

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



*PeopleSoft-HCM:
Manager Self-Service
Essentials*

Revised: January 1, 2020

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

Manager Self-Service Overview

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

The HCM System provides a Manager Self Service (MSS) Portal designed to assist administrators, managers, and other designated staff with the ability to:

- Enter Time or submit Absence Requests on behalf of employees at their school or work location.
- View employees' submitted Time, Absences, Absence Balances, etc.
- Access an at-a-glance view of their school or work location's scheduled employees, requested absences, schedule deviations, etc.
- Locate and view personal and employment data for their location's employees.
- Create job requisitions in the HCM System's Talent Overview program, Taleo.
- Request new and make changes to existing positions.
- Access the School Budget Planning Tool.

When it comes to Time and Absence, there are two levels of approval: Level 1 Reviewers and Level 2 Approvers. Level 1 Reviewer and Level 2 Approver access applies only to the Time and Absence workflow in MSS.

Time/Absence and Payroll require a Reviewer and a Final Payroll Authorization Approver.

Reviewers are considered to be Level 1 approvers, and may include employees such as:

- Administrative School Secretaries and Office Managers at a school, department secretaries, location managers or supervisors.
- Employees who have staff who "report to" them as identified in the system's organizational structure. For example, at a school, all employees report to the Principal, so by default, the Principal will have Level 1 Approver rights.

Final Payroll Authorization Approvers are considered Level 2 Approvers. These are Administrators such as Principals and Department Directors.

Reported Time (such as Overtime and Comp Time Earned) and Absence Requests (such as Personal Illness or Vacation) are routed to the Reviewer for initial approval. The Final Payroll Authorization Approver must submit the Reported Time or Absence Requests to Payroll.

It should be noted that, in many cases, a principal, director, or other administrator will be assigned Level 1 rights, as they have employees who report to them, AND Level 2 rights as the Final Payroll Authorization Approver.

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.)

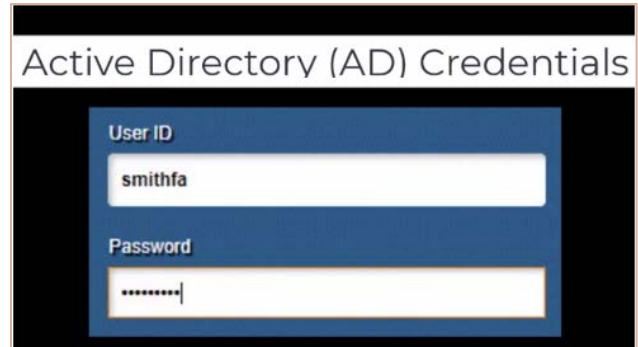
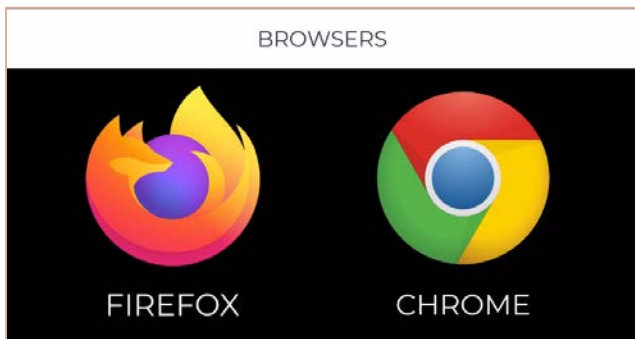
Navigating in Manager Self-Service

Accessing the HCM system

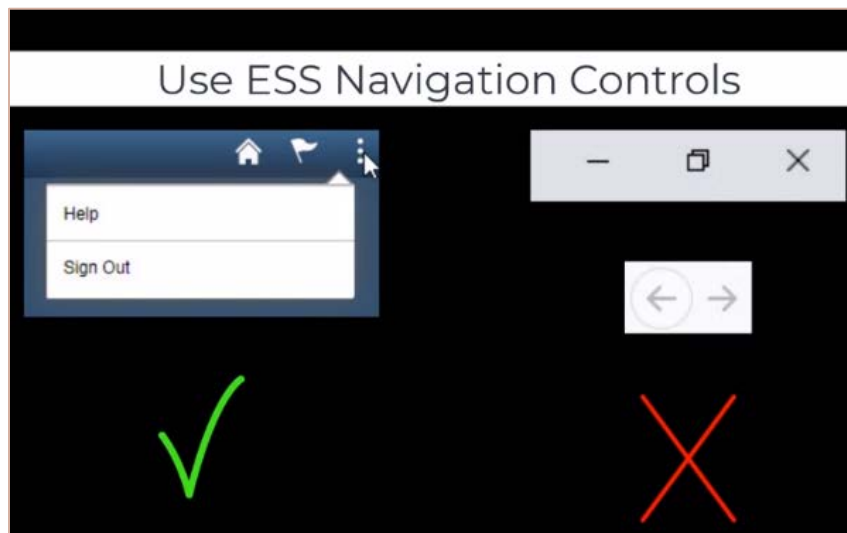


The HCM system provides an Employee Self Service (ESS) portal for all CCSD employees as well as the Manager Self Service (MSS) portal for administrators, managers, and reviewers. The system can be accessed via the HCM icon on the desktop or by going to hcm.ccsd.net.

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.

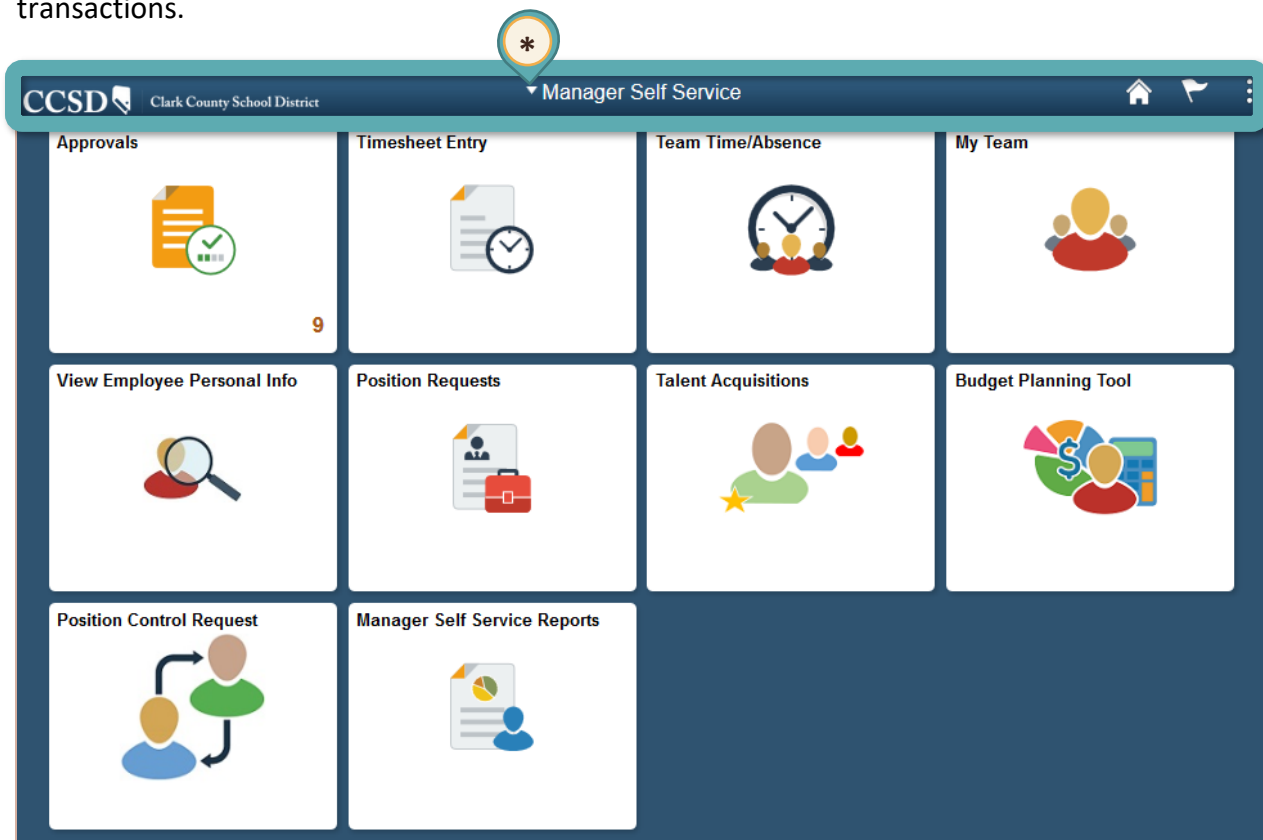


The Banner

The Banner provides constant access to the 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 Manager Self Service 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 **Manager Self-Service** home page/dashboard to access a variety of manager self-service transactions.



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.

Home Button

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



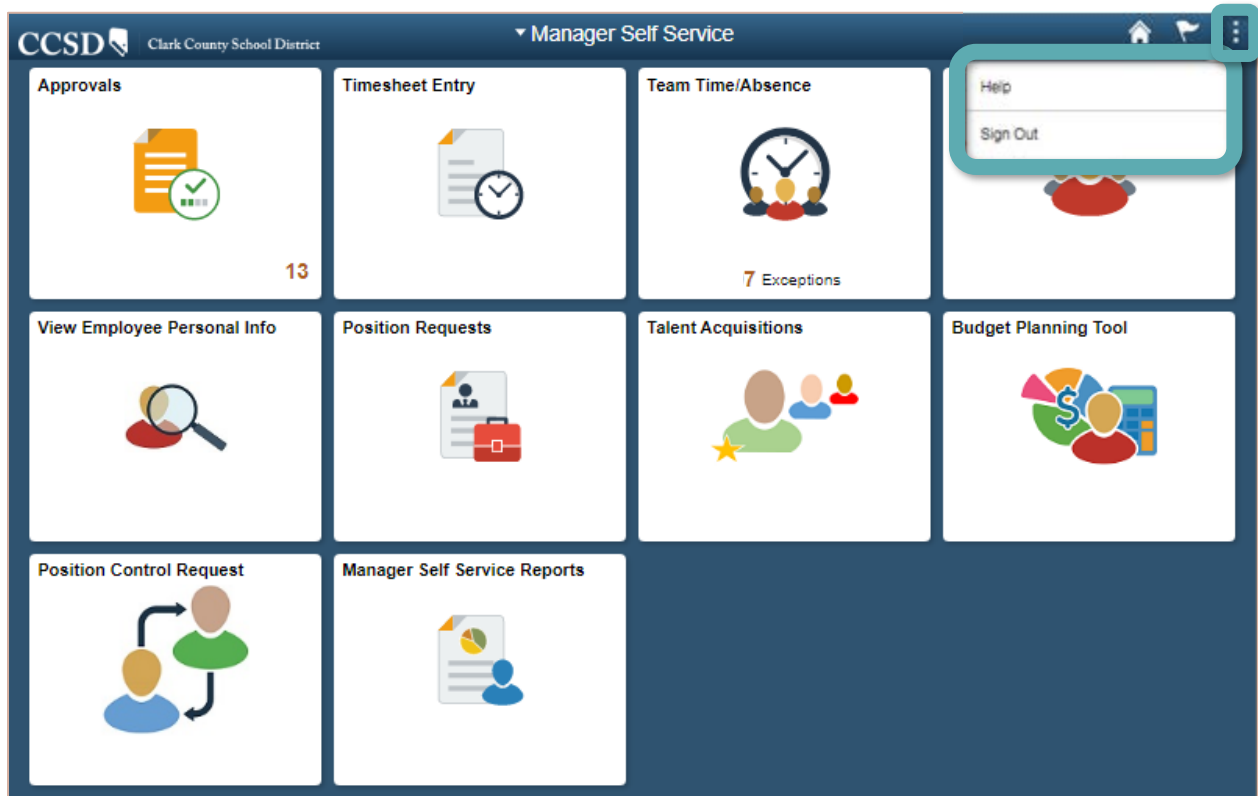
Notifications Button

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



Actions List Button

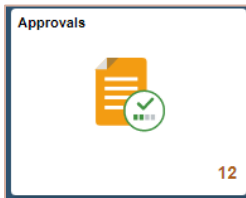
The **Actions List** (3 vertical dots) displays a list of actions the employee can perform. **Help** and **Sign Out** are standard actions in the list; however, other options may appear when visiting a transaction page. The **Help** option links to the [CCSD Employee Business Training](http://training.ccsd.net) 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

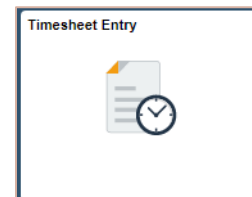
Tiles provide access to transactional pages in **Manager Self Service**. Below are the tiles on the MSS home page/dashboard.

The **Approvals** tile provides access to the following functions:



- Absence Requests
- Reported Time
- Cancelled Requests

The **Timesheet Entry** tile provides access to the following function:
Entering Reported Time on behalf of an employee



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

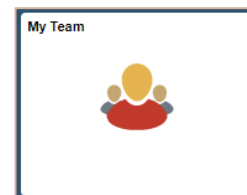


- Report Time – Daily view
- Weekly Time Summary
- Payable Time
- Comp Time Balances
- Request and Cancel an Absence on Behalf of an Employee
- View Requests and Absence Balances
- Workforce Availability

The **My Team** tile provides access to the following information:

(Note: Tile will only display information for managers who have employees that report to them in the system's organizational structure.)

- Summary Information
- Compensation Information
- Leave Balances



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



- Home and Mailing Addresses
- Email Addresses
- Phone Numbers
- Emergency Contacts
- Birthdays

The **Position Requests** tile provides access to:

Request new positions

(departments/regions year round, schools-off cycle only)



The **Talent Acquisitions** tile provides access to **Taleo (Talent Management Suite)** to:



Create requisitions

Screen candidates

Make job offers

The **Budget Planning Tool** tile will link authorized users to the **Planning and Budgeting Cloud Service (PBCS)** login page to access the CCSD School Budget Planning tool.



The **Position Control** tile provides access to:

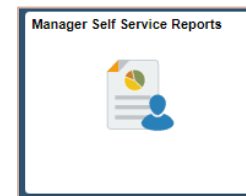


Manage current positions at the location

(departments/regions year round, schools-off cycle only)

The **Manager Self Service Reports** tile provides access to:

Pre-made queries such as Sub Timesheets to Approve



IMPORTANT!

Throughout the HCM system, there are often multiple ways to complete different tasks. The methods shown throughout this guide are considered best practices in MSS, especially when requesting absences, reporting time, etc. Because of this, not all features available on each page will be addressed.

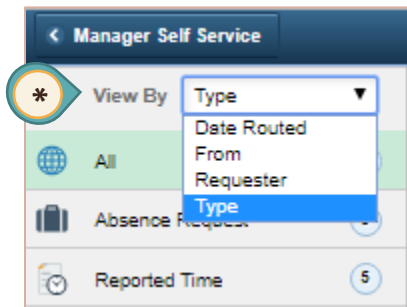
Approvals Tile

Select the **Approvals** tile from **Manager Self Service** to display this page. The number in the bottom right corner indicates the total number of pending approval requests.



Approving Absence Requests

Approval requests can be sorted by selecting an option from the ***View By** drop-down list if desired.




Type (default) will list all pending approvals by either absence request, reported time, or cancel absence in the left side panel.

