

# Human Capital Management (HCM) System Licensed Employee Add-on days

06/29/22 Revised\*\*

## Licensed Employee (Counselor, Librarian, etc.) Add-on days

1. Go to <http://graphics.ccsd.net/> and download 2 forms CCF100 and CCF-100.1, click District Forms and Archives, click CCF 100-199, click 100-Additional Days Authorization.pdf. and download, click the back button and download CCF-100.1.
2. Please refer to the annual memo from Licensed Contracting Services for submission requirements.
3. In the MSS portal the timekeeper is **required** to enter the approved add-on days to the employee timesheet. The add on day TRC is daily which equals **1.0** for 1 add on day and enter your location number. This action is **required** for tracking purposes only. The required forms add the additional compensation.
4. If an employee requires an **absence** for an add-on day that is already entered on the timesheet, the timekeeper **MUST** be notified **to remove the recorded add on day from the timesheet before the absence can be requested**. Once the day is removed from the timesheet the add on day Absence may be requested. In ESS or MSS go to request an absence, choose **ABS add-on Days** name from the drop down, choose start and end date, additional information must be filled in by indicating which leave is being used, Y or N for personal leave, Y or N for sick leave, comments if necessary, check eligibility and then submit. When utilizing a **flex day**, Y for sick and in the **comments "flex day"** check eligibility and then submit. *For half day absence requests please make sure to select a **partial day**, check eligibility and then submit.*  
*Please Note: The half day absence submission will display a duration of 1.0 and the following message will appear:*

Eligibility Check completed successfully!  
You may now submit your absence request.

Note - When you select the Half day in the Partial Hours ,the system will display as 1 day because of No schedule assigned to the employee.  
However when the absence calculation is run ,the half day will be processed as .5 day  
Date Time: June 29,2022 at 11:33

OK

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After check Eligibility, please view the eligibility details which will indicate the duration as 0.50 (half day).

\*Absence Name

\*Start Date

End Date

Duration  Days

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**Partial Days Start Day Only**

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[View Eligibility Details](#)

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### Eligibility Details

ABS Add On Days TAKE 07/01/2021 - 06/30/2022	0.50
<b>Forecasting Duration</b> -	<b>0.50</b>

Questions regarding Licensed employee add-on days can be directed to, Employee Contracts and Compensation Department, at 702-799-2812.

\*\*\*Tracking is the responsibility of the timekeeper. If you miss the 90-day window to add the days to the timesheet in the HCM System please make a note for the auditors.