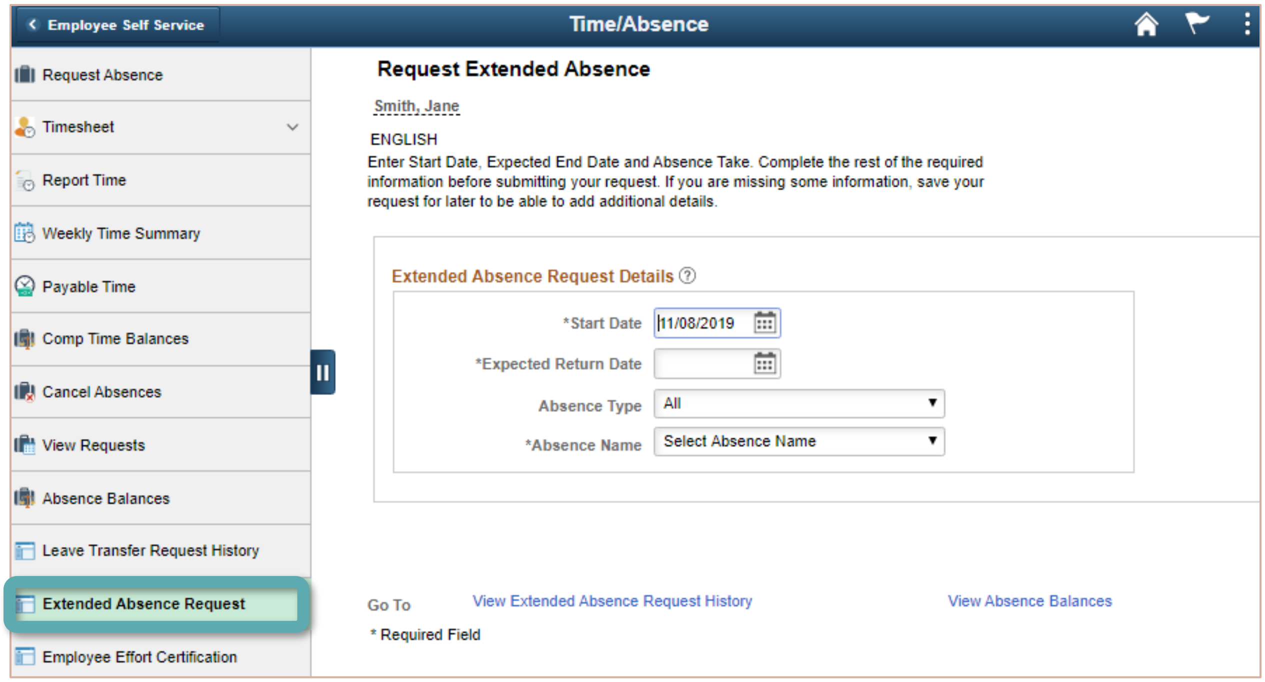


1. In the **As of Date** field, enter the future date to forecast the absence balance.
2. In the **Filter by Type** field, select the type of absence to forecast.
3. In the **Absence Name** field, select the absence name.
4. Click the **Forecast Balance** button to determine the absence balance the employee will have accrued as of the future date entered.

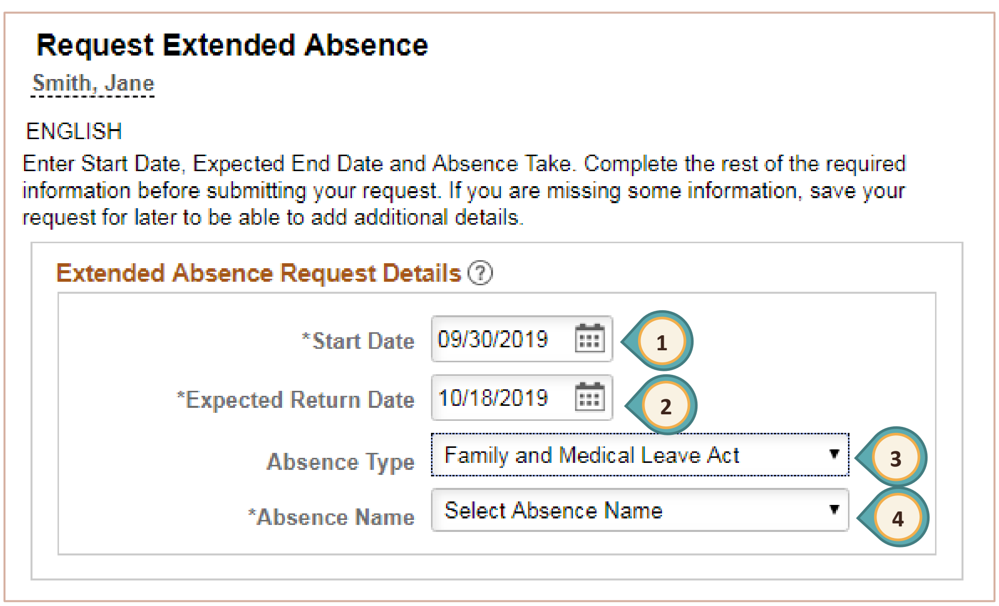
BAL = Balance
TAKE = Taken
ENT = Entitled
ADJ = Adjusted (within current fiscal year)

Request and View an Extended Absence

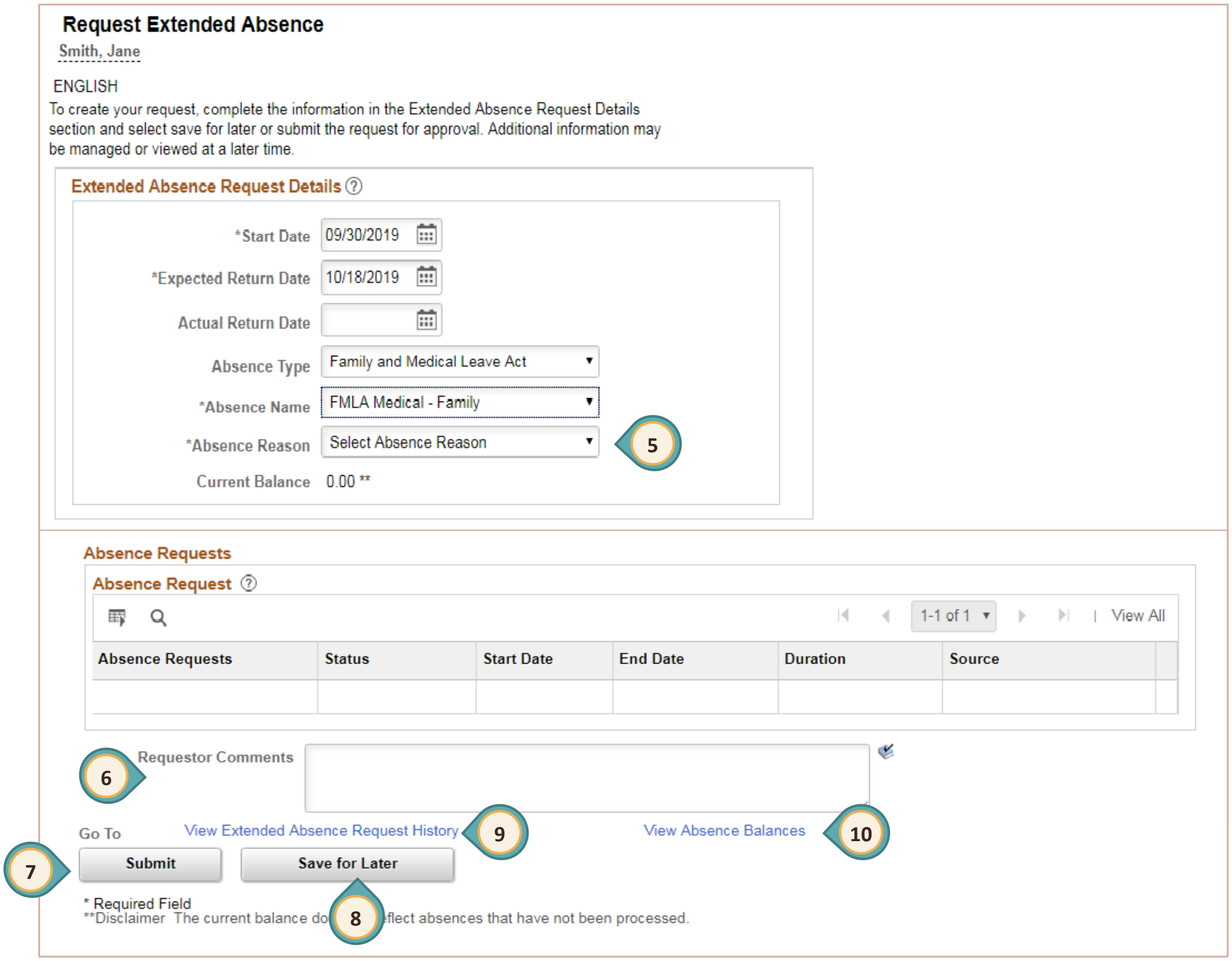
After selecting the **Time/Absence** tile, click the **Extended Absence Request** option from the left side panel to display the page. This is used to initiate FMLA requests or Worker's Comp claims.



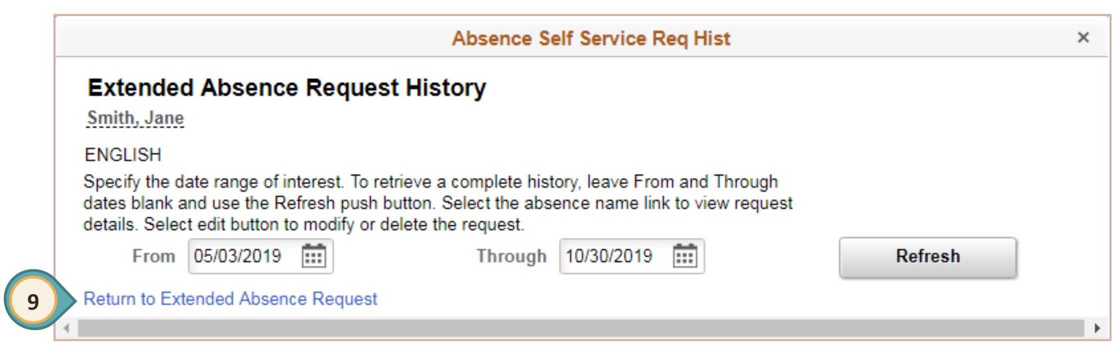
1. Enter the **Start Date** of the extended absence.
2. Enter the **Expected Return Date** of the extended absence. (The **Actual Return Date** will be updated when the employee returns from leave.)
3. From the **Absence Type** field, select the type of absence.
4. From the **Absence Name** field, select the absence name. (The window will expand once a selection has been made.)



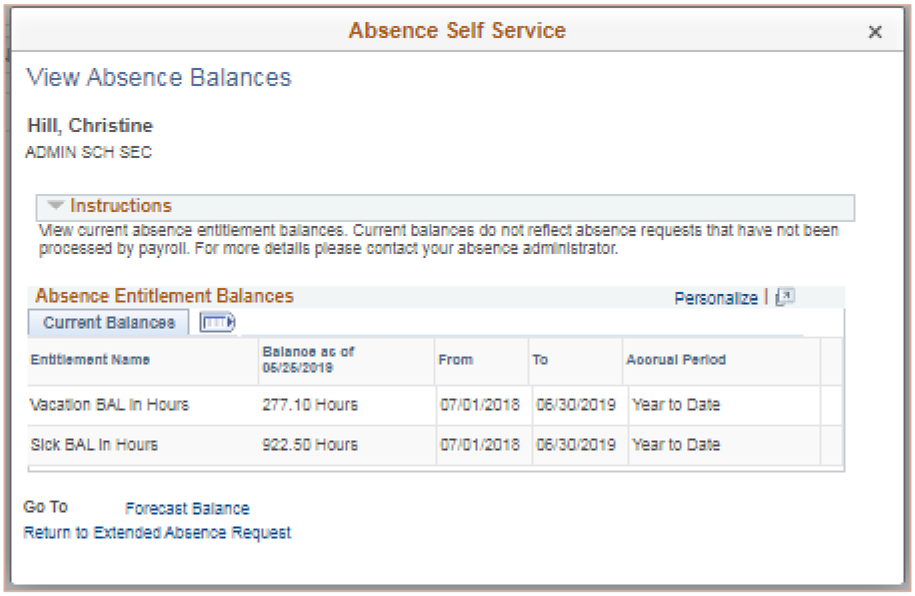
5. From the **Absence Reason** field select one of the choices from the drop-down list which describes the type of leave that is being requested.
6. Enter comments regarding the leave in the **Requestor Comments** field.
7. Click the **Submit** button to submit the request.
8. Click the **Save for Later** button if not yet ready to submit the extended leave request.



9. Once submitted or saved for later, the employee can view the request by clicking the **View Extended Absence Request History** link. Enter the dates to view and click the **Refresh** button. Click the **Return to Extended Absence Request** link to return to the previous page.



10. Click the **View Absence Balances** link to view the leave balances by absence type.
    Click the **Forecast Balance** link to forecast the absence balances as of a specific date.
    Click the **Return to Extended Absence Request** link to return to the previous page.


Absence Self Service

View Absence Balances

Hill, Christine
ADMIN SCH SEC

Instructions
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

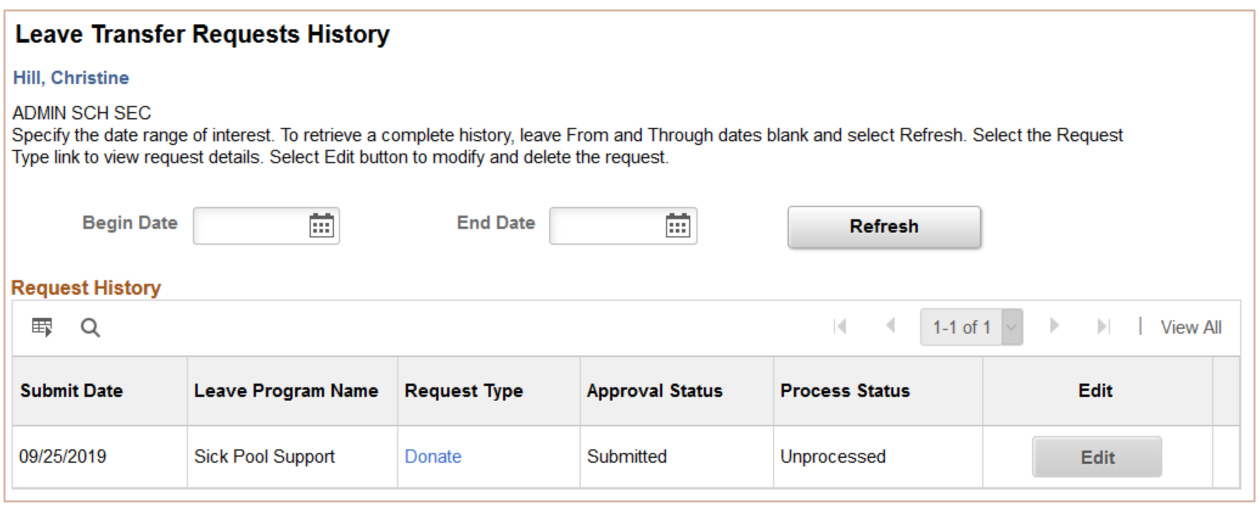
Absence Entitlement Balances — Personalize
Current Balances

Entitlement Name	Balance as of 09/25/2019	From	To	Accrual Period
Vacation BAL in Hours	277.10 Hours	07/01/2018	06/30/2019	Year to Date
Sick BAL in Hours	922.50 Hours	07/01/2018	06/30/2019	Year to Date

Go To Forecast Balance
Return to Extended Absence Request

View Leave Transfer Request History

After selecting the **Time/Absence** tile, click the **Leave Transfer Request History** option from the left side panel to display the page. This page provides the employee with a historical view of any leave that was donated to the CCSD Sick Pool. ***Note***: Only time donated after January 1, 2020, the implementation of the HCM System, will be viewable.


Leave Transfer Requests History

Hill, Christine

ADMIN SCH SEC
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select Refresh. Select the Request Type link to view request details. Select Edit button to modify and delete the request.

Begin Date End Date Refresh

Request History
1-1 of 1 View All

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
09/25/2019	Sick Pool Support	Donate	Submitted	Unprocessed	Edit

***Note**: This is a view only page. Leave cannot be donated through this tool.*

For questions concerning donating leave, contact the Payroll Department at 702-799-2666.

Entering Time

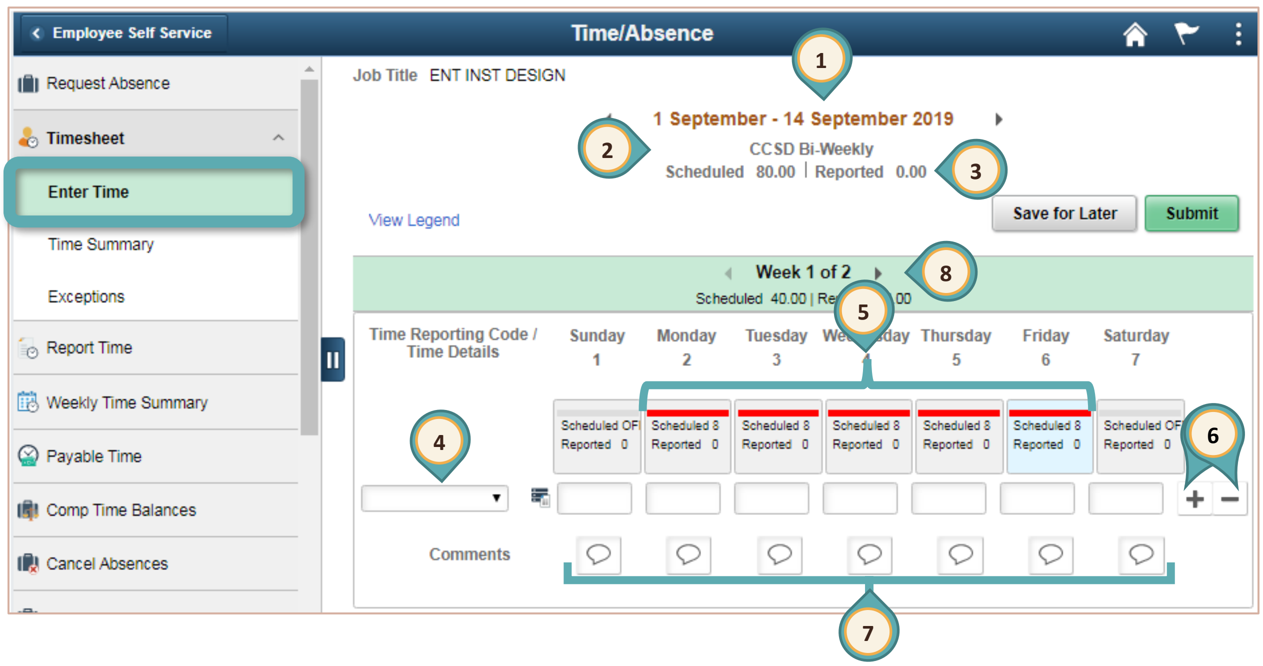
The majority of employees in CCSD have a predetermined schedule. For example, many Support Professional employees work an 8-hour day, teachers work 7 hours and 11 minutes per day, and so on. Employees with a predetermined schedule are considered to be **exception-based**, meaning they do not need to report their scheduled time every day. Information from their contract or negotiated agreement is already known and pre-loaded into the HCM system.

Exception-based employees only need to enter time in the timesheet when it is outside of their regularly scheduled day. Examples include Overtime, Comp Time Earned or Taken, and Extra or Add-On Time.

A **positive pay employee**, such as a temporary employee or student worker, is only paid for the time worked. Positive pay employees are required to report all of their time worked.

Entering Time on the Timesheet

After selecting the **Time/Absence** tile, click the **Timesheet>Enter Time** option from the left side panel to display the **Enter Time** page.



1. The current **Pay Period** displays at the top of the page. Use the left and right arrow buttons to navigate to previous and future pay periods, or click the dates to open a calendar to navigate to a specific pay period.
2. The **Pay Period Frequency** is determined by the employee group and will be displayed as bi-weekly, semi-monthly, or monthly.
3. The **Scheduled** hours for the pay period appear below the pay period and frequency information. If time has already been submitted, it will be specified in the **Reported** field.

4. Select a **Time Reporting Code** from the drop-down list. (Options vary by employee type.)

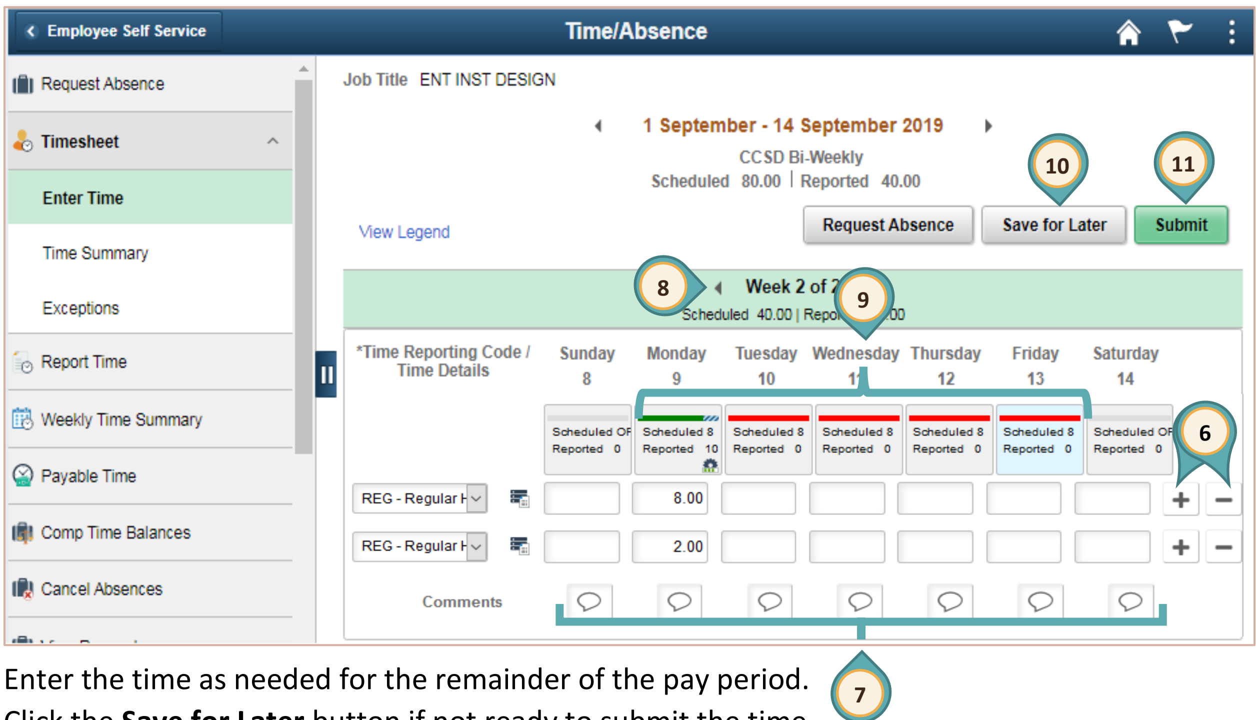
Time reporting codes (TRC) for Support Professionals:	Time reporting codes (TRC) for Certified (Licensed):
CBP - Call Back Pay CTE - Comp Time Earned CTT - Comp Time Taken REG - Regular Hours	ADDMS - Additional Minutes ADULT - Adult Education CRDIF - Credit Deficient EIFLT - Extra Instruction - Flat Rate EIHLY - Extra Instruction - Hourly ELMS - Training EXDAY - Extended Day PREPB - Preparation Time Buyout PREPV - Preparation Buyout (Vacancy) SUMSC - Summer School
Time reporting codes (TRC) for School Police Officers:	Time reporting codes (TRC) for Unified/ Admin & School Police Captains:
00 CTE - Comp Time Earned 00 CTT - Comp Time Taken 10 REG - Regular Hours	CTAE - Comp Time Earned - Admin CTAT - Comp Time Taken - Admin Only

5. Enter the daily time for the week. Notice the system has identified those days the employee is scheduled to work. Prior to submitting the time, the system has highlighted the work days with a red ribbon. Once time has been submitted, the ribbon changes color to green.

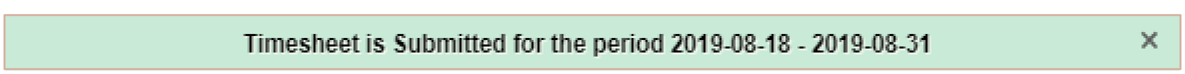
   Note: *Minutes need to be converted to two-digit decimals when entering time. For example, 15 minutes is entered as 0.25 in the timesheet. (See Appendix B for a more complete time conversion matrix.)*

IMPORTANT!
Support Professionals and School Police Officers need to enter one line showing their regular hours and an additional line(s) showing additional time and/or TRCs because any entry for a particular day in the Timesheet overrides the employee's pre-loaded schedule for that day. Therefore, it is **imperative** that the regularly scheduled hours be accounted for, as well as including the entry of any additional time. (Certified and Unified employees only need to enter their extra time.)

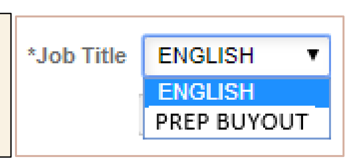
6. If an additional TRC is needed, click the **+** (plus) button to add an additional row. An example might be a teacher who has worked additional minutes and sold their prep on the same date, or a support professional who worked overtime and needs to account for their regular hours. If a row needs to be deleted, click the **–** (minus) button.
7. Enter an optional **Comment** for the time worked to detail the justification by selecting the "speech bubble" for that day. It is important to know that comments are viewable by Timekeepers and Managers, and **cannot** be deleted or modified once they are added.
8. Click the left or right arrows in the green ribbon to scroll through weeks of the pay period to enter time for other weeks.



9. Enter the time as needed for the remainder of the pay period.
10. Click the **Save for Later** button if not ready to submit the time.
11. If ready to submit the time, click the **Submit** button.
12. A message from the system will appear indicating the Timesheet has been submitted.



If the employee has more than one job, time can be entered for each by selecting the **Job Title** from the drop-down in the upper left corner to switch between jobs.



See Appendix A for examples of other Time Reporting Codes (TRCs).

