Clark County School District
Operational Services Unit
Technology & Information Systems Services Division
User Support Services
Employee Business Training Department

PeopleSoft-HCM:
Timekeeper Portal 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.

Timekeeper Overview

There are three standard roles when working in the HCM System: Employee Self Service (ESS), Timekeeper (TK), and Manager Self Service (MSS).

The Timekeeper role provides the ability for another person to enter an employee's time and absences. This means that the Timekeeper can complete the same functions as an employee when it pertains to reporting time and requesting absences.

Although the most efficient method when it comes to Time and Absence is to have the employee submit and account for their own information, circumstances may arise in which the Timekeeper may have to step in on behalf of the employee. Examples would include making changes to incorrect timesheet entries, submitting an Absence Request when the employee is unable to, and entering a Time Reporting Code (or TRC) that is necessary but not accessible by the employee. Timekeepers also have the ability to look up important personal information, such as addresses and contact details, for employees at their site.

Employees who have only Timekeeper Portal access do not have the ability to approve Reported Time or Absence Requests.

There will be an Add-On Form available at support.ccsd.net in order to request elevated access for eligible users if necessary. (A more detailed explanation of the Standard Roles in the HCM system is available on the CCSD Employee Business Training website.)

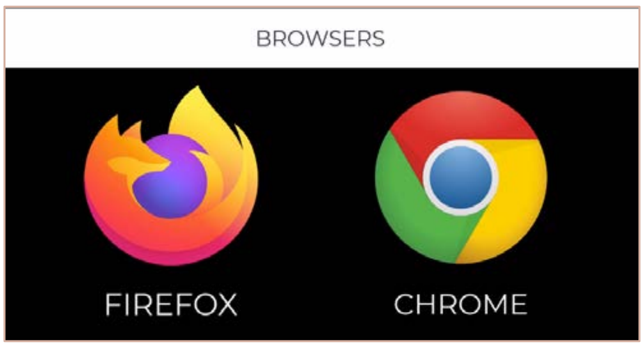
IMPORTANT!
PeopleSoft is a web-based program that can change. These updates might change the look of some of the images and/or directions in this document.

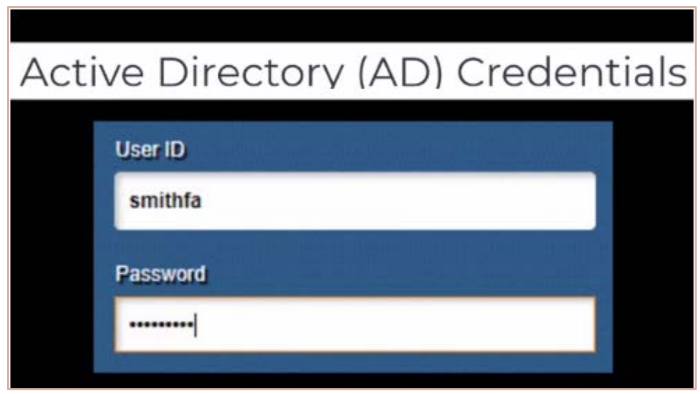
Navigating in the Timekeeper Portal

Accessing the HCM system

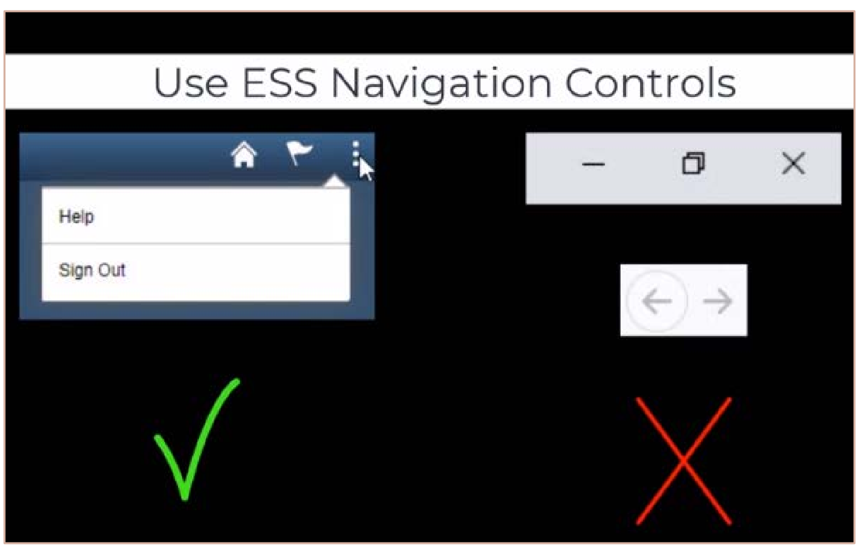
The HCM system provides an Employee Self Service (ESS) portal for all CCSD employees as well as the Timekeeper Portal for timekeepers. The system can be accessed via the HCM icon on the desktop or by going to hcm.ccsd.net.

The HCM system is compatible with Mozilla Firefox, Google Chrome, and most mobile browsers. All employees use their Active Directory (AD) credentials to access the system.





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



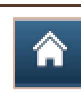
The Banner

The Banner provides constant access to navigational and application features.

