

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



*PeopleSoft-HCM:
Employee Self Service
Examples of
Absence/Time Requests*

Revised: March 31, 2020

All headings are hyperlinks to jump to the appropriate page. Control-Home returns to the TOC.

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

Partial Day Absences

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

Certified/Unified Example

In this example, an employee must enter a personal illness absence. They left work early the first day, and then missed the next two full days. To enter the absence request, the **Absence Name** – “Sick - Personal Illness” is selected, and the appropriate date range is entered. Note that the Duration field is populated for three full days. However, the Duration is incorrect because the employee left work early on the first day of the absence. To change this, click the **Partial Days** selection bar; **do not** click directly into the Duration field to modify it.

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

The image shows two screenshots of the 'Partial Days' dialog box. The left screenshot shows the 'Partial Days' dropdown menu with the following options: None, All Days, End Day Only, None, Start Day Only (highlighted), and Start and End Days. The right screenshot shows the dialog box with 'Start Day Only' selected in the dropdown, 'Start Date' set to 12/04/2019, and 'Start Day is Half Day' set to Yes.

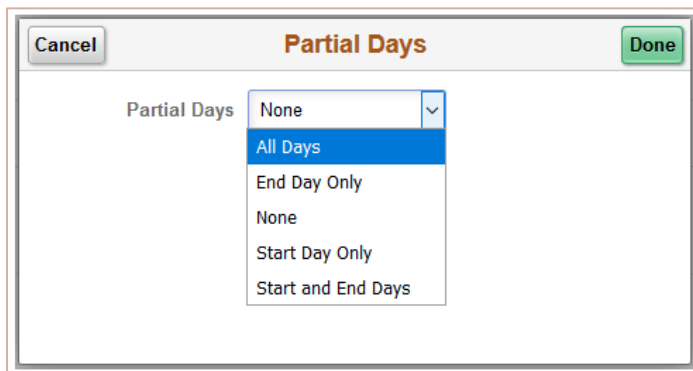
Once finished, click the **Done** button. Verify the **Duration** has populated correctly based on the information entered in **Partial Days**, in this case it shows 2.5 days (12/4 for 0.5 days + 12/5 for 1.0 days + 12/6 for 1.0 days). Finish filling out the absence request, and remember to click **Check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

The image shows the 'Request Absence' form with the following fields and values: *Absence Name: Sick -Personal Illness; *Start Date: 12/04/2019; End Date: 12/06/2019; Duration: 2.5 Days; Partial Days: Start Day Only. There is a Submit button and a Check Eligibility button.

Support Professional/School Police Officer Example

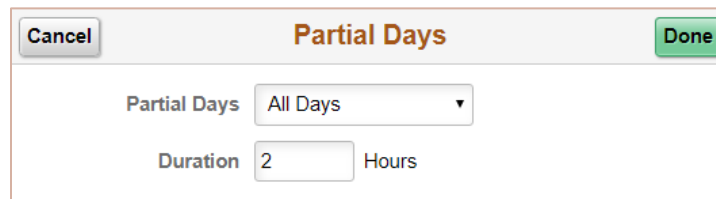
In this example, an employee must take a personal illness absence for 2 hours per day, on three consecutive days. To enter the absence request, the **Absence Name** - "Sick - Personal Illness" is selected and the appropriate date range is entered. Note that the **Duration** field is populated to account for three full days (24 hours). However, the Duration is incorrect because the employee took off two hours early for every date in the absence date range. To change this, click the **Partial Days** selection bar; **do not** click directly into the Duration field to modify it.

In the window that appears, click the **Partial Days** drop-down and select **All Days** since the employee needed to leave 2 hours early all three days.

