HCM System Quarterly Update #3 23-24

Reviewing essential Time/Absence functionality in HCM MSS

Agenda

Part I: Frequently Asked Questions

We will discuss and clarify several topics/aspects of HCM that are often posed as questions to the HCM System Specialist's, USS Help Desk, Employee Business Training, etc.

Part II: Open Q&A Forum NEW

At the end of the presentation, we will allow users to ask additional questions using the **Q&A feature in the Google meeting** Please do not put questions in the chat area, as this has been disabled. Any questions that the presenters are not able to address at the end of the session will be gathered, answered, and distributed along with the presentation in the EBT (Training website)

How to manage your site’s exceptions

How to manage your site's 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. Some exceptions occur when you are entering the time while others will appear in your manage exceptions after nightly processes are run. The total number of exceptions is displayed on the **Team Time / Absence** tile.

It is best practice to check your Manage Exceptions each morning.

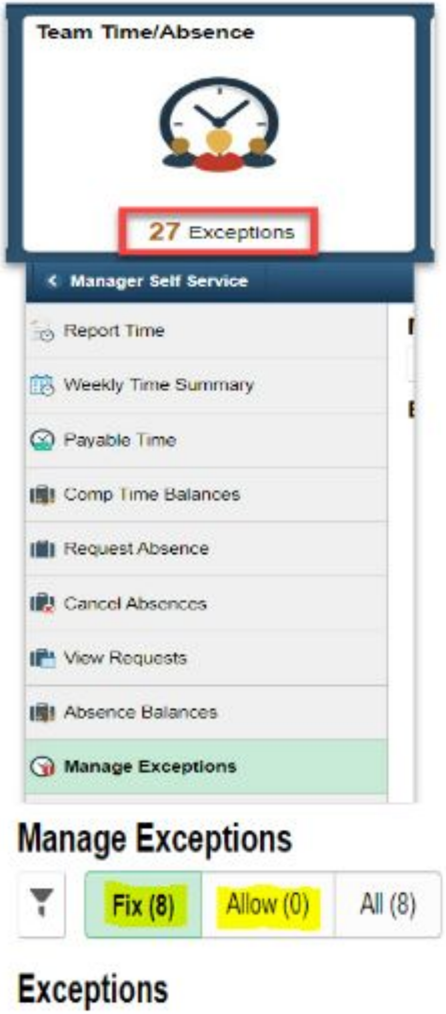
Reminder a HIGH exception needs to be fixed before the employee will be paid for this time entry.

If an exception appears under the **Fix** tab, it must be corrected on the employee's timesheet first, after fixing the exception on the employees timesheet it will need to be re-submitted, if this is not done the Timesheet will ***not*** update with the new information.