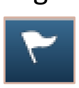
A home page/dashboard is a PeopleSoft page that combines related information and displays tiles. PeopleSoft HCM supports multiple home pages/dashboards for managers, timekeepers, and employees that provide users with quick access to role-based transactions. Employees with Timekeeper access will automatically be brought to the Employee Self Service (ESS) homepage after logging in. When multiple home pages/dashboards are present, use the drop-down on the banner to select a home page/dashboard.

Use the **Timekeeper Portal** home page to access a variety of timekeeper transactions.

Home Button

Click the **Home** button from any screen to return to the dashboard. 

Notifications Button

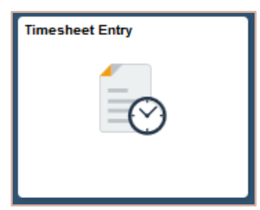
Clicking the flag icon will display any notifications, such as information regarding absence/time approval. 

Actions List

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 the session is properly exited each time.

Tiles

Tiles provide access to transactional pages in the **Timekeeper Portal**. Below are the tiles on the **Timekeeper Portal** home page/dashboard.

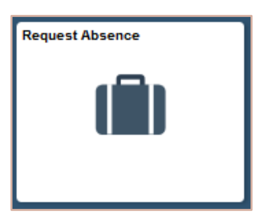


The **Timesheet Entry** tile provides access to the following function:

Entering Reported Time on behalf of an employee

The **View Employee Personal Info** tile provides access to the following information:

Home and Mailing Addresses
Email Addresses
Phone Numbers
Emergency Contacts
Birthdays



The **Request Absence** tile provides access to the following function:

Entering Absence Requests on behalf of an employee

Timesheet Entry

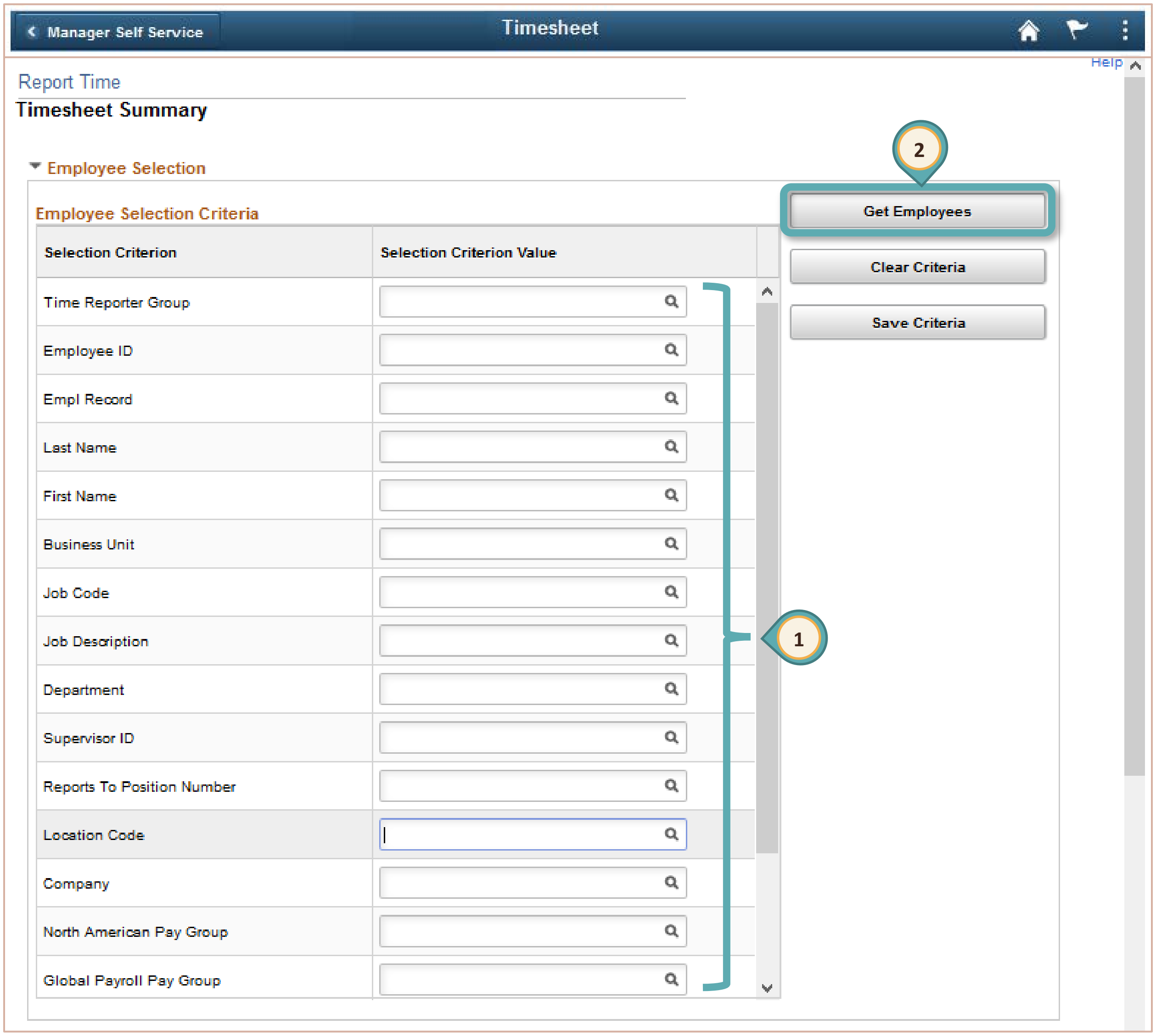
The **Timesheet Entry** tile can be used to select an employee at the location in order to enter time on behalf of the employee. Select the **Timesheet Entry** tile from the **Timekeeper Portal** to display the page.