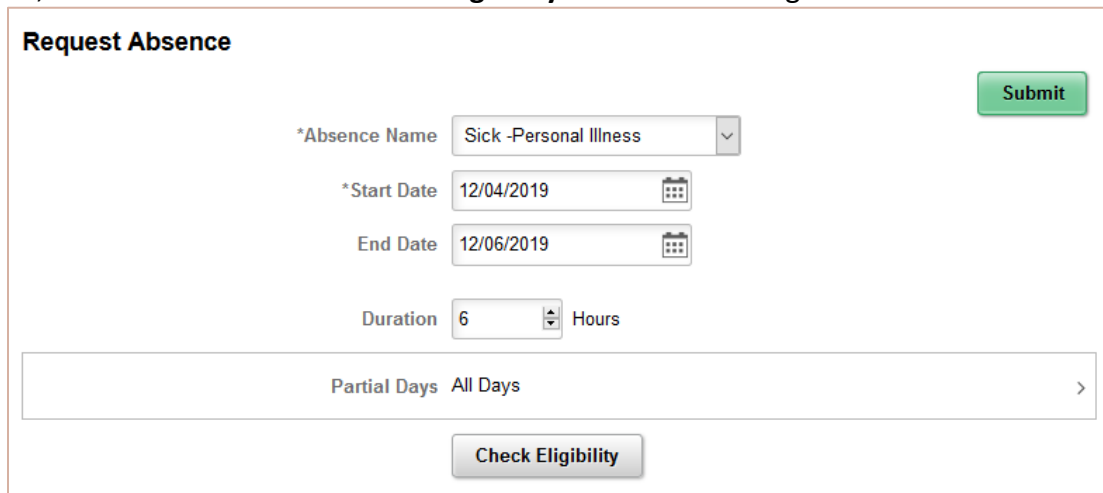


Note: If an hourly employee needs to take off a different amount of hours on each day, they must submit separate absence requests.

Enter the appropriate **Duration** (2 hours each day for 3 days).



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



Certified/Licensed Absence Examples

Authorized Absence

Request Absence

*Absence Name

*Reason

*Start Date

End Date

Duration Days

Partial Days

Additional Information

GRANT I/O

Comments

School Business

Request Absence

*Absence Name

*Reason

*Start Date

End Date

Duration Days

Partial Days

Additional Information

GRANT I/O

Comments

Sick - Worker's Comp

Request Absence

Submit

*Absence Name

*Start Date

End Date

Duration Days

Partial Days

Check Eligibility

Additional Information

FMLA

Comments

Select *Sick-Worker's Comp* when the claim has not yet been approved.

Worker's Comp

Request Absence

Submit

*Absence Name

*Start Date

End Date

Duration Days

Partial Days

Check Eligibility

Additional Information

FMLA

*WC Date Of Injury

*Use Sick (Y or N)

*Use Vacation (Y or N)

Select *Worker's Comp* after the claim has been approved.

Enter the date of the injury.

Once claim has been approved, enter Y or N for Use Sick and Use Vacation.


Support Professional Absence Examples


Authorized Absence

Request Absence

*Absence Name

*Reason

*Start Date 

End Date 

Duration Hours

>

Additional Information

GRANT I/O


Comments


School Business

Request Absence

*Absence Name

*Reason

*Start Date 

End Date 

Duration Hours

>

Additional Information

GRANT I/O

Comments

Sick Transfer from Job to Job

Request Absence

*Job Title

*Absence Name

*Start Date

End Date

Additional Information

*Sick Hours to Transfer

*Transfer to Job (Empl Record)

Comments

Balance Information

As Of 05/25/2019 3.68 Hours**

>

>

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

Vacation Payout

Request Absence

*Absence Name

*Start Date

End Date

Additional Information

*Payout Hours

Comments

Balance Information

As Of 05/25/2019 277.10 Hours**

>

>

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

See detailed Vacation Payout instructions (including the specific Start and End Dates to be entered) on the [CCSD Employee Business Training website \(training.ccsd.net\)](http://training.ccsd.net) > Resources > HCM.

Certified/Licensed Time Examples

ADDMS-Extra Minutes

Certified/Licensed employee working **Extra Minutes** - 15 minutes daily.

Remember Certified/ Licensed employees do not need to enter their regular time.