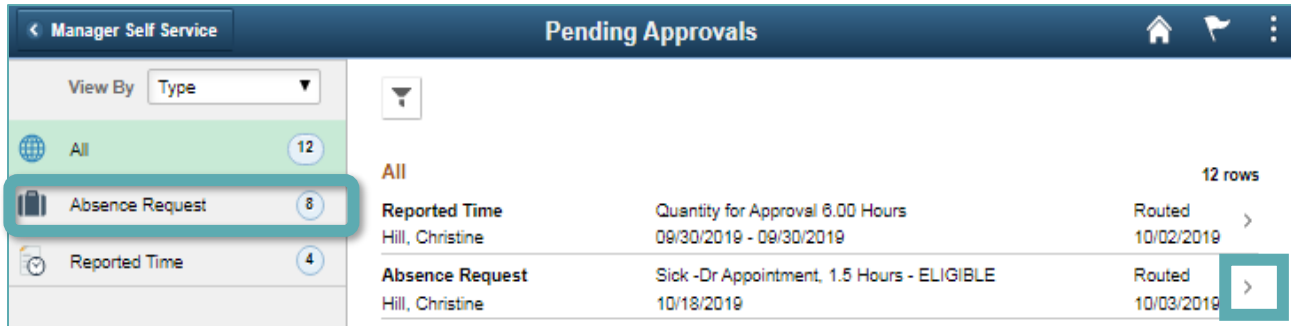
Date Routed will list all pending approvals by the week in the left side panel and in order of the routed date from oldest to newest.

From will list all pending approvals by the name of the person who created the request in the left side panel. Once a name has been selected, only requests created by that person will be displayed.

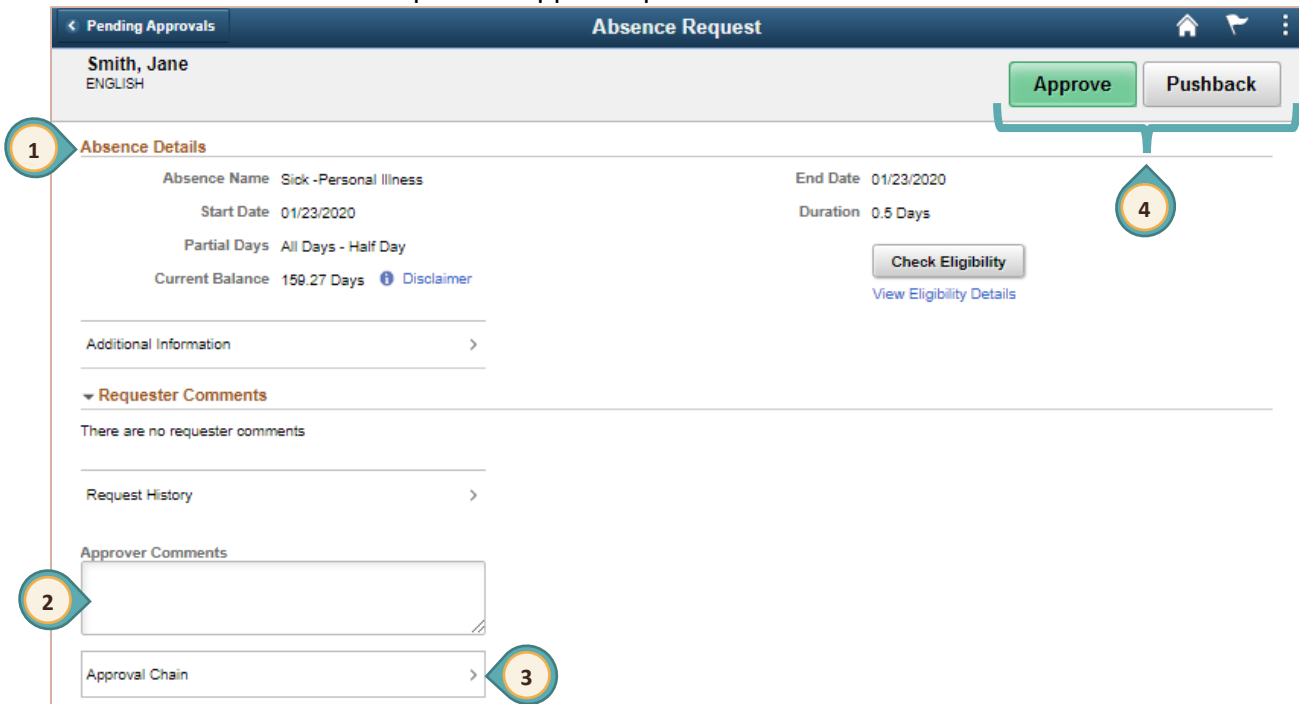
Requester will list all pending approvals by the affected employee in the left side panel. Once a name has been selected, only requests for that employee will be displayed.

A filter option  can be selected to filter the list by Type, Requester, From, or Date Period if desired.

Click the **Absence Request** link from the left side panel, to display only absence requests. To review and approve an individual absence, click the > right arrow, which is located on the right side of the page. After the arrow has been selected, the **Absence Request** details page will display.



1. The information can be reviewed for accuracy. Information displayed includes the **Employee's Absence Details** (including Partial Days), **Current Balances**, **Eligibility**, **Additional Information** (including FMLA coding), **Requester Comments** (if any), and **Request History**.
2. *Optional:* Enter any **Approver Comments**. (Comments can also be added in the next step.) **Note:** Comments are viewable by the employee and any users with access to the Absence Request. Comments cannot be modified or deleted once entered.
3. To review the approvers in the **Approval Chain** for this absence, click the > right arrow. The **Approval Chain** displays the request's **Absence Approval Paths**, any **Approvers** involved, and the status of each step of the approval process.



4. Select either **Approve** or **Pushback** using the buttons in the upper right corner.
 - a. When the **Approve** button is selected, the following page will display.

Enter any **Approver Comments** regarding the approval of the absence.
Once comments have been entered, click the **Submit** button.

If approved by a **Level 1 Reviewer**, the request is routed to the **Level 2 Approver**.
If approved by a **Level 2 Approver**, the request is routed to Payroll.

Remember: It is possible for one location to have multiple Level 1 Reviewers. If any Level 1 Reviewer screens and approves the request, it will move on to the Level 2 Approver.

Also if a Level 2 Approver, who is also a Level 1 Reviewer, approves the request first, the request will bypass the Level 2 approval review and route directly to Payroll.

- b. When the **Pushback** button is selected, the following page will display.

Enter any **Approver Comments** regarding the **Pushback** on the absence.
Once comments have been entered, click the **Submit** button.

Clicking the **Pushback** button will route the Absence Request back to the employee (whether it was submitted by the employee or by someone else on their behalf, such as the Timekeeper). The Pushback option can be used if and when the Absence Request contains a mistake, or to communicate to the employee that the Absence Request cannot be approved at this time (such as accounting for minimum staff coverage).

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

Mass Approval of Absence Requests

After selecting the **Approvals** tile, click the **Absence Request** option from the left side panel. **Level 1 Reviewers** have the ability to select multiple Absence Requests at the same time. However, because **Level 1 Reviewers** are designated to view and screen Absence Requests for accuracy before approving, it is **not** recommended to use Mass Approval at the Reviewer level. ***This tool is intended for Level 2 Approver and should always be used with caution.***



After selecting the **Absence Request** option from the left side panel, the following page will be displayed. In this example, there are three (3) Absence Requests that require approval.



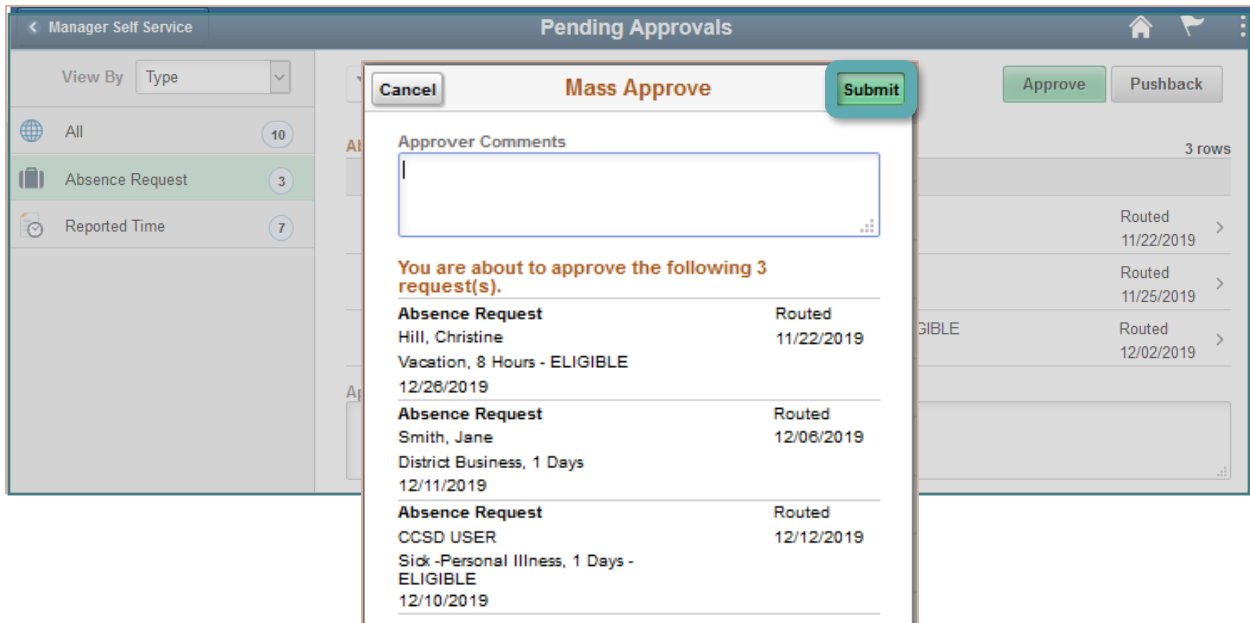
To approve all three (3) **Absence Requests**, click the **Checkbox** in the top gray bar and click the **Approve** button. (Comments can be entered in the **Approver Comments** field on this page or the next.)

If an employee's absence needs be corrected, the Absence Request must be returned to the employee. To do this, select the checkbox by the employee's name, then click the Pushback button and enter comments, if desired.

Enter any comments in the **Approver Comments** field if not done on the previous page. (When mass approving requests, the same comment is used for all approved requests.)

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

Review the absences to be approved. Click the **Submit** button to finalize the approval.



After clicking the **Submit** button, the Absence Requests will no longer appear on the page and a notification that the transactions have been approved will be displayed.



Once again, if these are approved by a Level 1 Reviewer, the request is routed to the Level 2 Approver. If approved by a Level 2 Approver, the request is routed to Payroll.

Note: As mentioned before, if a Level 2 Approver, who also has Level 1 access, approves any Absence Request without it first being approved by their designated Level 1 Reviewer, the request will skip the Level 1 Reviewer in the approval process. Additionally, by selecting Absence Requests individually, the Level 2 Approver can click **Approval Chain** to see if their Level 1 Reviewer has approved the request.

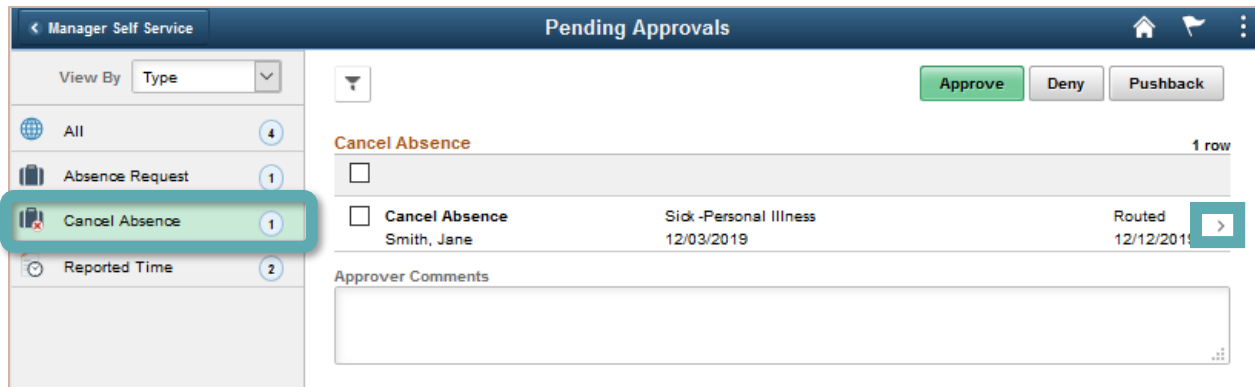
Approving Cancel Absence Requests

If there are any Absence Requests that have already been approved and then are cancelled by the employee or Timekeeper, the cancellation of the request must go through the same approval process.

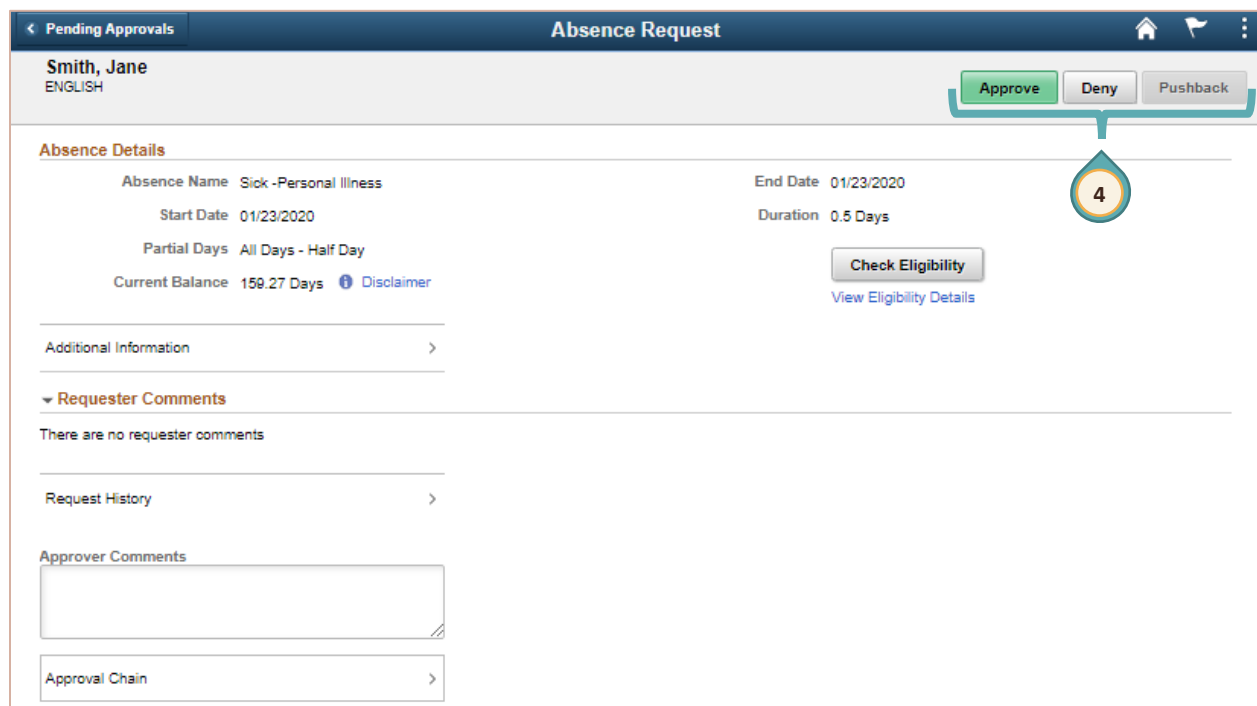
This process does not apply if the Absence Request was submitted by an employee but was never given Level 1 or Level 2 approval.