After selecting the **Timesheet Entry** tile, the search page will be displayed (see next page).

1. Search for employees by criteria such as **Last Name**, **First Name**, **Employee ID** or **Location Code**.

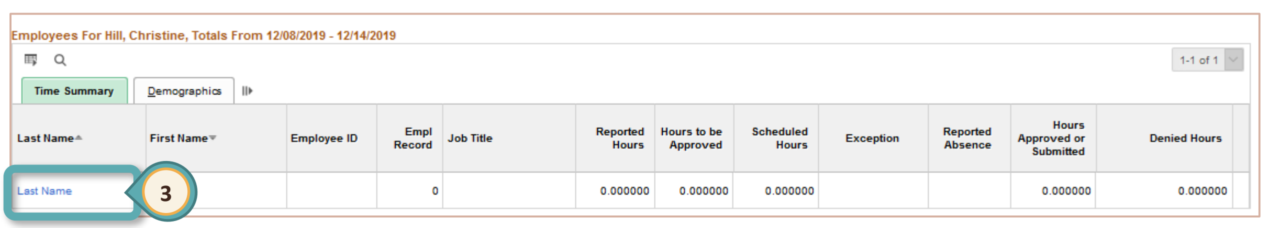
   Note: Select the magnifying glass icon next to any of the selection criteria to search and select an appropriate value for that field.

2. After entering the desired criteria, click the **Get Employees** button to search. The search results will display beneath the search area at the bottom of the page.



The **Change View** area at the bottom of the page allows viewing by week or by day, changing the date searched, showing or hiding the employee's schedule information, and looking at previous and future weeks.

3. Click the employee's **last name** to open the timesheet record for that employee.

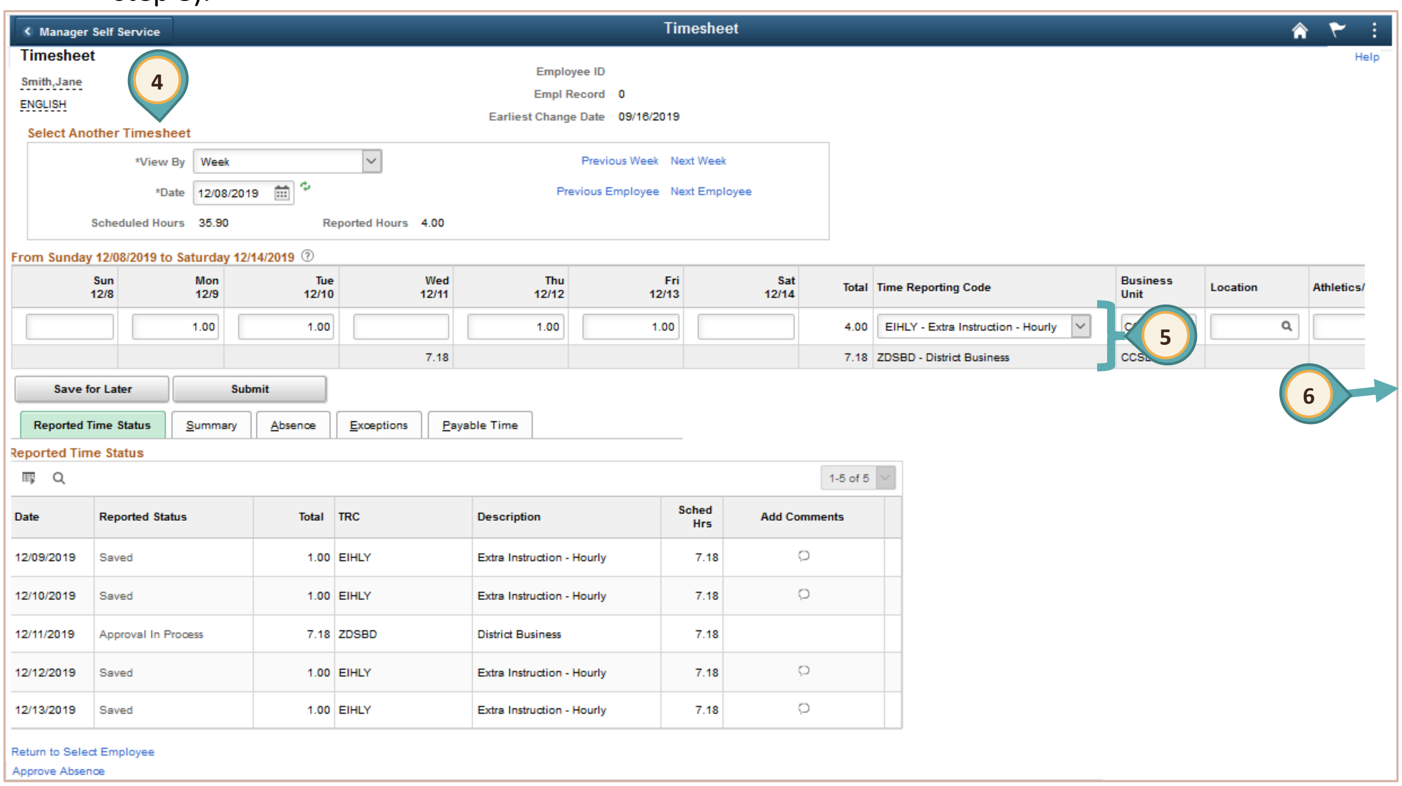


4. The **Select Another Timesheet** area can be used to change the view of the Timesheet, and allows a different date or week in which to view the Timesheet to be selected.

