Summer Acceleration Pay Procedures in HCM PeopleSoft

Introduction

This guide will provide you with the knowledge you need to enter **Summer Acceleration** employee time in the **Human Capital Management** (**HCM**) system in order to guarantee correct compensation and funding/coding.

During Summer Acceleration, employees' schedules are *not* pre-loaded in HCM, and therefore any time worked must be manually accounted for via the **Timesheet**. Conversely, if an employee is absent from work, the Absence Request module does *not* need to be utilized. Instead, their time simply is not entered into the Timesheet, meaning that they are not paid for the days or hours missed. Do *not* enter time until the actual day is worked. As this is positive pay, this will avoid confusion and issues with overpay.

Another important thing to note about Summer Acceleration pay is that, unlike during the regular school year, Licensed employees' time is entered as **hours** rather than **days**.

The Lead Administrators and Assistant Lead Administrators (Administrators) for the Summer Acceleration Program are paid a stipend. Therefore, the site does not need to report time for the Administrators. Each Region was emailed an Excel spreadsheet for the Summer Acceleration Program to track the Administrators assigned to their Region. Human Resources (HR) will process the administrator stipend, which HR has requested for the Region to submit the spreadsheet by **Friday, June 23, 2023**, so that the stipend can be entered in a timely manner, to be paid on or before the **July 25, 2023** pay date.

If you need to site fund your Assistant Lead Administrator due to enrollment falling below 400, please complete an [Online Budget Transfer](#) from "General Supplies" to "Extra Duty-Administrator." A combo code has been created for Extra Duty-Administrators for each school. If a school has the budget to cover the cost, please provide the combo code to the Administrative Compensation Team in Human Resources.

Finally, Substitute employees (both Licensed and Support Professional) are paid the same way for Summer Acceleration that they would be paid during the regular school year. Therefore, there are no differences in how their time is entered on the Timesheet. See the combo code chart at the end of this document.

For more detailed information on Timesheet Entry, please review the **Timesheet Entry** section of the **Timekeeper Essentials Manual** (located via *training.ccsd.net* > *Resources* > *Human Capital Management - HCM tab*).

Entering Summer Acceleration Time on the Timesheet

To enter Summer Acceleration time for an employee, you must first locate their Timesheet in HCM.

1. After logging into HCM and selecting the **Manager Self Service** (**MSS**) dashboard, click the **Timesheet Entry** tile.

2. Use the **Search** area to locate your employees. In the **Location Code** field, enter your Summer Acceleration site's four-digit location code (such as "0411"). If you want to list all employees at your site at once (so that you may enter their time worked en masse), click **Get Employees**.

Please note: If you are looking for a specific employee, you can also enter criteria such as their First or Last Name, or their Employee ID. When all desired search criteria is entered, click **Get Employees**.

3. The search results are displayed beneath the Search area. To select the desired employee, click their **Last Name**.

Please note: Summer Acceleration compensation must be entered on the employee's **Primary Job**. For example, if a teacher has two employee records (*Grade 4* and *Prep Buyout*), the Primary Job is the *Grade 4* position. For Support Professionals, the Primary Job will be the employee record with the most **hours** assigned.

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
			0	SCHOOL AIDE	0.00	0.00	32.50			0.00	0.00
			1	SCHOOL AIDE	0.00	0.00	2.50			0.00	0.00

4. This brings you to the employee's Timesheet. You can change the view of the Timesheet grid by using the *Select Another Timesheet* area. In the ***View By** drop-down menu, select the **Week** view, and update the ***Date** field to enter the desired date(s). Click the **Refresh** icon next to the *Date field to update the view of the Timesheet.

5. Enter the *number of hours* to report for each day worked in the **value cell(s)**. Licensed employees will enter **7.18** (which is equal to **7 hours and 11 minutes**) to indicate a full day worked. Support Professionals will enter the number of regular scheduled hours.