Job Title ENGLISH

◀ **22 March - 28 March 2020** ▶
 Weekly
 Scheduled 35.90 | Reported 1.25

[View Legend](#) **Submit**

*Time Reporting Code / Time Details	Sunday 22	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28
	Scheduled OFF Reported 0	Scheduled 7.18 Reported 0.25	Scheduled 7.18 Reported 0.25	Scheduled 7.18 Reported 0.25	Scheduled 7.18 Reported 0.25	Scheduled 7.18 Reported 0.25	Scheduled OFF Reported 0
ADDMS - Extra Min	<input type="text"/>	<input type="text" value="0.25"/>	<input type="text" value="0.25"/>	<input type="text" value="0.25"/>	<input type="text" value="0.25"/>	<input type="text" value="0.25"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXDAY-Extended Day

Certified employee working **Extended Day** (early bird or late bird).

Remember Certified/ Licensed employees do not need to enter their regular time.

Job Title ENGLISH

◀ **16 December - 31 December 2019** ▶
 CCSD Semi-Monthly
 Scheduled 78.98 | Reported 5.00

[View Legend](#) **Submit**

◀ **Week 1 of 3** ▶
 Scheduled 35.90 | Reported 0.00

*Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
	Scheduled 7.18 Reported 0	Scheduled 7.18 Reported 0	Scheduled 7.18 Reported 0	Scheduled 7.18 Reported 0	Scheduled 7.18 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
EXDAY - Extended	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EIFLT-Extra Instruction - Flat Rate

Certified employee entering time for **Extra Instruction – Flat Rate** at their regular location.

Remember Certified/ Licensed employees do not need to enter their regular time.

Job Title ENGLISH

◀ 1 December - 15 December 2019 ▶
 CCSD Semi-Monthly
 Scheduled 71.80 | Reported 3.00

View Legend Submit

◀ Week 2 of 3 ▶
 Scheduled 35.90 | Reported 1.00

*Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
	Scheduled OFF Reported 0	Scheduled 7.15 Reported 0	Scheduled 7.15 Reported 0	Scheduled 7.15 Reported 1	Scheduled 7.15 Reported 0	Scheduled 7.15 Reported 0	Scheduled OFF Reported 0
EIFLT - Extra Instruct				1.00			
Comments							

PREPB-Preparation Time Buyout

Certified employee entering time for **Preparation Time Buyout –extra contract**.

Remember Certified/ Licensed employees do not need to enter their regular time.

*Job Title PREP BUYOUT
 MATH
 PREP BUYOUT
 TITLE 1

◀ 16 December - 31 December 2019 ▶
 CCSD Semi-Monthly
 Scheduled 78.98 | Reported 5.00

View Legend Submit

◀ Week 1 of 3 ▶
 Scheduled 35.90 | Reported 1.00

*Time Reporting Code / Time Details	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22
	Scheduled 7.15 Reported 1	Scheduled 7.15 Reported 0	Scheduled 7.15 Reported 0	Scheduled 7.15 Reported 0	Scheduled 7.15 Reported 0	Scheduled OF Reported 0	Scheduled OF Reported 0
PREPB - Prepar	1.00	1.00	1.00	1.00	1.00		
Comments							

Support Professional Time Examples

CTE-Comp Time Earned

Support Professional entering **Comp Time Earned**.

Remember - Support Professionals must account for any regular (scheduled) hours that they worked.

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

Job Title ADMIN SCH SEC

27 October - 9 November 2019
 CCSD Bi-Weekly
 Scheduled 80.00 | Reported 10.00

View Legend Submit

Week 2 of 2
 Scheduled 40.00 | Reported 10.00

Time Reporting Code / Time Details	Sunday 3	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8	Saturday 9
Scheduled OFF Reported 0		Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 10	Scheduled OFF Reported 0
CTE - Comp Time E: <input type="text"/>						2.00	<input type="text"/> + -
REG - Regular Hour: <input type="text"/>						8.00	<input type="text"/> + -
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CTT-Comp Time Taken

Support Professional entering Comp Time Taken.

Remember - Support Professionals must account for any regular (scheduled) hours that they worked. If no regular hours were worked (for instance, if the employee is taking off a full day using Comp Time Taken), then the regular (scheduled) hours do NOT need to be accounted for in the Timesheet.