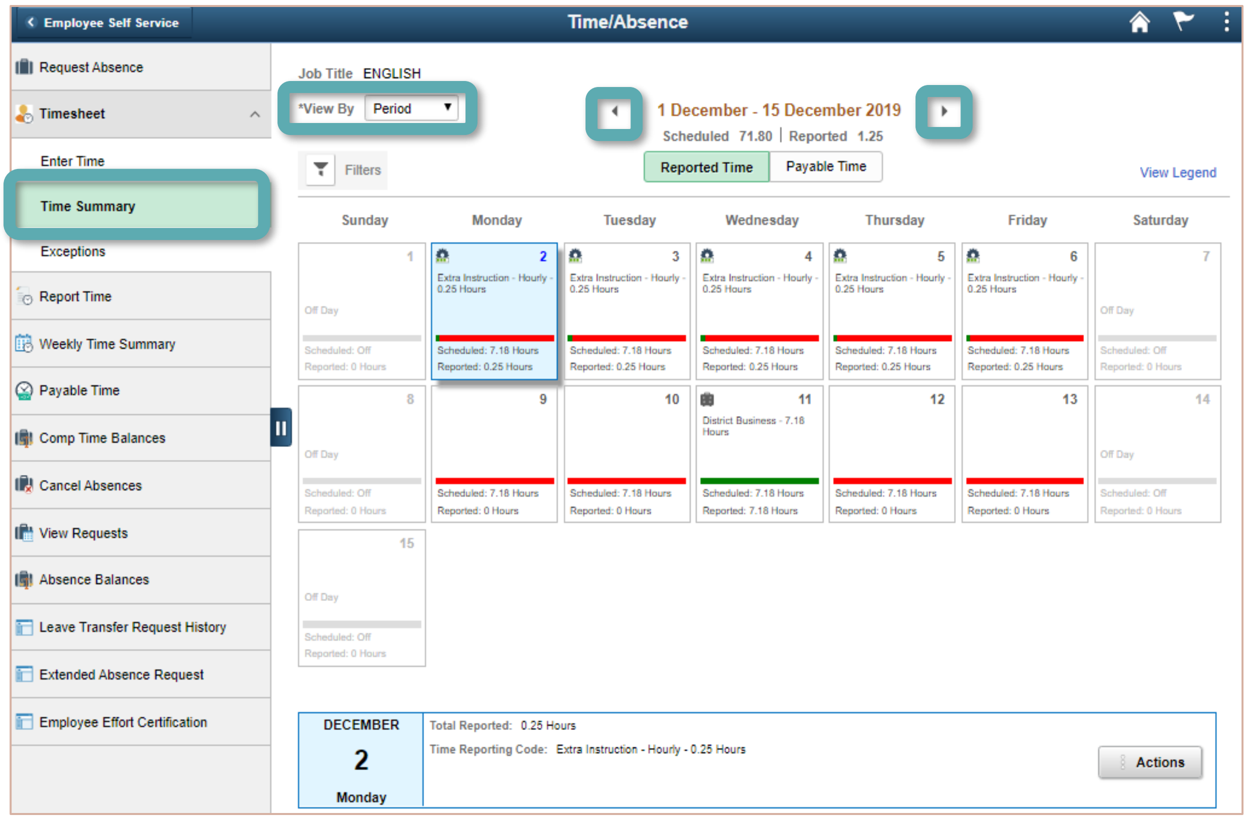
Note: A full day for certified employees is shown as 7.18 (7 hours 11 mins).

Viewing the Time Summary

After selecting the **Time/Absence** tile, click the **Timesheet>Time Summary** option from the left side panel to display the **Time Summary** page. This option provides a calendar view of the pay period and any reported time activity.

Use the left and right arrow buttons to navigate to previous and future pay periods or click the dates to open a calendar to navigate to a specific pay period.

There is also a ***View By** drop-down menu to change how the **Time Summary** is viewed.

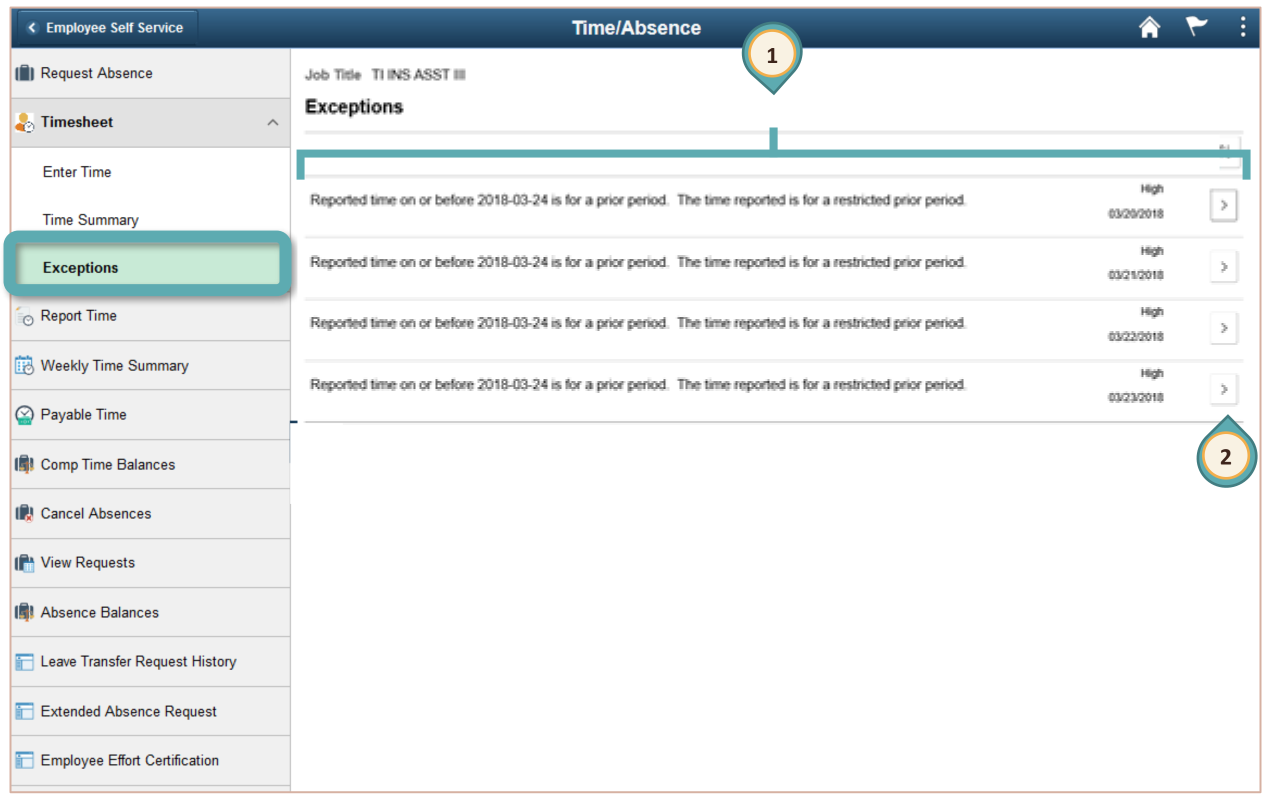


Viewing Exceptions

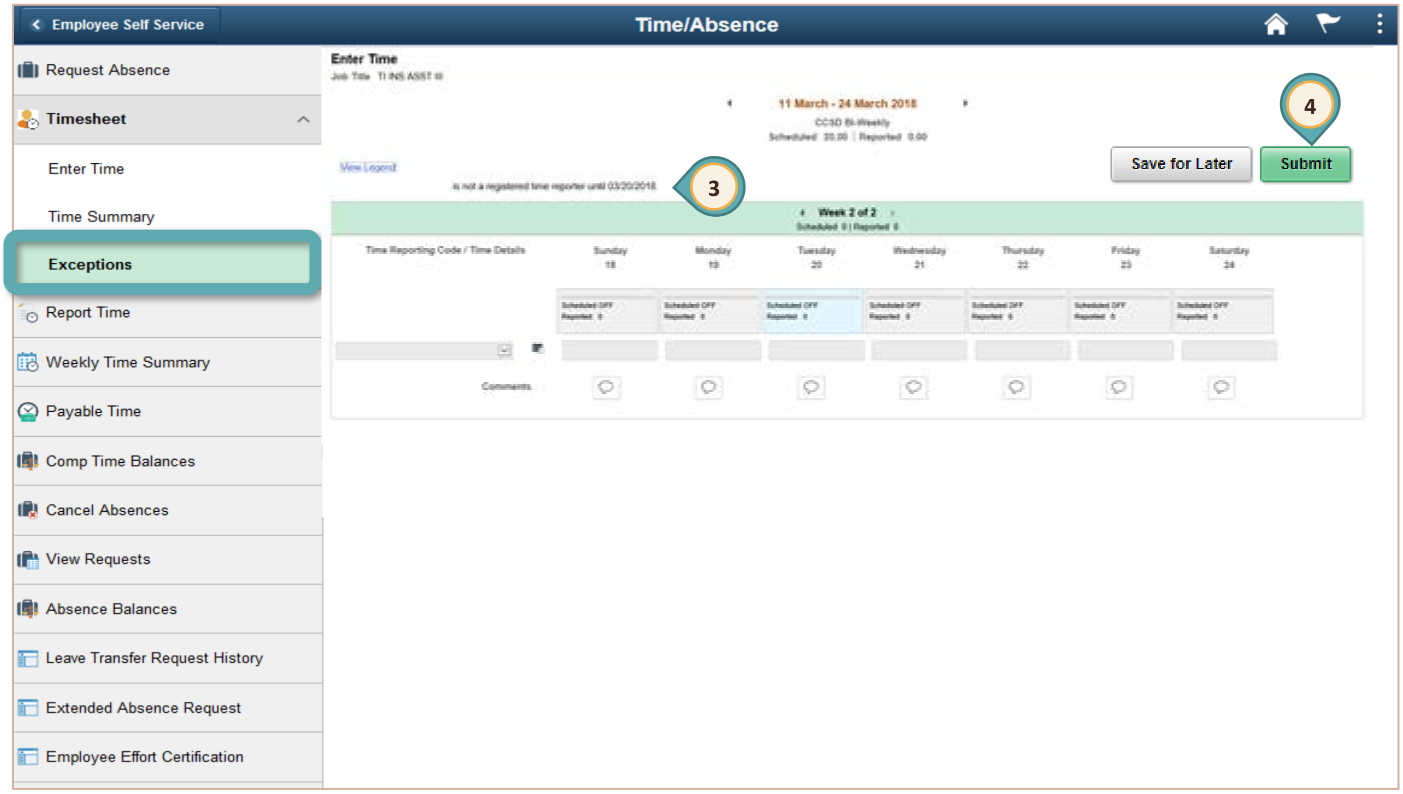
After selecting the **Time/Absence** tile, click the **Timesheet> Exceptions** option from the left side panel to display the **Exceptions** page.

An **Exception** occurs when the time entered may not be valid. For example, entering a negative number or reporting less than the regularly scheduled hours in the timesheet would create an exception and would appear in the **Exceptions** menu. When an exception is selected, it displays the timesheet so that corrections can be made to the entered time.

1. A list of the **Exceptions** is shown in this section of the page.



2. Click the **>** right arrow to view the details of the **Exception**. The timesheet for the reported period will be displayed.



3. A message regarding the time exception is displayed.
4. Make the necessary corrections and remember to click **Submit**.

Viewing Report Time

After selecting the **Time/Absence** tile, click the **Report Time** option from the left side panel to display the page.

This tool functions the same as **Timesheet > Enter Time**, but instead of a weekly view, time is entered in a daily view.

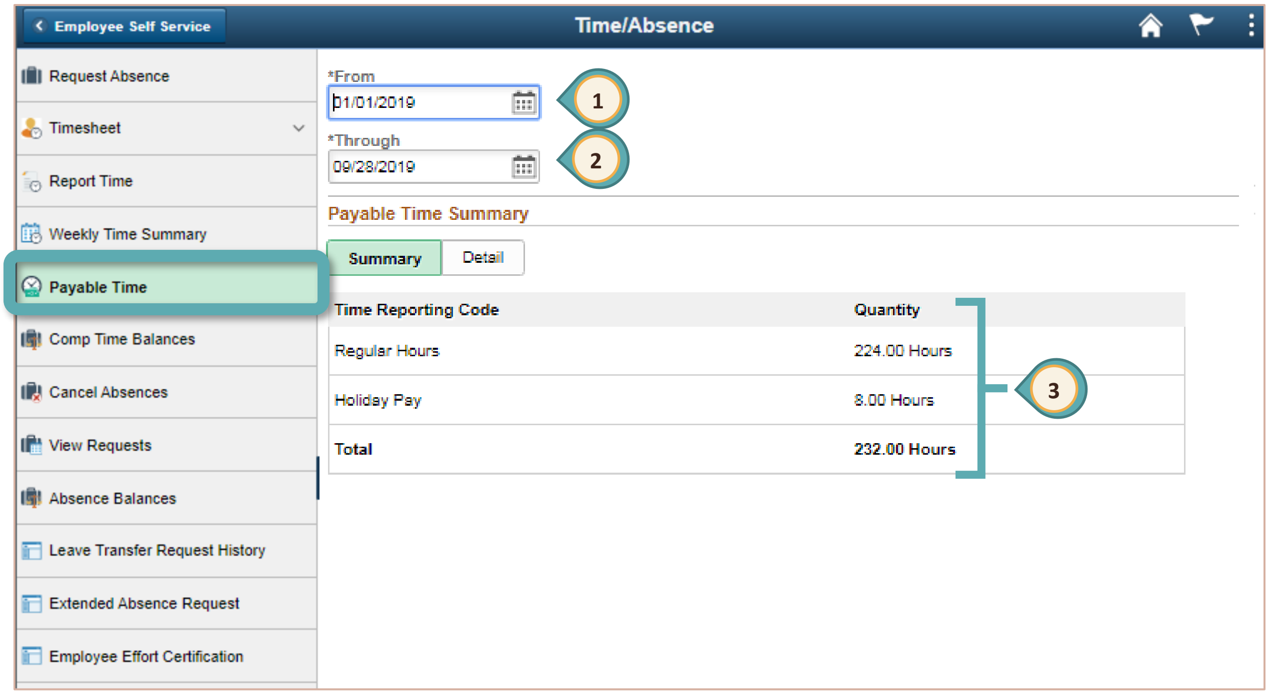
Viewing the Weekly Time Summary

After selecting the **Time/Absence** tile, click the **Weekly Time Summary** option from the left side panel to display the page.

This tool provides a detailed weekly view of any time the employee may have entered in the timesheet. Selecting a day displays the **Report Time** page.

Viewing Payable Time Details

After selecting the **Time/Absence** tile, click the **Payable Time** option from the left side panel to display the page. Once the payroll process is complete, any time that was entered and approved will display under **Payable Time**.



1. Select the ***From** date from the calendar for the desired date range.
2. Select the ***Through** date from the calendar of the time period to view.
3. The **Payable Time Summary** will be displayed for the dates entered once the payroll process is complete.

Viewing Comp Time Balances

After selecting the **Time/Absence** tile, click the **Comp Time Balances** option from the left side panel to display the page. This tool will display any comp time earned.

Employee Effort Certification

After selecting the **Time/Absence** tile, click the **Employee Effort Certification** option from the left side panel to display the page.

This area is required for use by federally-funded CCSD employees to review their payroll distribution records and report their actual efforts toward projects.

Payroll Tile

The **Payroll** tile allows employees to see paychecks, tax withholding, and W2 information. It also allows them to view and set up direct deposit, with options for percentage and set amounts in multiple accounts.

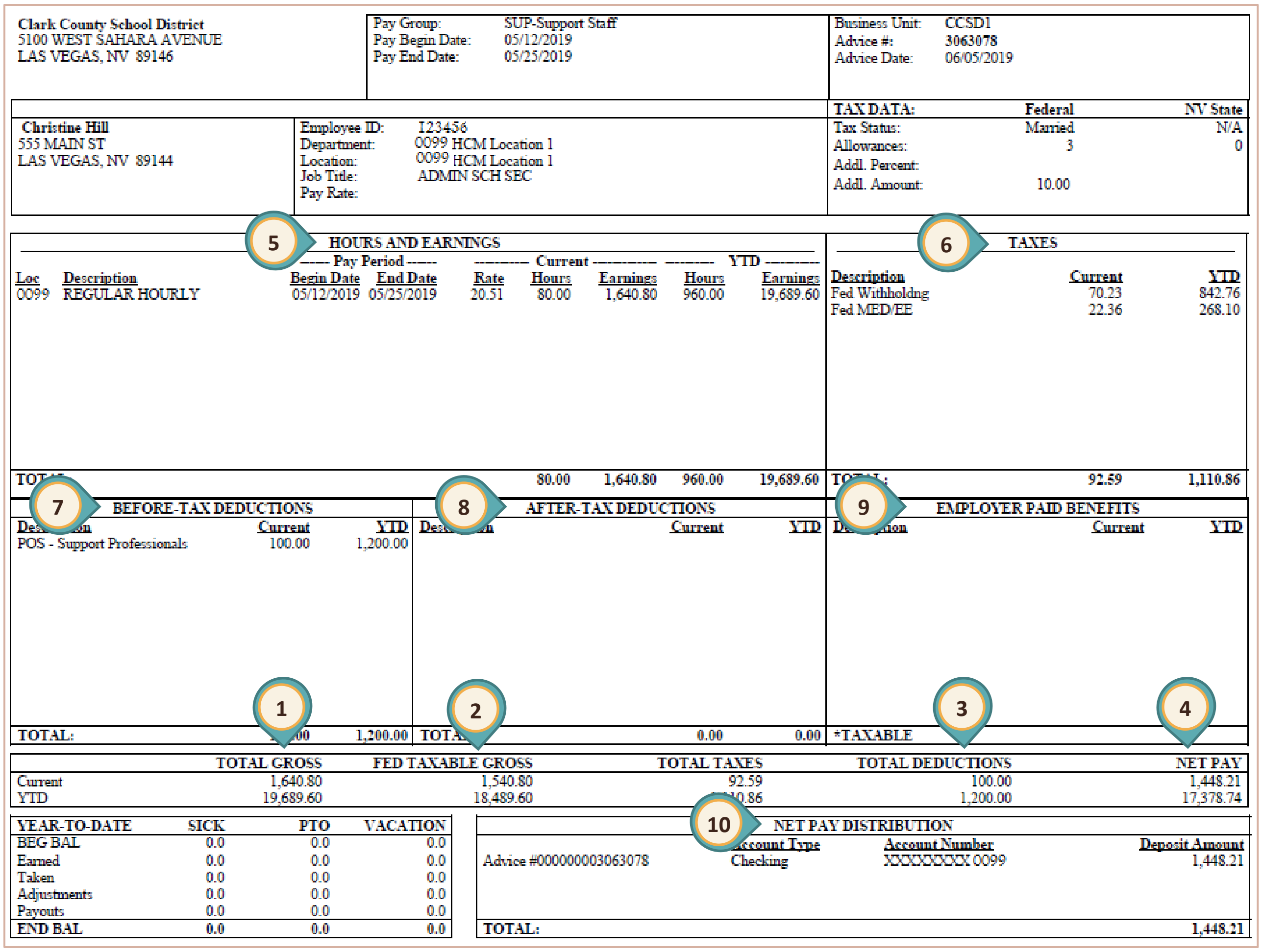
Select the **Payroll** tile from **Employee Self Service** to display the **Payroll** page.

Viewing Paychecks

After selecting the **Payroll** tile, click the **Paychecks** option from the left side panel to display the page.

Click on the **>** right arrow to view the paycheck for the pay period. The pay stub will be displayed as a PDF document with the following key information:

1. Summary of the **Gross Earnings**.
2. Summary of the **Federal Taxable Gross**.
3. Total of all of the **deductions**.
4. Summary of the **Net Pay**.
5. A breakdown of the **Earnings** paid to the employee by earnings type.
6. The detail on the taxes that were withheld from the paycheck.
7. All **Before-Tax Deductions**.
8. All **After-Tax Deductions**.
9. **Employer Paid Benefits** that are the costs of the benefits paid on the employee's behalf by the Clark County School District.
10. The **Net Pay Distribution**. In this example, the funds were sent by direct deposit to the financial institution designated by the employee.



Clark County School District
5100 WEST SAHARA AVENUE
LAS VEGAS, NV 89146

Pay Group: SUP-Support Staff
Pay Begin Date: 05/12/2019
Pay End Date: 05/25/2019

Business Unit: CCSD1
Advice #: 3063078
Advice Date: 06/05/2019

Christine Hill
555 MAIN ST
LAS VEGAS, NV 89144

Employee ID: 123456
Department: 0099 HCM Location 1
Location: 0099 HCM Location 1
Job Title: ADMIN SCH SEC
Pay Rate:

TAX DATA:	Federal	NV State
Tax Status:	Married	N/A
Allowances:	3	0
Addl. Percent:		
Addl. Amount:	10.00	

5 HOURS AND EARNINGS

Loc	Description	Pay Period Begin Date	Pay Period End Date	Current Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
0099	REGULAR HOURLY	05/12/2019	05/25/2019	20.51	80.00	1,640.80	960.00	19,689.60
TOTAL:					80.00	1,640.80	960.00	19,689.60

6 TAXES

Description	Current	YTD
Fed Withholdng	70.23	842.76
Fed MED/EE	22.36	268.10
TOTAL:	92.59	1,110.86

7 BEFORE-TAX DEDUCTIONS

Description	Current	YTD
POS - Support Professionals	100.00	1,200.00
TOTAL:	1 100.00	1,200.00

8 AFTER-TAX DEDUCTIONS

Description	Current	YTD
TOTAL: 2	0.00	0.00

9 EMPLOYER PAID BENEFITS

Description	Current	YTD
*TAXABLE 3		4

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,640.80	1,540.80	92.59	100.00	1,448.21
YTD	19,689.60	18,489.60	1,110.86	1,200.00	17,378.74

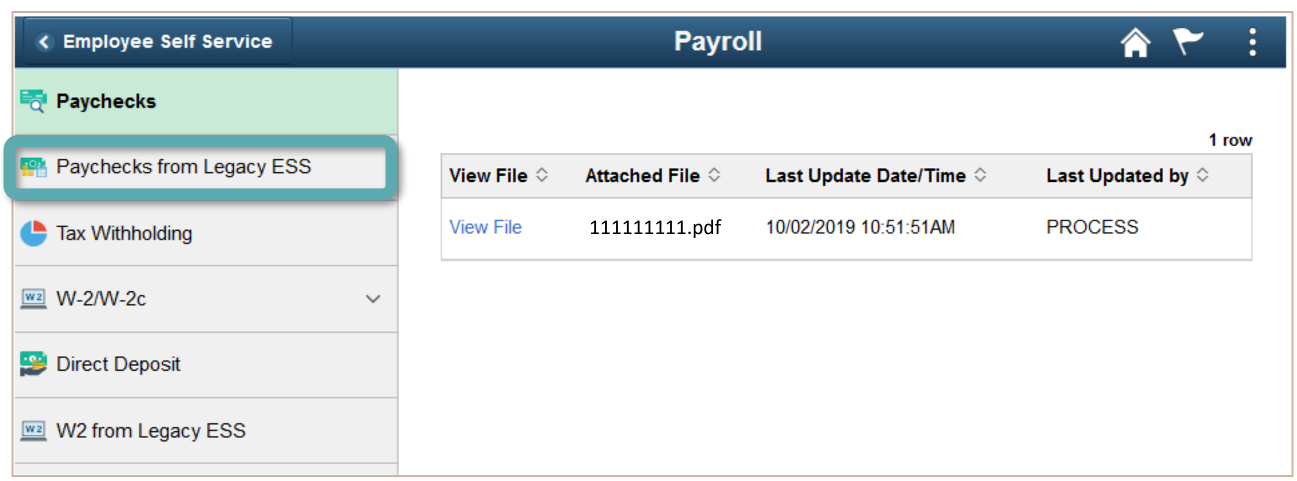
YEAR-TO-DATE	SICK	PTO	VACATION
BEG BAL	0.0	0.0	0.0
Earned	0.0	0.0	0.0
Taken	0.0	0.0	0.0
Adjustments	0.0	0.0	0.0
Payouts	0.0	0.0	0.0
END BAL	0.0	0.0	0.0

10 NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #000000003063078	Checking	XXXXXXXX0099	1,448.21
TOTAL:			1,448.21

Viewing Paychecks from Legacy ESS

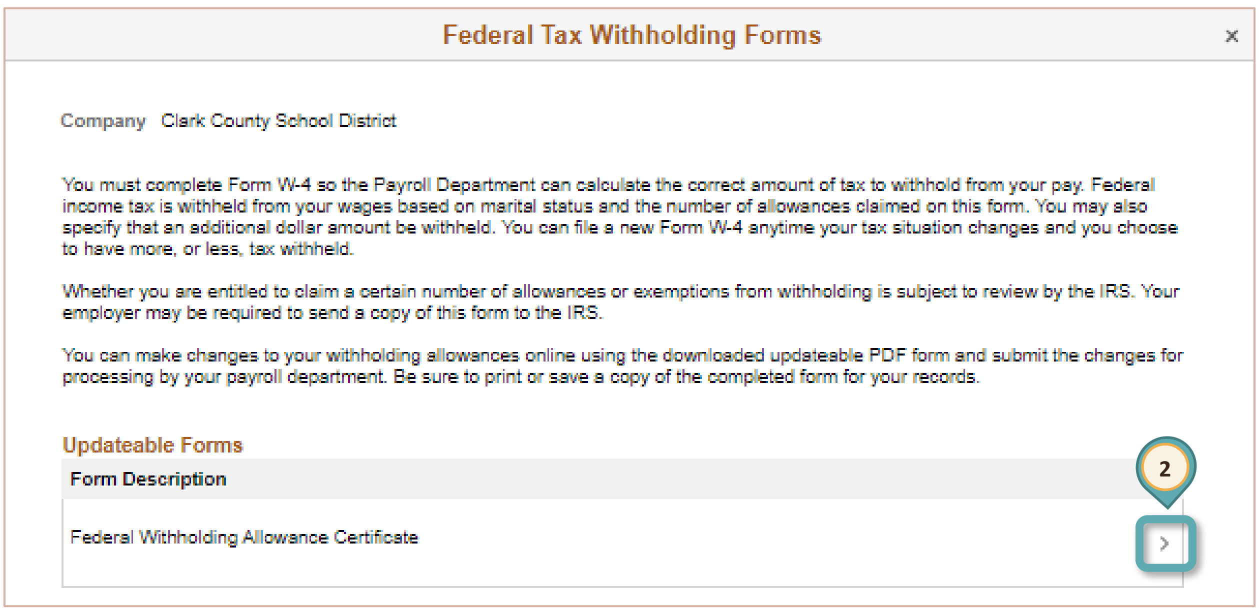
After selecting the **Payroll** tile, click the **Paychecks from Legacy ESS** option from the left side panel. Select **View File** to download a complete PDF file of all paychecks from the previous ESS system from January 1, 2014 through December 31, 2019.