After selecting the **Approvals** tile, click the **Cancel Absence** option from the left side panel. In this example, there is one (1) **Cancel Absence** request that requires approval.

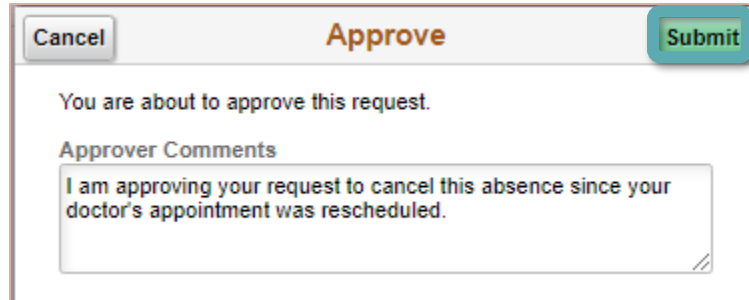
To review and cancel an individual absence, click the > right arrow, which is located on the right side of the page. After the arrow has been selected, the Absence Details page will be displayed.



Click **Approve** or **Deny** using the buttons in the upper right corner.



1. When the **Approve** button is selected, the following window will be displayed.



Enter any **Approver Comments** regarding the approval of the cancellation.

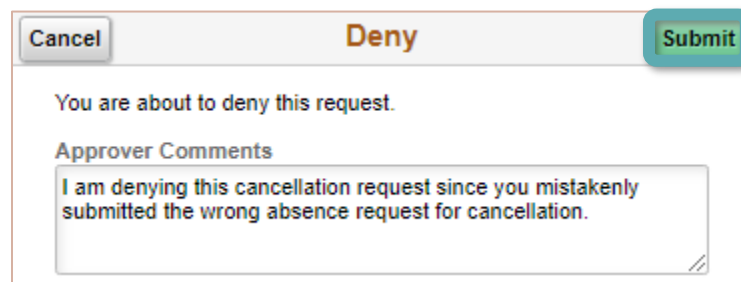
Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

Once comments have been entered, click the **Submit** button.

If approved by a Level 1 Reviewer, the request is routed to the Level 2 Approver.

If approved by a Level 2 Approver, the request is routed to Payroll.

2. When the **Deny** button is selected, the following window will be displayed.



Enter any **Approver Comments** regarding the denial of the cancellation.

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

Once comments have been entered, click the **Submit** button.

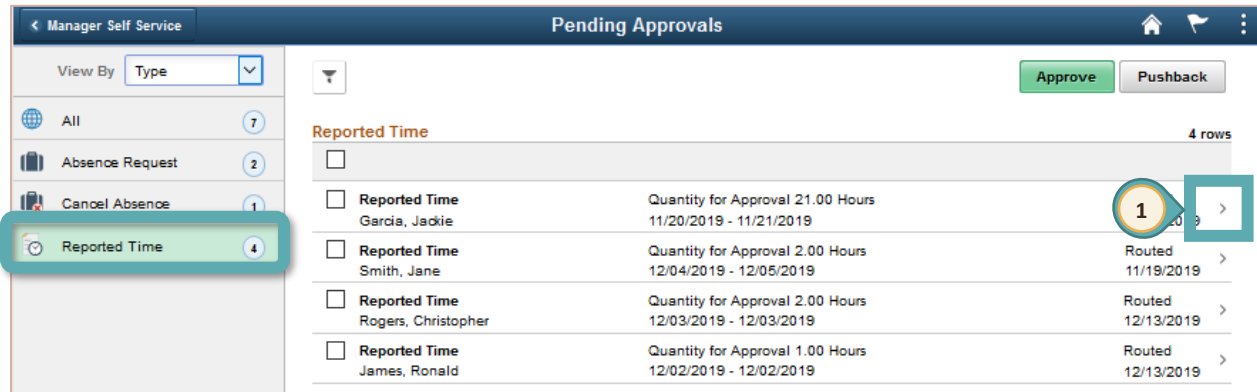
If approved by a Level 1 Reviewer, the request is routed to the Level 2 Approver.

If approved by a Level 2 Approver, the request is routed to Payroll.

Approving Reported Time Requests

After selecting the **Approvals** tile, click the **Reported Time** option from the left side panel. In this example, there are four (4) **Reported Time** items that require approval.

1. Select the row for the employee to review the time requested.



Note: Refer to the figure below for the following explanations:

2. The **Summary** area displays the **Time Period** for which the time has been entered, the quantity of hours or days to be approved, the quantity scheduled, etc.
3. The **Reported Time Details** area shows the date on which the time was reported, the Time Reporting Code (TRC) used, the Quantity for Approval, etc.
4. If multiple TRCs and/or dates were reported in the same **Time Period** (i.e., two days in the same work week), each TRC and/or date will display as its own individual row. In the example below, a Support Professional employee has reported two (2) hours of Overtime for one day, and three (3) hours of Comp Time Earned on the next. This appears as two different rows.

As another example, a teacher may have reported 15 minutes (.25 hours) of **Additional Minutes (ADDMS)** during each day of the work week, which will display as five different rows.

5. Select the record(s) to approve by clicking the **Checkbox** which appears to the left of the date(s).
6. Enter any **Comments** in the space provided if desired.

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

7. To review the **Approval Chain**, click the **Approval Chain** box.
8. To **Approve** the Reported Time, click the **Approve** button.

Once approved by the Level 1 Reviewer, if the Reported Time does not have an alternate funding source (and therefore is coming from the employee's job location's funding), the Reported Time will be routed to the Level 2 Approver for the site (e.g., the School Principal).

Note: If the Reported Time has an alternate funding source (and therefore is coming from a different location's funding), then the Reported Time will be routed to the Level 1 Reviewer and the Level 2 Approver for that site to enter or verify that the appropriate combination code has been applied.

- If time is not being approved for the employee, the Level 1 Reviewer or the Level 2 Approver can make adjustments to the Reported Time on the timesheet or pushback the timesheet to the employee to make the corrections by selecting the **Pushback** button. Comments can be entered, if desired.

Reported Time

Garcia, Jackie
OFFICE SPEC II

2 line(s) are pending your approval

Approve **Pushback**

2 Summary

Time Period 11/20/2019 - 11/21/2019

Quantity for Approval 21.00 Hours Quantity Scheduled 16.00 Hours

Quantity Submitted/ 0.00 Hours Quantity Reported 21.00 Hours
Approved

Quantity Denied 0.00 Hours

[View Legend](#)

3 Reported Time Details

Pending All

2 rows

| Select | Report Date | Time Reporting Code | Quantity for Approval | Reported for Date / Scheduled for Date |
|--------------------------|-------------|------------------------|-----------------------|--|
| <input type="checkbox"/> | 11/20/2019 | REG - Regular Hours | 10.00 Hours | 10.00 Hours / 8.00 Hours |
| <input type="checkbox"/> | 11/21/2019 | CTE - Comp Time Earned | 11.00 Hours | 11.00 Hours / 8.00 Hours |

5

4

Approver Comments

6

Approval Chain **7**

Mass Approval of Reported Time

After selecting the **Approvals** tile, click the **Reported Time** option from the left side panel. Level 1 Reviewers have the ability to approve multiple Time Requests at the same time. However, because Level 1 Reviewers are designated to view and screen Time Requests for accuracy before approving, it is **not** recommended to use Mass Approval at the Reviewer level. ***This tool is intended for Level 2 Approvers and should always be used with caution.***



After selecting the **Reported Time** option from the left side panel, the following page will be displayed. In this example, there are four (4) Time Requests that require approval.



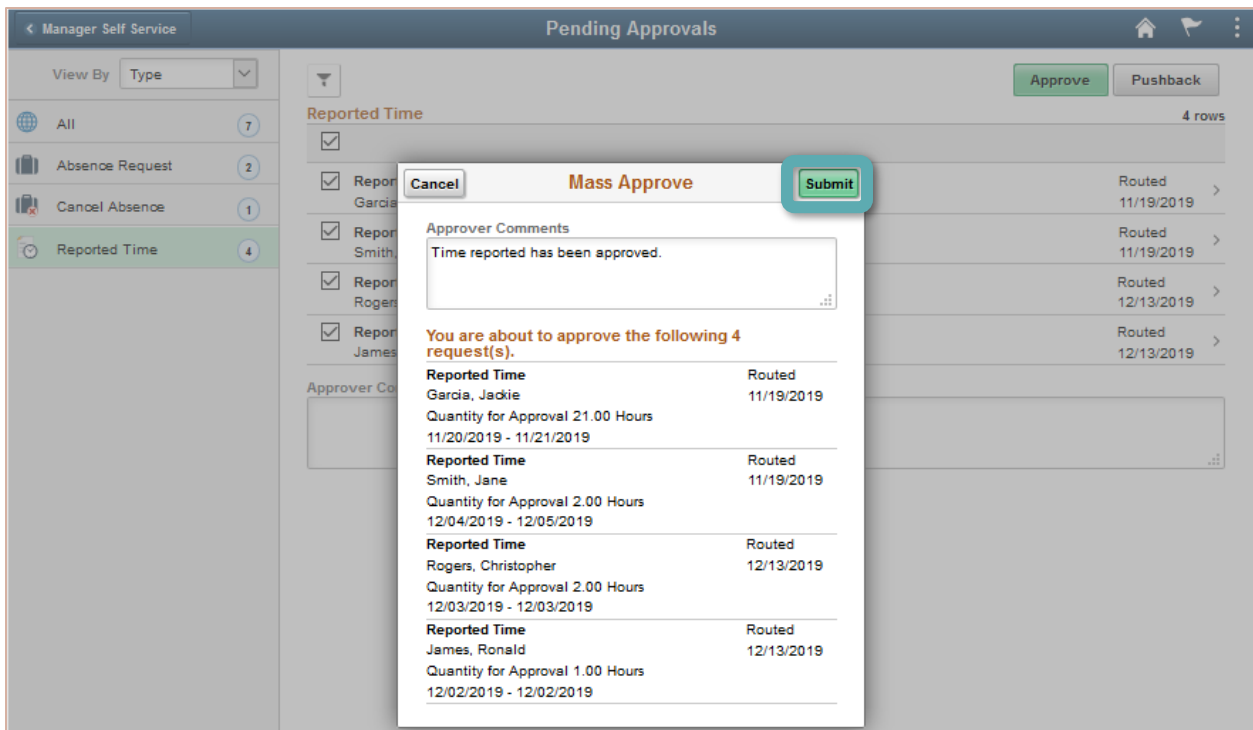
To approve all four (4) **Reported Time** requests, click the **Checkbox** in the top gray bar and click the **Approve** button. (Comments can be entered in the **Approver Comments** field on this page or the next. When mass approving requests, the same comment is used for all requests.)

If an employee's reported time needs to be changed, it can either be modified directly or returned to the employee for correction. To have the employee correct it, select the checkbox by the employee's name, then click the **Pushback** button and enter comments, if desired.

Enter any comments in the **Approver Comments** field if not done on the previous page.

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

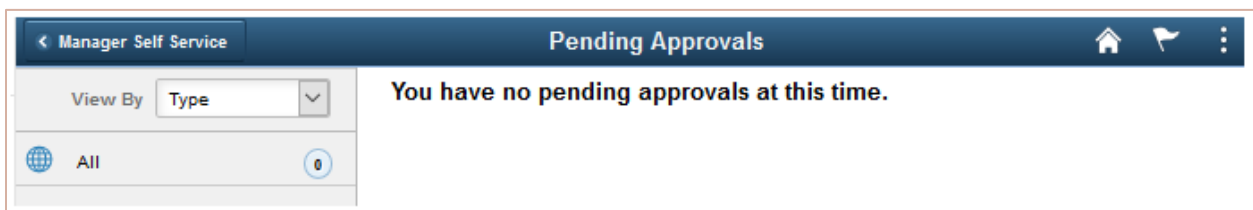
Review the **Time** to be approved. Click the **Submit** button to finalize the approval.



After clicking the **Submit** button, the reported time requests will no longer appear on the page and a notification that the transactions have been approved will be displayed.



If all absence requests and reported time have been approved, the following message will appear.



If these are approved by a Level 1 Reviewer, the request is routed to the Level 2 Approver. If approved by a Level 2 Approver, the request is routed to Payroll.

Note: If a Level 2 Approver who also has Level 1 access approves any Time Request without it first being approved by their designated Level 1 Reviewer, the request will skip the Level 1 Reviewer in the approval process. By selecting Time Requests individually, the Level 2 Approver can click **Approval Chain** to see if their Level 1 Reviewer has approved the request.

Timesheet Entry Tile

The **Timesheet Entry** tile can be used by both Level 1 Reviewers and Level 2 Approvers in MSS to locate and select an employee at the location in order to enter time on behalf of the employee. Select the **Timesheet Entry** tile from **Manager Self Service** 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. A value must be present in at least one field in order for a search to return results. It is recommended to use the **Location Code** along with at least one other search criteria.

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.

Employee Selection Criteria

| Selection Criterion | Selection Criterion Value |
|----------------------------|---------------------------|
| Time Reporter Group | <input type="text"/> |
| Employee ID | <input type="text"/> |
| Empl Record | <input type="text"/> |
| Last Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Business Unit | <input type="text"/> |
| Job Code | <input type="text"/> |
| Job Description | <input type="text"/> |
| Department | <input type="text"/> |
| Supervisor ID | <input type="text"/> |
| Reports To Position Number | <input type="text"/> |
| Location Code | <input type="text"/> |
| Company | <input type="text"/> |
| North American Pay Group | <input type="text"/> |
| Global Payroll Pay Group | <input type="text"/> |

Buttons: Get Employees, Clear Criteria, Save Criteria

Note: If "Save Criteria" is selected, it saves it in this section as well as in Team Time/Absence Tile search sections.

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.

Change View

*View By: Week

Date: 12/30/2019

Show Schedule Information

Previous Week Next Week

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

Employees For Hill, Christine, Totals From 12/08/2019 - 12/14/2019

| Last Name^ | First Name^ | Employee ID | Empl Record | Job Title | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|------------|-------------|-------------|-------------|-----------|----------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Last Name | | | 0 | | 0.000000 | 0.000000 | 0.000000 | | | 0.000000 | 0.000000 |

- 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.
- 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.

- 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).