Schools with additional minutes during the regular school year enter the following values for Licensed employees:

- **15 additional minutes:** Enter **7.43** in the *hours per day* field
- **19 additional minutes:** Enter **7.5** in the *hours per day* field
- **49 additional minutes:** Enter **8** in the *hours per day* field

From Monday 05/31/2021 to Sunday 06/06/2021 ⑦

	Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location
		7.18	7.18	7.18	7.18				SUMSC - Summer School ▾	CCSD1 🔍	0411 🔍
									▾	CCSD1 🔍	🔍
									▾	CCSD1 🔍	🔍

[Submit]   [Apply Schedule]

6. Select the appropriate **Time Reporting Code** (**TRC**) from the drop-down menu.

A) For *Support Professionals:* Select the appropriate TRC - **REG** for employees who are assigned during Summer Acceleration (example: 11 month employees prior to end of assignment 6/16/23 or 12 month employee) or **NASUP** for employees who are non assigned during Summer Acceleration (example: 9 & 10 month employees, or 11 month employees after end of assignment 6/16/23). It is important to include the employees standard hours **if** the employee is assigned during Summer Acceleration and is working additional hours.

B) For *Licensed Employees:* Select the TRC **SUMSC**.

From Monday 05/31/2021 to Sunday 06/06/2021 ⑦

	Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code
		7.18	7.18	7.18	7.18				SUMSC - Summer School ▾

7. Enter your Summer Acceleration site's four-digit location code in the **Location** field. (This will be the same location code that is used during the regular school year.) This will also ensure that any transfer employees' time is routed to the correct administrator for approval.

From Monday 05/31/2021 to Sunday 06/06/2021 ⑦

	Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location
		7.18	7.18	7.18	7.18				SUMSC - Summer School ▾	CCSD1 🔍	0411 🔍
									▾	CCSD1 🔍	🔍
									▾	CCSD1 🔍	🔍

[Submit]   [Apply Schedule]

8. Enter the appropriate **Combination Code** for Summer Acceleration to guarantee the correct funding and coding. A complete list of Combo Codes by employee type/purpose can be found in the **Combination Code** section of this document.

> **A)** For *Support Professionals:* Enter the appropriate Combo Code based on their position type (i.e. Office Staff, Instructional Aide, etc.).

> **B)** For *Licensed Employees:* Enter the appropriate Combo Code based on the type of payment being entered (i.e. for a Teacher or Prep Buyout).

9. When finished modifying the employee's Timesheet, click **Submit**.

10. It is important to add an *additional row* for any additional hours an employee works over their standard hours. Select the appropriate TRC for the additional time worked, then enter the additional hours worked and site's funding **Combination Code**. You can utilize the Combo Code Lookup Tool to view a list of Combination Codes for your location.
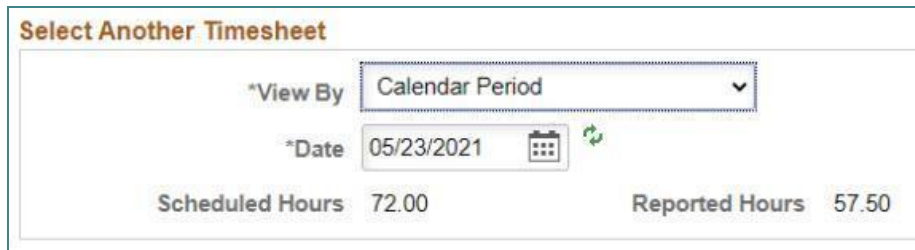
11. You can click the **Return to Select Employee** link (beneath the Timesheet grid) to be brought back to the list of results and continue updating other employees' Timesheets accordingly.

Timesheet Corrections

Timesheet corrections require that the incorrect time is first *deleted* on the Timesheet. Changes to existing entries on the Timesheet are *not* recognized in the system.
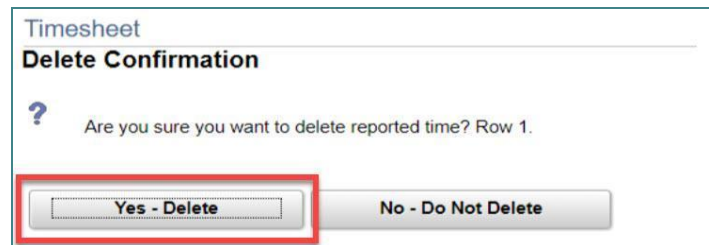
1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.