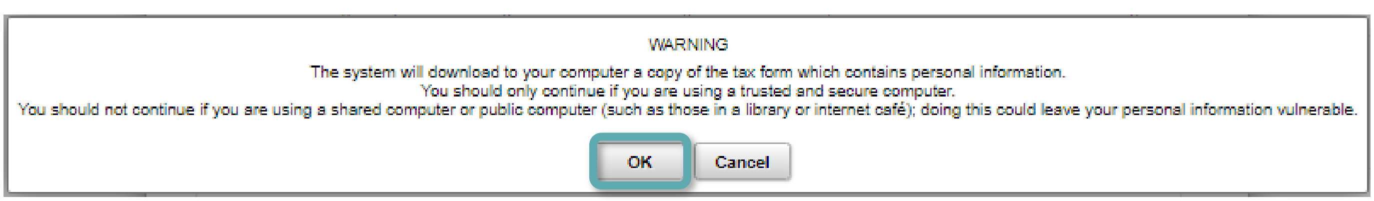
Tax Withholding-W4

After selecting the **Payroll** tile, click the **Tax Withholding** option from the left side panel to display the page.

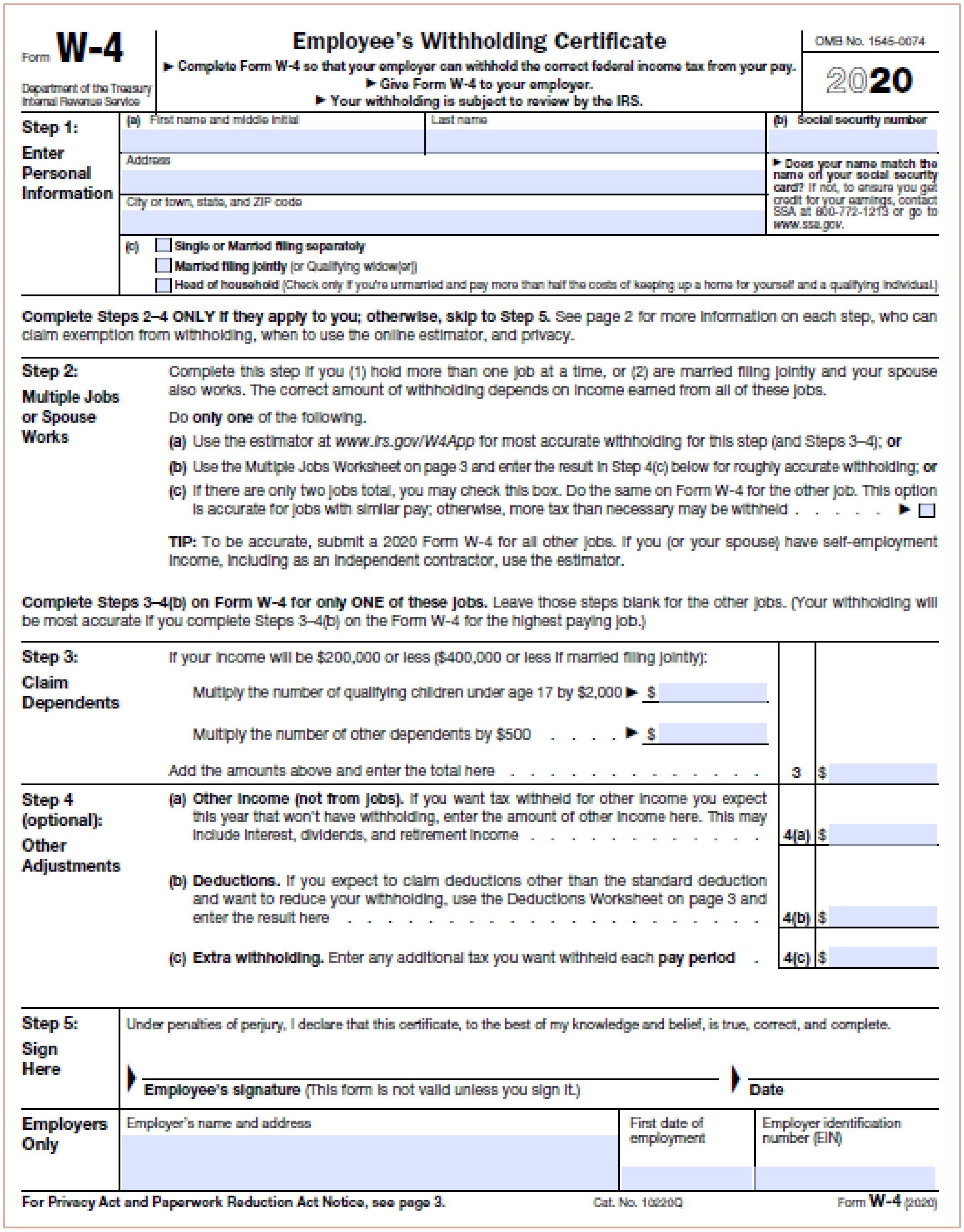
1. Select the **>** aligned to the federal tax withholding. The **Federal Tax Withholding Forms** page displays.



2. Select the **>** aligned with the **Federal Withholding Allowance Certificate**. A warning message displays regarding the download of personal information. **This should not be done on a public or shared computer**.



3. Click **OK** to continue with the download. The **Federal Tax Withholding Form W-4** will download as a PDF document. Depending on the browser and computer settings, the form may open automatically or may need to be selected.
4. Enter updated information on the W-4 tax withholding form, then submit when finished.



Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

OMB No. 1545-0074
2020

Step 1: Enter Personal Information
(a) First name and middle initial | Last name | (b) Social security number
Address
City or town, state, and ZIP code
▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
(c) ☐ **Single or Married filing separately**
☐ **Married filing jointly** (or Qualifying widow(er))
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do **only one** of the following.
(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐
TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents
If your income will be $200,000 or less ($400,000 or less if married filing jointly):
Multiply the number of qualifying children under age 17 by $2,000 ▶ $
Multiply the number of other dependents by $500 . . . . ▶ $
Add the amounts above and enter the total here . . . . 3 $

Step 4 (optional): Other Adjustments
(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . 4(a) $
(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . 4(b) $
(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . 4(c) $

Step 5: Sign Here
Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

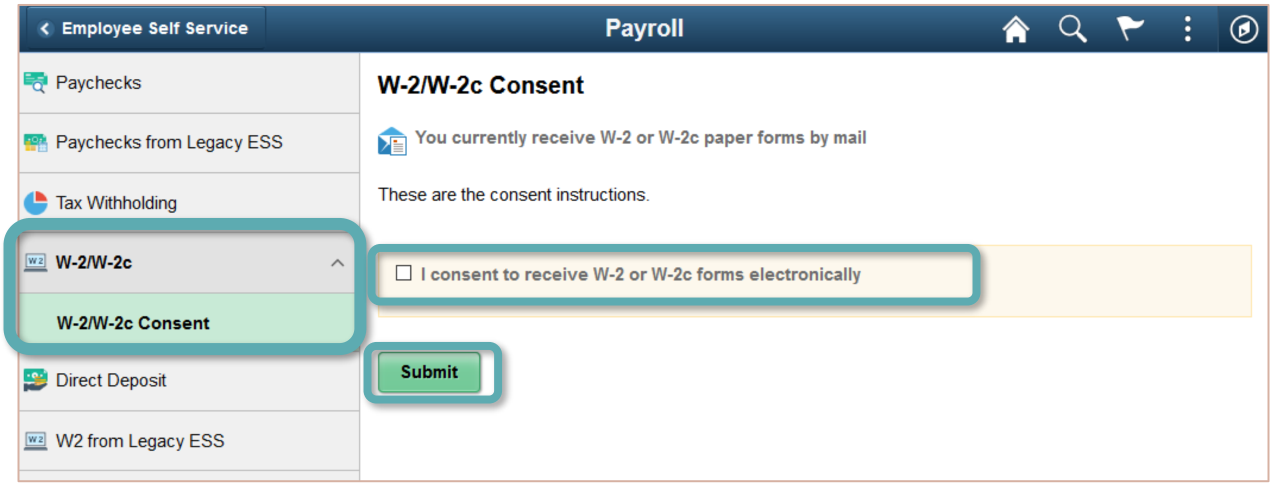
Employers Only
Employer's name and address | First date of employment | Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2020)

Note: The Adobe Acrobat Professional software may allow employees the ability to submit forms electronically.

W-2/W-2c Consent

After selecting the **Payroll** tile, click the **W-2/W-2c** option from the left side panel to display the page.



To change how this form is received, click the box next to the statement, "I consent to receive W-2 or W-2c forms electronically," and then click the **Submit** button.

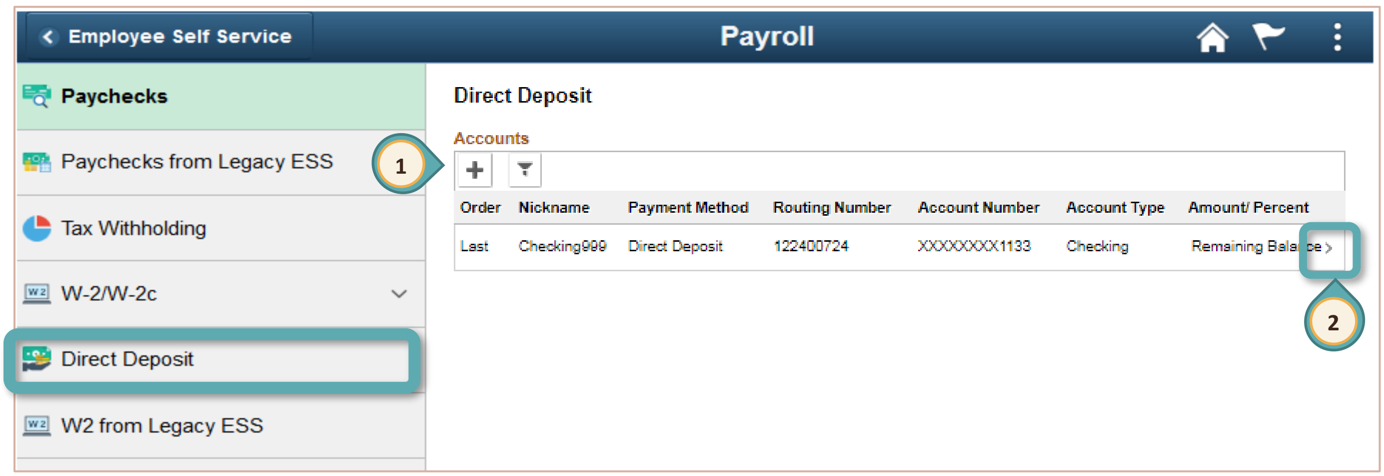
(The employee can also withdraw their consent to receive W-2 or W-2c forms electroncially using this tool.)

Direct Deposit

After selecting the **Payroll** tile, click the **Direct Deposit** option from the left side panel to display the page. This option allows employees to add/change/remove Direct Deposit accounts. A maximum of five accounts may be set up.

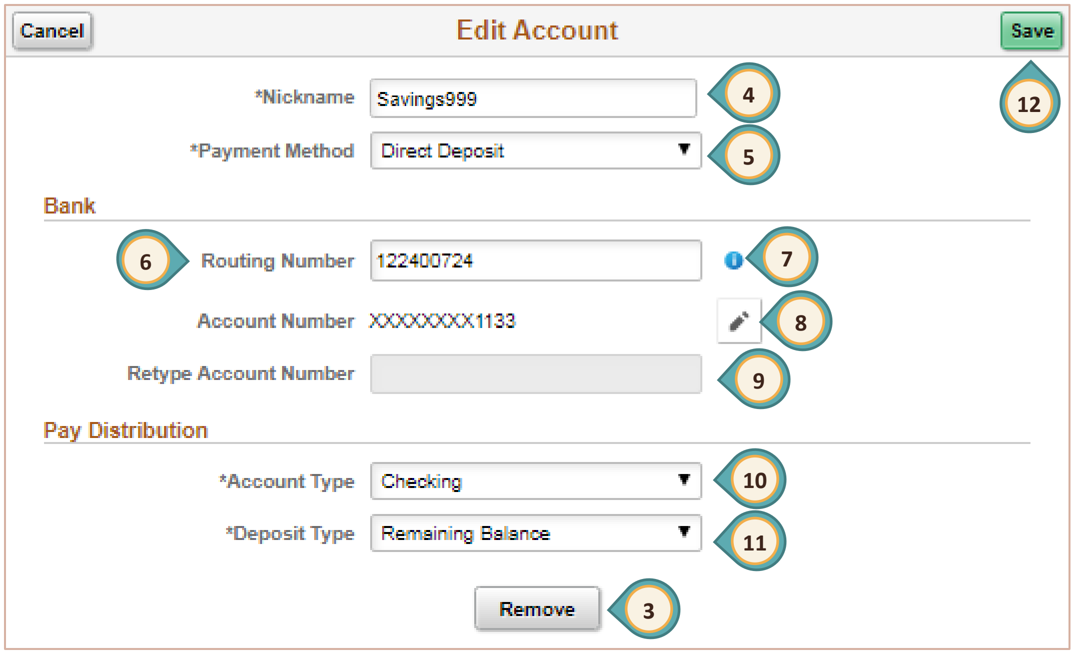
As an example, the employee might have a current direct deposit checking account set up in the system, but wants to add a savings account. The employee could plan to automatically deposit 80% of the paycheck in the checking account and the remaining 20% in the savings account.

1. Click the **+** sign to add a new bank account.
2. Click the **>** symbol to edit the bank information shown.



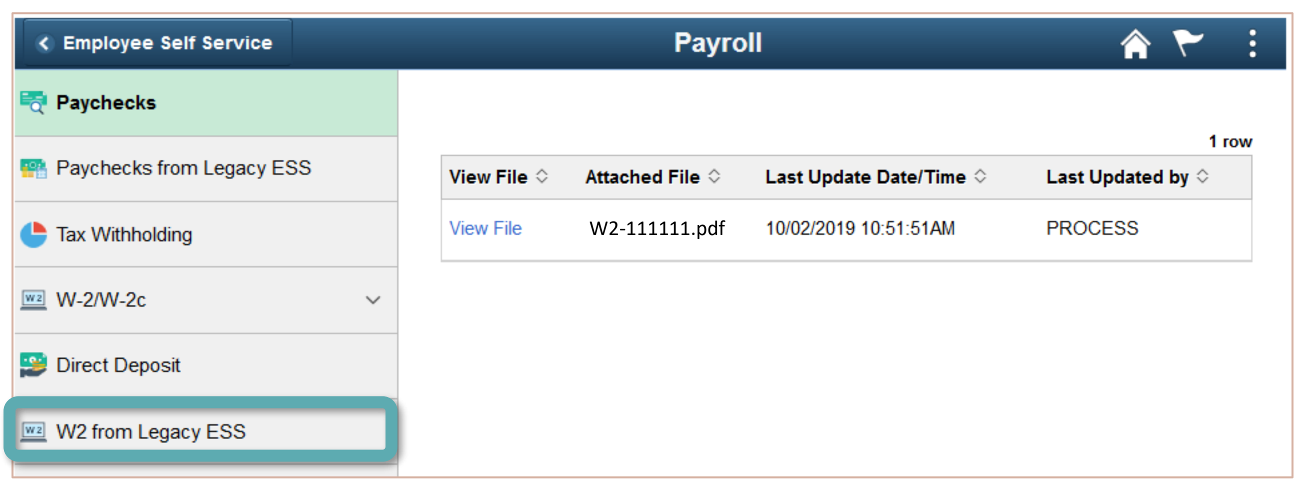
[See graphic on next page]

3. To remove the existing bank information, click the **Remove** button.
4. To edit the existing direct deposit **Nickname**, click in the field and update the name.
5. Select the **Payment Method** from the drop-down. Choose **Check** or **Direct Deposit**.
6. Enter the **Routing Number** for the bank.
7. Click the **Information Icon** (**"i"**) to view instructions on where to find the **Routing Number** and the **Account Number** on a personal check.
8. The existing **Account Number** is shown. Click the pencil icon to edit it.
9. If the **Account Number** has been edited, the system will require the employee to **Re-type** the **Account Number**.
10. Select the **Account Type** from the drop-down. Choose **Checking** or **Savings**.
11. Select the **Deposit Type.** Choose **Percent**, **Amount** or **Remaining Balance**.
12. Click the **Save** button before leaving this window.



Viewing W2 from Legacy ESS

After selecting the **Payroll** tile, click the **W2 from Legacy ESS** option from the left side panel. Select **View File** to download a complete PDF file of all W2s from the previous ESS system from 2014 through 2018.



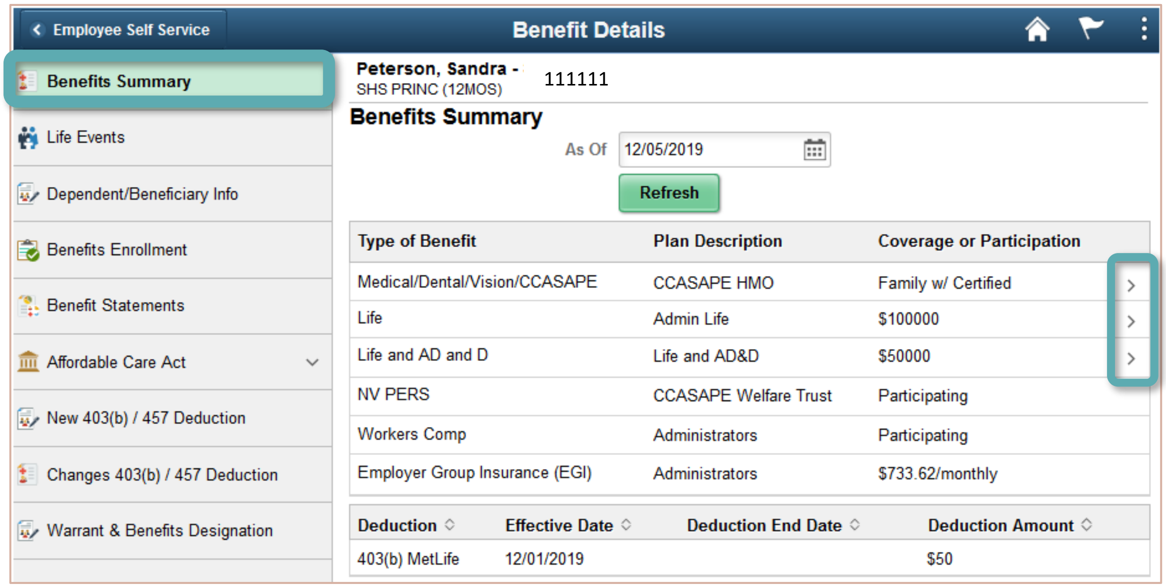
Benefits Details Tile

Using the **Benefit Details** tile, employees can electronically submit life events, add or update dependent/beneficiary information, make annual benefit enrollment changes, and access benefit statements. They may also initiate or change payroll deductions for 403(b) or 457 accounts, as well as submit warrant and benefits designees.

Select the **Benefits Details** tile from **Employee Self Service** to display the **Benefits Details** page.

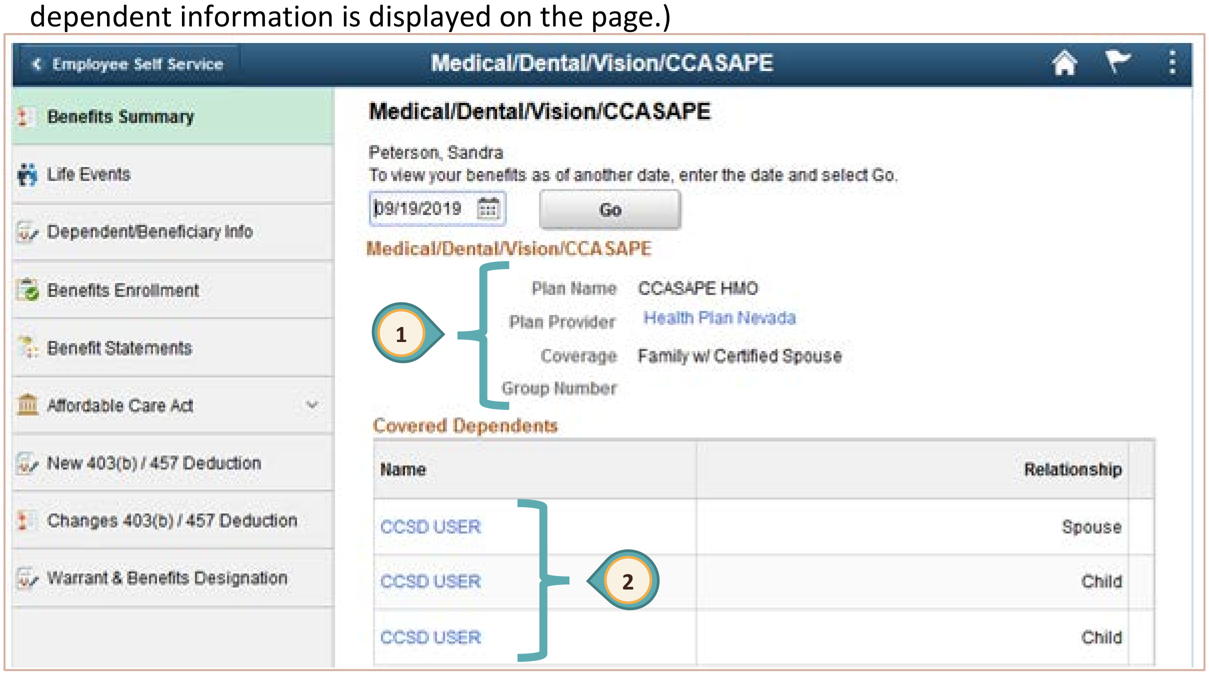
Viewing the Benefits Summary

After selecting the **Benefits Details** tile, click the **Benefits Summary** option from the left side panel to display the employee's current benefits plans. To view additional information about the enrollments, including covered dependents and beneficiaries, click the **>** icon.



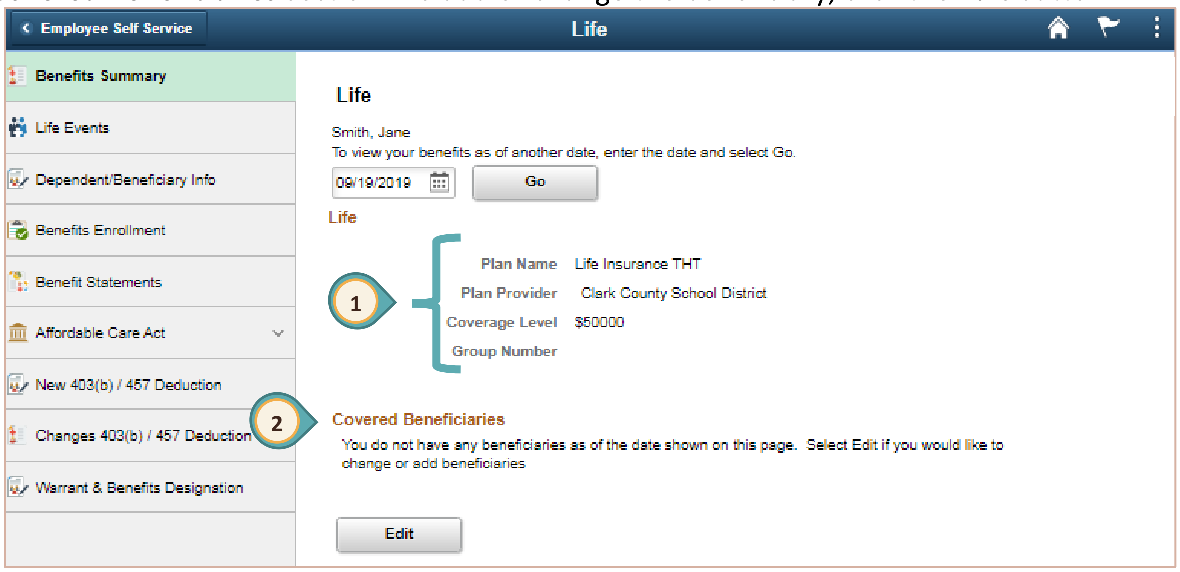
Viewing Covered Dependents for Benefit Plans

1. The **Benefit Plan Name** the employee participates in, the **Plan Provider**, and the **Coverage** will be displayed.
2. If the employee is covering dependents in the benefit plan, the names of the covered dependents will be displayed. (If the employee has selected employee only coverage, no dependent information is displayed on the page.)



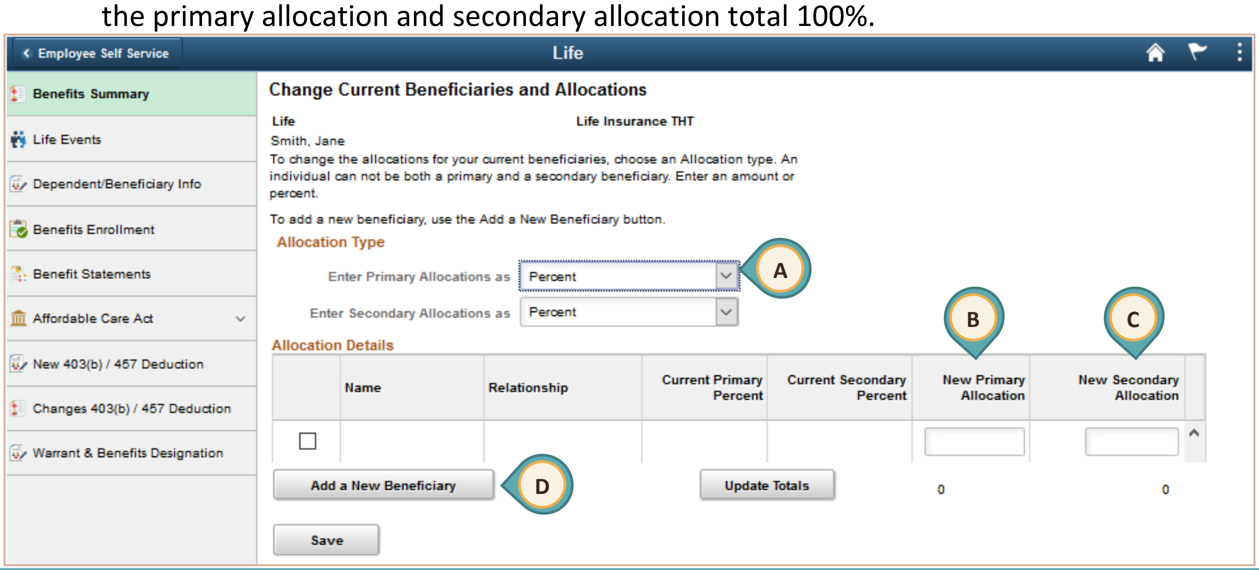
Viewing Covered Beneficiaries for Benefit Plans

1. The name of the **Benefit Plan** the employee participates in is displayed; in this case, it is **Life Insurance THT** and the **Plan Provider** name is the Clark County School District. The coverage amount of life insurance is displayed under the **Coverage Level**.
2. If the employee has designated a beneficiary for the life insurance plan, it is displayed in the **Covered Beneficiaries** section. To add or change the beneficiary, click the **Edit** button.