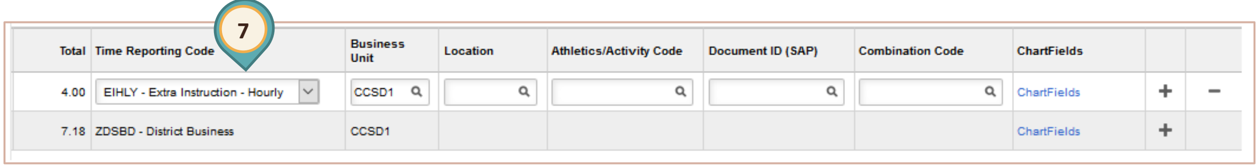
5. The Timesheet shown will display any time that may have been reported by or for the employee in the timeframe given.

   In this example, a certified teacher worked one hour of Extra Instruction per day in a given work week. Any Absence Requests (in this case a District Business absence) that may have been submitted within this timeframe will also be seen, but they will appear as a non-modifiable row.

6. A Timekeeper, MSS Level 1 Reviewer, or MSS Level 2 Approver has the ability to modify, add, or remove time that is reported. Be sure to scroll to the right side of the page to modify any of the information entered previously or enter any additional information that is required for the transaction (such as a different location code or combination code – see step 8).



7. Select the **Time Reporting Code** (**TRC**) from the drop-down box. The selection will vary based upon the type of employee that is being processed. If different **TRC**s are reported for the same time period, enter the time on the next row. If more than three rows need to be entered, click the **+** sign to add rows to the grid.



Time Reporting Codes (TRC) for Support Professionals:	Time Reporting Codes (TRC) for Certified (Licensed):
CBP - Call Back Pay CLUBH - Clubs - High School CLUBM - Clubs - Middle School COAHF - Coaching/High School/Fall COAHS - Coaching/High School/Spring COAHW - Coaching/High School/Winter COAMW - Coaching/Middle School/Winter CSM - Campus Security Monitor CTA - Comp Time Adjustment CTC - Comp Time Conversion CTD - Comp Time Adjustment - Decr CTE - Comp Time Earned CTT - Comp Time Taken EVENT - Event - Banking/Tickets NASUP - Non-Assigned Time - Support REG - Regular Hours	ADDMS - Extra Minutes ADDON - Add-On Day ADULT - Adult Education CLUBH - Clubs - High School CLUBM - Clubs - Middle School COAHF - Coaching/High School/Fall COAHS - Coaching/High School/Spring COAHW - Coaching/High School/Winter COAMW - Coaching/Middle School/Winter CRDIF - Credit Deficient CSM - Campus Security Monitor EIFLT - Extra Instruction - Flat Rate EIHLY - Extra Instruction - Hourly ELMS - Training EXDAY - Extended Day MNTR - Mentor Pay PREPB - Preparation Time Buyout
Time Reporting Codes (TRC) for School Police Officers:	**Time Reporting Codes (TRC) for Unified/ Admin:**
00 CTE - Comp Time Earned 00 CTT - Comp Time Taken 10 REG - Regular Hours 20 CTA - Comp Time Adjustment ***NOTE***: Timekeepers, MSS Level 1 Reviewers, and MSS Level 2 Approvers have access to more TRC codes than employees.	ADEXD - Admin Extra Time (Days) ADEXH - Admin Extra Time (Hours) ADMST - Admin Stipend (20-6) ADNSH - Admin Outside Schedule (15-15) ADSUD - Admin Substitute (Days) ADSUH - Admin Substitute (Hours) CTAE - Comp Time Earned - Admin CTAT - Comp Time Taken - Admin Only ESYA - ESY Admin NAADM - Non-Assign Day (School Budget) PRINA - Principal Admin Day (15-6-7) RESPA - Responsibility Pay - Admin XNINS - Extra Non-Instructional Hours

8. If necessary, in the **Location** field enter or select the **Location Code** for the site that will be funding the reported time if the time is to be paid by an alternate funding source. The **Combination Code** is used to enter the appropriate budget coding to ensure that the time is paid by the correct funding source. In the live HCM System, available combination codes will be pre-loaded. The magnifying glass icon in the field can be used to search for and select the appropriate combination code. Including the correct **Location** and **Combination Code** not only ensures that the Reported Time is paid by the correct funding source, but that the appropriate Budget Approver receives the Reported Time for Final Payroll Authorization in the approval process.