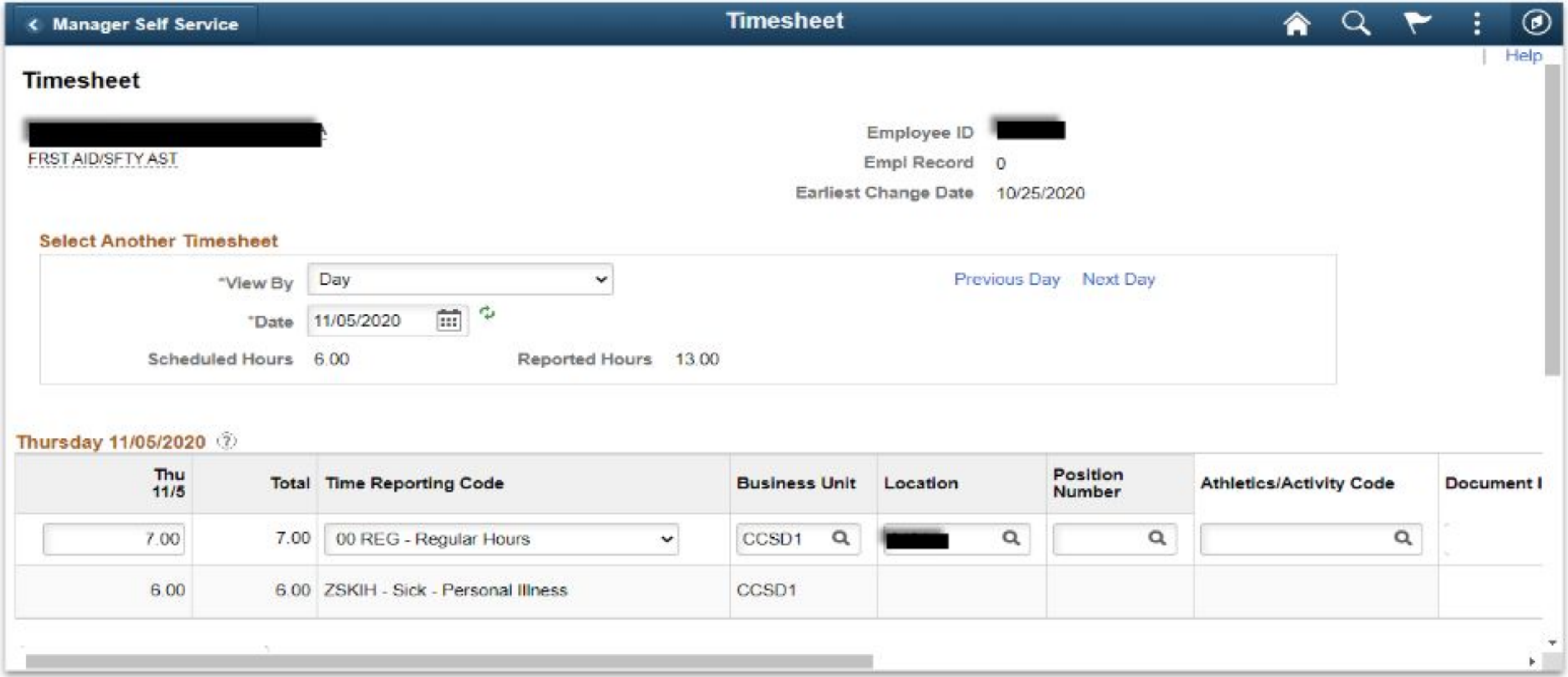
This needs to be done before the Reported Time can be routed for payroll authorization.

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

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



High exception example of one that needs to be fixed via Timesheet



< Manager Self Service | Timesheet

| Help

Timesheet

[redacted]
FRST AID/SFTY AST

Employee ID [redacted]
Empl Record 0
Earliest Change Date 10/25/2020

Select Another Timesheet

*View By: Day
*Date: 11/05/2020
Previous Day | Next Day

Scheduled Hours 6.00 Reported Hours 13.00

Thursday 11/05/2020

Thu 11/5	Total	Time Reporting Code	Business Unit	Location	Position Number	Athletics/Activity Code	Document I
7.00	7.00	00 REG - Regular Hours	CCSD1	[redacted]			
6.00	6.00	ZSKIH - Sick - Personal Illness	CCSD1				