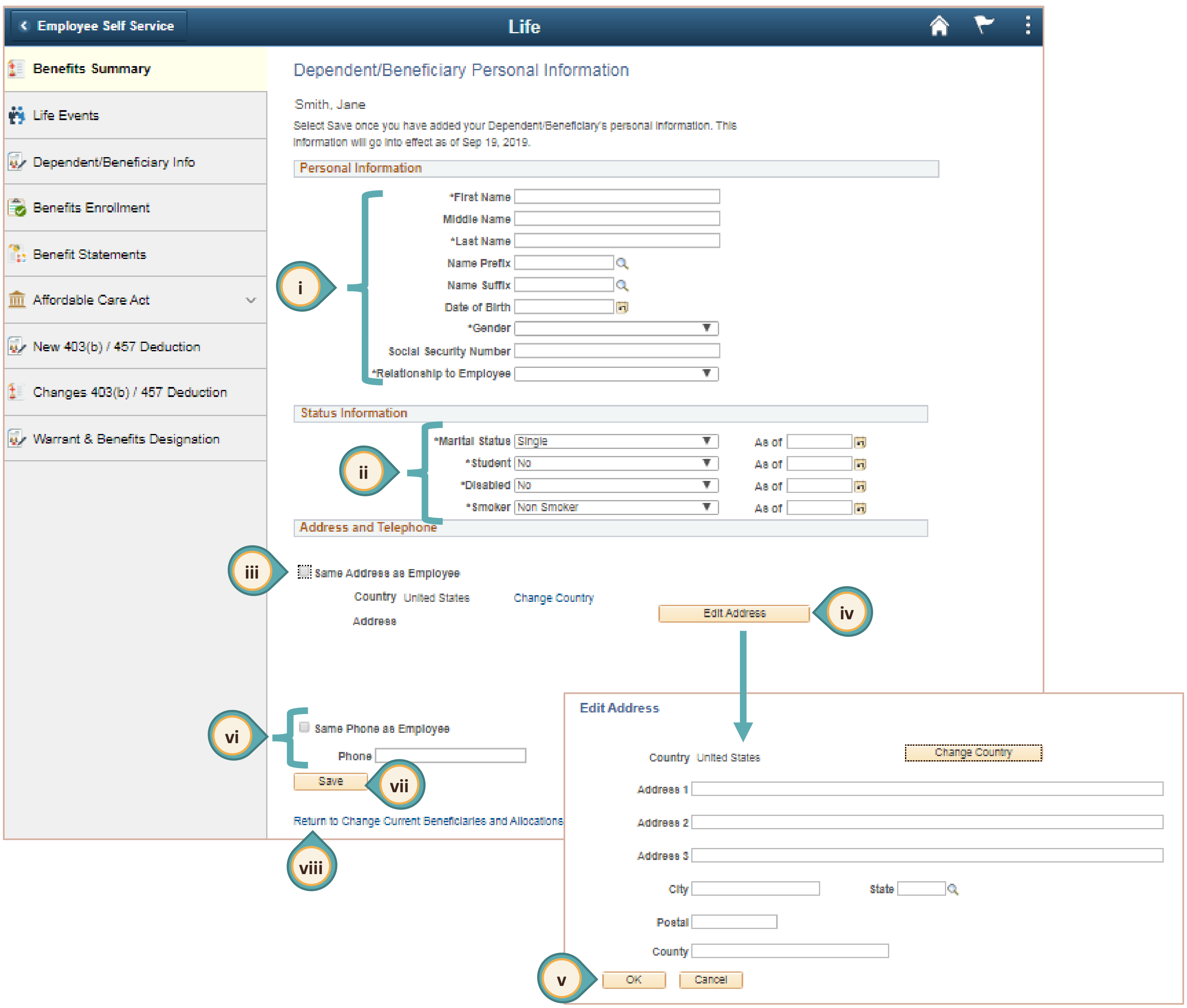
To edit/add the beneficiary information:

A. Select either percent or flat amount for both the **Primary Allocation** and the **Secondary Allocation**. (The **Primary Allocation** is an allocation for the primary beneficiary. The **Secondary Allocation** is an allocation for the contingent beneficiary.)
B. Enter the **Percentage** allocated to the primary beneficiary. The total allocated to the primary beneficiaries should equal 100%.
C. Enter the **Percentage** allocated to the secondary beneficiary. The total allocated to the secondary beneficiaries should equal 100%. Click the **Update Totals** button to confirm the primary allocation and secondary allocation total 100%.



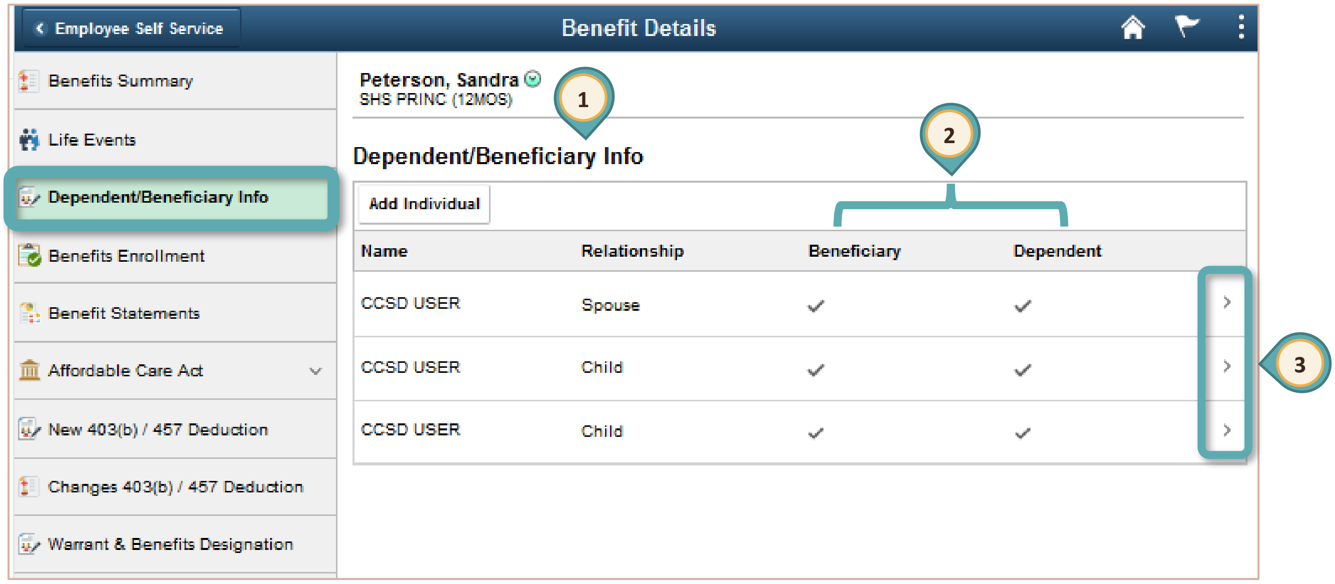
D. To add a new beneficiary, click the **Add a New Beneficiary** button.

i. Enter the beneficiary's personal information in the space provided.
ii. Select the marital status of the beneficiary from the drop-down list.
iii. Click the checkbox **Same Address as Employee** if the beneficiary has the same address. The system will populate the fields with the employee's address.
iv. Click the **Edit** checkbox if the beneficiary's address is different from the employee's address. A new window will open to enter the address for the beneficiary.
v. Click **OK** to save the entry.
vi. Click the checkbox **Same Phone as Employee** or enter a different phone number in the space provided.
vii. After entering the required information on the page, click the **Save** button.
viii. Click the **Return to Change Current Beneficiaries and Allocations** link.



Adding/Editing the Dependents and Beneficiary Information

After selecting the **Benefits Details** tile, click the **Dependent/Beneficiary Info** option from the left side panel to display this page, which shows a list of all previous and/or current dependents covered under the employee's CCSD health care benefit and beneficiary designation.



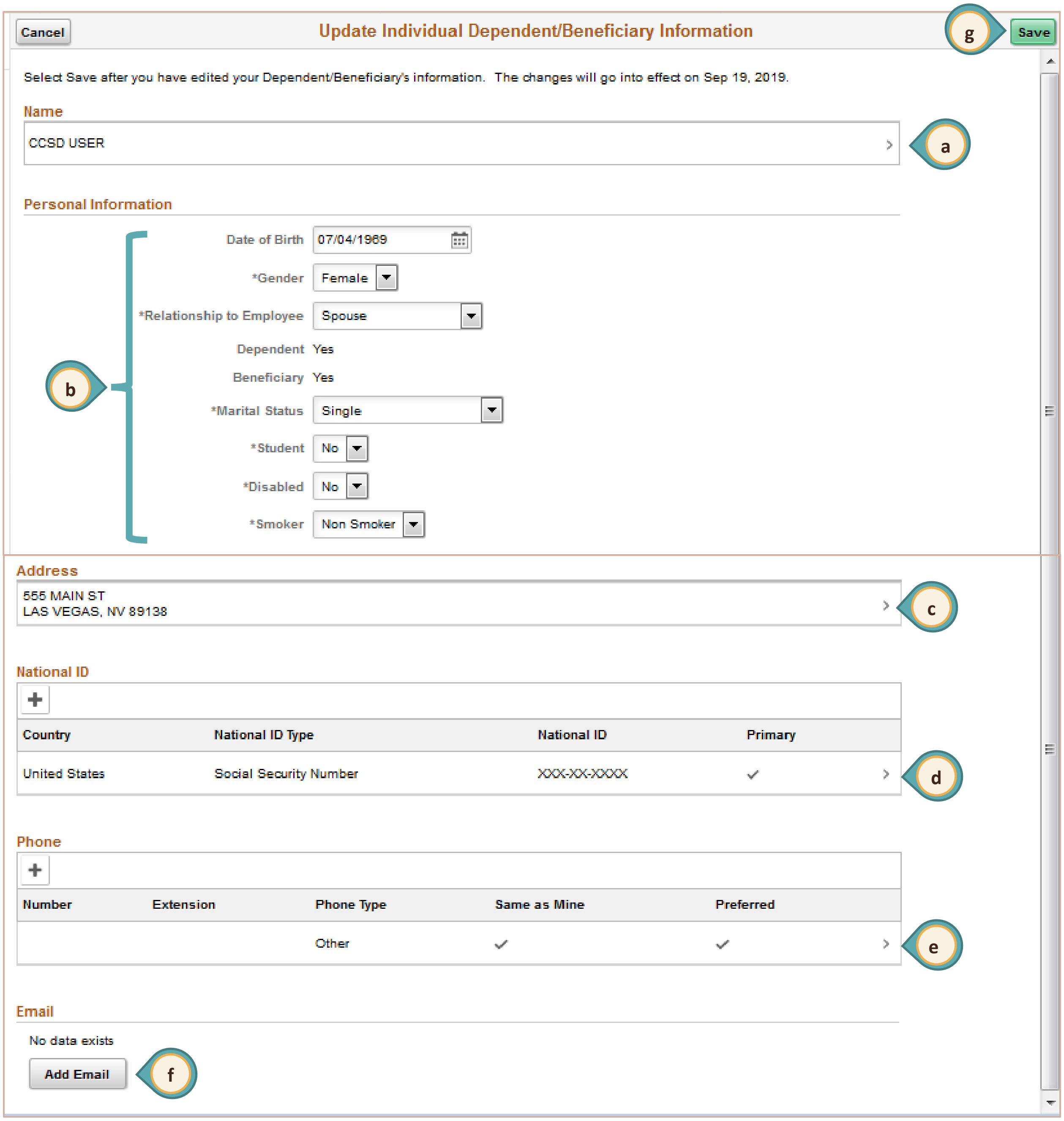
1. Eligible dependents and beneficiaries are displayed on this page and additional individuals can be added. Once added, they will be available if and when modifying a benefits package.

2. All eligible beneficiaries or dependents are indicated by a checkmark under the appropriate column. This does not necessarily mean that they are currently covered by one of the benefits plans. (Please note that inactive dependents or beneficiaries will NOT be removed.)

   A beneficiary is someone who the employee designates as a person who will be eligible to receive the proceeds from the life insurance plan in the event of their death. A dependent is a family member who meets the IRS definition of someone who can be covered under the employee's medical, dental, and vision plans.

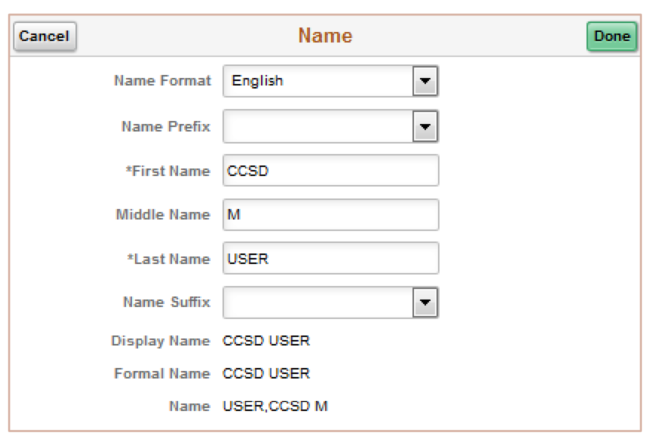
   To determine which dependents or beneficiaries are currently covered by any of the benefits plans, click **Benefits Summary** option from the left side panel and select the appropriate plan to view the Covered Beneficiaries or Dependents. It is essential that employees review the Life benefit to designate beneficiaries for the group life coverage offered by CCSD.

3. To view or update the dependent/beneficiary information, click the **>** icon.

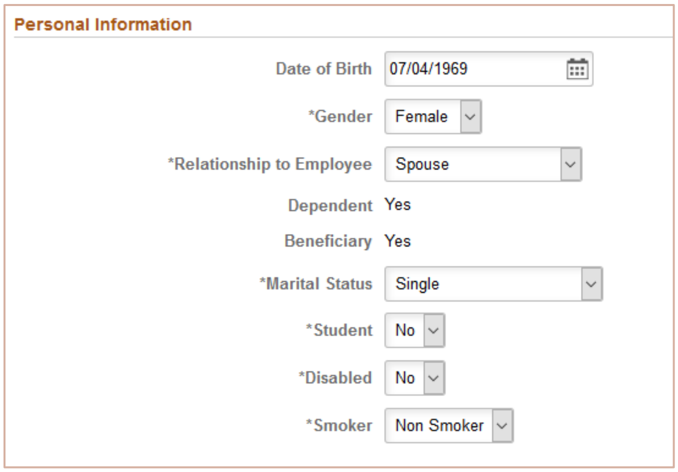


a. To edit the dependent or beneficiary's **Name** click the **>** symbol.

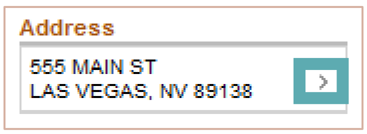
Enter the dependent or beneficiary's **Name** information. Click the **Done** button when finished.



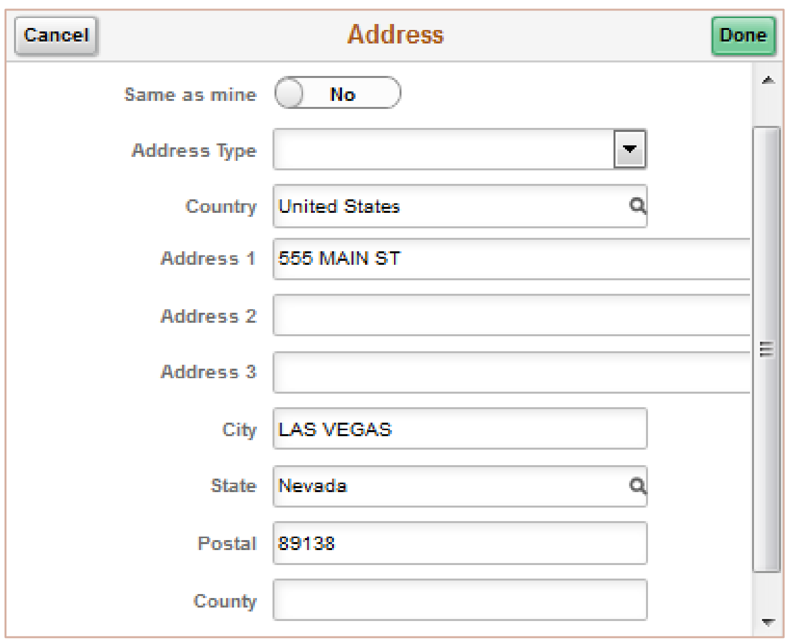
b. Enter their **Personal Information**. Mandatory fields are marked with an asterisk (*).



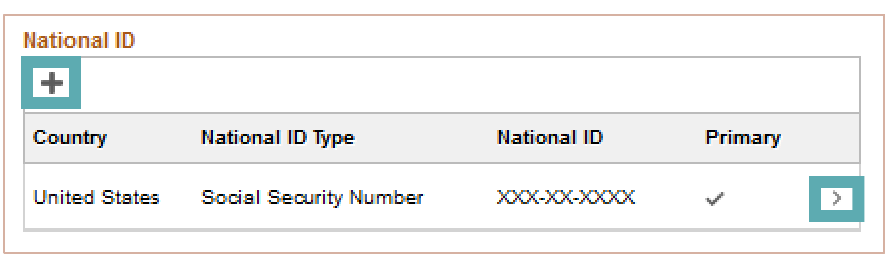
c. To edit the dependent or beneficiary's **Address** click the **>** symbol.



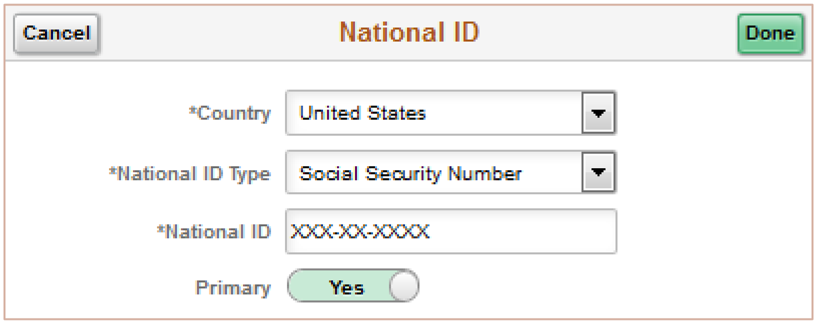
Enter the updated dependent or beneficiary's Address. Click the **Done** button when finished.



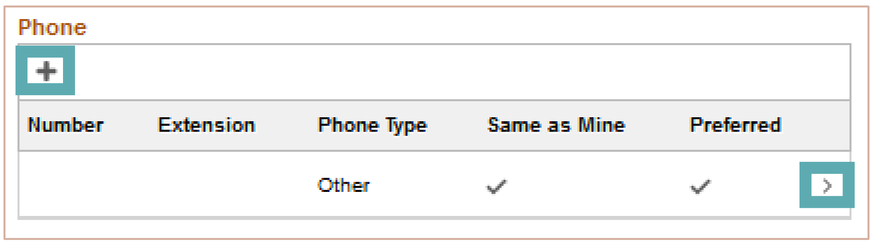
d. If the **National ID** (Social Security Number) is missing, add their **National ID** by clicking the **+** sign. If the **National ID** exists but needs to be updated, click the **>** symbol.



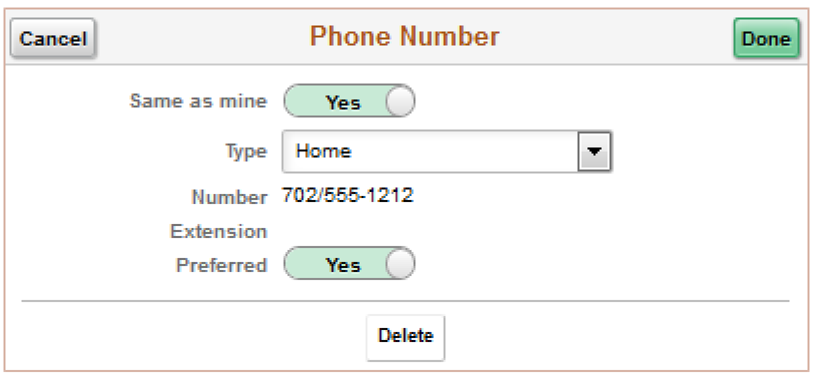
Click the **Done** button after entering the information.



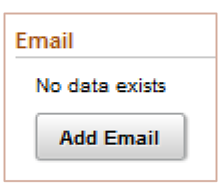
e. Add a **Phone** number by clicking the **+** sign to add the information. If a **Phone** number exists but it needs to be updated, click the **>** symbol to edit the number.

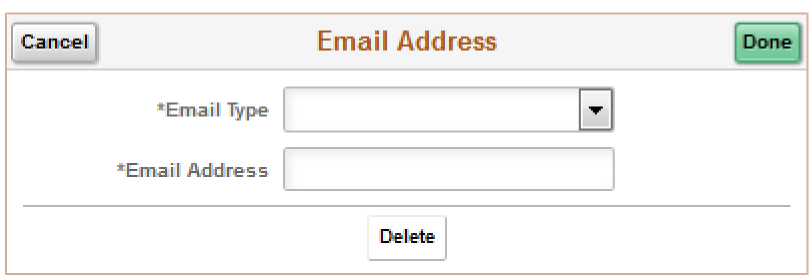


Click the **Done** button when finished.



f. To add an **Email** address, click the **Add Email** button. A window will appear to enter the **Email** address. Click the **Done** button when finished.



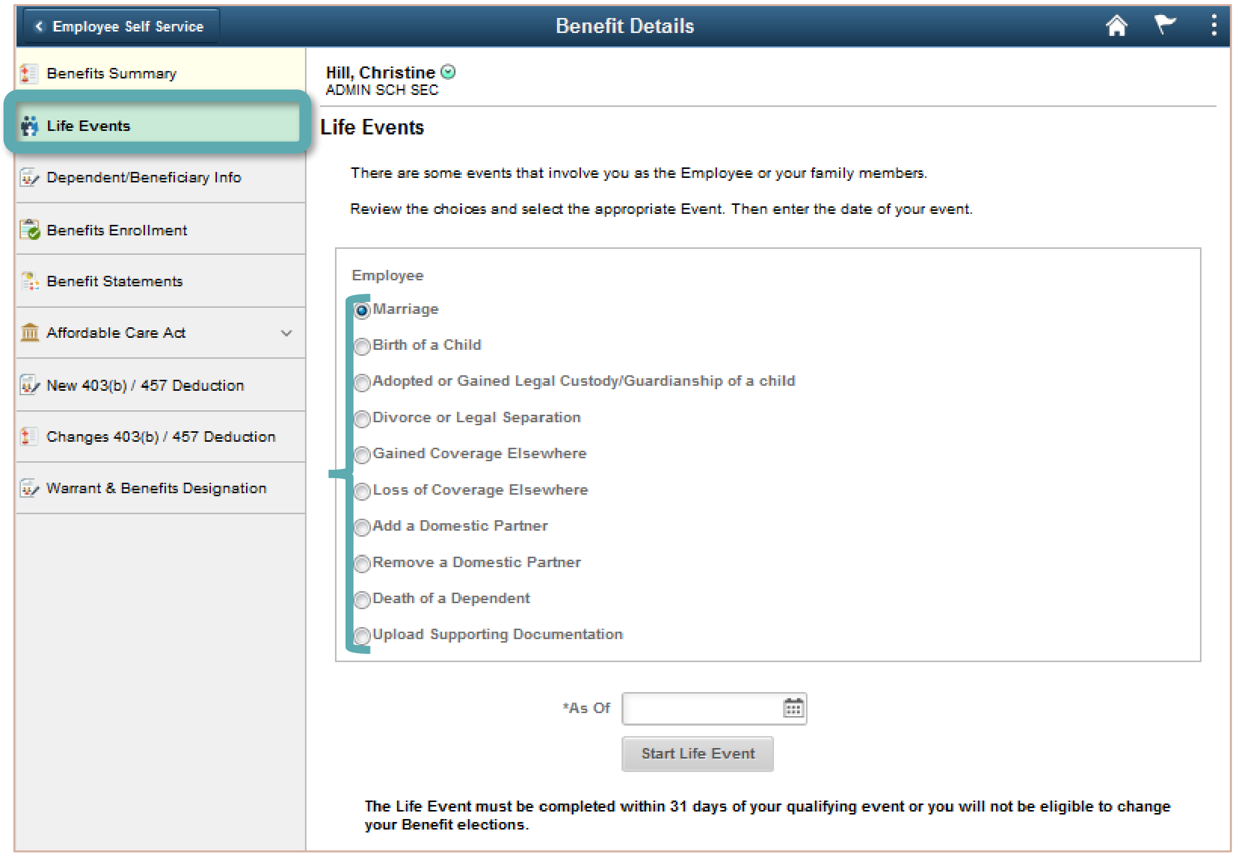


g. Save the entry by clicking the **Save** button (top right corner).

Life Events

Life Events permit employees to initiate changes to benefits which involve themselves and their dependents.

After selecting the **Benefits Details** tile, click the **Life Events** option from the left side panel to display the page.



Select the type of **Life Event** to process from the list. The life event must be completed within 31 days of the event. If more than 31 days has passed, the employee will not be allowed to enter a **Life Event**, and will need to wait until the next Open Enrollment period to make changes to their benefits.

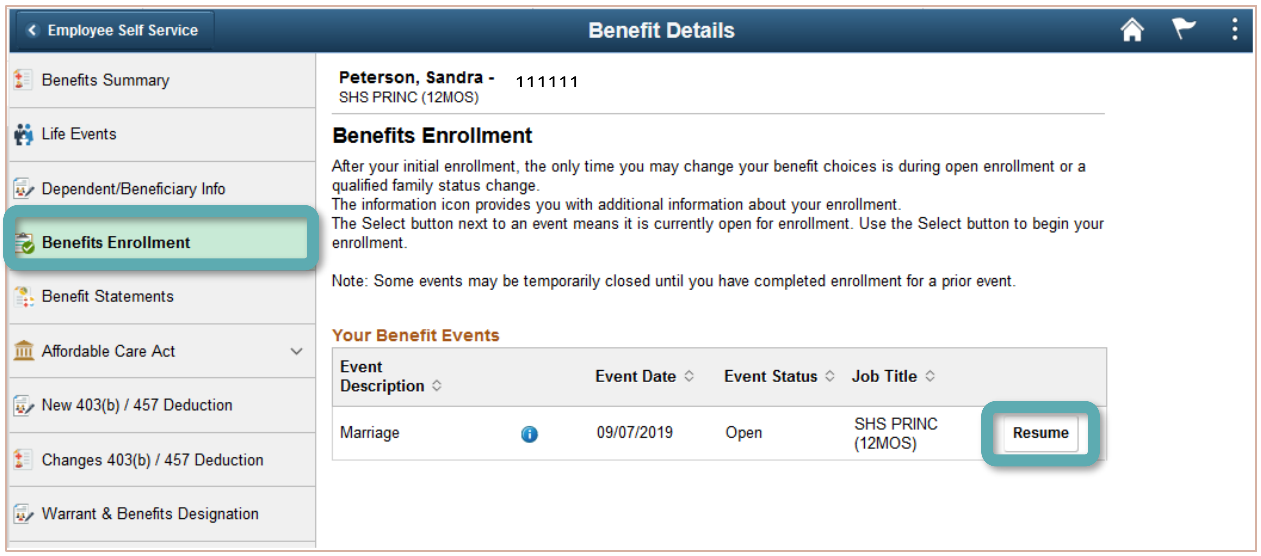
After selecting the **Life Event**, enter the ***As Of** date and click the **Start Life Event** button. A list of steps to be completed will appear on the left, and Previous and Next buttons will appear in the top right corner for navigation. (Please note that all supporting documents must be available for upload prior to completion of the **Life Event**.) The event may be exited and the progress saved so it can be completed at a later time. However, the employee will not be able to begin another **Life Event** until the current event, which will show as being in progress, is completed.