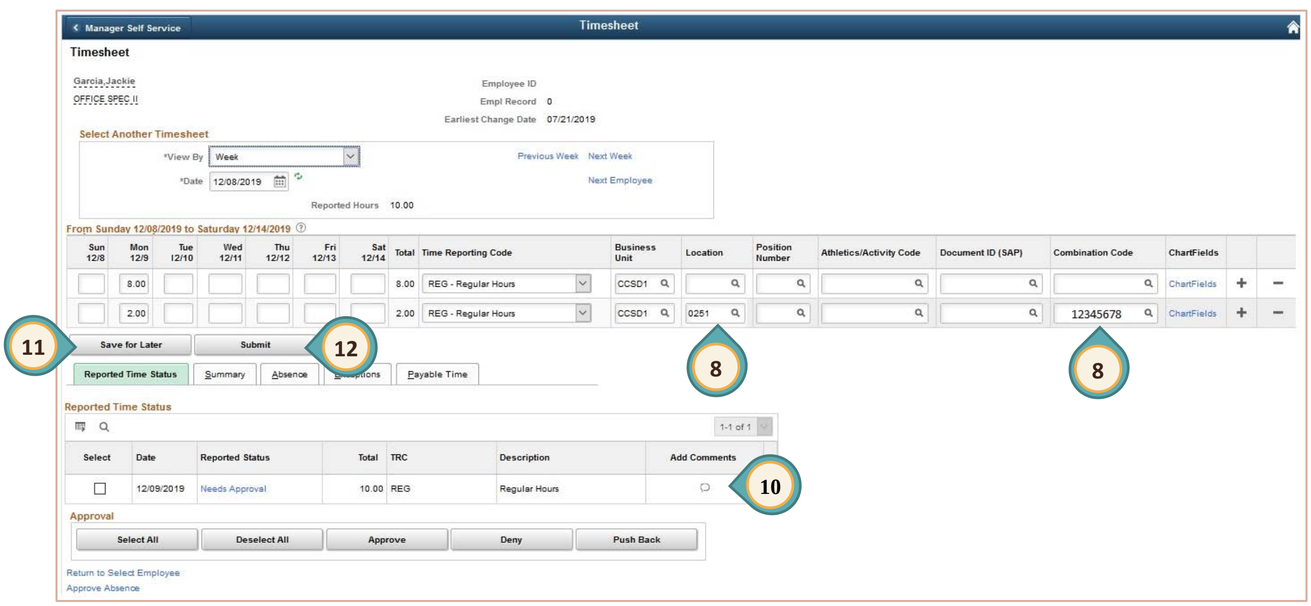
   Example: A full time support professional worked two (2) hours of overtime at another school or work location on Monday. The first row shows the regular hours (8.00). The second row shows the overtime hours worked at the other location. (Overtime still uses "REG" as the TRC.) To the far right, the additional fields **Location** and **Combination Code** have the additional information required in order to indicate an alternate funding source for the overtime hours.

9. Once the additional information has been entered, scroll back to the left side of the page to process the transaction.

10. Comments can be added using the speech bubble icon located in the **Reported Time Status** area once the time has been saved.

> ***Remember***: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

11. If the transactions are not ready to submit, click the **Save For Later** button. The transaction will be saved so it can be submitted at a later time.



12. Once the transaction has been completed, click the **Submit** button.

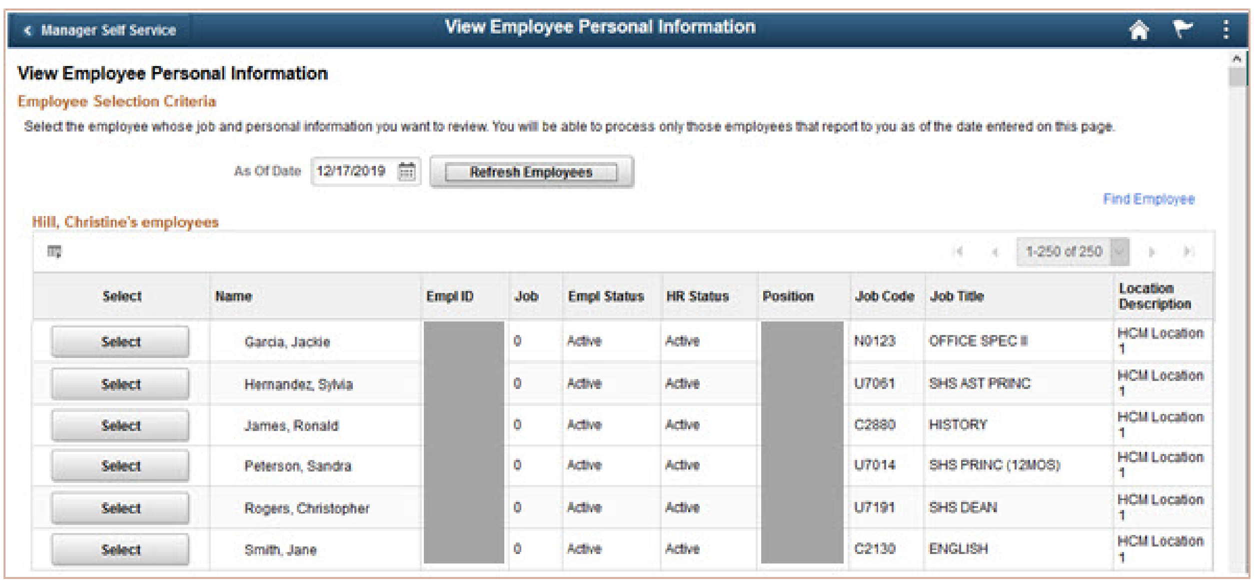
Other information is viewable using the tabs and links at the bottom of the page; however, it is **not** recommended to add, edit, or update items/events from these tabs. Adding, editing or updating items/events should be done under the **Team Time/Absence** tile.