4

Employee ID
Smith, Jane
Empl Record 0
ENGLISH
Earliest Change Date 09/18/2019

Select Another Timesheet

*View By Week
*Date 12/08/2019
Scheduled Hours 35.90 Reported Hours 4.00

From Sunday 12/08/2019 to Saturday 12/14/2019

| Sun 12/8 | Mon 12/9 | Tue 12/10 | Wed 12/11 | Thu 12/12 | Fri 12/13 | Sat 12/14 | Total | Time Reporting Code | Business Unit | Location | Athletics/ |
|----------|----------|-----------|-----------|-----------|-----------|-----------|-------|-----------------------------------|---------------|----------|------------|
| | 1.00 | 1.00 | | 1.00 | 1.00 | | 4.00 | EIHL - Extra Instruction - Hourly | CCSD1 | | |
| | | | 7.18 | | | | 7.18 | ZDSBD - District Business | CCSD1 | | |

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

| Date | Reported Status | Total | TRC | Description | Sched Hrs | Add Comments |
|------------|---------------------|-------|-------|----------------------------|-----------|--------------|
| 12/09/2019 | Saved | 1.00 | EIHL | Extra Instruction - Hourly | 7.18 | |
| 12/10/2019 | Saved | 1.00 | EIHL | Extra Instruction - Hourly | 7.18 | |
| 12/11/2019 | Approval In Process | 7.18 | ZDSBD | District Business | 7.18 | |
| 12/12/2019 | Saved | 1.00 | EIHL | Extra Instruction - Hourly | 7.18 | |
| 12/13/2019 | Saved | 1.00 | EIHL | Extra Instruction - Hourly | 7.18 | |

Return to Select Employee
Approve Absence

5

6

- 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 TRCs 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.

7

| Total | Time Reporting Code | Business Unit | Location | Athletics/Activity Code | Document ID (SAP) | Combination Code | ChartFields | | |
|-------|-----------------------------------|---------------|----------|-------------------------|-------------------|------------------|-------------|---|---|
| 4.00 | EIHL - Extra Instruction - Hourly | CCSD1 | | | | | ChartFields | + | - |
| 7.18 | ZDSBD - District Business | CCSD1 | | | | | ChartFields | + | |

| Time Reporting Codes (TRC) for Support Professionals: | Time Reporting Codes (TRC) for Certified (Licensed): |
|--|--|
| <p>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</p> | <p>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 EIPLY - Extra Instruction - Hourly ELMS - Training EXDAY - Extended Day MNTR - Mentor Pay PREPB - Preparation Time Buyout</p> |
| Time Reporting Codes (TRC) for School Police Officers: | Time Reporting Codes (TRC) for Unified/ Admin: |
| <p>00 CTE - Comp Time Earned 00 CTT - Comp Time Taken 10 REG - Regular Hours 20 CTA - Comp Time Adjustment</p> <p>NOTE: Timekeepers, MSS Level 1 Reviewers, and MSS Level 2 Approvers have access to more TRC codes than employees.</p> | <p>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</p> |

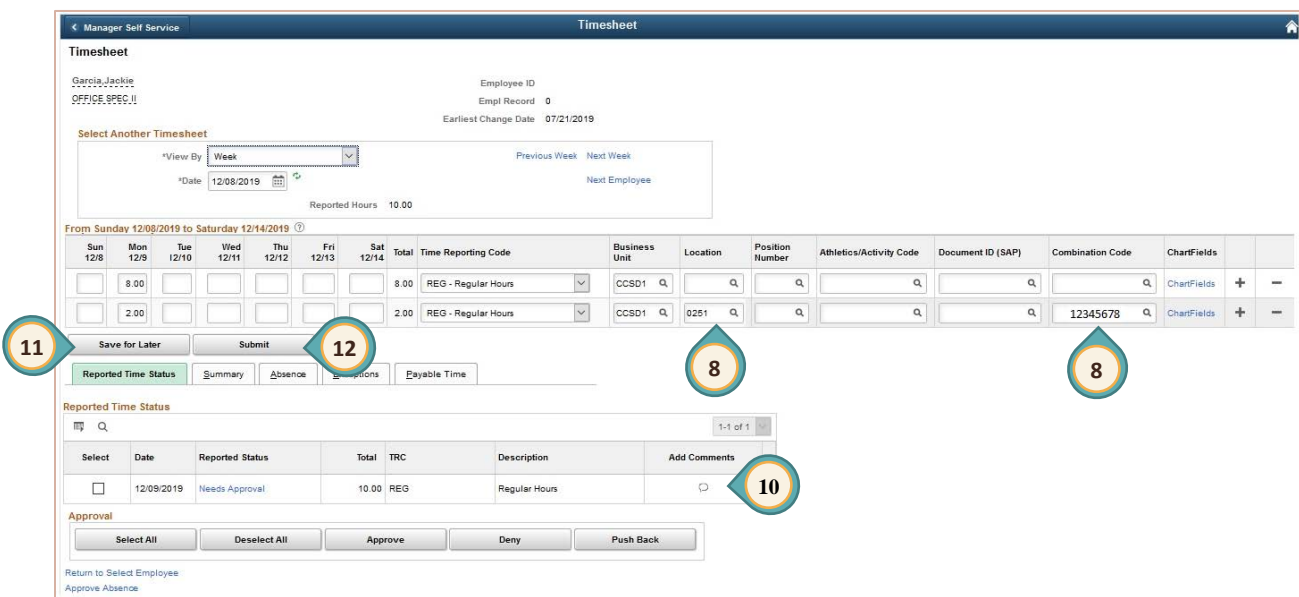
- If necessary, in the **Location** field enter or select the **Location Code** for the site that will be funding the reported time if the time is to be paid by an alternate funding source. The **Combination Code** is used to enter the appropriate budget coding to ensure that the time is paid by the correct funding source and 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.

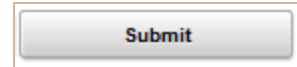
- Once the additional information has been entered, scroll back to the left side of the page to process the transaction.
- Comments can be added using the speech bubble icon located in the **Reported Time Status** area once the time has been saved.

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

- 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.



It is important to note that when a Level 1 Reviewer or Level 2 Approver uses Timesheet Entry to report time on behalf of an employee, the Reported Time is automatically routed to the next level of the approval workflow.

For example, if an Office Manager (who is a Level 1 Reviewer) submits an hour of overtime for an employee, the Office Manager will **not** need to go to the **Approvals** tile to approve the Reported Time after submitting. This is because Level 1 approval has already been granted upon clicking Submit. However, it will still need to be approved by the Level 2 Approver.

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.

Substitute Timesheets

- SmartFind Express will continue to be the absence management system.
- Information is exported from SmartFind into the PeopleSoft Timesheet. The timesheet will assign the appropriate Time Reporting Code.
- The designated Timekeeper/Level 1 Reviewer must review the substitute's timesheet for accuracy and make necessary corrections if required. A "Sub Timesheets to Approve" query has been created in the Manager Self Services Report tile to provide a list of substitutes assigned to a location for a specific pay period. Only Level 1 Reviewers and Level 2 Approvers have access to the query. The query will be used to search for and approve timesheets for those substitutes assigned to the location.

For additional examples of other Time Reporting Codes and information regarding substitute timesheets, please visit the [CCSD Employee Business Training website \(training.ccsd.net\)](https://training.ccsd.net) > Resources > HCM.

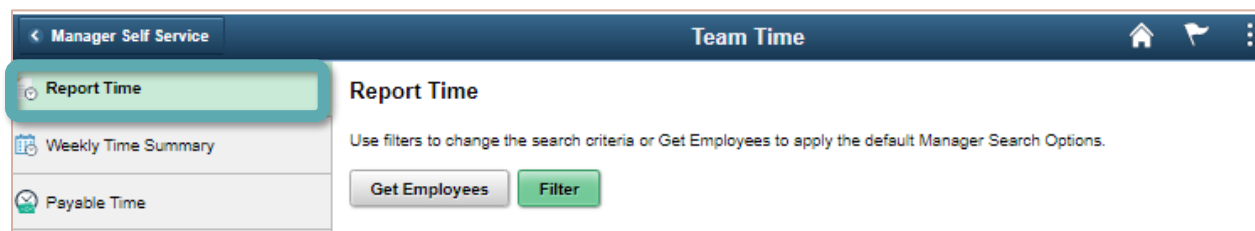
Team Time/Absence Tile

The **Team Time/Absence** tile is where Level 1 Reviewers and Level 2 Approvers can submit Absence Requests on an employee's behalf, cancel existing Absence Requests, view a history of Absence Requests for each employee, access a daily or weekly view of all employees' Reported Time and Requested Absences, etc. Select the **Team Time/Absence** tile from **Manager Self Service** to display the page.



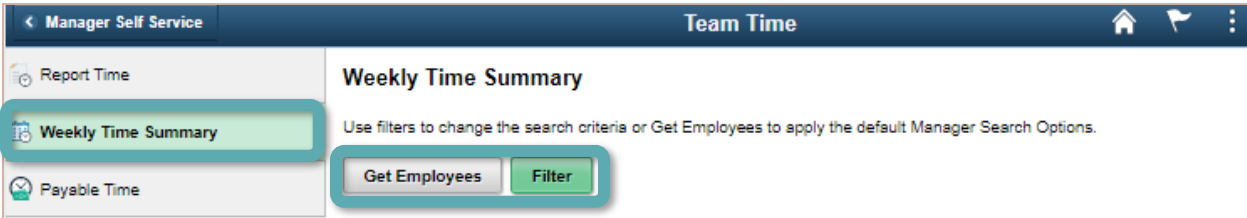
Report Time on Behalf of an Employee Daily View

The **Report Time** tool is used to report time on behalf of an employee on a daily basis. However, since it will only allow one date at a time to be entered and does not feature the ability to add multiple rows at once, it is recommended that the **Timesheet Entry** tile be used when entering time for an employee. After selecting the **Team Time/Absence** tile, click the **Report Time** option from the left side panel to display this page then search for the employee and enter the time for a specific day.



Weekly Time Summary

The **Weekly Time Summary** tool is used to view the weekly time of employees. After selecting the **Team Time/Absence** tile, click the **Weekly Time Summary** option from the left side panel to display the **Weekly Time Summary** page.



Click the **Get Employees** button or select the **Filter** button to search for specific criteria. (If all the employees are not displayed, the **Filter** may need to be cleared and reset.)

Filters Cancel Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Business Unit

Job Code

Job Description

Department

Supervisor ID

Reports To Position Number

Location Code

Company

North American Pay Group

Global Payroll Pay Group

Workgroup

Taskgroup

Position Number

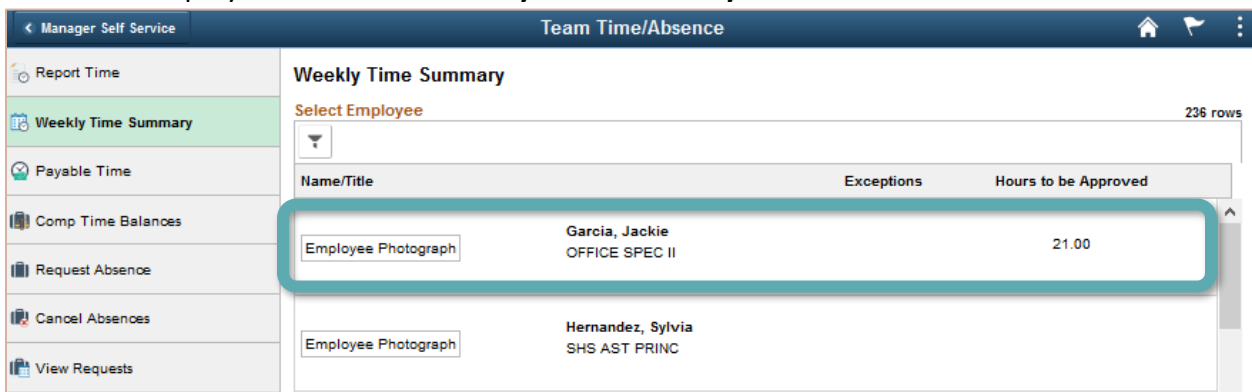
Reset

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

For example, select the magnifying glass icon next to **Workgroup** and choose **CERT** (Certified) to display certified employees only.

| Workgroup | Description |
|------------|---------------------------|
| ADMIN | Administrators |
| ADMSUB | CCSD - Admin Substitutes |
| BUSDRIVERS | Bus Drivers |
| CERT | Certified |
| CERTSUB | Certified - Substitutes |
| CERT_TEMP | Certified Temp |
| FOODSERV | Food Service Workers |
| FUND_TEST | Funding Test Workgroup |
| GUESTCOACH | Guest Coaches |
| POLICE | Police |
| POLICEATHL | Police - Athletics Duties |
| STUDENT | Student |
| SUPFT | Support - Full Time |
| SUPPT | Support - Part Time |
| SUPSUB | Support - Substitutes |
| SUPTEMP | Support - Temporary |

Select the employee to view the **Weekly Time Summary**.



The **Weekly Time Summary** for the current week for the employee will be displayed. The week displayed can be changed by clicking the left or right arrows on either side of the week displayed at the top of the page, or to choose a specific date, click the date range to open a calendar.

The **Previous** and **Next** buttons can be used to scroll through all employees or click the **Return to Select Employee** link to select another employee from the list.

| Day | Reported Time | Scheduled Time |
|-------------------|---------------|----------------|
| Sunday, Dec 08 | 0.00 | Scheduled OFF |
| Monday, Dec 09 | 0.00 | Scheduled 8.00 |
| Tuesday, Dec 10 | 0.00 | Scheduled 8.00 |
| Wednesday, Dec 11 | 0.00 | Scheduled 8.00 |
| Thursday, Dec 12 | 0.00 | Scheduled 8.00 |
| Friday, Dec 13 | 0.00 | Scheduled 8.00 |
| Saturday, Dec 14 | 0.00 | Scheduled OFF |

Individual day and time details can be displayed by clicking the day. (Time can be submitted on behalf of an employee from this page if necessary.)

Click the **Return to Weekly Time** link to return to the employee's weekly time view.

Weekly Time Summary

Report Time
Garcia, Jackie

[Return to Weekly Time](#)

Friday, Dec 13, 2019

Reported Status

Reported 0.00 Scheduled 8.00

*Time Reporting Code [dropdown] Quantity [dropdown]

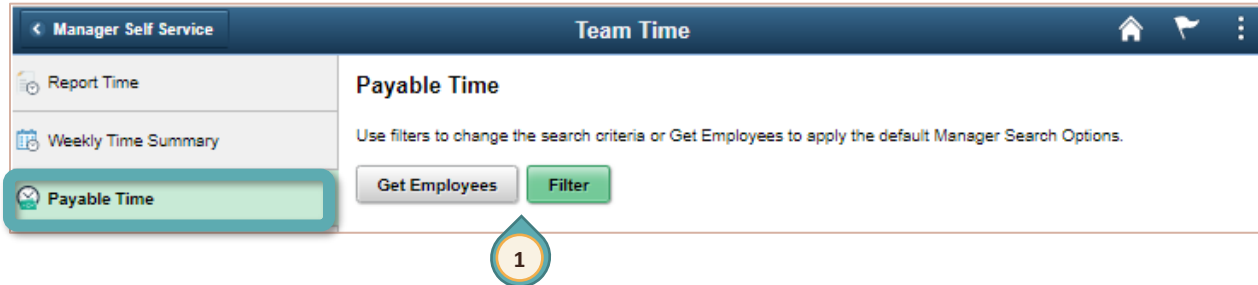
Submit

Time Details
Submitted 0 Hours
Last reported time was on Thursday, Nov 21, 2019.