Position Requests

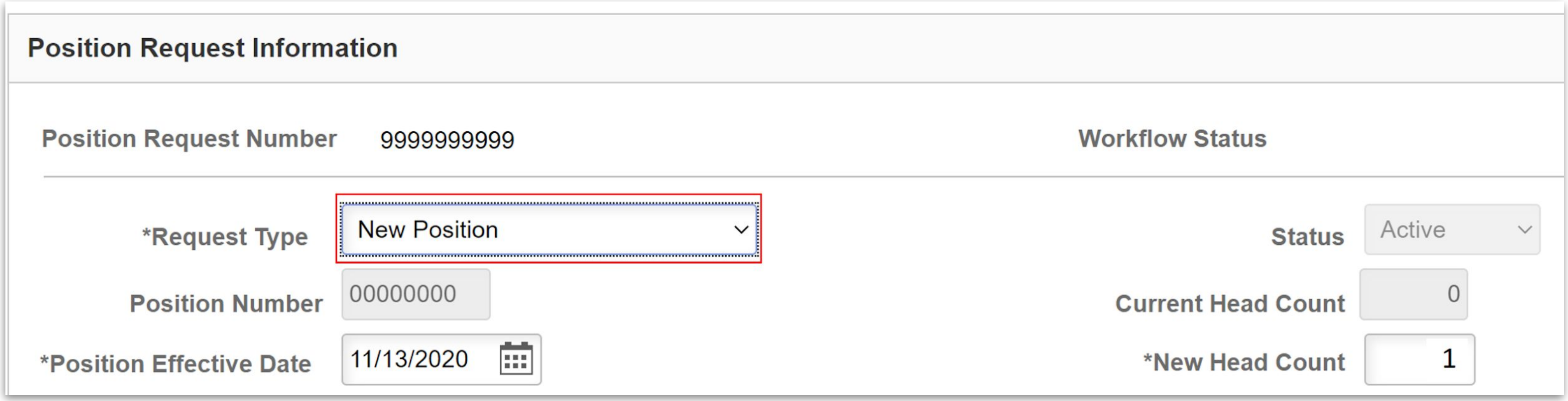
Position Numbers

If any of these attributes change for an employee, a different position number is required. If you do not have an existing position with the required attributes you will need to request a new position. This is done through the Position Requests tile in MSS. Once you have your new position number you will do a Position Control Request to move the employee to this new position.
If you are in need of a grant funded position number, reach out to that respective department for assistance.

Attributes	Examples
1. Where the employee works	Roundy ES
2. Job description	Grade 3 teacher
3. Funding source	Title I, Read by Grade 3, General School Fund
4. Number of hours worked	6 hours, 7 hours, etc.
5. Head Count	Increase the number of headcount

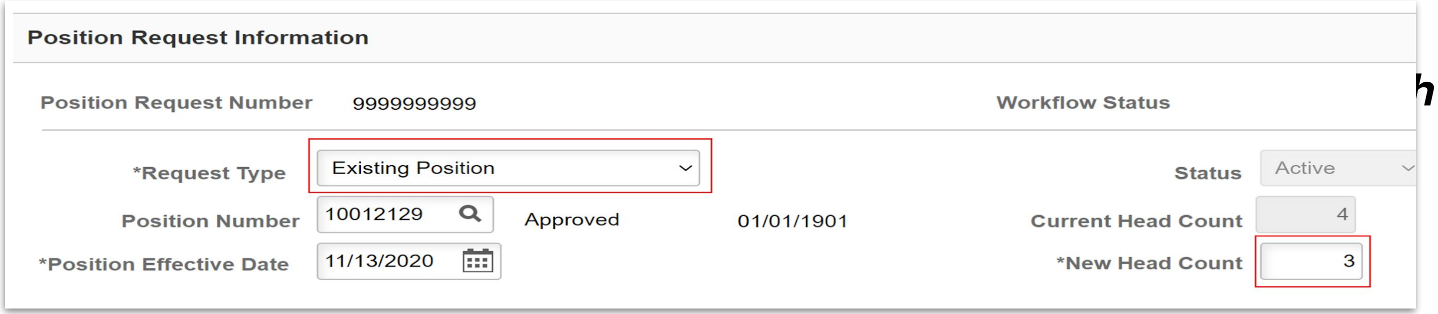
Scenario: Adding a position that is funded differently than the existing position

I have a General Funded Second Grade position and I need an additional Second Grade position that is funded by a different source. I currently don't have any existing Second Grade positions that are funded by this source. I need to request the position with the new funding. attributes:

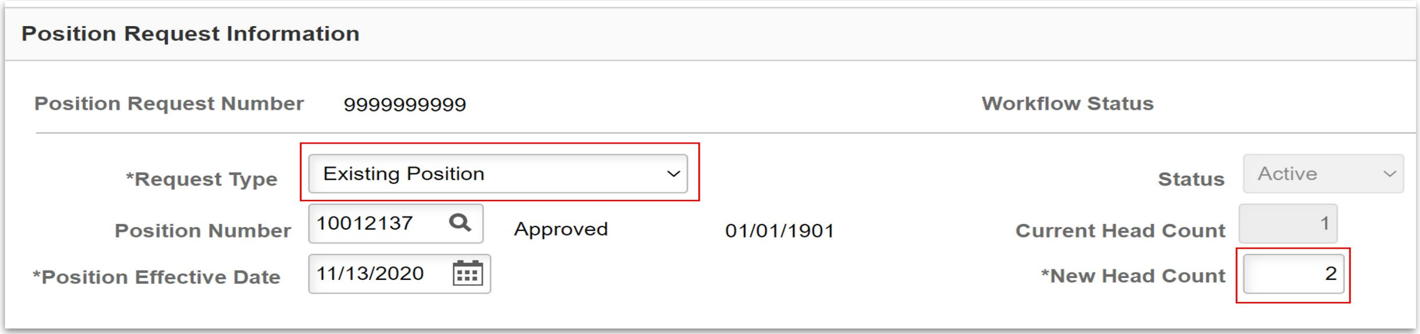

Position Request Information

Position Request Number	9999999999	Workflow Status	
*Request Type	New Position	Status	Active
Position Number	00000000	Current Head Count	0
*Position Effective Date	11/13/2020	*New Head Count	1

Scenario: Changing head count from one position to another



Position Request to <u>increase</u> the headcount of the identified *Explorations* position number, if it already exists at your location:



Why was my Position Request Denied?

On occasion, a position request or position control request may be denied. When this happens, the person denying should leave a comment explaining the reason. Simply click on View/Hide Comment to read the dialogue at the bottom of your request to find out why the request was denied, and what your next steps should be. If there are no comments, then expand the arrows next to each step of the workflow to determine the step denied along with who denied it. You can contact this individual for next steps.

Position Request Reminders from Pay Data

- The Salary Admin Plan and Grade must be completed for support professional positions. Step should never be completed.
- For ALL positions, the hours worked per day must be completed.
- The reg/temp and full/part time must be completed correctly. For temporary positions, the correct option is Temporary and Hourly. The only positions that should be classified as full time are those that are 8.0 hours per day.
- All temporary positions should be listed as 1.0 hour per day regardless of what the site plans to have the employee work.
- Effective date pre-populates with the current date so if the plan is to retroactively assign the position to an employee, the DATE must be CHANGED.

Position Control Requests

When do I need to submit a Position Control Request (PCR)?

Position Control Requests are used to move employees internally and/or laterally within one location.

Examples:

- Moving a Grade 3 teacher to a Learning Strategist position
- Moving a History/Geography teacher to an Explorations teaching position
- Moving a 6-hour Support Professional to an equivalent 7 or 8 hour position (Lateral Only) - e.g.: Custodian to Custodian, SHA to SHA, etc.)

Remember: Position Control Requests ***cannot be used to promote an employee in range of pay.***

PCR's may be modified or edited **BEFORE** approvals have been made

What information do I need to complete a Position Control Request?

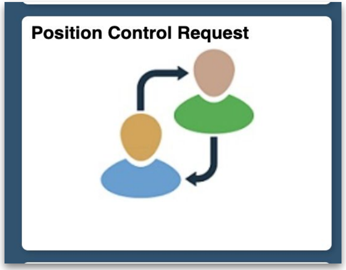
Hiring Managers or Office Managers may submit Position Control Requests.

You will need the following:

- Empl ID (Unique Empl ID for the employee you are transferring)
- Position Number you will transfer employee into (unique to your location)
- **Effective Date**
- Which type of Transfer (Lateral - support only, or voluntary/involuntary - internal)

Steps to Complete a Position Control Request:

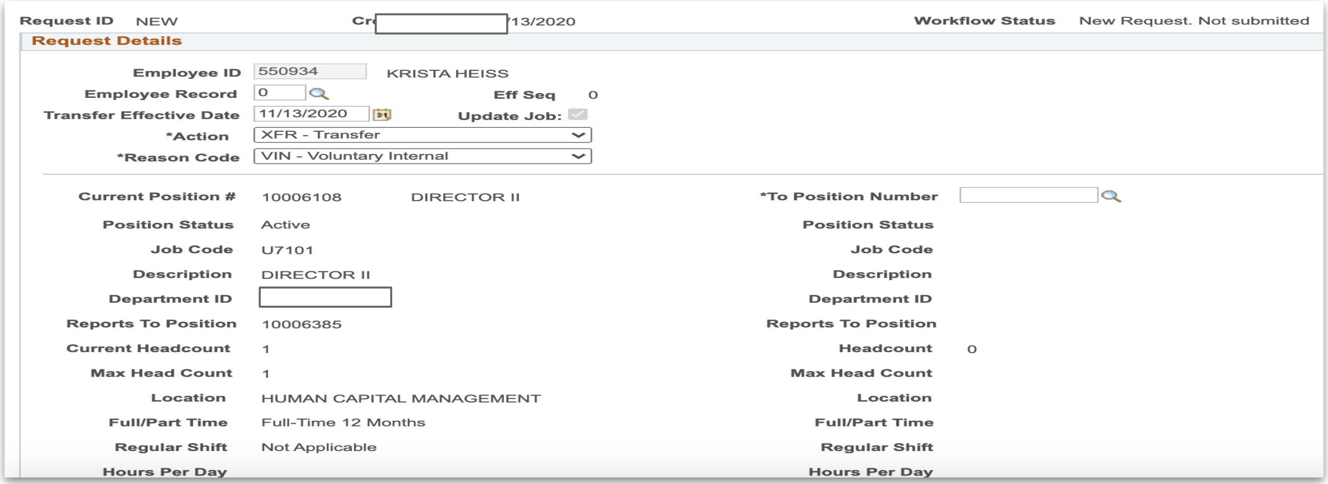
Manager Self Service (MSS) > **Position Control Request** tile:



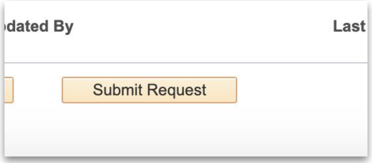
Select "**Add a New Value**" and enter the **Empl ID** of the employee you are moving, then select "add":

Steps to Complete a Position Control Request:

Required Fields: **Transfer Effective Date**, **Action**, **Reason Code**, and **New Position Number**

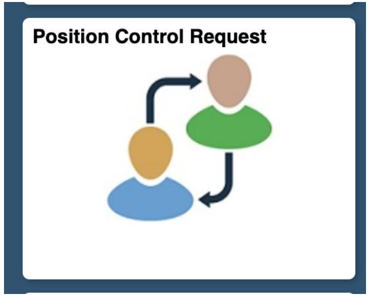


Then, enter any necessary comments, and click **Submit Request** button at the bottom.



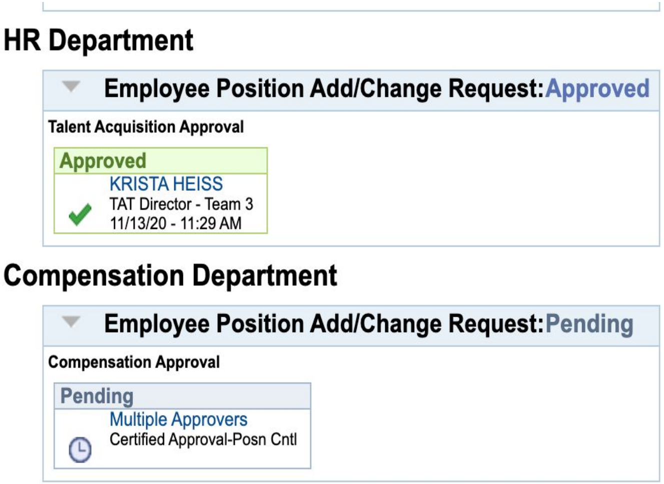
Checking the Status of a Position Control Request:

Manager Self Service (MSS) > **Position Control Request** tile:



Select the yellow "Search" button at the bottom and all Position Control Requests you've submitted will populate in a list. You can click on each request and see where the request is in the approval process - this information will be at the bottom of the page.

- Green check marks will appear next to the name of the person who approved the request.
- A clock will appear where the request is pending. By clicking on "Multiple Approvers" you will see a list of all of the people who can approve your request.
- If denied, a comment may be added indicating your next steps.