For additional examples of using other Time Reporting Codes, please visit the CCSD Employee Business Training website (training.ccsd.net) > Resources > HCM.

View Employee Personal Info

The **View Employee Personal Info** tile provides access to view information for employees at the school or work location including: home and mailing addresses, email addresses, phone numbers, emergency contacts, and birthdays. Select the **View Employee Personal Info** tile from the **Timekeeper Portal** to display the page.

Click the **Select** button next to an employee's name to see their basic job and personal information (such as their employee ID, position, or job code).



Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Code	Job Title	Location Description
Select	Garcia, Jackie		0	Active	Active		N0123	OFFICE SPEC II	HCM Location 1
Select	Hernandez, Sylvia		0	Active	Active		U7061	SHS AST PRINC	HCM Location 1
Select	James, Ronald		0	Active	Active		C2880	HISTORY	HCM Location 1
Select	Peterson, Sandra		0	Active	Active		U7014	SHS PRINC (12MOS)	HCM Location 1
Select	Rogers, Christopher		0	Active	Active		U7191	SHS DEAN	HCM Location 1
Select	Smith, Jane		0	Active	Active		C2130	ENGLISH	HCM Location 1

Information showing the employee's home and mailing addresses, email addresses, phone numbers, emergency contacts, or birthday can be viewed.

Employee Information

Garcia, Jackie
OFFICE SPEC II

Personal Information

Empl ID	9999 9999		First Start Date	09/13/ xxxx	
Position	OFFICE SPEC II	######	Department	HCM Location 1	9999
Job Code	OFFICE SPEC II	N0123	Location	HCM Location 1	9999
Company	Clark County School District	CCS	Regular/Temporary	Regular	
Business Unit	Clark County School District	CCSD1	Full/Part Time	Full-Time 10 Months	

Additional Information

Home and Mailing Addresses
Email Addresses
Phone Numbers
Emergency Contacts
Birthday

Samples:

Employee Information
Home and Mailing Addresses

Garcia, Jackie
Actions

Home Address

Country United States
Address 555 MAIN ST
LAS VEGAS, NV 89143

Mailing Address

Country
Address

Employee Information
Email Addresses

Garcia,Jackie
Actions

Email Addresses

Email Type	Email Address	Preferred
Business	xxxxxxx@nv.ccsd.net	☑
Other	xxxxxxx@aol.com	☐

Employee Information
Phone Numbers

Garcia,Jackie
Actions

Phone Numbers

Phone Type	Telephone	Extension	Preferred
Mobile	702/123-4567		☑
Home	702/555-1212		☐