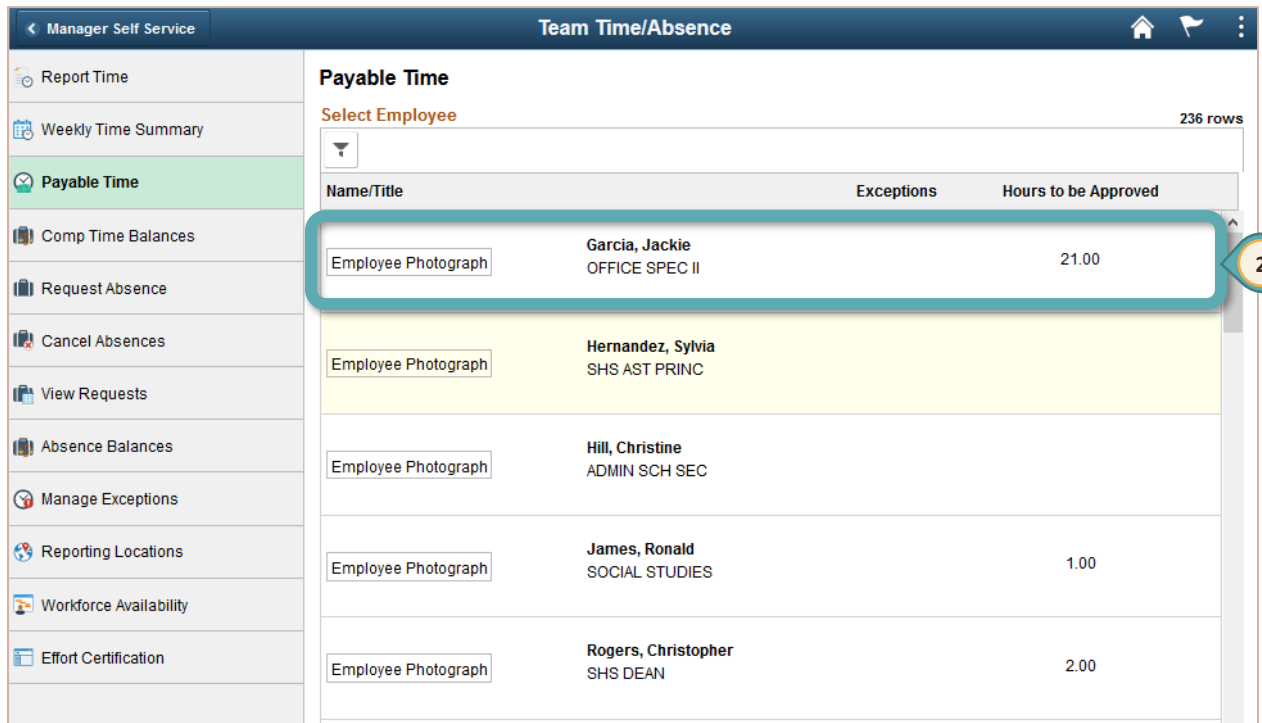
Payable Time

The **Payable Time** tool is used to view the payable time of an employee after the payroll process (time administration) is complete. After selecting the **Team Time/Absence** tile, click the **Payable Time** option from the left side panel to display the page.

1. Click the **Get Employees** button or select the **Filter** button to search for specific criteria. (If all the employees are not displayed, the **Filter** may need to be cleared and reset.)



2. To view an employee's **Payable Time**, click the employee's name. The employee's **Payable Time** will be displayed based on the default dates.



3. Select the ***From** date from the calendar for the desired date range.
4. Select the ***Through** date from the calendar of the time period to view.
5. The updated **Payable Time** will be displayed.
6. The **Previous** and **Next** buttons can be used to scroll through all employees or click the **Return to Select Employee** link to select another employee from the list.

Payable Time
CCSD USER
BUS DRIVER
[Return to Select Employee](#)

*From: 05/01/2019
*Through: 08/17/2019

Payable Time Summary

Summary Detail

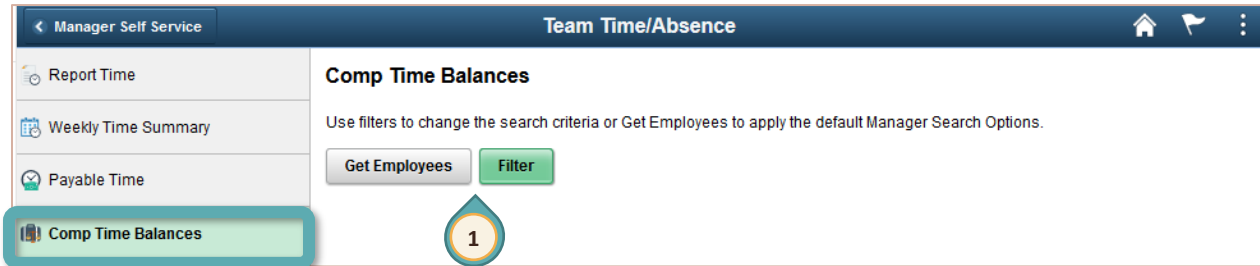
| Time Reporting Code | Quantity | Estimated Gross |
|-------------------------|---------------------|----------------------|
| Extra Pay - Bus Drivers | 33.48 Hours | \$1030.01 USD |
| Regular Hours | 120.00 Hours | \$2461.20 USD |
| Holiday Pay | 7.95 Hours | \$163.05 USD |
| Total | 161.43 Hours | \$3654.26 USD |

Previous Next

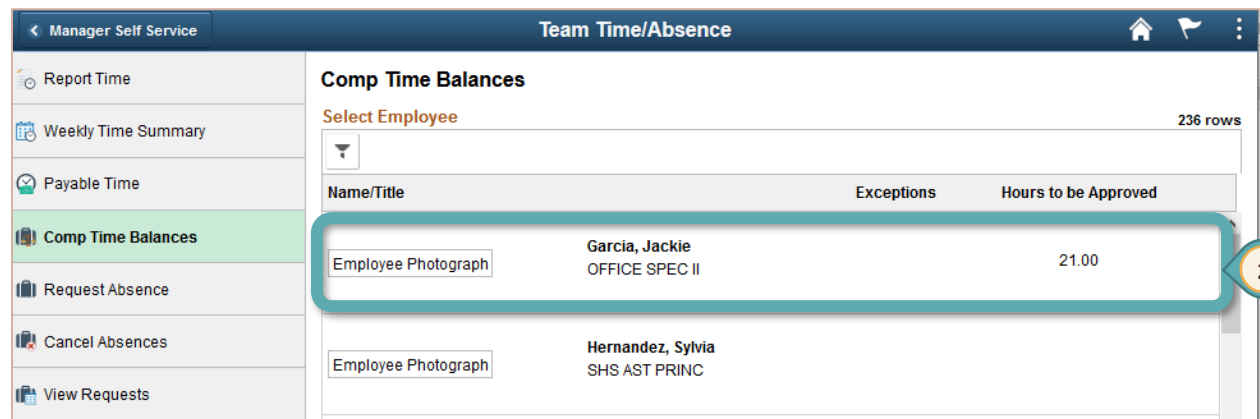
Comp Time Balances

The **Comp Time Balances** tool is used to view any comp time employees may have earned. After selecting the **Team Time/Absence** tile, click the **Comp Time Balances** option from the left side panel to display the page.

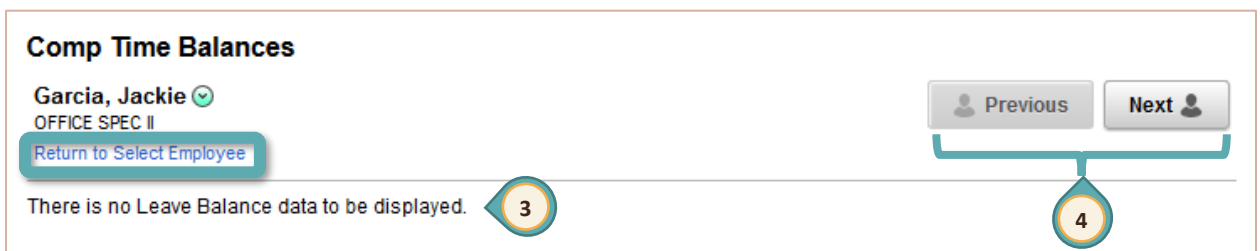
1. Click the **Get Employees** button, or select the **Filter** button to search for specific criteria. (If all employees are not displayed, the **Filter** may need to be cleared and reset.)



2. To view an employee's **Comp Time Balance**, click the employee's name.



3. The employee's **Comp Time Balance** will be displayed if any is available.
4. The **Previous** and **Next** buttons can be used to scroll through all employees, or click the **Return to Select Employee** link to select another employee from the list.



Requesting an Absence on Behalf of an Employee

The **Request Absence** tool is used to request an absence on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **Request Absence** option from the left side panel to display the 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.

Request Absence

▼ Search Options 1

Search your Employees

As Of 12/16/2019

Select Employees 250 rows

| <input type="checkbox"/> | Name / Title / ID - Record | Status | Job Code / Position / Location |
|--------------------------|--|--------|-------------------------------------|
| <input type="checkbox"/> | [REDACTED] - 0 | | HCM Location 1 |
| <input type="checkbox"/> | Rogers, Christopher SHS DEAN [REDACTED] - 0 | Active | U7191 10009921 HCM Location 1 |
| <input type="checkbox"/> | Garcia, Jackie OFFICE SPEC II [REDACTED] - 0 | Active | N0123 10009912 HCM Location 1 |
| <input type="checkbox"/> | Smith, Jane ENGLISH [REDACTED] - 0 | Active | C2130 10009870 HCM Location 1 |
| <input type="checkbox"/> | James, Ronald | | CORRN |

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.

Select Employees 250 rows

2

| <input type="checkbox"/> | Name / Title / ID - Record | Status | Job Code / Position / Location |
|-------------------------------------|--|--------|-------------------------------------|
| <input checked="" type="checkbox"/> | Garcia, Jackie OFFICE SPEC II [REDACTED] - 0 | Active | N0123 10009912 HCM Location 1 |

- 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.

Request Absence
Garcia, Jackie
OFFICE SPEC II
[Return to Select Employee](#)

*Absence Name

- Authorized Absence
- Catastrophic Leave
- District Business
- Jury Duty
- Military Leave
- No Pay/No PERS
- Personal Leave
- School Business
- Select Absence Name**
- Sick -Bereavement
- Sick -Dr Appointment
- Sick -Flex Day
- Sick -Immediate Family Illness
- Sick -Personal Illness
- Sick -Worker's Comp
- Sick Transfer from Job to Job
- Snow Day
- Subpoena as Witness
- Vacation
- Vacation Payout

- Enter the **Start Date** (first day of the leave) of the absence. The **Start Date** can be today's date, a day in the future, or a prior date if entering a past absence that was missed.
- 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.)
- 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.
- 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.)
- 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.

Request Absence
Garcia, Jackie
OFFICE SPEC II
[Return to Select Employee](#)

*Absence Name

*Start Date

End Date

Duration Hours

Partial Days >

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 the employee has requested the manager to enter the Absence Request on their behalf.

The screenshot displays a web form with three main sections: **Additional Information**, **Workflow**, and **Balance Information**. In the **Additional Information** section, there is an 'FMLA' text input field with a search icon and a 'Comments' text area. Callout 9 points to the FMLA field, and callout 10 points to the Comments field. The **Workflow** section includes 'Allow Request By' set to 'Employee and Manager' and a 'Request As' dropdown menu currently set to 'Employee'. Callout 10 also points to this dropdown. The **Balance Information** section shows 'As Of 05/25/2019 220.40 Hours**' and two buttons: 'View Balances' and 'View Requests'. A disclaimer at the bottom states: 'Disclaimer The current balance does not reflect absences that have not been processed.'

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.



For example, a Principal can submit a day of sick leave on behalf of a teacher. The Principal’s Level 2 access would automatically grant final payroll authorization to the Absence Request, and he/she would not need to return to the **Approvals** tile to approve it.

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.”

Canceling an Absence on Behalf of an Employee

The **Cancel Absence** tool is used to cancel an absence request on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **Cancel Absence** option from the left side panel to display the page.

1. Find the employee who needs an absence request cancelled by using the **Search Options** tool at the top of the page or by scrolling through the list.
2. Click the employee's name to view any Absence Requests that are eligible for cancellation. This will display the status of any requests that may have already been submitted or approved, including those from prior pay periods as well.

| Name / Title / ID - Record | Status | Job Code / Position / Location |
|---|--------|-------------------------------------|
| Rogers, Christopher SHS DEAN - 0 | Active | U7191 10009921 HCM Location 1 |
| Garcia, Jackie OFFICE SPEC II - 0 | Active | N0123 10009912 HCM Location 1 |
| Smith, Jane ENGLISH - 0 | Active | C2130 10009870 HCM Location 1 |

3. Click the absence that needs to be cancelled. More details will be displayed. (Absences can be filtered to search for a specific absence name using the filter tool.)

| View Requests | 1 row |
|------------------------------------|-----------------------|
| Sick -Personal Illness Approved | 12/05/2019 3 Hours |

4. Enter comments in the **Comments** field. This field can be used to enter a justification for the cancellation of the Absence Request if desired.
*Once a comment has been entered, it **cannot** be deleted or modified.*
5. Click the **Cancel Absence** button to cancel the absence.

Cancelling an Absence Request follows the same approval workflow as entering Reported Time or submitting an Absence Request on an employee's behalf. Once the request has been cancelled by a Level 1 or Level 2 user, the cancellation is routed to the next level of the approval workflow.

Cancelling a request may be a useful alternative to using "Pushback" in the **Approvals** tile since "Pushback" sends the Absence Request back to the employee. If the employee is unable to make the changes through their ESS, a Level 1 or Level 2 user may cancel the Absence Request and resubmit it on the employee's behalf.

Cancel Absence

Garcia, Jackie
OFFICE SPEC II
[Return to Cancel Absences](#) 6

5 **Cancel Absence**

Absence Details

| | | | |
|--------------|-------------------------|-------|--|
| Absence Name | Sick - Personal Illness | | |
| Start Date | 12/05/2019 | | |
| End Date | 12/05/2019 | | |
| Duration | 3.00 | Hours | |
| Status | Approved | | |
| Comments | | | |

Cancel Details

Request As Employee

4 Comments

Request History >

6. Click the **Return to Cancel Absences** link to return to the list of the employee's absence requests.
7. From this page, click the **Return to Select Employee** link to select another employee from the list.

[Return to Select Employee](#)

View Requests

The **View Requests** tool is used to see a history of Absence Requests submitted by, or on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **View Requests** option from the left side panel to display the page. The list will include any requests regardless of the status. Because this is a view-only tool, Absence Requests cannot be approved, pushed back, or cancelled from the **View Requests** area.

1. Find an employee by using the **Search Options** tool at the top of the page or by scrolling through the list.
2. Click the **Employee's Name** to view their **Absence Requests**.

This will display the status of any requests that may have already been submitted or approved, including those from prior pay periods as well. Absences can also be filtered to search for a specific absence name using the filter tool.

3. Click the arrow to view the **Absence Request**.

- The **Request Details** of the absence request are displayed.