2. Scroll to the far right on the Timesheet and click the **minus** sign next to the affected row.

3. In the confirmation screen that appears, click **Yes - Delete**.

4. You are returned to the Timesheet grid. Click **Submit** to re-submit the Timesheet (now that the deletion has been made).

Please note: If you do not click Submit, the Timesheet will *not* update.

5. Now that the incorrect row has been deleted, you may now add the correct information to the Timesheet, and then submit it for approval.

User tip: You can choose to add the corrected row to the employee's Timesheet (by clicking the **plus** button to add a row) *before* deleting the incorrect row and re-submitting the Timesheet if this is more helpful.

KIDS Program Prep Buyouts

If you need to enter time for an employee with a KIDS Program Prep Buyout, this will be done via the **electronic C5 form**. The KIDS Prep Buyout information is *not* entered in the HCM Timesheet. Instead, a *paper* timesheet (**Extra Pay Time Sheet**), which can be found on the CCSD Training website via **Resources** > **Human Capital Management – HCM** tab), signed by the site administrator and the employee, must also be attached to the form for approval.

Add-on Days for Counselors, Librarians, and Other Allowed Licensed Employees

Counselors, Librarians, and other allowed Licensed employees (such as a Nurse) receiving add-on days on a CCF-100 and CCF-100.1 should *not* receive Timesheet entry for the days reported on the CCF-100.1. For example, if a Counselor had an add-on day on June 1st, this would *not* be entered using the TRC of "SUMSC" for the time worked.

Additional Resources

If you encounter issues or have questions while entering information on the Timesheet, please utilize **Quick-IT** (via the **icon** on your CCSD desktop or via **quickit.ccsd.net**) to send a support ticket to the appropriate team. You may also call the **User Support Help Desk** at **(702) 799-3300** for a ticket to be created.

For questions regarding staffing rules, please contact your **Region Leadership** for assistance.

Combination Code

Employee Group	Use for the following:	TRC	Combo Code
Licensed	**Teachers/Substitutes**	**SUMSC**	**000215281** May 31 Activation
	KIDS *Prep Buyouts* only (submit via CCF-5 Extra Pay Form in SAP)	**SUMSC**	**000215281** May 31 Activation
	Nurses	**N/A**	Nurses are **not** paid on the HCM Timesheet. They will be paid separately via SSD.
Support Professional **Please use TRC NASUP for employees who are non assigned during Summer Acceleration** **(see pg 4)**	**Support Salaries** **(default)** Ex: Instructional Aides, SBTs, Library Aide, PE Aide, Sec Clerical, OM, SHA, Custodians, Campus Monitors and Transportation	**NASUP** **(see below for 10,11 & 12 month coding)**	**000215282** May 31 Activation
Administrator	**Lead and Assistant Lead** (Stipend)	**N/A**	Administrators are **not** paid on the HCM *Timesheet*. They will be paid separately via HR.
	Additional Assistant Lead (Stipend) Site-funded	**N/A**	The school site's *Extra Duty - Admin* combo code that needs to be provided to HR: Combo Code Lookup Tool

2022-2023 Support Professional Assignment End Dates and TRC Coding Guide:

9-Month: Assignment ends 5/22/23. Code all Summer Acceleration hours to TRC- NASUP

10-Month: Assignment ends 5/31/23. Code any Summer Acceleration hours worked on May 30 and 31st to TRC-REG and all hours worked in June to TRC- NASUP.

11-Month: Assignment ends 6/16/23. Code all Summer Acceleration hours to TRC-REG.

12-Month: Assignment ends 6/30/23. Code all Summer Acceleration hours to TRC-REG.