Employee Information
Birthday

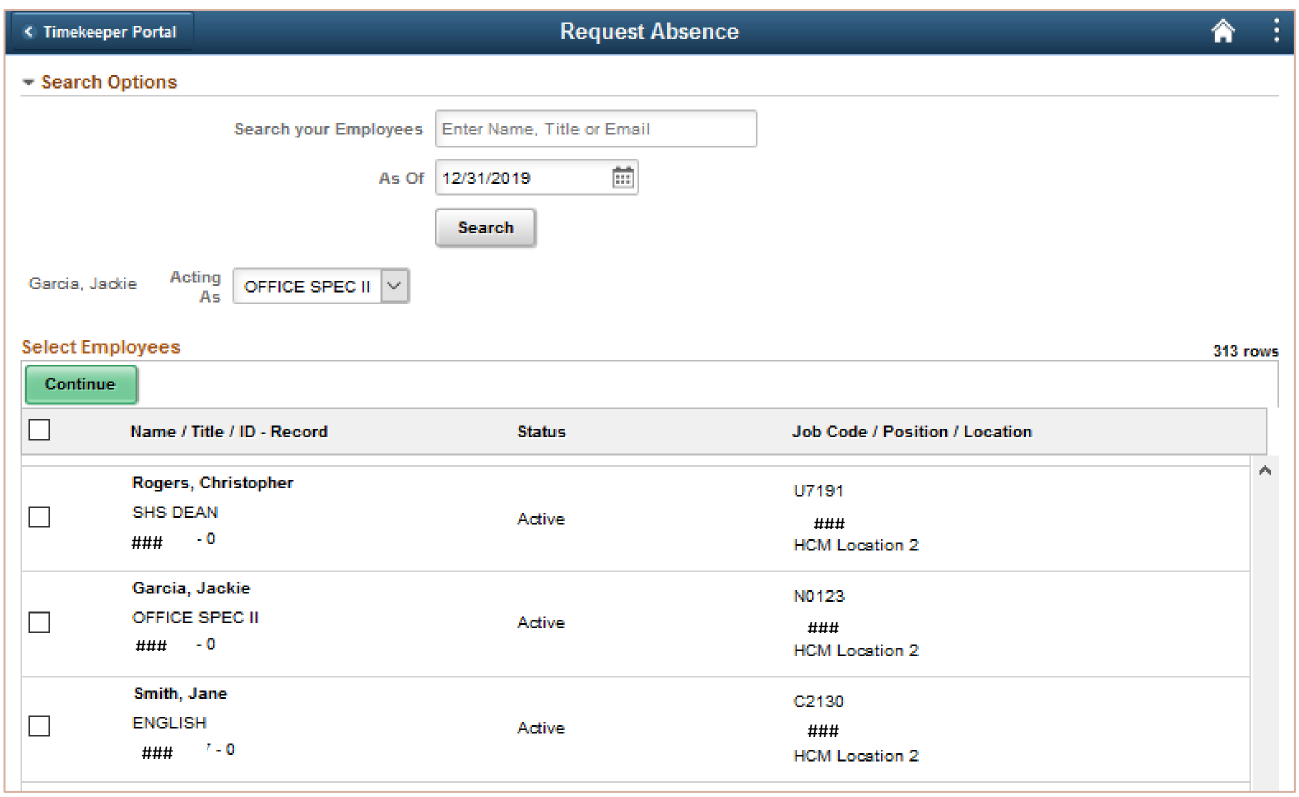
Garcia,Jackie
Actions

Birthday November 00

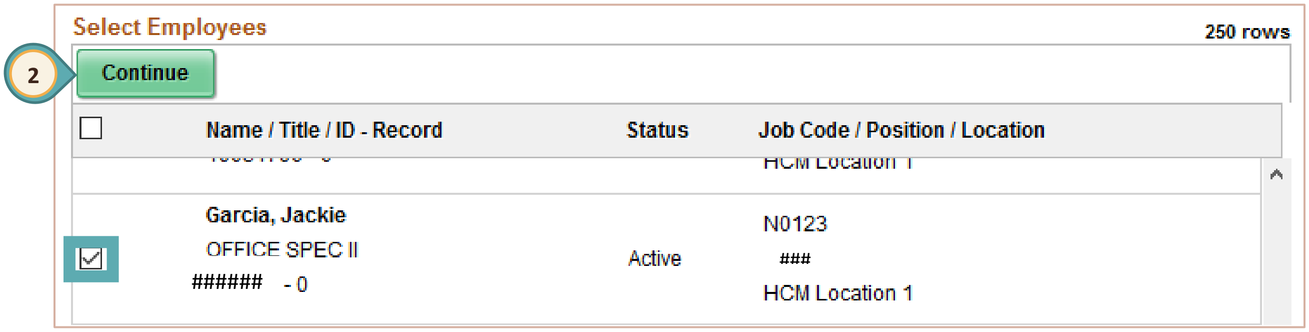
Request Absence

The **Request Absence** tile is used to request an absence on behalf of an employee. Select the **Request Absence** tile from the **Timekeeper Portal** to display the **Request Absence** page. Please note that an Absence Request cannot be submitted for multiple employees at the same time.

1. Find the employee who needs an absence request submitted by using the **Search Options** tool at the top of the page, or by scrolling through the list.

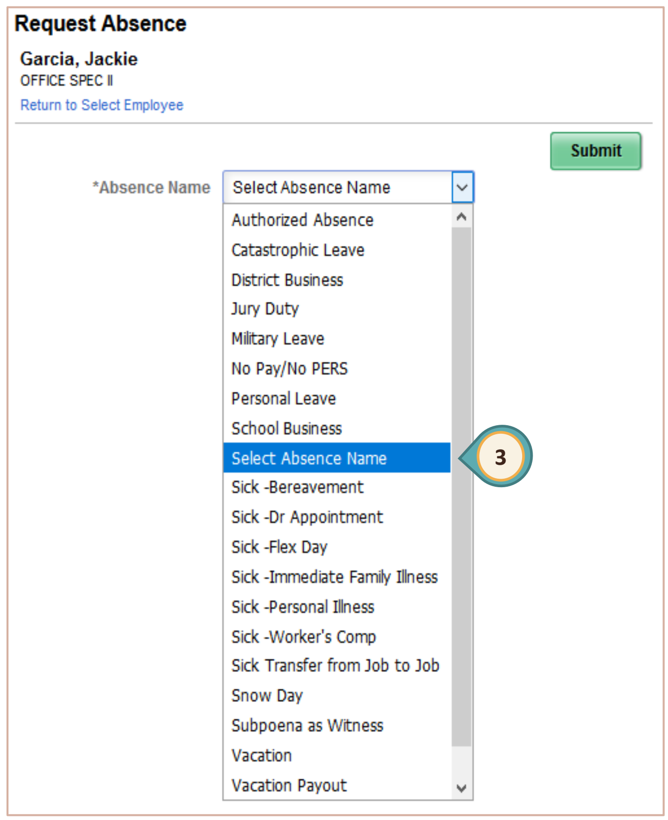


2. Select the checkbox to the left of the employee's name who needs an absence request submitted, and click the **Continue** button. The **Request Absence** screen will be displayed and is similar to the **Request Absence** option that is available in ESS.