Request Details 4

Smith, Jane
ENGLISH
[Return to View Requests](#) 5

Absence Name Sick - Personal Illness
Start Date 12/03/2019
End Date 12/03/2019
Duration 0.50 Days

Partial Days All Days >

Status Approved
Eligibility Results ELIGIBLE
[View Eligibility Details](#)

Additional Information

FMLA
Comments

Balance Information

As Of 06/15/2019 123.07 Days

Request History >
Approval Chain >

**Disclaimer The current balance does not reflect absences that have not been processed.

- Click the **Return to View Requests** link to return to the list of the employee's absence requests.
- From this page, click the **Return to Select Employee** link to select another employee from the list.

[Return to Select Employee](#)

Absence Balances

The **Absence Balances** tool is used to view an employee's current leave balances, or forecast how much of a certain leave type the employee will have accrued by a future date. After selecting the **Team Time/Absence** tile, click the **Absence Balances** option from the left side panel to display the page.

1. Find an employee by using the **Search Options** tool at the top of the page or by scrolling through the list.
2. Click the > right arrow which is located on the right side of the page next to the **Employee's Name** to view their **Absence Balances**.

The screenshot shows the 'Manager Self Service' interface for 'Team Time/Absence'. On the left sidebar, 'Absence Balances' is highlighted. The main content area has a search bar labeled 'Search Options' with a circled '1' next to it. Below the search bar is a table titled 'Select Employee' with 218 rows. The first row is for Jackie Garcia, and a circled '2' is next to the right arrow icon in this row.

| Name / Title / ID - Record | Status | Job Code / Position / Location |
|--|--------|--------------------------------------|
| Garcia, Jackie OFFICE SPEC II [REDACTED] - 0 | Active | N0123 10016859 HCM Location 23 |
| Smith, Jane ENGLISH [REDACTED] - 0 | Active | C2130 10016819 HCM Location 23 |
| James, Ronald MATH/ALG 1 [REDACTED] - 0 | Active | C2453 10016827 HCM Location 23 |

3. All **Absence Balances** will be displayed.

The screenshot shows the 'Absence Balances' page for Jackie Garcia, OFFICE SPEC II. It includes a link to 'Return to Select Employee' and a table of leave balances as of 05/25/2019.

| Leave Type | Balance |
|---|---------------|
| Personal Leave BAL in Hours As Of 05/25/2019 | 2.30 Hours |
| Vacation BAL in Hours As Of 05/25/2019 | 261.60 Hours |
| Sick BAL in Hours As Of 05/25/2019 | 1190.80 Hours |

**Disclaimer The current balance does not reflect absences that have not been processed.

4. The **Forecast Balance** tool is also available to forecast future absence balances for the employee.

3 Forecast Balance

As of Date 02/03/2020 **a**

Filter by Type All **b**

*Absence Name Sick -Personal Illness **c** Current Balance 1190.80 Hours**

d Forecast Balance

- To forecast a balance, in the **As of Date** field, enter the future date to forecast an absence balance.
- In the **Filter by Type** field, select the type of absence to forecast.
- In the **Absence Name** field, select the absence name.
- Click the **Forecast Balance** button to determine the absence balance the employee will have accrued as of the future date entered.

Note: The Forecast Details include future requested and/or approved absences that may not have been fully processed yet.

| Forecast Details | |
|---|---------|
| Sick BAL in Hours 07/01/2019 - 06/30/2020 | 1211.50 |
| Sick TAKE in Hours 07/01/2019 - 06/30/2020 | 3.00 |
| Sick ADJ in Hours 07/01/2019 - 06/30/2020 | 0.00 |
| Sick ENT in Hours 07/01/2019 - 06/30/2020 | 14.62 |

5. Click the **Return to Select Employee** link to select an employee from the list.

Absence Balances

Garcia, Jackie
OFFICE SPEC II

[Return to Select Employee](#) **4**

Manage Exceptions

The **Manage Exceptions** tool is used to view any outstanding **Exceptions** for the site. An exception occurs when time that has been entered may not be valid. The total number of exceptions is displayed on the **Team Time/Absence** tile.



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

A screenshot of the "Manager Self Service" interface. The main header is "Team Time/Absence". On the left is a navigation menu with options like "Report Time", "Weekly Time Summary", "Payable Time", "Comp Time Balances", "Request Absence", "Cancel Absences", "View Requests", and "Absence Balances". The "Manage Exceptions" option is highlighted. The main content area shows "Manage Exceptions" with tabs for "Fix (3)", "Allow (0)", and "All (3)". Below this is a table of exceptions for "CCSD USER" with "TLX01770 - Reported time in Prior Period" and dates 01/08/2018, 01/09/2018, and 01/10/2018, all with a "High" priority and a right arrow icon.

If an **Exception** appears under the **Fix** tab, it must be corrected on the employee's timesheet before the Reported Time can be routed for payroll authorization.

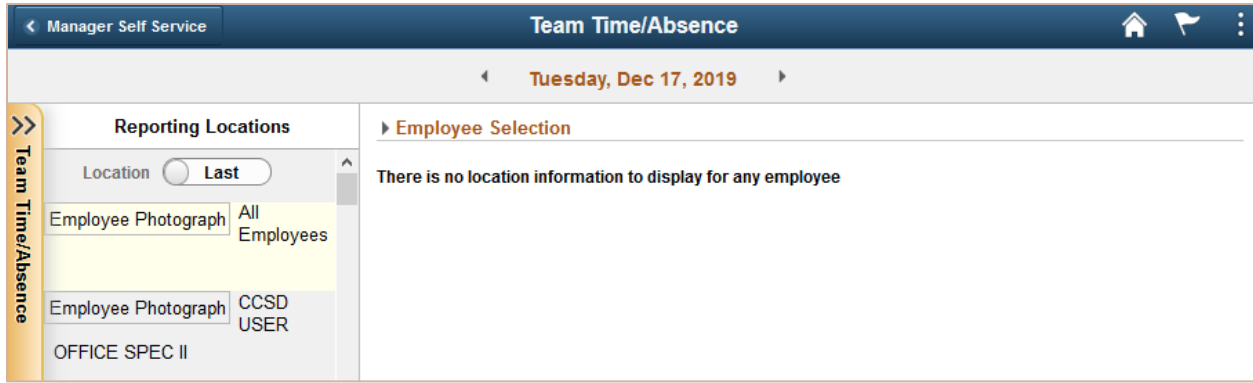
If the **Exception** appears under the **Allow** tab, the Reported Time can be allowed so that it can be routed for payroll authorization.

Exceptions can also be filtered to search for specific criteria using the filter tool.

Although some exceptions are allowed, it is recommended that supervisors review these before approving potentially questionable requests.

Reporting Locations

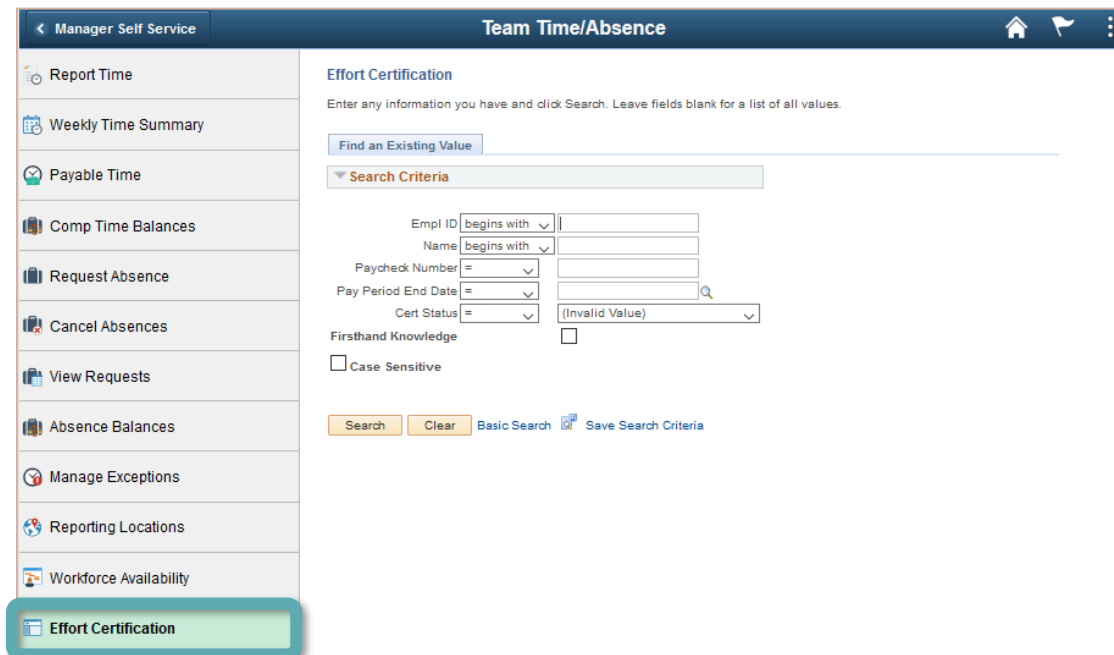
The **Reporting Locations** tool is used by MSS users with employees at *multiple locations*. After selecting the **Team Time/Absence** tile, click the **Reporting Locations** option from the left side panel to display the page.



After clicking this option, the **Team Time/Absence** menu on the left will collapse and appear as a yellow ribbon on the left side of the screen, and a new panel of options appears. However, the default **Team Time/Absence** menu is still present. Clicking the yellow ribbon expands the original menu.

Effort Certification

The **Effort Certification** option is used to monitor federally-funded CCSD employees who are required to use the **Employee Effort Certification** feature in ESS. After selecting the **Team Time/Absence** tile, click the **Effort Certification** option from the left side panel to display the page.



Workforce Availability

The **Workforce Availability** tool provides both a daily and weekly view of all scheduled employees at the site, as well as any Reported Time and/or Absence Requests that they may have in the HCM System. After selecting the **Team Time/Absence** tile, click the **Workforce Availability** option from the left side panel to display the page.

After clicking the option, the **Team Time/Absence** menu on the left will collapse and appear as a yellow ribbon on the left side of the screen, and a new panel of options appears. However, the default **Team Time/Absence** menu is still present. Clicking the yellow ribbon expands the original menu.

By default, the calendar shown is set to a **Daily Time** view, but this can be changed to **Weekly Time**. Once the daily or weekly view is chosen, toggle through the different dates or date ranges shown by clicking the left and right arrow buttons at the top of the screen. A specific date can be chosen by clicking the word **Today** while in the daily view, or a date range can be selected while in the weekly view.

The screenshot shows the 'Workforce Availability' tool interface. At the top, there's a navigation bar with 'Manager Self Service' and 'Team Time/Absence'. Below that, a date selector is set to 'Today'. On the left, a sidebar titled 'Workforce Availability' is expanded, showing various filters: 'Scheduled' (162), 'No Show' (0), 'Schedule Deviation' (0), 'Not Scheduled' (0), 'Elapsed' (0), and 'Away from Work'. The main content area displays a table of employee availability for 'Today'.

| Employee | 12 AM | 2 AM | 4 AM | 6 AM | 8 AM | 10 AM | 12 PM | 2 PM | 4 PM | 6 PM | 8 PM | 10 PM | Reported | Scheduled |
|-------------------------------------|------------------|------|------|------|------|-------|-------|------|------|------|------|-------|----------|-----------|
| | Elapsed Reporter | | | | | | | | | | | | | |
| Garcia, Jackie 702/555-1212 | Elapsed Reporter | | | | | | | | | | | | 0.00 | 8.00 |
| Hernandez, Sylvia 702/555-1212 | Elapsed Reporter | | | | | | | | | | | | 0.00 | 8.00 |
| James, Ronald 702/555-1212 | Elapsed Reporter | | | | | | | | | | | | 0.00 | 7.18 |
| Peterson, Sandra 702/555-1212 | Elapsed Reporter | | | | | | | | | | | | 0.00 | 8.00 |
| Rogers, Christopher 702/555-1212 | Elapsed Reporter | | | | | | | | | | | | 0.00 | 8.00 |

In the additional menu that now appears on the left side of the page, there are options that, when selected, can change the information displayed. **Scheduled** will show the total of all employees that are scheduled to work during the day or week displayed. **Schedule Deviation** will display any differences between scheduled and actual hours.

Away from Work is an expandable menu that allows only specific types of absences to be viewed: **Unapproved Absence** (an Absence Request that has been submitted but not approved), **Approved Absence** (any Absence Requests that have already gone through the Level 2 approval process), **Training**, and **Comp Time Off**.

Daily View

In the **Daily Time** view, a list of all employees at the location for the given date, as well as a timeline at the top of the page, will be displayed. If an employee has any Time Off or Reported Time, there will be verbiage indicating this next to the “Elapsed Reporter” label. Select that particular employee to view the details such as Absence Name, Duration, and Balance.

Workforce Availability

Scheduled

Regular Time
 Schedule Deviation
 Training
 Schedule

162 rows

| Employee | 12 AM | 2 AM | 4 AM | 6 AM | 8 AM | 10 AM | 12 PM | 2 PM | 4 PM | 6 PM | 8 PM | 10 PM | Reported | Scheduled |
|--------------|-----------------------------|------|------|------|------|-------|-------|------|------|------|------|-------|----------|-----------|
| Smith, Jane | | | | | | | | | | | | | 0.00 | 7.18 |
| 702/555-1212 | Elapsed Reporter , Time Off | | | | | | | | | | | | | |

While in the **Daily Time** view, select **Away from Work - Unapproved Absences** to display all Absence Requests that have been submitted but have not been approved for that day.

Manager Self Service | Team Time/Absence

Today

Team Time/Absence

Workforce Availability

*View By: Daily Time

Last update 10:56AM

- Scheduled 162
- No Show 0
- Schedule Deviation 0
- Not Scheduled 0
- Elapsed 0
- Away from Work 0
- Unapproved Absence** 1
- Approved Absence 0
- Training 0
- Comp Time Off 0

Workforce Availability

Unapproved Absence

Regular Time
 Schedule Deviation
 Training
 Schedule

1 row

| Employee | 12 AM | 2 AM | 4 AM | 6 AM | 8 AM | 10 AM | 12 PM | 2 PM | 4 PM | 6 PM | 8 PM | 10 PM | Absence | Scheduled |
|--------------|---|------|------|------|------|-------|-------|------|------|------|------|-------|---------|-----------|
| Smith, Jane | | | | | | | | | | | | | 7.18 | 7.18 |
| 702/555-1212 | Elapsed Reporter , Sick -Personal Illness | | | | | | | | | | | | | |

While in the **Daily Time** view, select **Away from Work - Approved Absences** to display all Absence Requests that have been submitted and approved for that day.

The screenshot shows the 'Manager Self Service' interface for 'Team Time/Absence' on Tuesday, Dec 3, 2019. The left sidebar contains a list of filters: Scheduled (162), No Show (0), Schedule Deviation (0), Not Scheduled (0), Elapsed (0), Away from Work (dropdown), Unapproved Absence (0), **Approved Absence (1)**, Training (0), and Comp Time Off (0). The main content area is titled 'Approved Absence' and includes a legend for Regular Time, Schedule Deviation, Training, and Schedule. A table displays the following data:

| Employee | 12 AM | 2 AM | 4 AM | 6 AM | 8 AM | 10 AM | 12 PM | 2 PM | 4 PM | 6 PM | 8 PM | 10 PM | Absence | Scheduled |
|-----------------------------|-------|------|------|------|------|-------|-------|------|------|------|------|-------|---------|-----------|
| Smith, Jane 702/555-1212 | | | | | | | | | | | | | 3.59 | 7.18 |

Weekly View

In the **Weekly Time** view, the employees at the site will still display on the left, but instead of times, the days of the week are displayed. Color coding in each row corresponds to the time or absence being indicated (for example, green for Regular Time and brown for Time Off).