As an example, this employee worked 4 regular hours on Monday and then used 4 hours of **Comp Time**. The employee records their **Regular Hours** and then adds the additional row for **Comp Time Taken** - selecting the appropriate TRC and entering the number of comp time hours worked for the day to ensure that all hours worked are accounted for. (If the employee entered only the 4 hours of CTT on that day, their regular 4 hours would **not** be recorded.)

Job Title ADMIN SCH SEC 8 December - 21 December 2019
 CCSD Bi-Weekly
 Scheduled 80.00 | Reported 8.00

[View Legend](#) Submit

Week 1 of 2
 Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
Scheduled OF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OF Reported 0
REG - Regular H		4.00					
CTT - Comp Tim		4.00					
Comments							

In this example, this employee used 8 hours of **Comp Time** (full day) so there is no need to enter a row for regular hours since no regular hours were worked that day.

Week 1 of 2
 Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
Scheduled OF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OF Reported 0
CTT - Comp Tim		8.00					

Employee with Multiple Jobs

Support Professional with two jobs. Select the **Job Title** for which additional time is being entered from the drop-down menu.

Remember - Support Professionals must account for any regular (scheduled) hours that they worked.

Select the appropriate TRC for the additional time worked and enter the hours worked.

The screenshot shows a time reporting interface. At the top, the job title is set to "OFFICE SPEC II" (selected from a dropdown menu). The date range is "24 November - 7 December 2019". The employee's schedule is "CCSD Bi-Weekly" with "Scheduled 80.00 | Reported 6.00" hours. A "Submit" button is visible. Below this, a "View Legend" link and a "Week 1 of 2" header are shown, with "Scheduled 40.00 | Reported 0.00" hours for the week. The main table displays the days of the week (Sunday 24 to Saturday 30) with scheduled and reported hours. A dropdown menu for "Time Reporting Code / Time Details" is on the left, and a "Comments" section with speech bubble icons is at the bottom.

Time Reporting Code / Time Details	Sunday 24	Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29	Saturday 30
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Entering Overtime

Support Professional entering Overtime.

Remember - Support Professionals must account for any regular (scheduled) hours that they worked.

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

Job Title ADMIN SCH SEC 8 December - 21 December 2019
 CCSD Bi-Weekly
 Scheduled 80.00 | Reported 27.00

View Legend Submit

Week 1 of 2
 Scheduled 40.00 | Reported 27.00

Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
Scheduled Of Reported 0	Scheduled 8 Reported 9	Scheduled 8 Reported 9	Scheduled 8 Reported 9	Scheduled 8 Reported 9	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled Of Reported 0
REG - Regular H		8.00	8.00	8.00			+ -
REG - Regular H		1.00	1.00	1.00			+ -
Comments							

Entering Time for Work Paid by a Different Location

Support Professional entering time for work completed at a different location.

Remember - Support Professionals must enter regular (scheduled) hours worked at the regular location in addition to the hours worked at the second location.

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

8 December - 21 December 2019

CCSD Bi-Weekly
Scheduled 80.00 | Reported 10.00

[View Legend](#) Save for Later Submit

Week 1 of 2

Scheduled 40.00 | Reported 10.00

Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
	Scheduled 0 Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 0 Reported 0
REG - Regular		8.00					+ -
REG - Regular		2.00					+ -
Comments							

Time Details Done

CCSD1 Clark County School District Location 0099

Document ID (SAP)

Para Professional, Student Worker, or Temporary Employee Example

Para Professional, Student Worker, or Temporary Employee (positive pay employees) entering **Regular Time (non PERS)**.

Remember - These employees do not have a schedule and must enter time worked daily.

Job Title PARA PROFESSIONAL

◀ **8 December - 21 December 2019** ▶

CCSD Bi-Weekly
 Scheduled 0.00 | Reported 30.00

[View Legend](#) Submit

◀ **Week 1 of 2** ▶
 Scheduled 0.00 | Reported 30.00

*Time Reporting Code / Time Details	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
	Reported 0	Reported 6	Reported 6	Reported 6	Reported 6	Reported 6	Reported 0
REGT - Regular <input type="button" value="📄"/>	<input type="text"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Appendix - Minutes Conversion to Decimal Matrix

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