***Note**: Only one **Life Event** at a time is allowed. To cancel a **Life Event**, click the **Continue Life Event** button, then click the **Action List** (3 vertical dots - upper right corner), and select **Cancel**.*

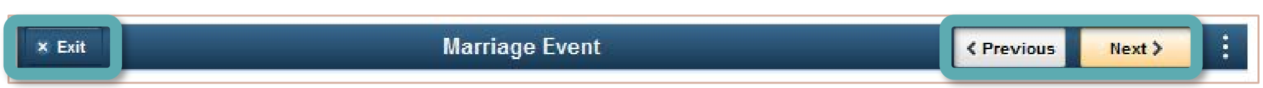
Benefits Enrollment

The **Benefits Enrollment** option is only available to new employees of CCSD, or to existing employees during the Open Enrollment window. The Open Enrollment period is dependent upon the designated employee group, such as Administrative, Licensed, Support Professional, et cetera.

After selecting the **Benefits Details** tile, click the **Benefits Enrollment** option from the left side panel to display the page.



Click the **Select** button next to an event that is currently open for enrollment or click the **Resume** button to continue an enrollment event. The **Benefits Enrollment** page is displayed, which contains the required actions in the left side panel for the benefits enrollment process to be completed. The **< Previous** and **Next >** buttons can be used to scroll though the required actions. Use the **x Exit** button in the upper left corner to return to the Benefits Enrollment page.

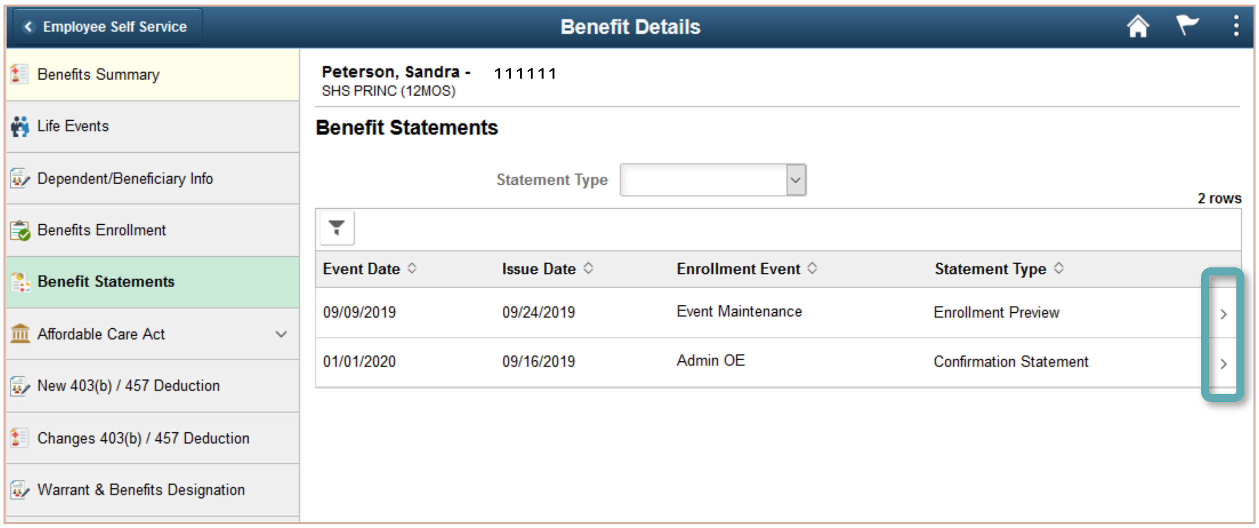


Benefits Statements

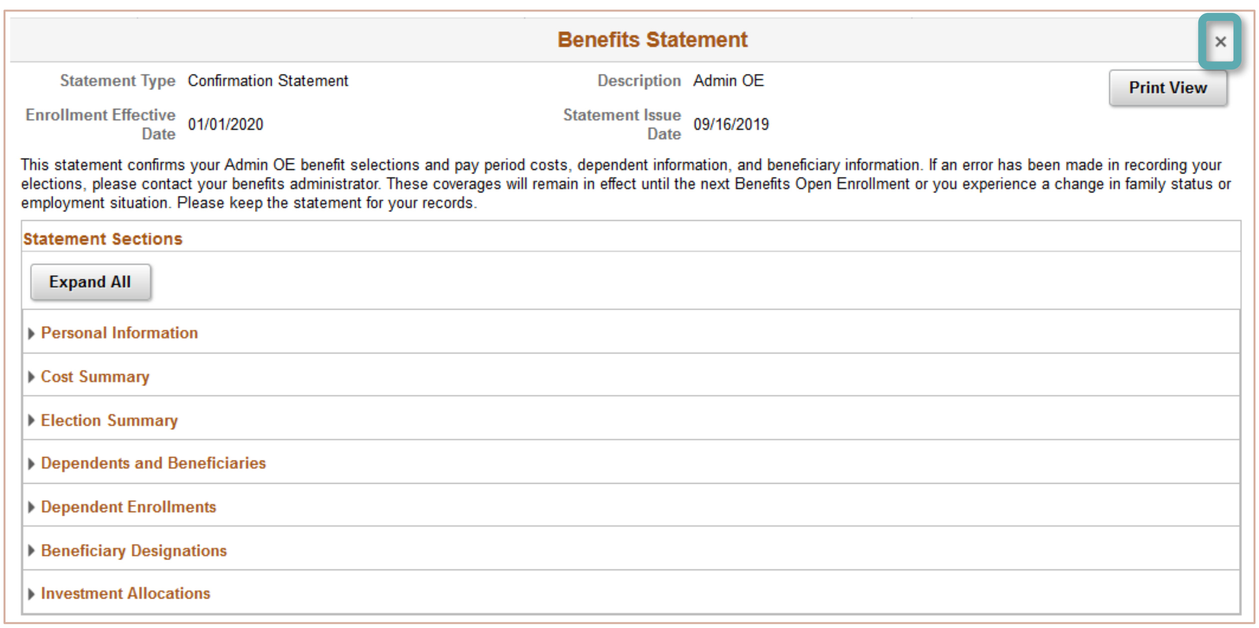
Benefit Statements provides access to enrollment and confirmation information. The list of available statements may be searched or filtered to narrow down results. Each statement provides personal information, cost and election summaries, and elected dependents or beneficiaries. It is also possible to print the selected statement.

After selecting the **Benefits Details** tile, click the **Benefits Statements** option from the left side panel to display this page.

To view detailed information about a benefit statement, click the **>** icon.



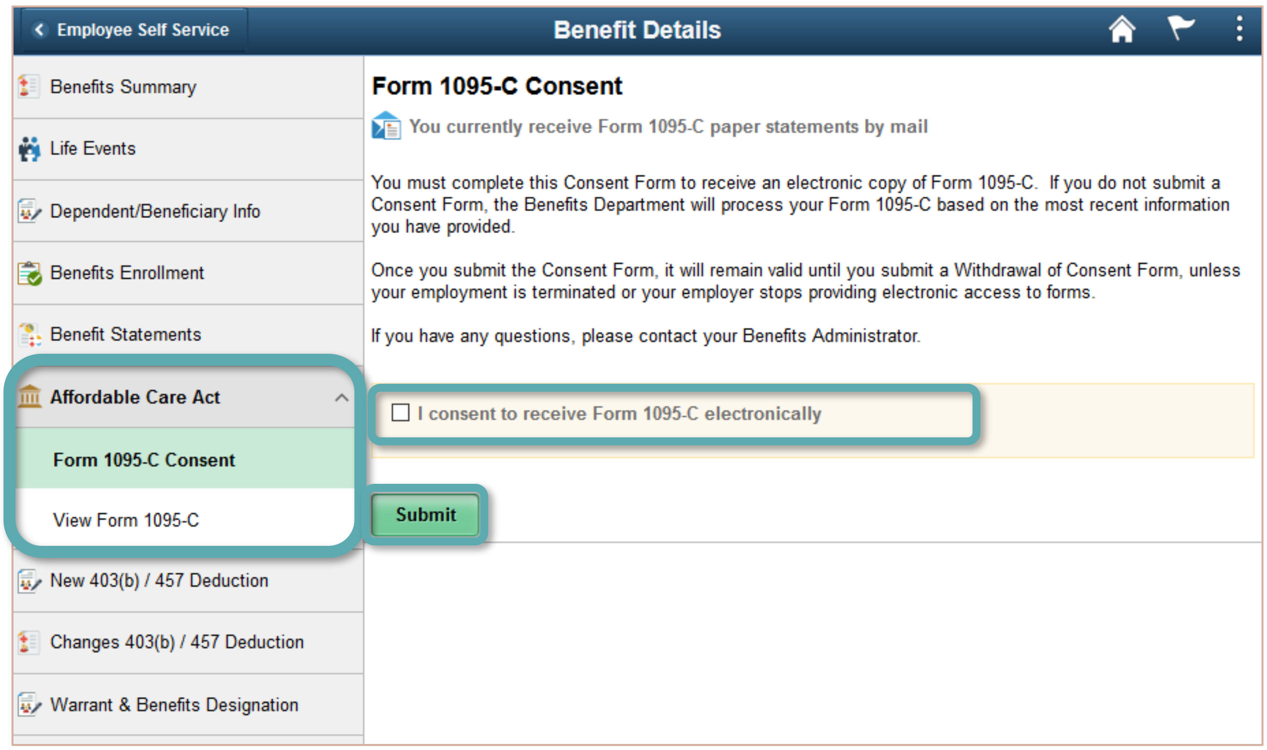
To exit and return to the previous page, click the **X** icon.



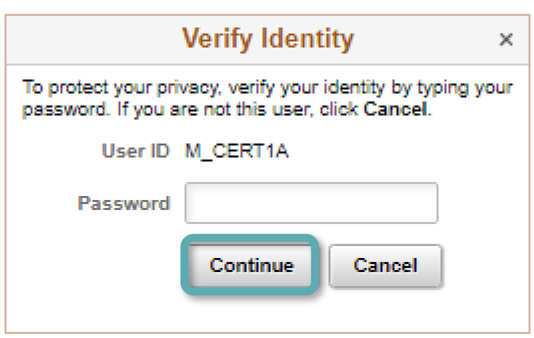
Affordable Care Act

After selecting the **Benefits Details** tile, click the **Affordable Care Act** option from the left side panel to display the **Affordable Care Act** page, and choose either the Form 1095-C Consent or View Form 1095-C. The Form 1095-C Consent allows employees the opportunity to elect to receive the 1095-C forms electronically. It is also possible to view the Form 1095-C from **Benefit Details**.

1. Read the current information displayed and, if desired, select the "**I consent to receive Form 1095-C electronically**" box.



2. Click the **Submit** button.
3. For the password, enter the employee Active Directory (AD) password. Click the **Continue** button. The employee will receive a message from the system indicating the request has been processed and the Form 1095-C statements will now be received electronically. (The employee can also withdraw their consent to receive Form 1095-C electroncially using this tool.)

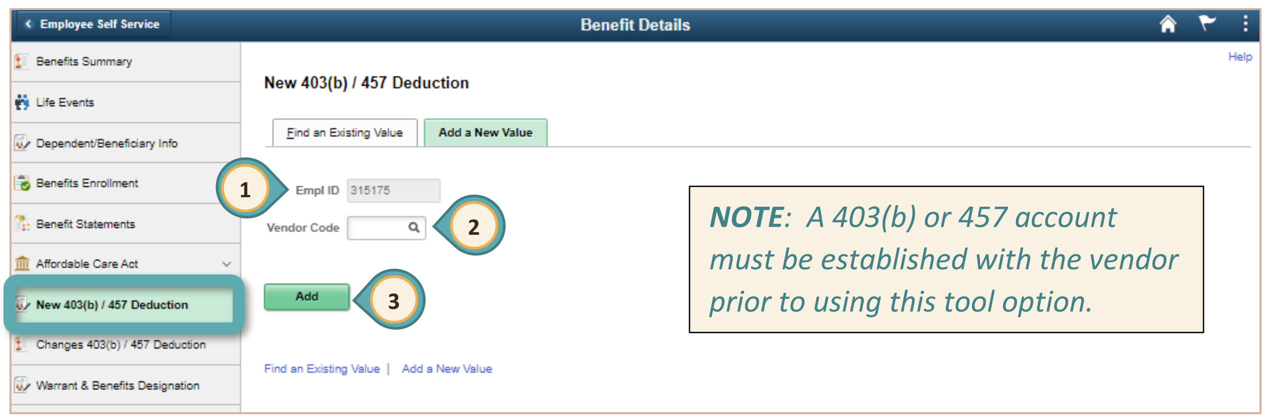


New 403(b)/457 Deduction

The **New 403(b)/457 Deduction** option allows employees to add new accounts and deduction amounts to their benefits. These plans are pre-tax contributions to individual retirement/ deferred compensation savings accounts.

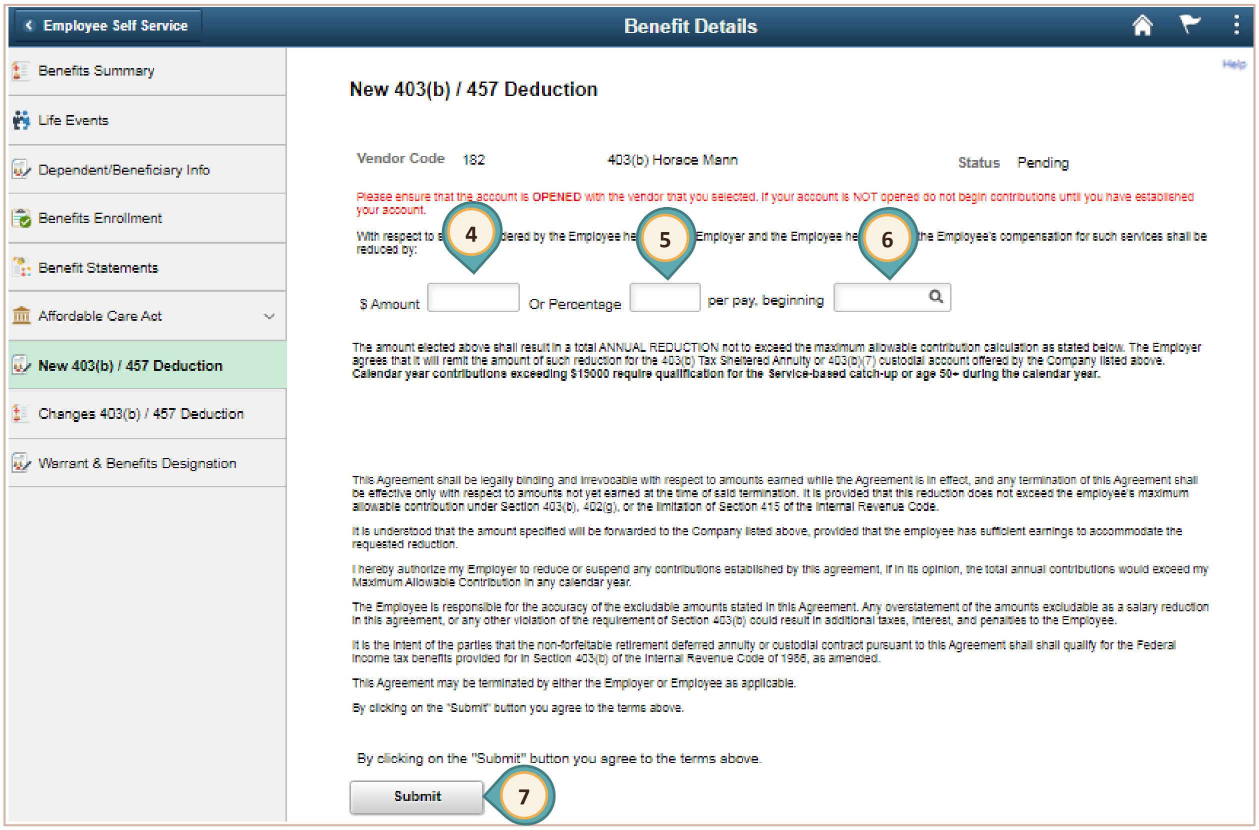
After selecting the **Benefits Details** tile, click the **New 403(b)/457 Deduction** option from the left side panel to display the page.

1. The **Empl ID** (employee id number) will be displayed in this field.
2. Select the **Vendor Code** for the new 403(b)/457(b) plan by clicking on the magnifying glass.
3. Click the **Add** button.

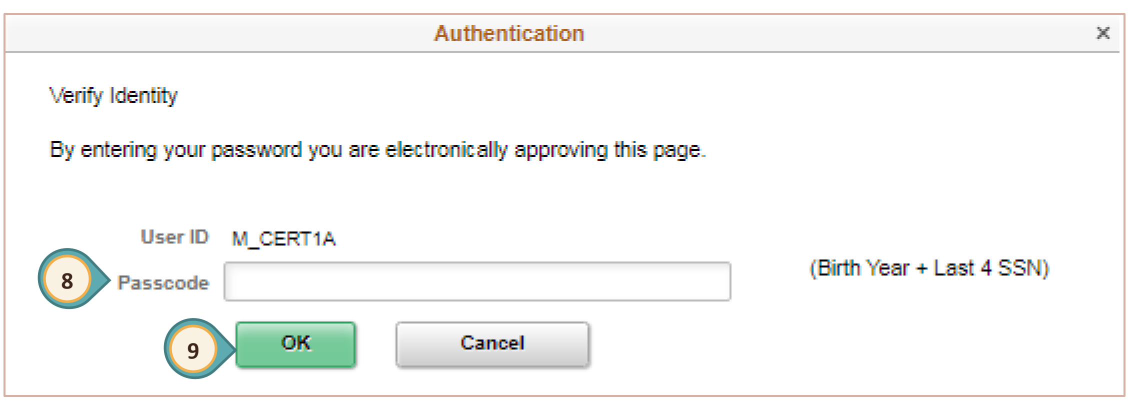


[See graphic on next page]

4. If the employee will be contributing an **Amount** instead of a percentage, enter the amount in this field.
5. If the employee will be contributing a percentage of their pay, enter the **Percentage** in this field.
6. Select the date the deduction should start in the **beginning** field.
   Please note: When completing this form, the information indicates the dates of the pay period (not the pay date) to apply the new deduction.
7. Click the **Submit** button. The authentication page will be displayed.



8. For the passcode, enter the employee's Birth Year and the Last 4 digits of their social security number.
9. Click the **OK** button.

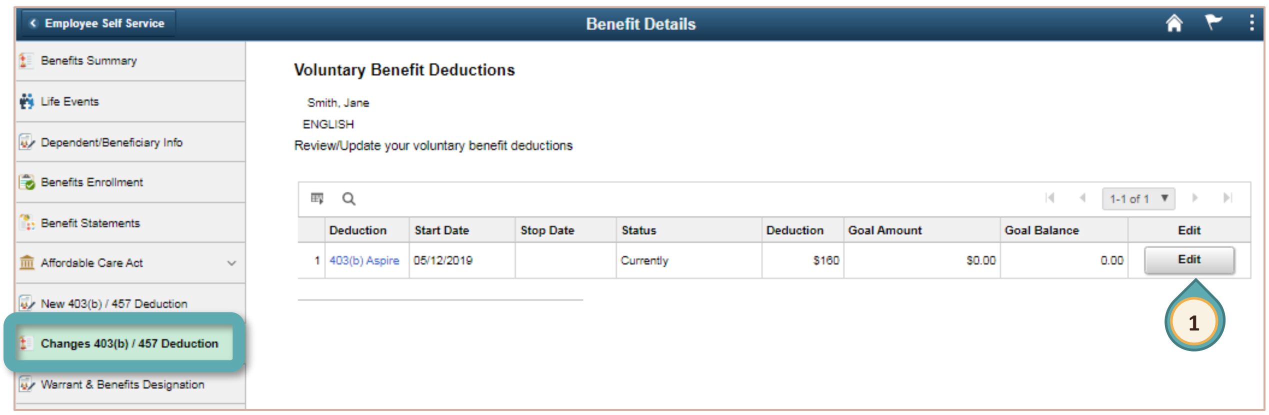


Changes to 403(b)/457 Deduction

The **Changes 403(b) / 457 Deduction** option gives employees the ability to adjust the voluntary benefit deduction amounts for 403(b) and/or 457 accounts. Any current accounts will be listed with the option to edit the existing information. Such changes can include amounts or percentages to be deducted, and when these changes should take effect.

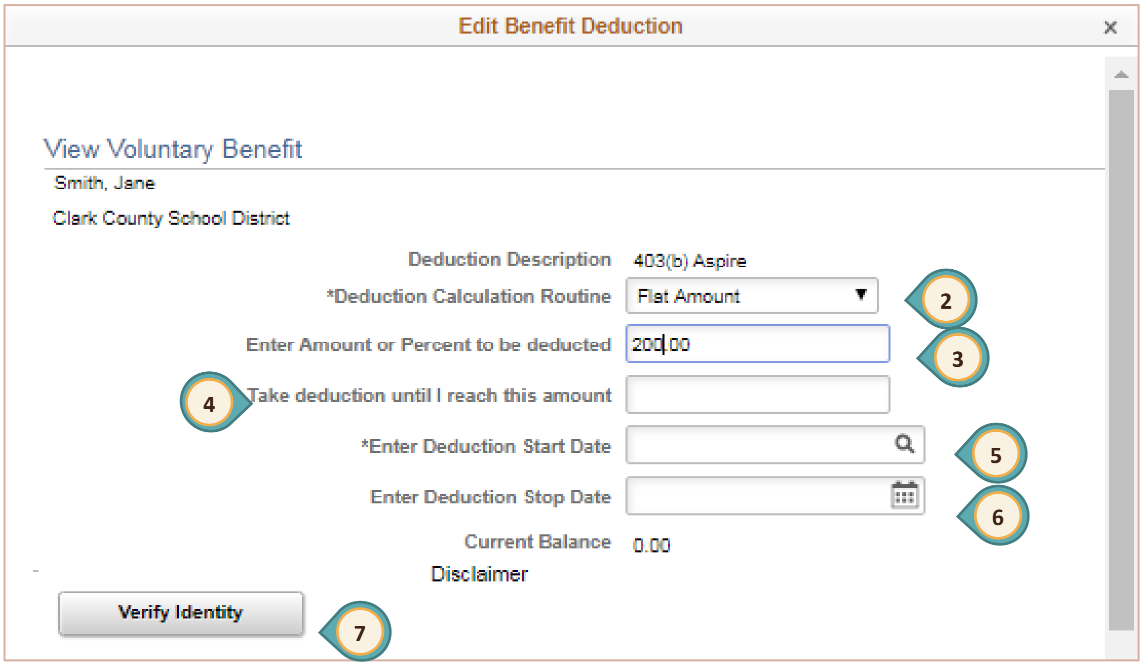
After selecting the **Benefits Details** tile, click the **Changes 403(b)/457 Deduction** option from the left side panel to display the page.

1. In this example, the **403(b) Aspire** contribution amount is changing from **$160** to **$200**. Click the **Edit** button. The following page will be displayed.

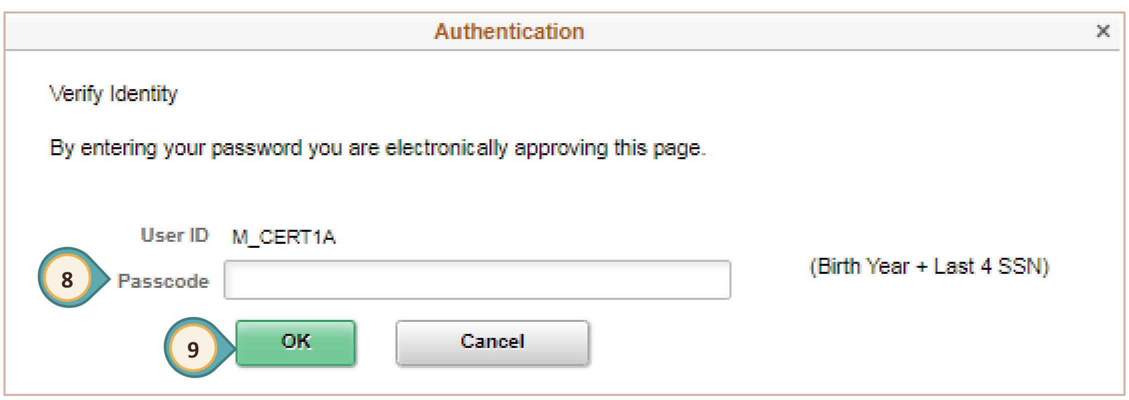


[See graphic on next page]

2. For this example, a **Flat Amount** was selected.
3. Enter an amount to be withheld.
4. To stop the deduction after the employee has contributed a set amount, enter that amount in this field.
5. Select the **Deduction Start Date** from the drop-down list. Again, the dates given indicate an effective pay period, not a specific pay date.
6. Enter the date to request the deduction end in the **Deduction Stop Date** field, otherwise leave the field blank.
7. Click the **Verify Identify** button. The authentication page will be displayed.



8. For the passcode, enter the employee's birth year and the last 4 digits of their social security number.
9. Click the **OK** button.