Team Time/Absence | 12/01/2019 - 12/07/2019

Schedule Variance: 99.78%

| Employee | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Reported | Scheduled |
|---------------------|--------|----------|---------|-----------|----------|----------|----------|----------|-----------|
| Garcia, Jackie | | | | Time Off | | | | 3.00 | 40.00 |
| Hernandez, Sylvia | | | | | | | | 0.00 | 40.00 |
| Rogers, Christopher | | | | | | Time Off | | 4.00 | 40.00 |
| Smith, Jane | | Time Off | | | | | | 5.59 | 35.90 |

While in the **Weekly Time** view, select **Away from Work - Unapproved Absences** to display all Absence Requests that have been submitted but have not been approved for that week.

Team Time/Absence | 12/15/2019 - 12/21/2019

Unapproved Absence

| Employee | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Absence | Scheduled |
|-------------|--------|--------|-------------------------|-----------|----------|--------|----------|---------|-----------|
| Smith, Jane | | | Sick - Personal Illness | | | | | 7.18 | 35.90 |

While in the **Weekly Time** view, select **Away from Work - Approved Absences** to display all Absence Requests that have been submitted and approved for that week.

Approved Absence

Regular Time Schedule Deviation Training Schedule Time Off

| Employee | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Absence | Scheduled |
|---|--------|--------|------------------------|------------------------|----------|------------------------|----------|---------|-----------|
| Garcia,Jackie 702/555-1212 Elapsed Time Reporter | | | | Sick -Personal Illness | | | | 3.00 | 40.00 |
| Rogers,Christopher 702/555-1212 Elapsed Time Reporter | | | | | | Sick -Personal Illness | | 4.00 | 40.00 |
| Smith,Jane 702/555-1212 Elapsed Time Reporter | | | Sick -Personal Illness | | | | | 3.59 | 35.90 |

To view **Time/Absences** for a specific group, use the **Filter** button at the top of the menu to enter additional filter criteria, such as a specific **Workgroup**.

In this example, the magnifying glass icon was selected next to **Workgroup** and the **CERT (Certified)** option was chosen to display certified employees only.

Filters

Workgroup: CERT

Taskgroup:

Position Number:

Reset

Scheduled

Schedule Variance 99.86%

| Employee | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Reported | Scheduled |
|---|--------|--------|----------|-----------|----------|--------|----------|----------|-----------|
| James,Ronald 702/555-1212 Elapsed Time Reporter | | | | | | | | 0.00 | 35.90 |
| Smith,Jane 702/555-1212 Elapsed Time Reporter | | | Time Off | | | | | 5.59 | 35.90 |

The **Refresh** button can be selected to ensure any newly submitted Absence Requests and/or Reported Time are reflected on the **Workforce Availability** screen.

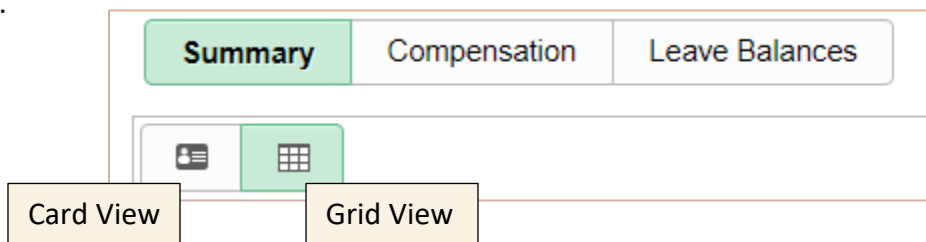
My Team Tile

The **My Team** tile can only be accessed by MSS users who have **Direct Reports** in the HCM System. This tile will display general employee information (such as their department and location, contact information, etc.), as well as compensation information and leave balances. If the tile is selected by an MSS user who does not have any Direct Reports, no employee data will be shown and a message stating, “No direct reports” will be displayed. Select the **My Team** tile from **Manager Self Service** to display the page.



My Team Summary

When the **My Team** tile has been selected, it displays the **Summary** information of the manager’s direct reports in the **Grid View**. This information can also be displayed in a **Card View**.



The **Grid View** displays the following:

| Name / Title | Directs / Total | Department / Location | Email / Phone | Today's Status |
|-----------------|-----------------|-----------------------|---------------------|----------------|
| Hill, Christine | | HCM Location 1 | xxxxxxx@nv.ccsd.net | |
| ADMIN SCH SEC | | HCM Location 1 | 702/555-1212 | |

From the **Card View**, click the **More Information All Cards** button to display compensation information.

More Information All Cards

Hill, Christine

ADMIN SCH SEC

xxxxxxx@nv.ccsd.net

702/555-1212

HCM Location 1

USA

Main Information All Cards

Hill, Christine

Compa-Ratio 0.93

Annual Rate 42,660.80 USD

Years of Service 14.9

Today's Status

My Team Compensation Information

When the **My Team** page is displayed, click the **Compensation** tab at the top of the page to view detailed compensation information.

| Summary Compensation Leave Balances | | | | | | | |
|---|-------------|------------------|-----------|------------------------|--|----------|--|
| Name / Title | Compa Ratio | Current Salary | Midpoint | Minimum / Maximum | Position in Salary Range | Quartile | |
| Hill, Christine | 0.93 | 42,660.80 USD | 29,014.74 | 23,423.29 34,606.19 | <div style="width: 40%; background-color: #4caf50; height: 10px;"></div> | 4 | |
| ADMIN SCH SEC | | | | | | | |

Viewing Leave Balances

When the **My Team** page is displayed, click the **Leave Balances** tab at the top of the page. The page now displays the manager's direct reports' **Leave Balances**.

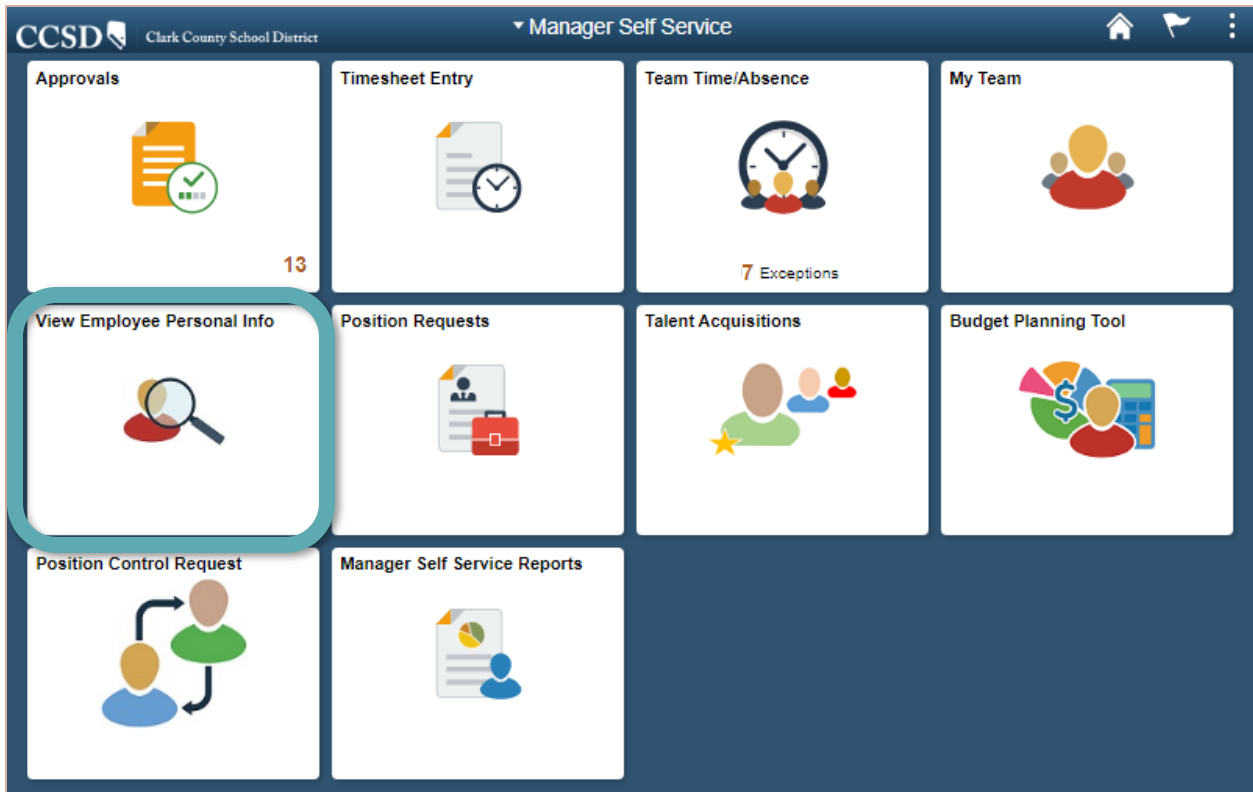
| Name / Title | Balances | |
|------------------------------------|--|--|
| Hill, Christine ADMIN SCH SEC | Sick BAL in Hours 23.70 Hours | Vacation BAL in Hours 86.30 Hours View Details |
| Rogers, Christopher SHS DEAN | Sick BAL in Days 167.00 Days Vacation BAL in Days 94.00 Days | Sick BAL in Hours 0.00 Hours Personal Leave BAL in Days 1.00 Days View Details |
| Garcia, Jackie OFFICE SPEC II | Sick BAL in Hours 1,190.80 Hours Personal Leave BAL in Hours 2.30 Hours | Vacation BAL in Hours 261.60 Hours View Details |
| Smith, Jane ENGLISH | Sick BAL in Days 123.07 Days | Sick BAL in Hours 0.00 Hours View Details |
| James, Ronald MATH/ALG 1 | Sick BAL in Days 24.51 Days | Sick BAL in Hours 0.00 Hours View Details |
| Hernandez, Sylvia SHS AST PRINC | Sick BAL in Days 185.00 Days Vacation BAL in Days 96.00 Days | Sick BAL in Hours 0.00 Hours View Details |

Click the **View Details** link to display the employees' leave balances.

| View Details | | | |
|----------------------------------|---------|-------|------------|
| Garcia, Jackie OFFICE SPEC II | | | |
| Leave Balances | | | |
| Type | Balance | Unit | As Of |
| Sick BAL in Hours | 1190.80 | Hours | 05/25/2019 |
| Vacation BAL in Hours | 261.60 | Hours | 05/25/2019 |
| Personal Leave BAL in Hours | 2.30 | Hours | 05/25/2019 |

View Employee Personal Info Tile

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 **Manager Self Service** 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).

Manager Self Service > View Employee Personal Information

View Employee Personal Information

Employee Selection Criteria
 Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on this page.

As Of Date: 12/17/2019

Find Employee

Hill, Christine's employees

| Select | Name | Empl ID | Job | Empl Status | HR Status | Position | Job Code | Job Title | Location Description |
|---------------------------------------|---------------------|---------|-----|-------------|-----------|----------|----------|-------------------|----------------------|
| <input type="button" value="Select"/> | Garcia, Jackie | | 0 | Active | Active | | N0123 | OFFICE SPEC II | HCM Location 1 |
| <input type="button" value="Select"/> | Hernandez, Sylvia | | 0 | Active | Active | | U7061 | SHS AST PRINC | HCM Location 1 |
| <input type="button" value="Select"/> | James, Ronald | | 0 | Active | Active | | C2880 | HISTORY | HCM Location 1 |
| <input type="button" value="Select"/> | Peterson, Sandra | | 0 | Active | Active | | U7014 | SHS PRINC (12MOS) | HCM Location 1 |
| <input type="button" value="Select"/> | Rogers, Christopher | | 0 | Active | Active | | U7191 | SHS DEAN | HCM Location 1 |
| <input type="button" value="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](#) [Birthday](#)
[Email Addresses](#)
[Phone Numbers](#)
[Emergency Contacts](#)

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 | <input checked="" type="checkbox"/> |
| Other | xxxxxxx@aol.com | <input type="checkbox"/> |

Employee Information
Birthday

Garcia, Jackie
 Actions

Birthday November 00

Employee Information
Phone Numbers

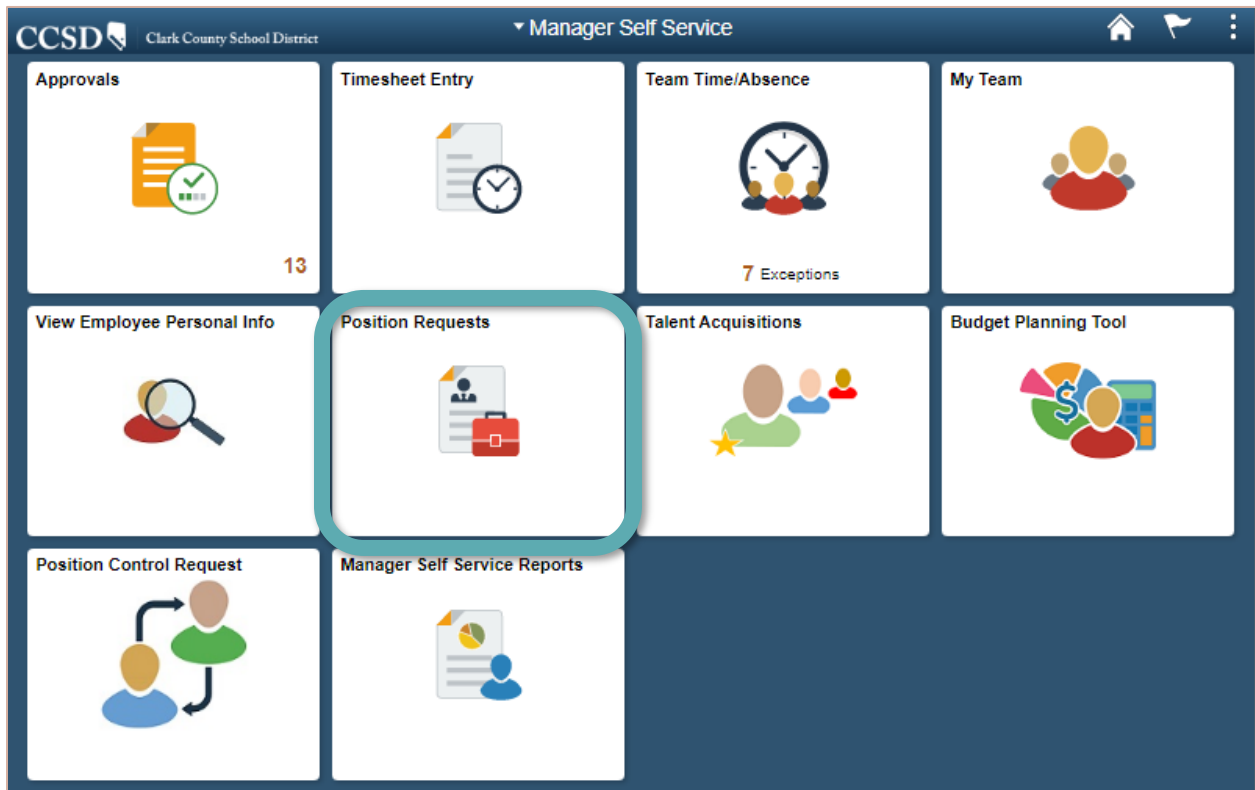
Garcia, Jackie
 Actions ▾

Phone Numbers

| Phone Type | Telephone | Extension | Preferred |
|------------|--------------|-----------|-------------------------------------|
| Mobile | 702/123-4567 | | <input checked="" type="checkbox"/> |
| Home | 702/555-1212 | | <input type="checkbox"/> |

Position Requests Tile

The **Position Requests** tile is to be used when requesting a new position that currently doesn't exist at the location. This tile is to be used by departments year round and schools when they are off-cycle from budget planning. Select the **Position Requests** tile from **Manager Self Service** to display the **Position Requests** page.



