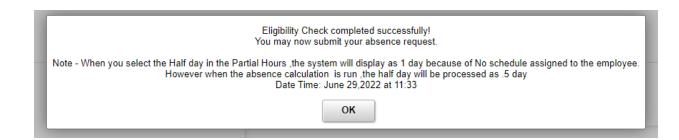
Human Capital Management (HCM) System Licensed Employee Add-on days 06/29/22 Revised**

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

- 1. Go to <u>http://graphics.ccsd.net/</u> 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:



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

| *Absence Name | ABS Add-On Days | ~ |
|---|-------------------|--------------------------|
| *Start Date | 06/27/2022 | |
| End Date | 06/27/2022 | |
| Duration | 1.00 Days | |
| Partial Days | Start Day Only | |
| | Check Eligibility | View Eligibility Details |
| Eligibility Details | | |
| | • • | |
| ABS Add On Days TAKE 07/01/2021 - 06/30/2022 | | 0.50 |
| - | | |

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.