Warrant & Benefits Designation

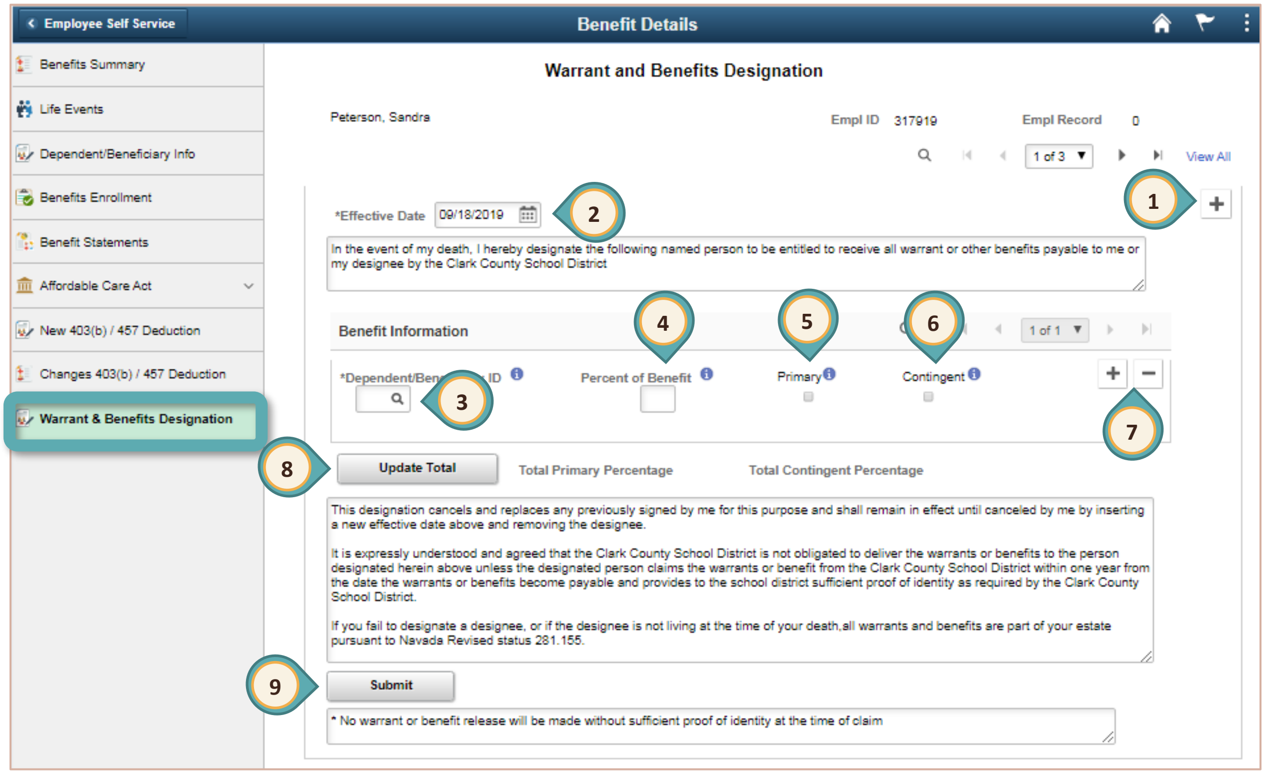
The Warrant and Benefit Designation allows the employee to provide designees to receive all warrant of other benefits payable to them by CCSD, in the event of their death. This designation is in effect until the employee submits a new designation. The designee will only receive these warrants or benefits in the event of the employee's death prior to retirement or separation from CCSD. The distribution may include final compensation for any eligible vacation leave, sick leave, and final paycheck.

After selecting the **Benefits Details** tile, click the **Warrant & Benefits Designation** option from the left side panel to display the **Warrant & Benefits Designation** page.

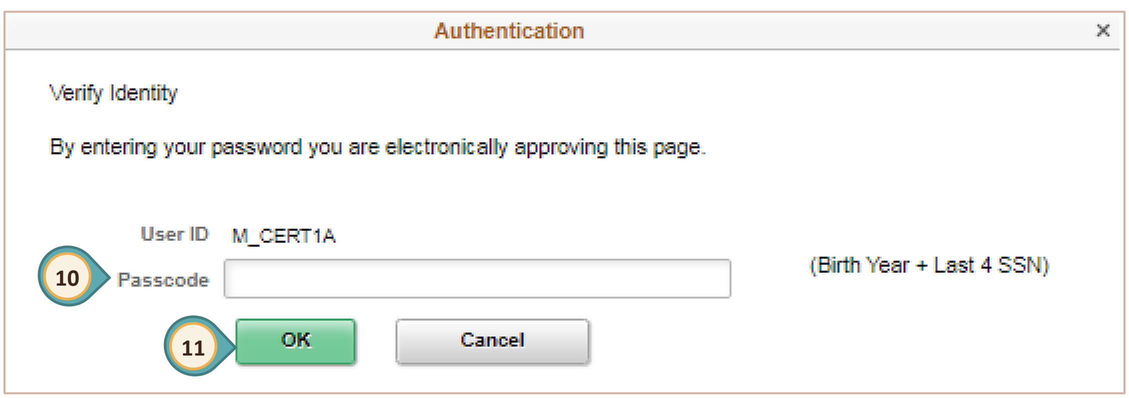
*Please note that this does **not** affect the PERS designation information.*

[See graphic on next page]

1. If there is an existing row, click the **+ (plus sign)** to add a new effective date row.
2. Select the **Effective Date** that the change takes place from the calendar.
3. Select the desired **Dependent/Beneficiary ID** from the drop-down list by clicking on the magnifying glass. If the designee does not show in the drop-down list, the employee will need to add the person in the **Dependent/Beneficiary Info** option from the left side panel.
4. Enter the **Percent of Benefit** in the space provided. If there is more than one Dependent/Beneficiary, the total of the percentages should equal 100%.
5. If the Dependent/Beneficiary is a **Primary Beneficiary**, click the checkbox.
6. If the Dependent/Beneficiary is a **Contingent Beneficiary**, click the checkbox.
7. To add an additional person, click the **+ (plus sign).** To remove a record, click the **– (minus sign)**.
8. Click the **Update Total** button to update the percentages.
9. Click the **Submit** button. The following page will be displayed.



10. For the passcode, enter the employee's birth year and the last 4 digits of their social security number.
11. Click the **OK** button.



IMPORTANT!
It is **imperative** that all employees update their Warrant and Benefit Designation information as soon as possible since prior information was **NOT** populated in the HCM system.

Taleo Internal Job Postings Tile

Select the **Taleo Internal Job Posting** tile from **Employee Self Service** to link to the internal CCSD job board where **all** internal jobs are posted. Jobs are listed in chronological order from the date/time they were posted.

Employees are able to search for positions by keyword or by location using the fields provided at the top of the screen. Positions can also be searched by criteria such as posting date, location, and job field (licensed, support, administrative, substitute, etc.).

From the **Job Board**, employees also have the ability to save the position to their profile so they can apply later and/or share the position with others via social media or email.

Employees are able to apply for a position in two ways:

- Apply directly from the **Job Board** by clicking **Apply**.
- Selecting the job title to see more information and clicking the **Apply Online** button.

From this screen, employees again have the ability to save the position to their profile **Job Board** by clicking on **Add to Job Cart**.

Once an employee clicks **Apply** or adds it to their **Job Cart**, they will be directed to the **Taleo** login screen, where they will login and complete the application process using the prompts given in each step of the application.

> Additional Taleo information and resources can be accessed on the CCSD Employee Business Training website (training.ccsd.net).

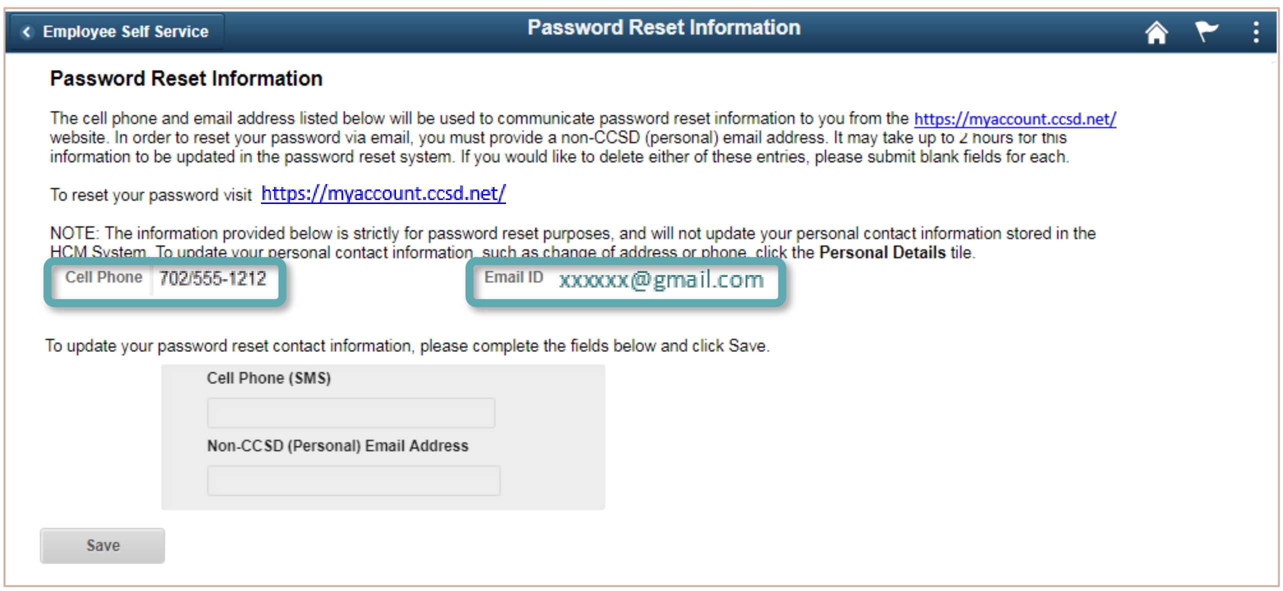
Open Enrollment Tile

The **Open Enrollment** tile can be utilized only during periods of open benefit enrollment with CCSD. During this time, the employee will be able to change their benefits package if they choose. Detailed instructions on how to make changes will be provided within the tile.

Password Reset Information Tile

Clicking the **Password Reset Information** tile will display the employee's cell phone and email address currently available in the **User Account Management Services** system that will be used to communicate CCSD Active Directory (AD) password reset information.

If this information needs to be updated, complete the **Cell Phone** and **Non-CCSD (Personal) Email Address** fields, and click the **Save** button.



***Note**: Updated information is strictly for password reset purposes, and will not update the personal contact information stored in the HCM System. To update the personal contact information, such as change of address or phone, click the **Personal Details** tile.*

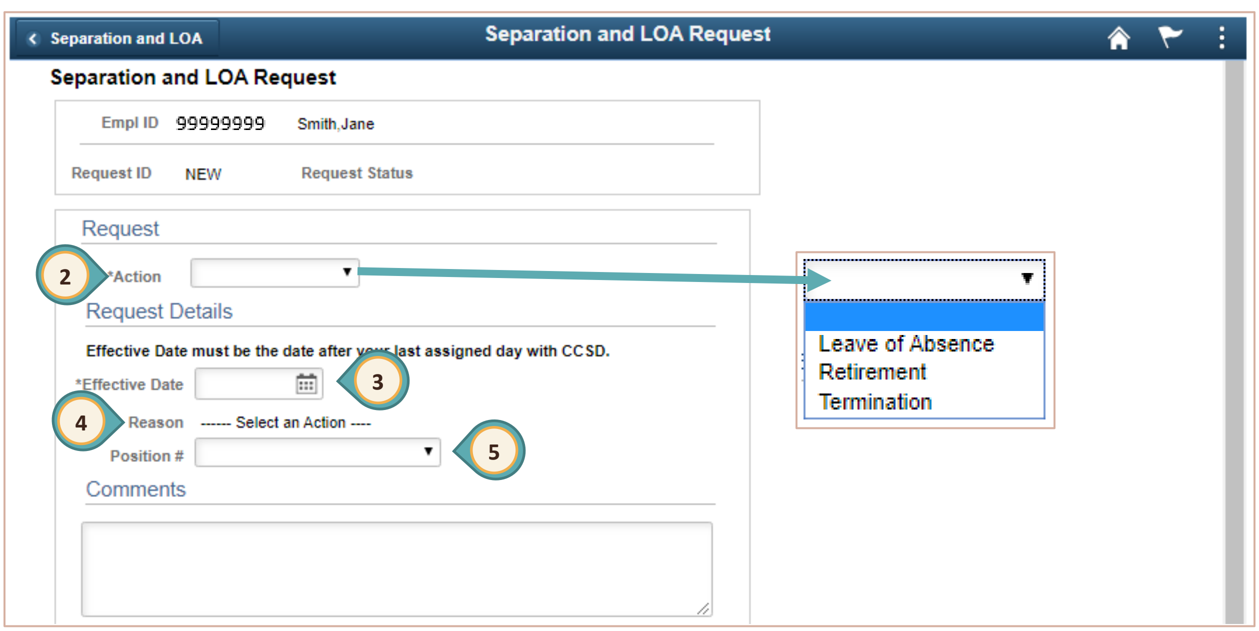
Separation/LOA Request Tile

The **Separation/LOA Request** tile is to be used if the employee is leaving the Clark County School District. Reasons for separation include Leave of Absence, Termination, and Retirement.

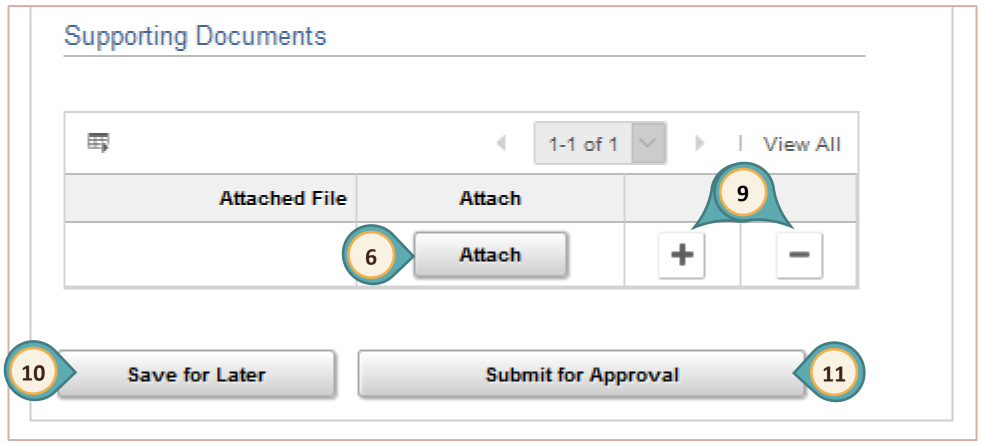
Select the **Separation/LOA Request** tile from **Employee Self Service** to display the page.

1. Select the **New Request** button.

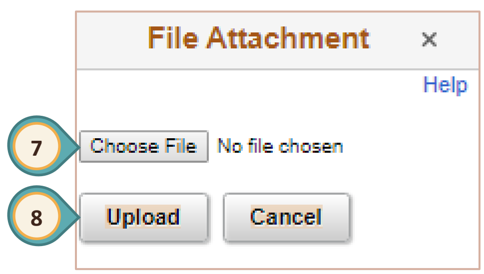
2. Select the ***Action** for the separation request from the drop-down list.
3. Enter the ***Effective Date** or select it from the calendar. [If Leave of Absence (LOA), the Request Return Date can also be entered.]
4. Select the **Reason** for the separation request from the drop-down list.
5. Select the **Position #** from which the employee is separating from the drop-down list.



6. To attach supporting documentation files, click the **Attach** button. When clicking the link, the following page will be displayed.



7. Click the **Choose File** button to select the file. Navigate to the desired file.
8. Once the file has been selected, click the **Upload** button.



9. View the file that was uploaded. If the wrong file was uploaded in error, click the **-** icon to delete the file. To attach additional files, click the **+** icon to add additional rows if needed.
10. Click the **Save for Later** button to store the entry to submit the form later.
11. Click the **Submit for Approval** button to send the request.

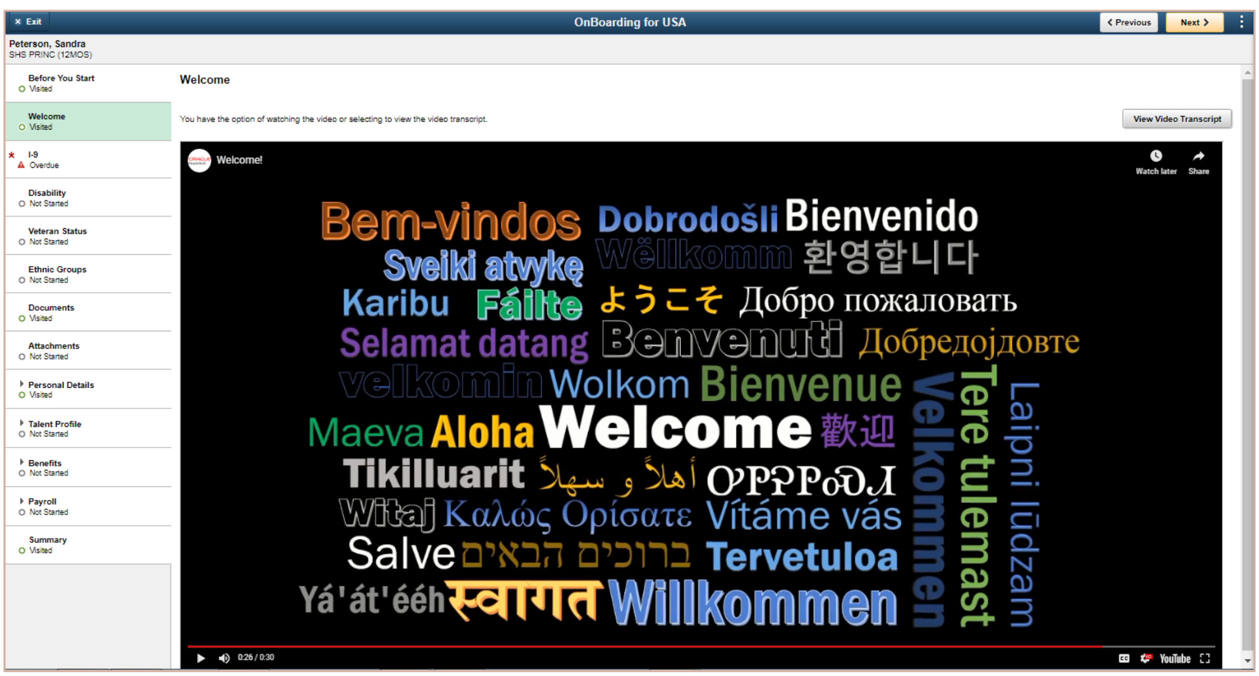
Nevada PERS Tile

Clicking the **Nevada PERS** tile will give the employee links to the **Nevada PERS** website and the **Nevada PERS Survivor Designation Form**. It is highly recommended that all employees review or edit the **Nevada PERS Survivor Designation** form as soon as possible.

Onboarding Activities Tile

The **Onboarding Activities** tile is only utilized by employees who are new to CCSD, or employees who have taken a second job. It provides a step-by-step process for completing onboarding activities with the District. This process includes detailed instructions as well as any documentation that may be required.

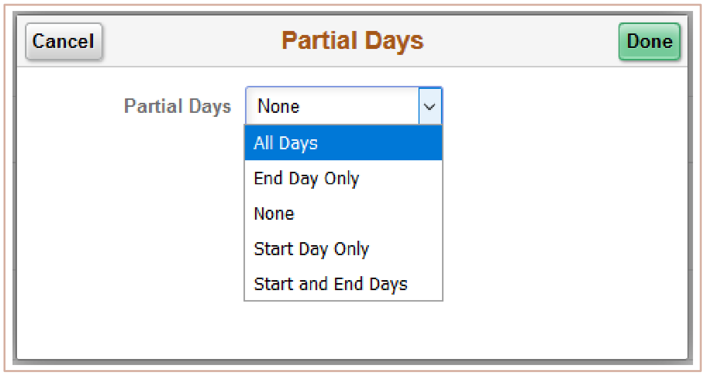
Clicking the **Onboarding Activities** tile will link the employee to the **Onboarding** page to complete the required actions from the list in the left side panel.



Appendix A – Examples of Absence/Time Requests

Partial Day Absences

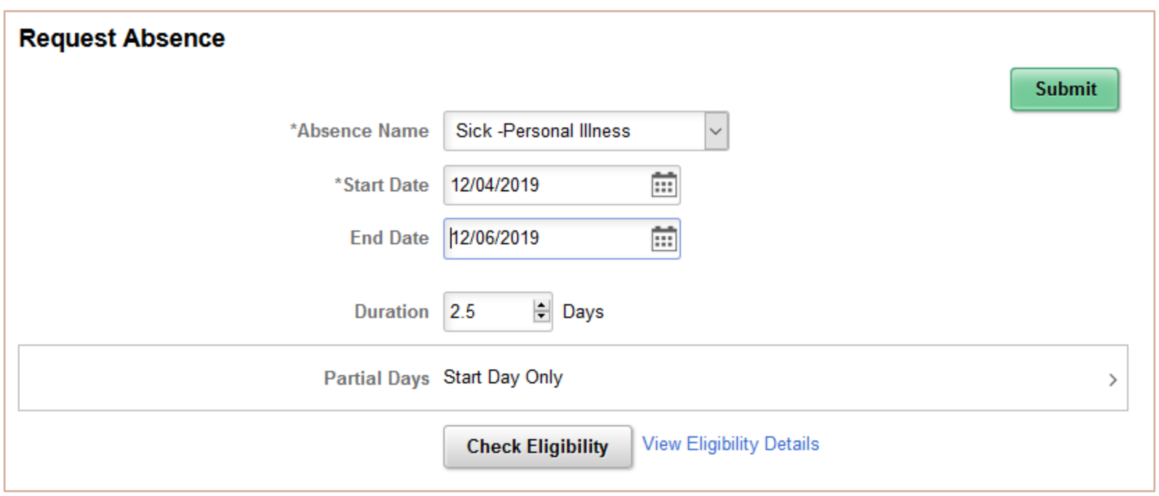
To submit an absence for less than a full day, the employee will need to use the **Partial Days** selection bar to access the Partial Days options in order to submit the absence request.



Certified/Unified Example:

In this example, the **Absence Name** - "Sick - Personal Illness" was selected and dates were chosen so that the Duration field was populated to account for three full days. However the employee left early on the first day. To change this, click the **Partial Days** selection bar.

In the window that appears, click the Partial Days drop-down and select ***Start Day Only*** since that is the day that the employee left early. Verify ***Start Day is Half Day*** and indicates "**Yes**."

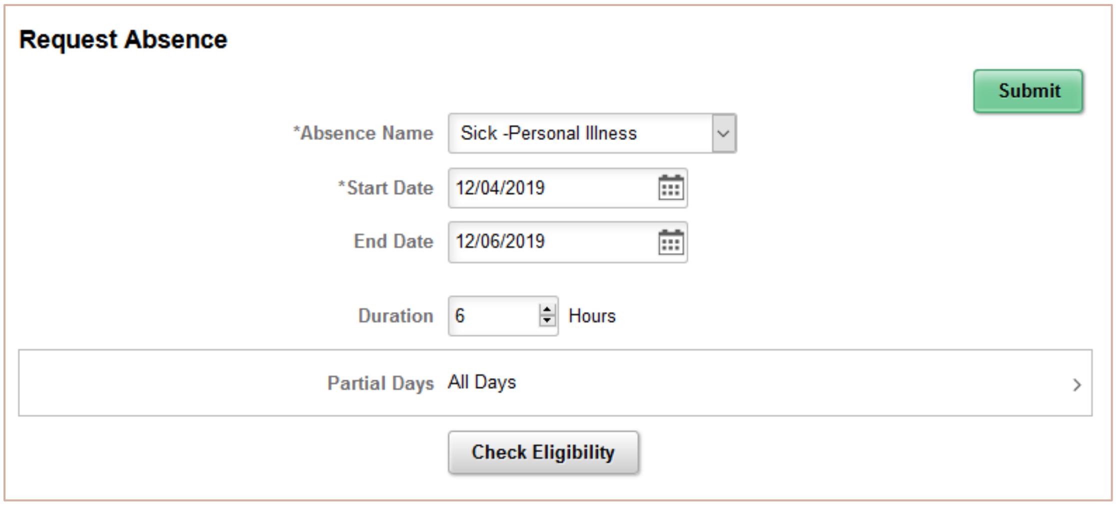


Once finished, click the **Done** button. Verify the **Duration** has populated correctly based on the information entered in **Partial Days,** in this case it shows 2.5 days (12/4 for 0.5 days + 12/5 for 1.0 days + 12/6 for 1.0 days). Finish filling out the absence request, and remember to click **Check Eligibility** before submitting.

Support Professional/School Police Officer Example:

In this example, the **Absence Name** - "Sick - Personal Illness" was selected and dates were chosen so the **Duration** field was populated to account for three full days (24 hours). To change this, click the **Partial Days** selection bar.

In the window that appears, click the **Partial Days** drop-down and select ***All Days*** since the employee needed to leave 2 hours early all three days. Enter the appropriate **Duration** (2 hours each day for 3 days).

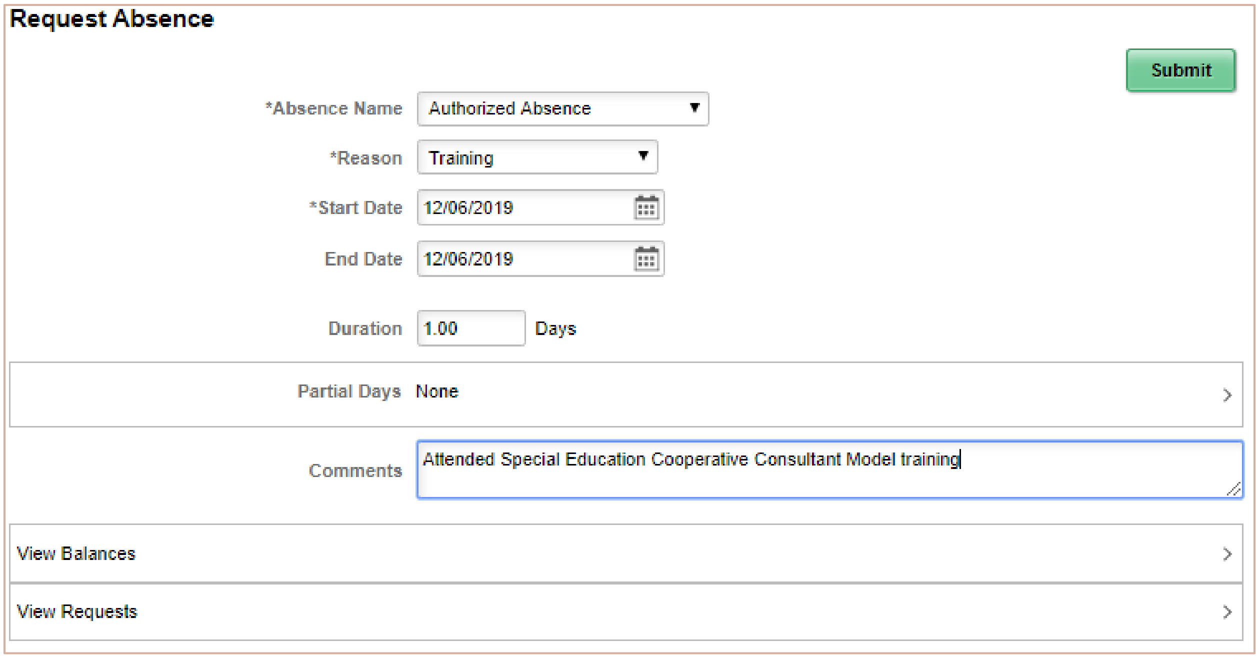


Once finished, click the **Done** button. Verify that the **Duration** has populated correctly based on the information entered in **Partial Days**, in this case, 2 hours each day for 3 days equals 6 hours (12/4 for 2 hours + 12/5 for 2 hours + 12/6 for 2 hours). Finish filling out the absence request, and remember to click **Check Eligibility** before submitting.