1. After selecting the **Position Requests** tile, click the **Add New Value** tab.

A screenshot of the Position Requests page. At the top, it says "Position Requests" and "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is highlighted with a blue circle containing the number "1". Below the tabs is a "Search Criteria" dropdown menu. Underneath, there is a "Search by:" label followed by a dropdown menu set to "Position Request Number" and an empty text input field. At the bottom of the search area are "Search" and "Advanced Search" buttons. At the very bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

2. Click the **Add** button.



3. The following page will be displayed.



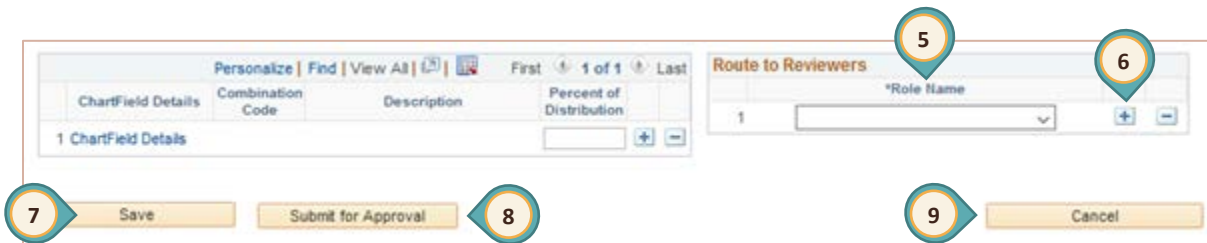
4. Enter the following information on the page.

| Fieldname | Description |
|----------------------------|--|
| (A) Position Number | Do not adjust the Position Number field. This field will automatically populate after being routed to and approved by Human Resources Department. |
| (B) Effective Date | Enter the Effective Date of the position or select the date from the calendar. (It auto-populates to the current date.) |

| Fieldname | Description | | | | | | | | | | |
|----------------------------------|---|--------------|-------------------------------|------------------|---|------------------|---|---------------|---|------------------|---|
| (C) Max Head Count | Enter the number of positions being requested. | | | | | | | | | | |
| (D) Department | Select the magnifying glass and select the responsible Department from the drop-down list. (A school will select their own location.) | | | | | | | | | | |
| (E) Location Code | Select the magnifying glass and select the Location Code from the drop-down list. (For example, a School Nurse may select Health Services as their Department, but their assigned school as their Location Code.) | | | | | | | | | | |
| (F) Job Code | Select the magnifying glass and select the Job Code from the drop-down list. Power User tip: Use the Description option to search by the position title rather than the position code. The percent sign (%) can be used as a “wildcard” when searching. (Example: Search %comp% to yield results for Comp Tech I, Comp Tech II, etc.) | | | | | | | | | | |
| (G) Full/Part Time | Select the Full or Part Time status from the drop-down list. | | | | | | | | | | |
| | <table border="1"> <tbody> <tr> <td>Daily</td> <td><i>Applies to Substitutes</i></td> </tr> <tr> <td>Full-Time</td> <td><i>Employees working 8 hours per day, or if a teacher, 7 hours and 11 minutes</i></td> </tr> <tr> <td>Part-Time</td> <td><i>Employees working 4.1 hours per day up to 7.9 hours per day.</i></td> </tr> <tr> <td>Hourly</td> <td><i>Support Professionals who are paid by the hour</i></td> </tr> <tr> <td>On Demand</td> <td><i>Not being used by CCSD at this time.</i></td> </tr> </tbody> </table> | Daily | <i>Applies to Substitutes</i> | Full-Time | <i>Employees working 8 hours per day, or if a teacher, 7 hours and 11 minutes</i> | Part-Time | <i>Employees working 4.1 hours per day up to 7.9 hours per day.</i> | Hourly | <i>Support Professionals who are paid by the hour</i> | On Demand | <i>Not being used by CCSD at this time.</i> |
| Daily | <i>Applies to Substitutes</i> | | | | | | | | | | |
| Full-Time | <i>Employees working 8 hours per day, or if a teacher, 7 hours and 11 minutes</i> | | | | | | | | | | |
| Part-Time | <i>Employees working 4.1 hours per day up to 7.9 hours per day.</i> | | | | | | | | | | |
| Hourly | <i>Support Professionals who are paid by the hour</i> | | | | | | | | | | |
| On Demand | <i>Not being used by CCSD at this time.</i> | | | | | | | | | | |
| (H) FTE | Enter the Full Time Equivalency of the position. The FTE value may not exceed “1”. | | | | | | | | | | |
| (I) Job Sharing Permitted | Click the Checkbox if Job Sharing is permitted. | | | | | | | | | | |
| (J) Hours Per Day | Enter the Hours Per Day worked by the position. | | | | | | | | | | |
| (K) Days Per Week | Enter the Number Of Days worked per week. | | | | | | | | | | |

| Fieldname | Description |
|------------------------------|---|
| (L) Reports To Posn | Select the magnifying glass and select the Position Number that this position reports to from the drop-down list. <i>Power user tip:</i> Enter both a value in the Description field (e.g., %prin% to locate a principal) or Job Code (e.g., U) and the location code in the Department field in order to locate the correct Position Number. |
| (M) Description | The Description of the position will default in from the Position Number . |
| (N) Short Description | The Short Description will default in from the position. |
| (O) Salary Admin Plan | The Salary Admin Plan will default in from the position. |
| (P) Salary Grade | Enter the position’s grade or select the magnifying glass to Look Up the Salary Grade. The Human Resources Department will verify the entry. |

- In the **Route to Reviewers**, select the **Role Name** where the position request will be routed to for notification only – not approval routing.
- Click the **+** (plus sign) to add additional reviewers if needed.
- After the position information has been entered, click the **Save** button.
- When the position is ready to be submitted for approval, click the **Submit for Approval** button.
- To cancel a request, click the **Cancel** button.



For questions regarding Position Requests, contact the Budget Department at 702-799-2666.

Budget Planning Tool Tile

Selecting the **Budget Planning Tool** tile will link authorized users to the **Planning and Budgeting Cloud Service (PBCS)** login page to access the School Budget Planning tool.



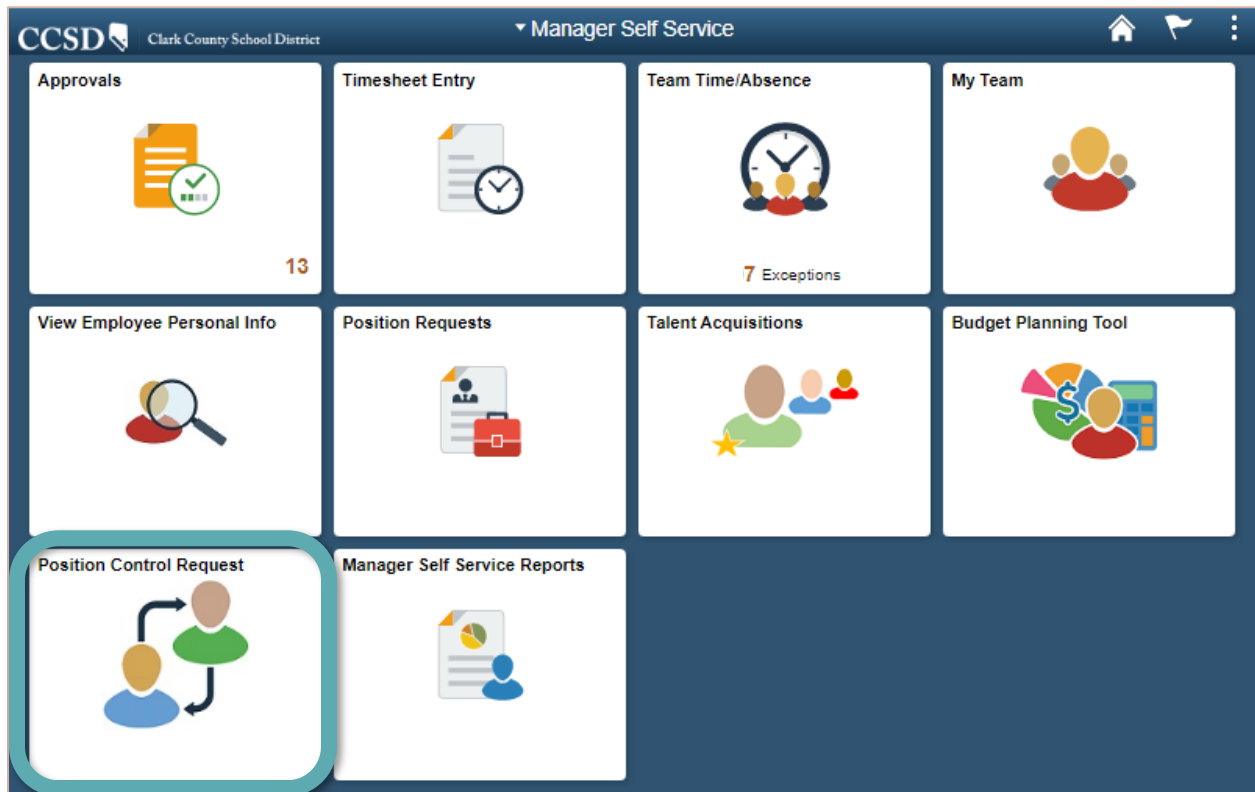
Administrators can access and manage their school budget.

The CCSD Budget Planning Tool Essentials training is available on [Enterprise Learning Management System-ELMS](https://learn.ccsd.net) website (learn.ccsd.net).

Position Control Request Tile

The **Position Control** tile is to be used to modify positions currently at the location. For example, a position may need to be modified due to a change in the position's hours. This tile is to be used by departments year round and schools when they are off-cycle from budget planning. Select the **Position Control** tile from **Manager Self Service** to display the **Position Control** page.

Prior to starting this process, ensure that the position number being utilized for the **Position Control Request has been approved. If not approved, it will not be allowed.



1. After selecting the **Position Control** tile, click the **Add a New Value** tab to display the following page.

A screenshot of the 'Position Control' page. At the top, it says 'Position Control' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in red with the number '1'. Below the tabs is a 'Search Criteria' dropdown menu. Underneath, there is a 'Search by:' field with a dropdown menu set to 'Request ID' and a text input field for 'begins with'. At the bottom of the search area are 'Search' and 'Advanced Search' buttons. At the very bottom of the page are links for 'Find an Existing Value' and 'Add a New Value'.

2. To enter the **Empl ID**, select the magnifying glass icon and select the Empl ID for the position to be modified.
3. The **Empl Record** defaults to “0,” which is the current primary job. (A job 2 would be displayed as Empl Record “1,” a job 3 would be displayed as Empl Record “2,” and so on.) Select the magnifying glass icon to view the available Empl Record values.
4. Click the **Add** button.

5. Enter the **Effective Date** of the request.
6. Enter the **Position Number** that the employee is being assigned to, or search by selecting the magnifying glass. (The “%” is the wild card search.)
7. Enter the following information on the position if the attributes of the existing position are changing:

| Field Name | Description |
|----------------------|---|
| Regular Shift | Leave as “ Not Applicable ” - these are specialized calendars developed by the Human Resources Department. It is only applicable for hiring managers in year-round schools, the Transportation Department, and the Food Services Department or any others that use these specialized calendars for identified employees. |
| Hours Per Day | Enter the hours worked per day. Full-time employees work 8 hours per day, or if a teacher, 7 hours and 11 minutes per day. Part-time employees work 4.1 hours per day up to 7.9 hours per day. |
| Days Per Week | Enter the days per week that the position works. |
| Salary Plan | Select the Salary Plan . |
| Salary Grade | Select the Grade . |

| | |
|-------------|--------------------------|
| Step | Select the Step . |
|-------------|--------------------------|

Position Control Request

Request ID NEW Employee ID 99999999 JANE DOE Employee Record 0
 Employee Request Effective Date 12/18/2019 Effective Sequence 0 Workflow Status New Request. Not submitted

| | |
|---|--|
| <p>*Employee Change Effective Date <input type="text" value="12/18/2019"/> </p> <p>Current Position Number 00000000 BIOLOGICAL SCIENC</p> <p>Position Status Active</p> <p>Job Code C0000</p> <p>Description BIOLOGICAL SCIENC</p> <p>Department ID 0000</p> <p>Reports To Position 00000000</p> <p>Current Headcount 3</p> <p>Max Head Count 3</p> <p>Location SCHOOL NAME</p> <p>Full/Part Time Full-Time 9 Months</p> <p>Regular Shift Not Applicable</p> <p>Hours Per Day</p> <p>Days Per Week</p> <p>Salary Plan C Certified</p> <p>Salary Grade</p> <p>Step</p> | <p>*To Position Number <input type="text"/> </p> <p>Position Status</p> <p>Job Code</p> <p>Description</p> <p>Department ID</p> <p>Reports To Position</p> <p>Headcount 0</p> <p>Max Head Count</p> <p>Location</p> <p>Full/Part Time</p> <p>Regular Shift <input type="text"/></p> <p>*Hours Per Day <input type="text"/></p> <p>*Days Per Week <input type="text"/></p> <p>Salary Plan <input type="text"/> </p> <p>Salary Grade <input type="text"/> </p> <p>Step <input type="text"/> </p> |
|---|--|

8. Scroll down the page. Enter **Requestor Comments** regarding the Position Control Request.
9. Click the **Save for later** if the request is not ready to be submitted.
10. Click **Submit Request** when the request is ready to be submitted.

Requestor Comments

| | | |
|---|-----------------|---|
| Request Submitted By | Last Updated By | Last Update Date/Time |
| <input type="button" value="Save for later"/> | | <input type="button" value="Submit Request"/> |

The Position Control Request will be routed to the Human Resources Department for approval. Once the Position Control Request has either been approved or denied, the location will be notified.

For questions regarding Position Control, contact the Human Resources Talent Acquisition Team at 702-799-2992.

Manager Self Service Reports Tile

The **Manager Self Service Reports** tile will contain custom reports. Select the **Manager Self Service Reports** tile from **Manager Self Service** to display the page.



These are examples of custom reports. Additional custom reports will be added as needs are identified.

Talent Acquisitions Tile

The **Talent Acquisitions** tile allows users to access **Taleo (Talent Management Suite)**.



Administrators/Hiring Managers can create requisitions, screen candidates, or make job offers, etc. on the Taleo website.

For detailed training information about using Taleo, please visit the [CCSD Employee Business Training](https://training.ccsd.net) website (training.ccsd.net) > Resources > HCM.

Appendix A - Additional Resources

Please visit the [CCSD Employee Business Training](http://training.ccsd.net) 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