3. From the drop-down box, select the absence name being submitted. Absence names vary by employee group.

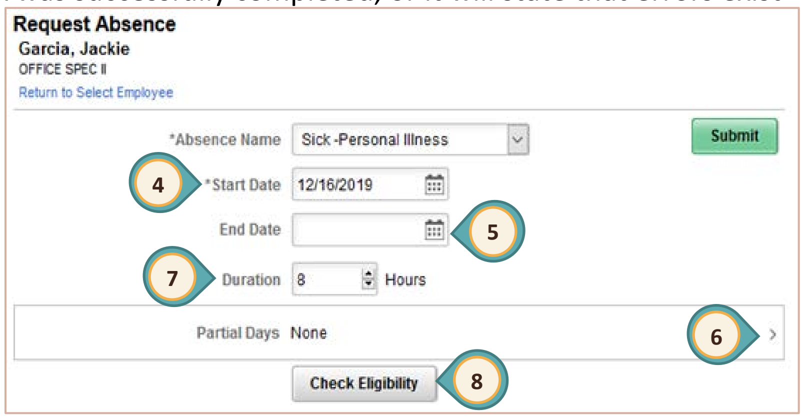
   Note: Some **Absence Names** require a **Reason**. The drop-down box will appear when required so a selection can be made.



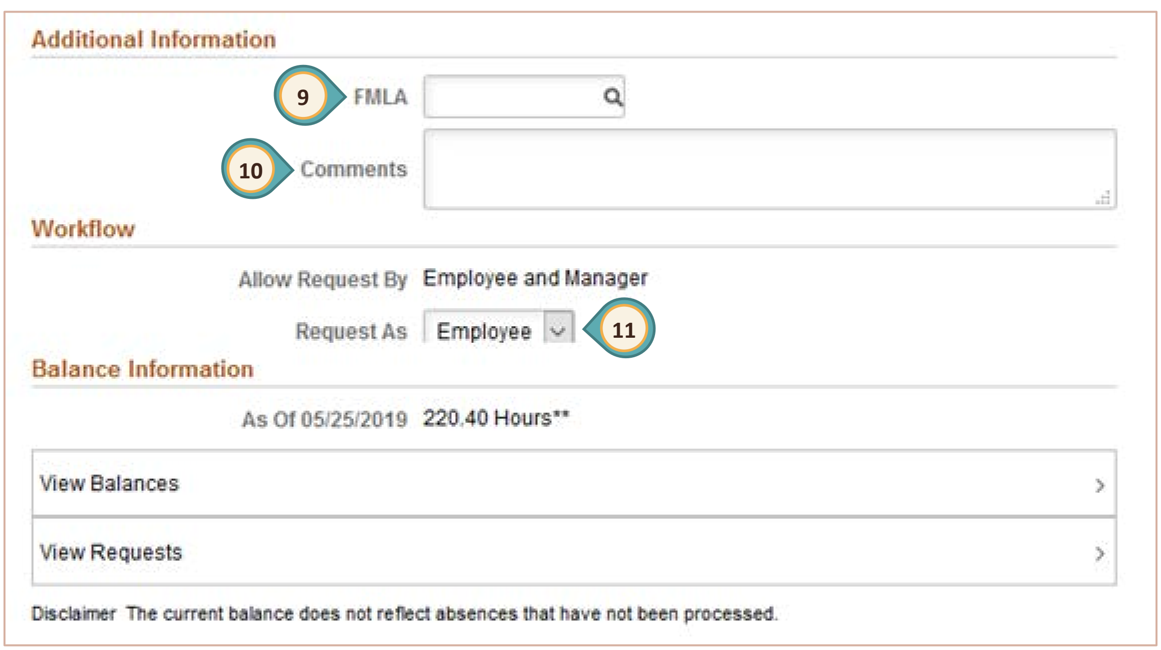
4. Enter the **Start Date** (first day of the leave) of the absence. The **Start Date** can be today's date or a day in the future.
5. Enter the **End Date** of the absence. (If the absence is one day, the **Start Date** and the **End Date** will be the same date.)
6. If the absence is for a partial day, click the **>** symbol on the right side of the **Partial Days** selection bar. A new window will appear. Select the appropriate option from the drop-down list, and click the **Done** button.

7. The **Duration** will display based upon the length of the absence using the start and the end dates and the position type. (e.g. Certified/Unified in days, Support Professionals/School Police in hours, etc.)
8. Click the **Check Eligibility** button. During this step the system will check to be sure that the employee has the available leave balance to request the time off. A message will appear stating that the eligibility check was successfully completed, or it will state that errors exist that need to be corrected.

   Note: Some **Absence Names** do not require the **Check Eligibility** step.



9. Enter **FMLA Information** if appropriate.
10. Enter any comments in the **Comments** field. The Comment field can be used to enter a justification for the submission of the Absence Request if desired. *Once a comment has been entered, it **cannot** be deleted or modified.*
11. In the **Workflow** section, select an option (Employee or Manager) in the **Request As** drop-down box. Use the "Manager" option to indicate the request is being initiated by the manager. Use the "Employee" option if and when the employee has asked the manager to enter the Absence Request on their behalf.



12. Click the **Submit** button. As with submitting time on an employee's behalf, submitting an Absence Request for an employee will automatically route the Absence Request to the next level of the approval workflow. 

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."

Appendix A – Additional Resources

Please visit the CCSD Employee Business Training website (training.ccsd.net) > Resources > HCM for additional resources such as:

- Timekeeper and MSS Roles Defined
- Timekeeper and MSS Roles Matrix
- Payroll - Minutes Conversion to Decimal Matrix
- Timesheet Entry Scenarios
- Substitute Timesheet Information