> *Note*: If an hourly employee needs to take off a different amount of hours on each day, they must submit separate absence requests.

Certified/Licensed Absence Examples

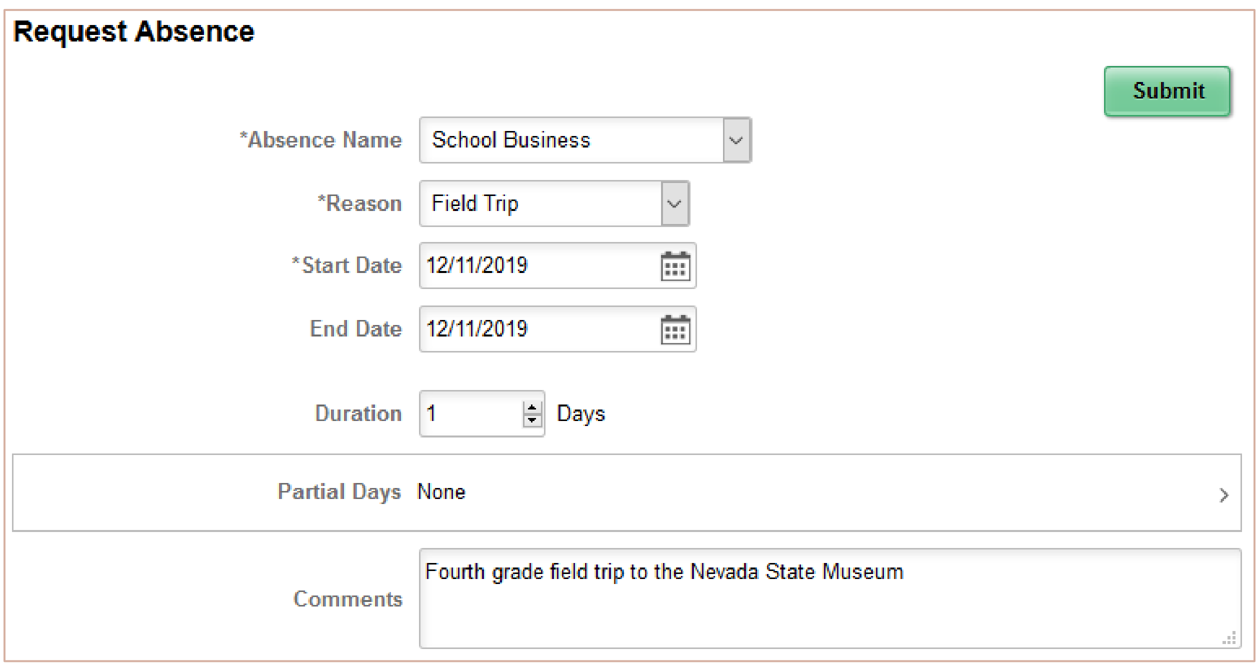
Authorized Absence:


Request Absence

Submit

*Absence Name: Authorized Absence
*Reason: Training
*Start Date: 12/06/2019
End Date: 12/06/2019
Duration: 1.00 Days
Partial Days: None
Comments: Attended Special Education Cooperative Consultant Model training
View Balances
View Requests

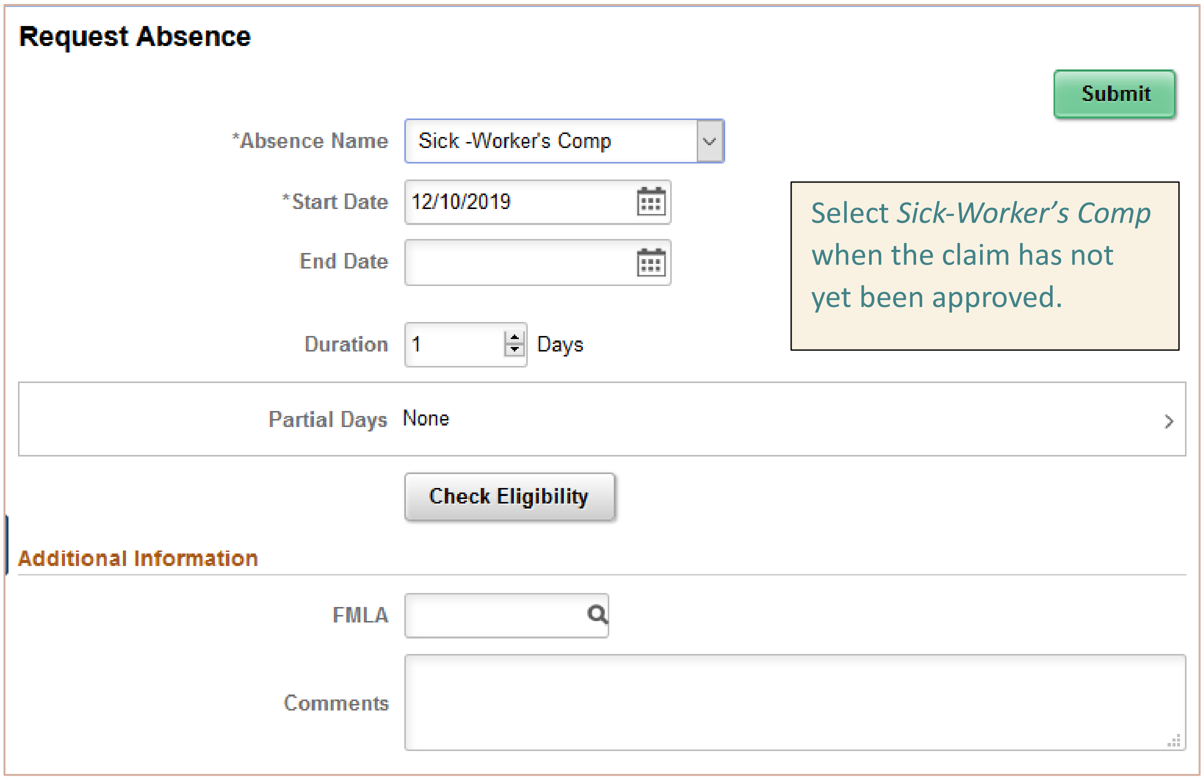
School Business:


Request Absence

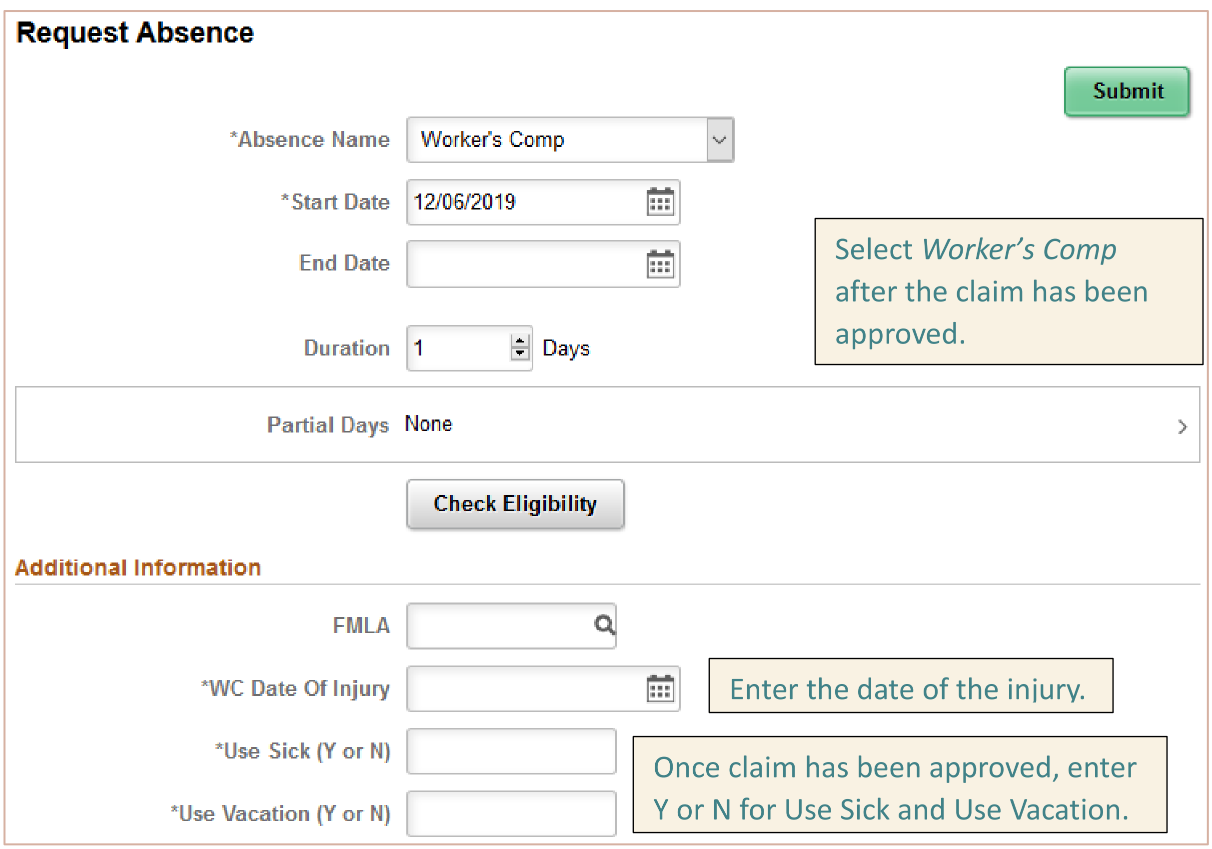
Submit

*Absence Name: School Business
*Reason: Field Trip
*Start Date: 12/11/2019
End Date: 12/11/2019
Duration: 1 Days
Partial Days: None
Comments: Fourth grade field trip to the Nevada State Museum

Sick – Worker's Comp:

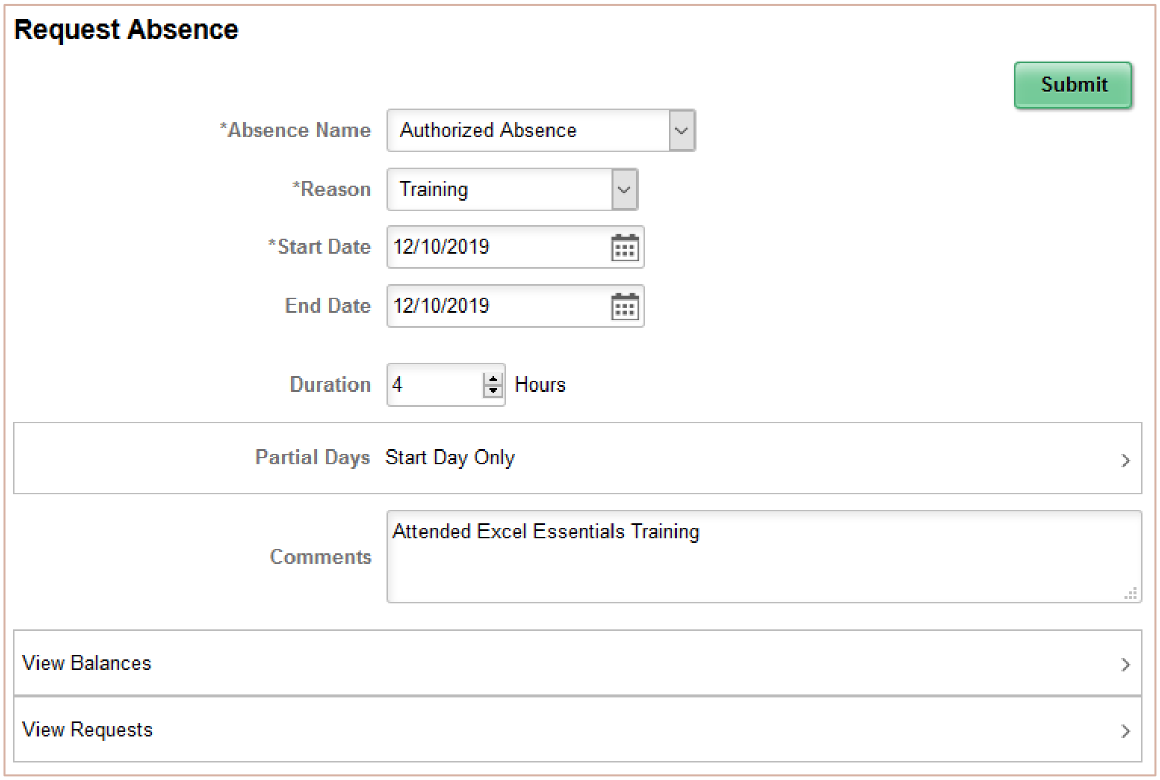


Worker's Comp:



Support Professional Absence Examples

Authorized Absence:


Request Absence

Submit

*Absence Name: Authorized Absence

*Reason: Training

*Start Date: 12/10/2019

End Date: 12/10/2019

Duration: 4 Hours

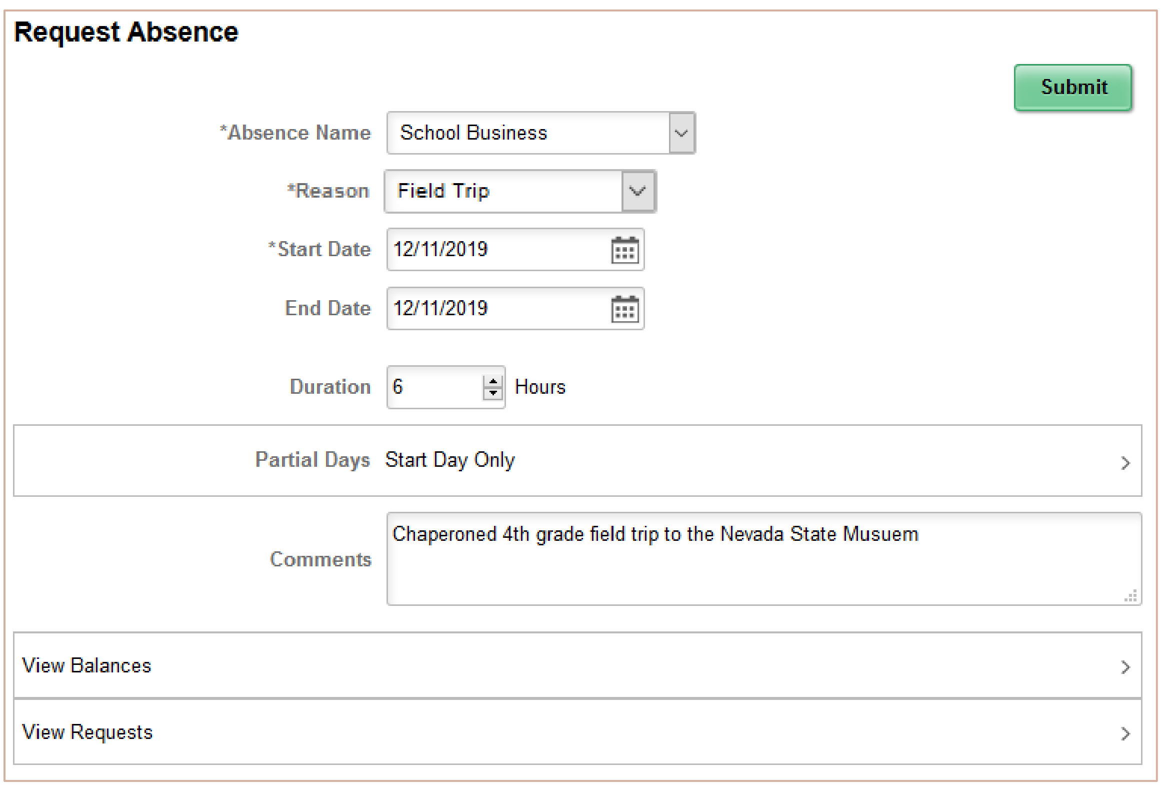
Partial Days: Start Day Only

Comments: Attended Excel Essentials Training

View Balances

View Requests

School Business:


Request Absence

Submit

*Absence Name: School Business

*Reason: Field Trip

*Start Date: 12/11/2019

End Date: 12/11/2019

Duration: 6 Hours

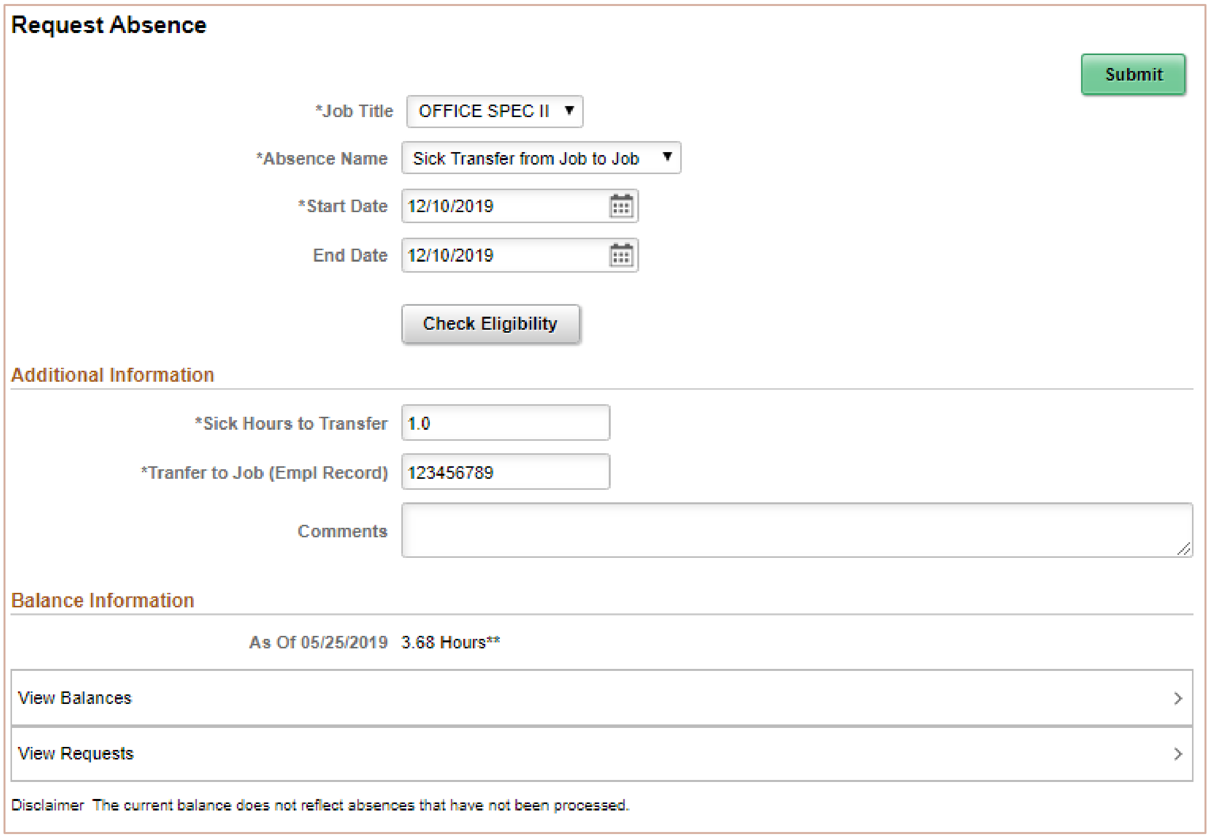
Partial Days: Start Day Only

Comments: Chaperoned 4th grade field trip to the Nevada State Musuem

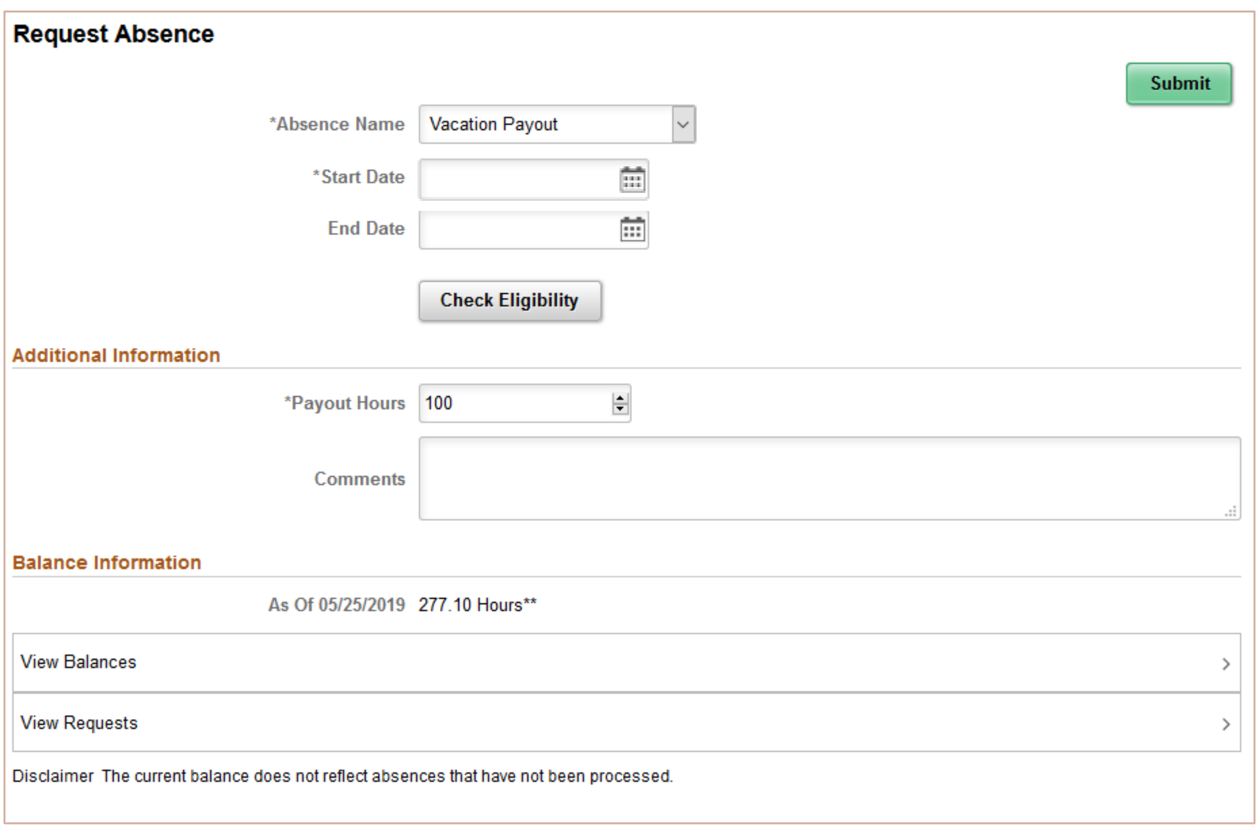
View Balances

View Requests

Sick Transfer from Job to Job:

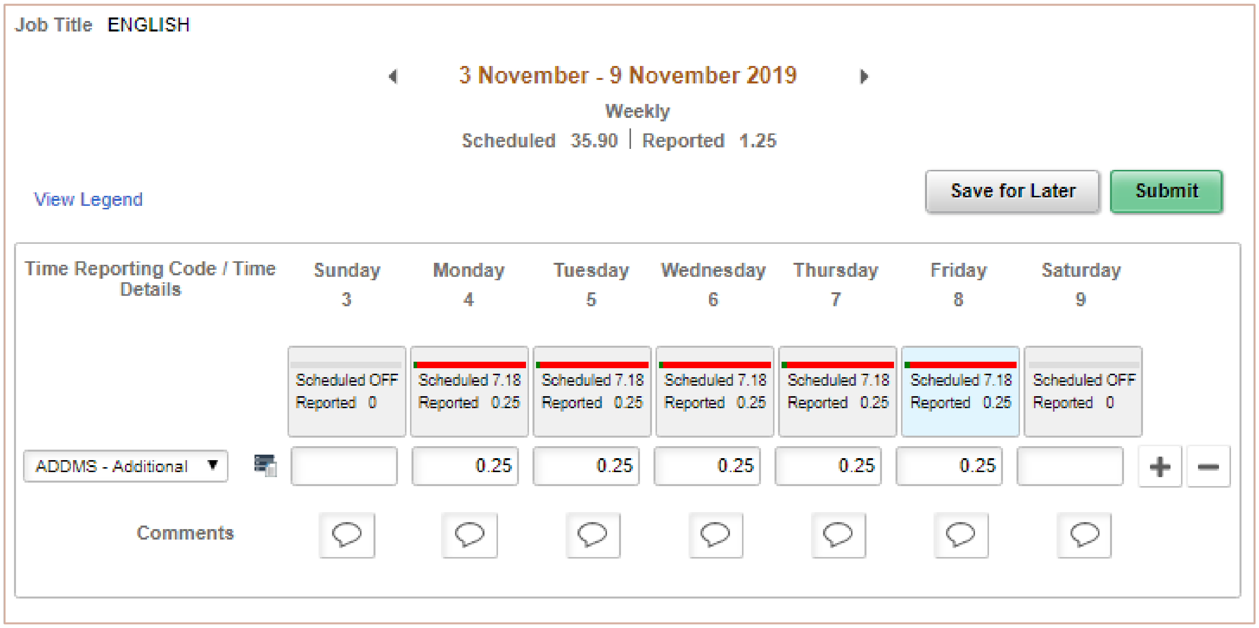


Vacation Payout:

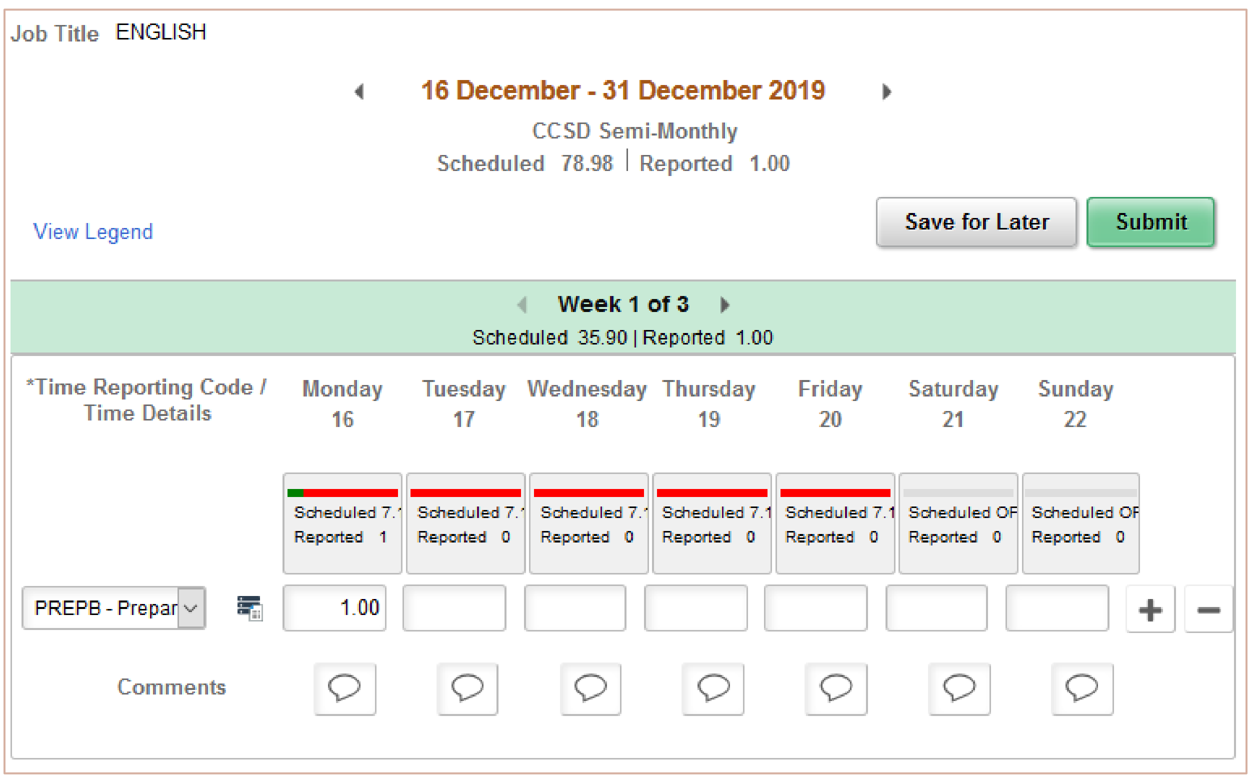


Additional Time Examples

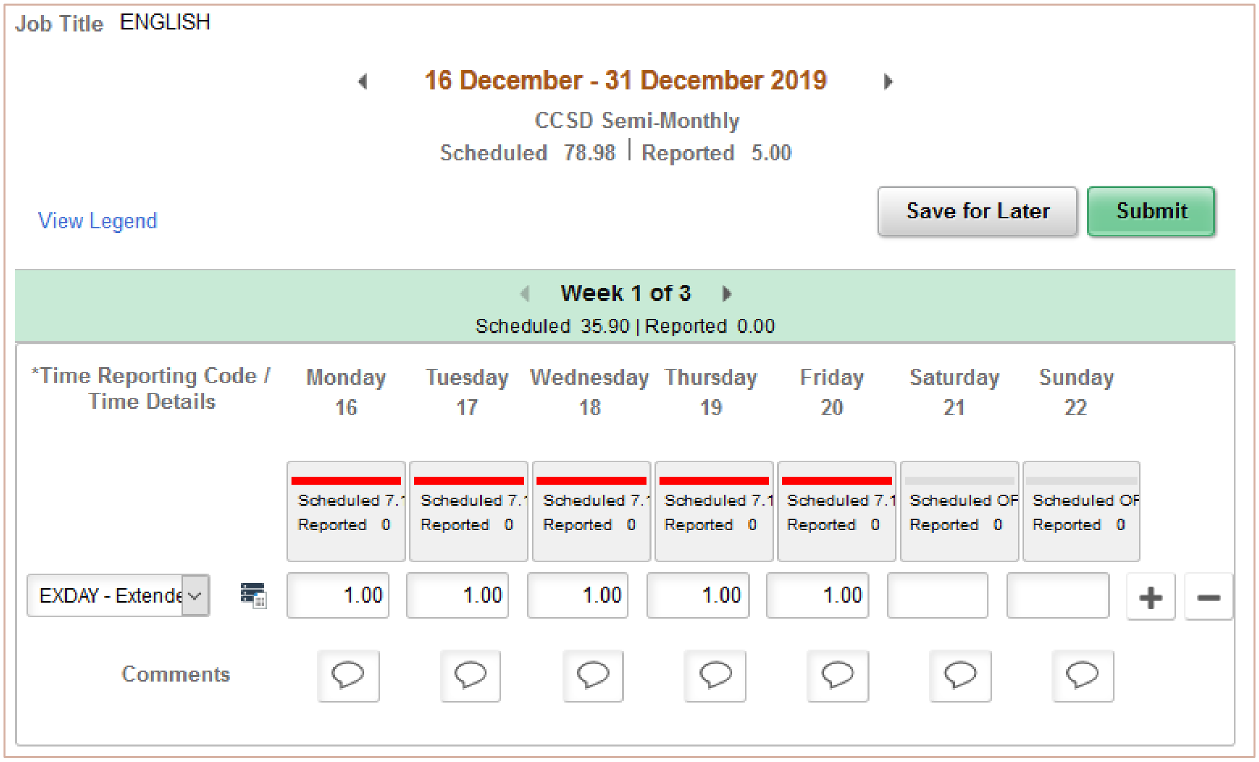
Certified/Licensed employee working **Additional Minutes** - 15 minutes daily. (Remember Certified/ Licensed employees do not need to enter their regular time.)



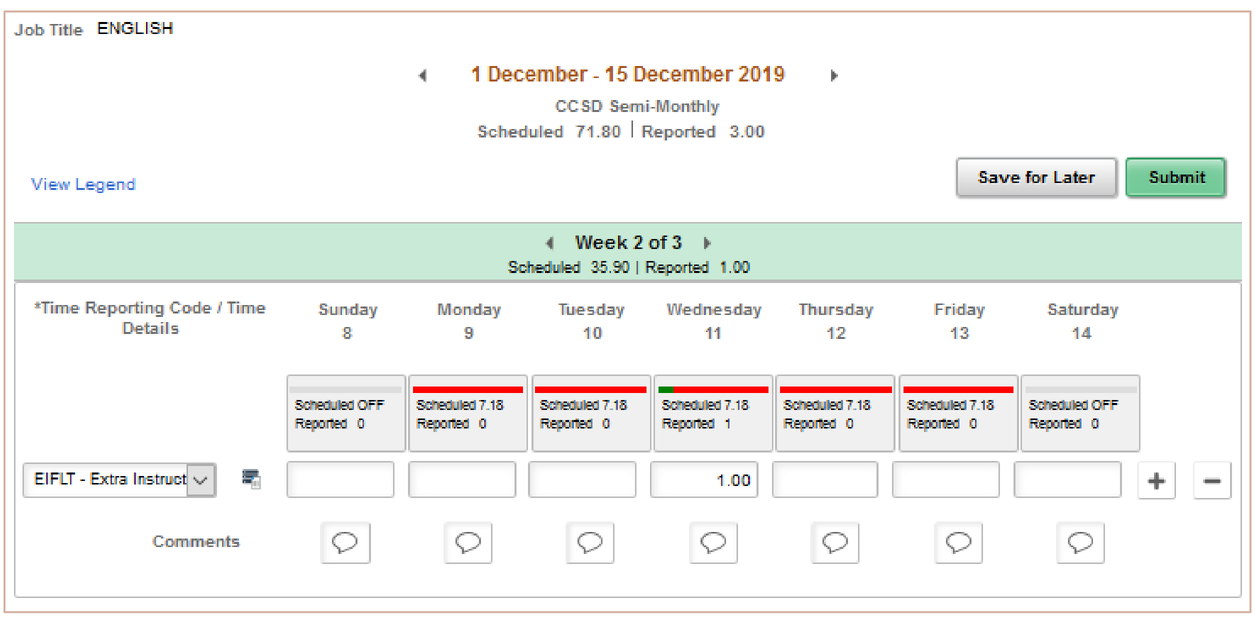
Certified employee entering time for **Preparation Time Buyout** – Substitute Coverage. (Remember Certified/ Licensed employees do not need to enter their regular time.)



Certified employee working **Extended Day** (early bird or late bird). (Remember Certified/ Licensed employees do not need to enter their regular time.)

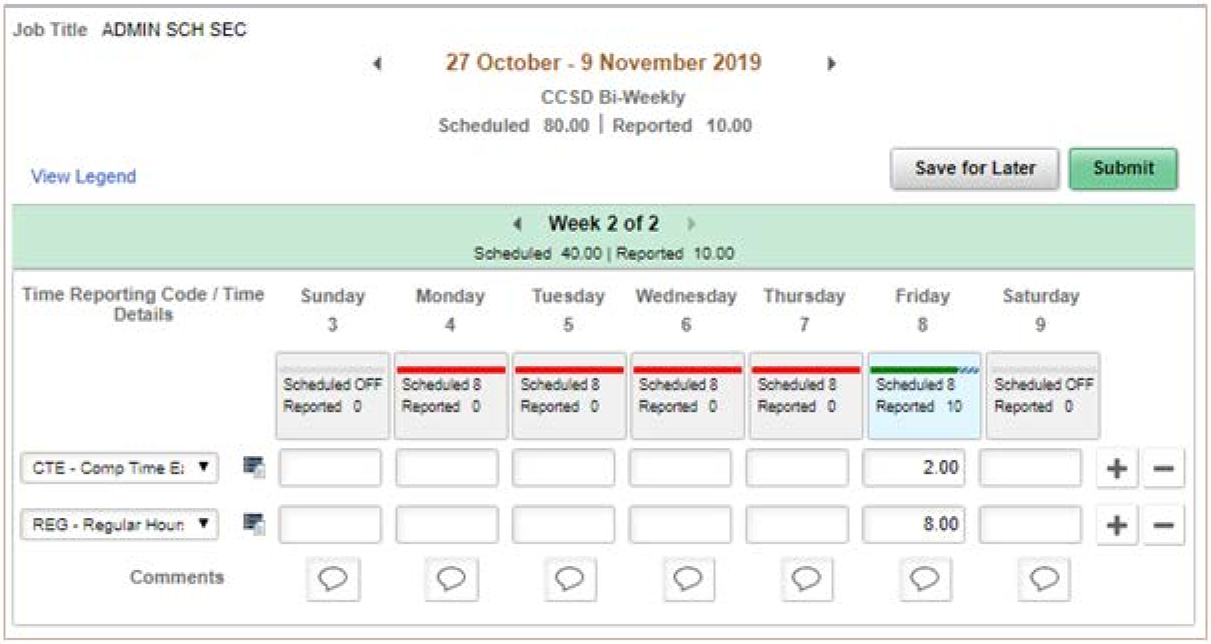


Certified employee entering time for **Extra Instruction – Flat Rate** at their regular location. (Remember Certified/ Licensed employees do not need to enter their regular time.)

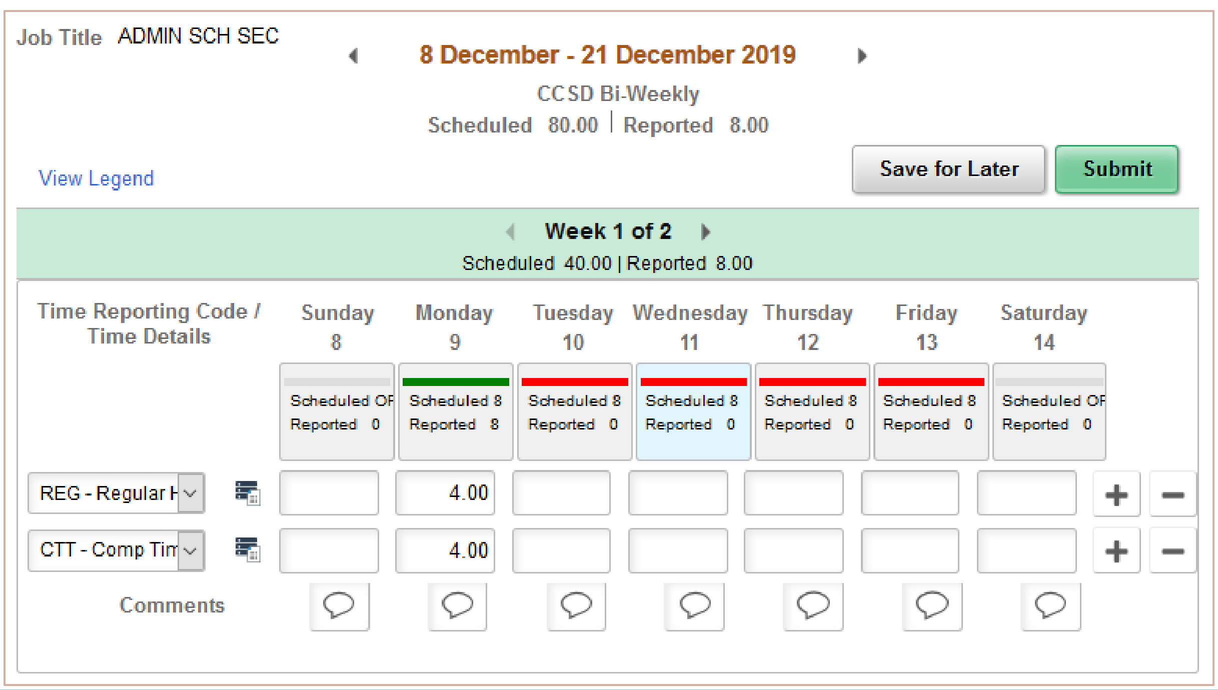


Support Professional entering **Comp Time Earned**. (Remember - Support Professionals must enter regular time as well.)

As an example, this employee worked 10 hours on Friday: 8 **Regular Hours**, and 2 hours of **Comp Time Earned**. The employee records their **Comp Time Earned** by selecting the appropriate TRC and entering the number of comp time hours worked for the day. It is important to add the additional row for the **Regular Hours** to ensure that all hours worked are accounted for. (If the employee entered only 2 hours on that day, their regular 8 hours would **not** be recorded.)

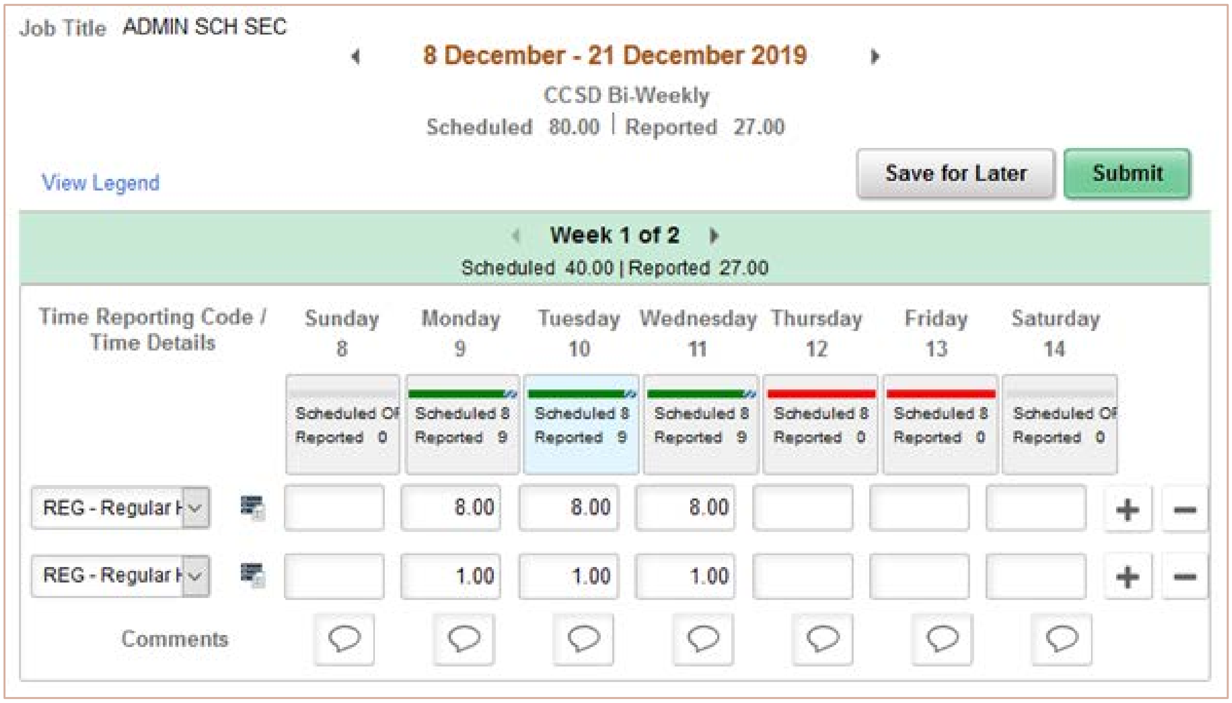


Support Professional entering **Comp Time Taken**. (Must enter regular time as well.)

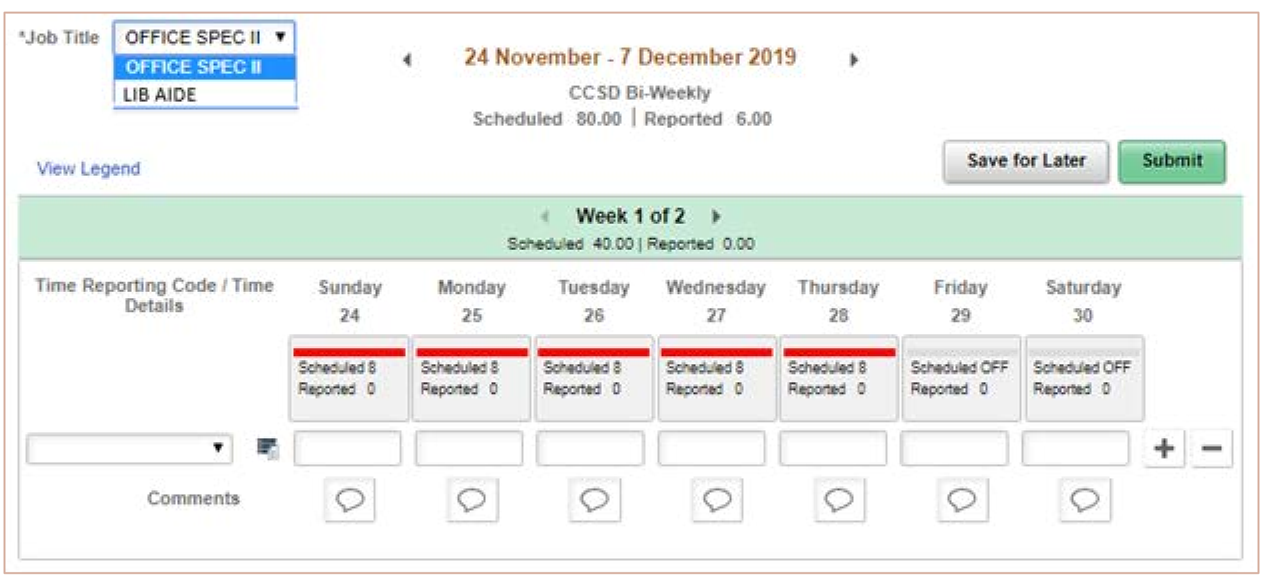


Support Professional entering **Overtime**. (Must enter regular time as well.)

In this example, the employee worked 8 **Regular Hours** and 1 hous of Overtime on Monday, Tuesday, and Wednesday. The employee records their **Regular Hours** by selecting it from the TRC drop-down list. Click the **+** (plus) button to add the additional row for the **Overtime Hours**. (**Overtime uses the same Regular Hours TRC code**.) This ensures that all hours worked are accounted for. The system will calculate the appropriate overtime pay. (If the employee entered only 1 hour on each day, their regular 8 hours would **not** be recorded.)

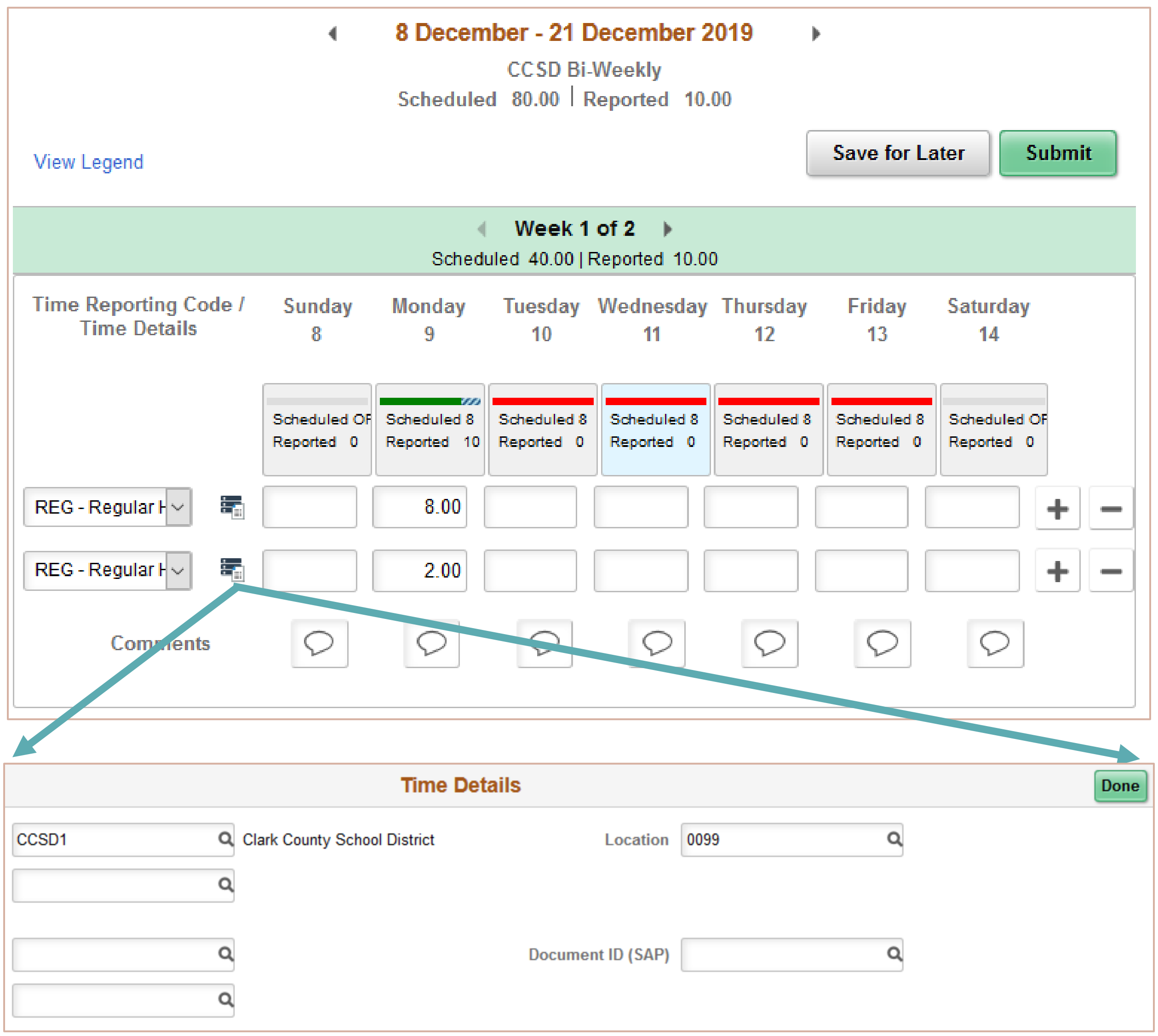


Support Professional with two jobs. Select the **Job Title** for which additional time is being entered from the drop-down menu. (Must enter regular time as well.) Select the appropriate TRC code for the additional time worked.

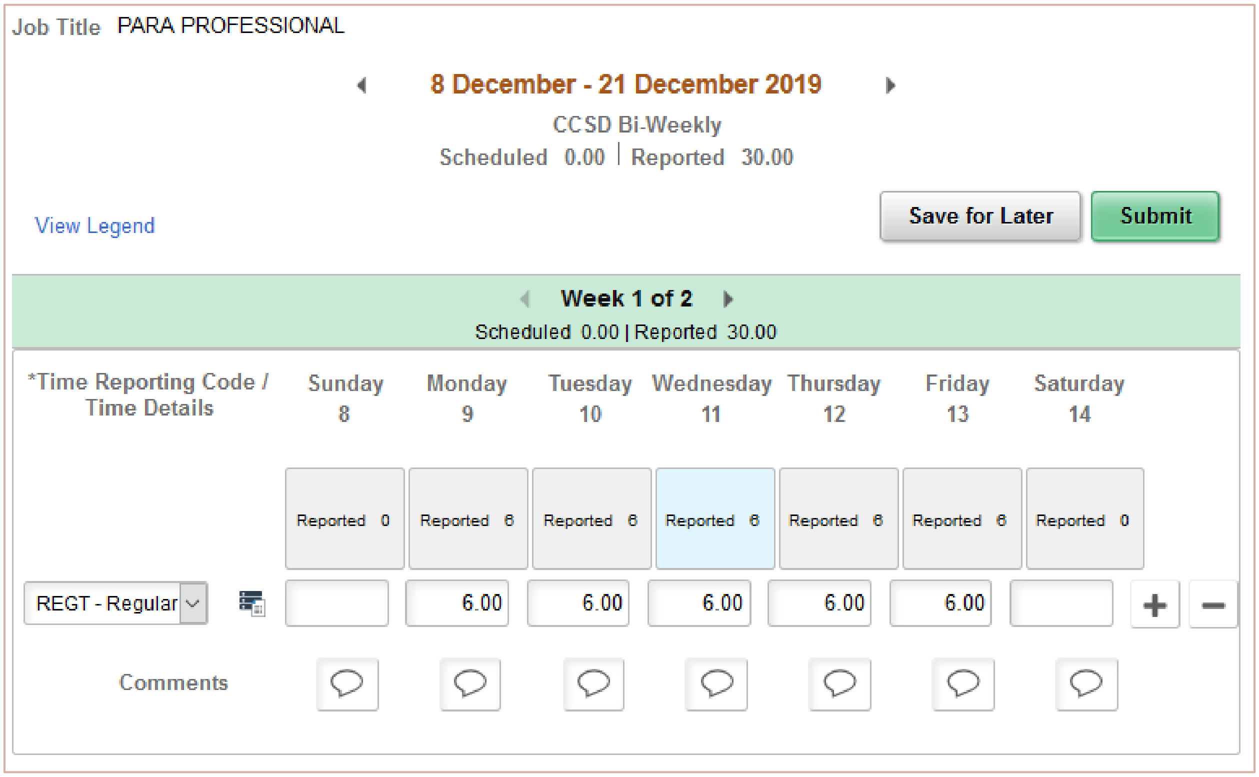


Support Professional entering time for work competed at a different location. (Must enter regular time at the regular location in addition to the second location.)

In this example, the employee worked 8 **Regular Hours** at their regular location on Monday. This information is entered on the first line, and then the **+** (plus) button is clicked to add an additional row. In the additional row, the employee selects the TRC for **Regular Hours**, enters the time worked, and then clicks the calendar icon to open the **Time Details** window. (**Overtime uses the same Regular Hours TRC code since the system calculates the appropriate overtime pay**.) The employee then enters the location code where they worked the additional overtime hours and clicks the **Done** button. After all time is entered, the employee would click the **Submit** button. This ensures that all hours worked are accounted for, and the extra time recorded is routed to the appropriate approval workflow location.



Para Professional, Student Worker, or Temporary Employee (positive pay employees) entering **Regular Time (non PERS)**. These employees do not have a schedule and must enter time worked daily.



Appendix B – Minutes Conversion to Decimal Matrix

Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50	60	1.00