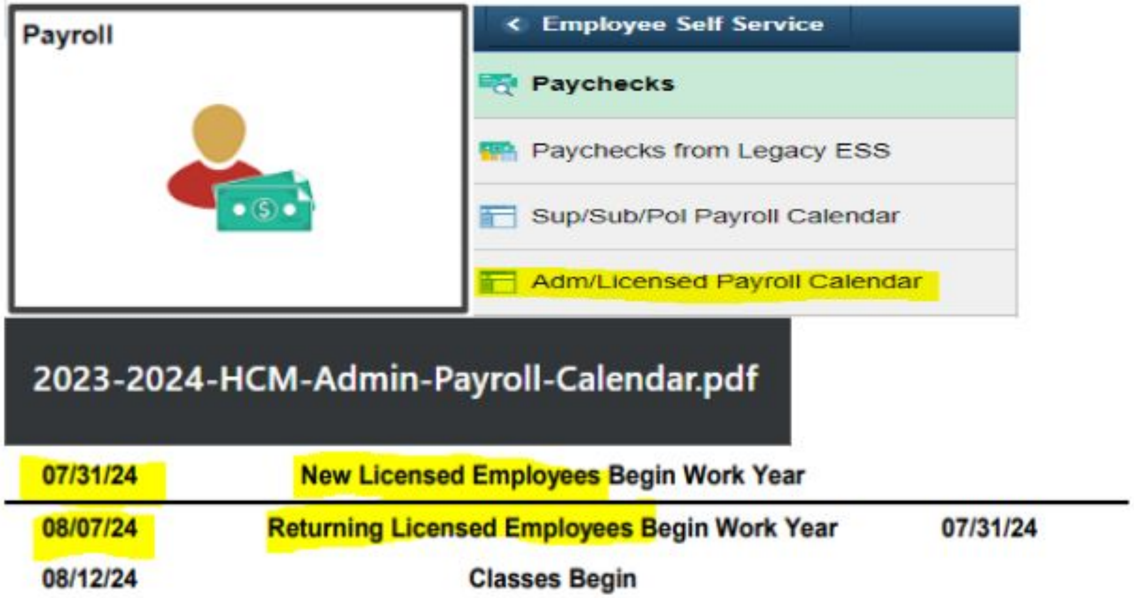


Position Control Request Reminders for <u>Support</u>

- A Substitute Teacher who has never been a Certified Temporary Tutor (CTT) must apply through a requisition in Taleo.
- Effective date pre-populates with the current date so if the plan is to retroactively assign the position to an employee, the DATE must be CHANGED.

Position Control Request Reminders for Licenced

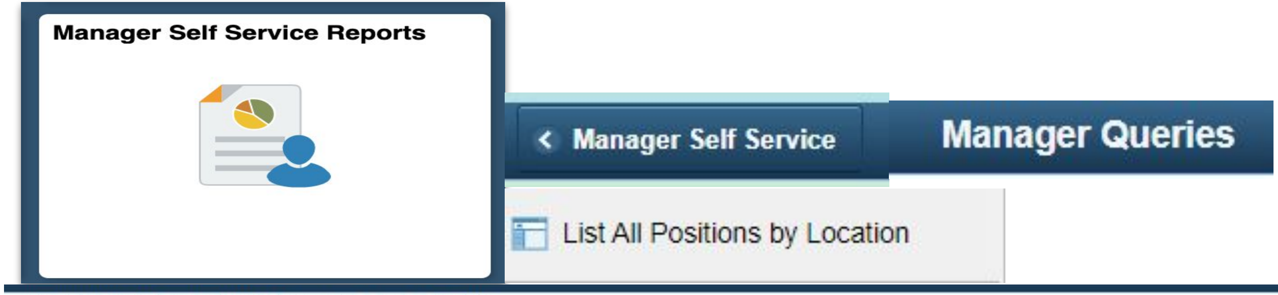
- Position Control Requests for Licenced NEEDS to align with start date and effective date Start date (Returning teachers) or New teacher Start date.
- **Navigate to: Employee Self Service > Payroll > ADMIN/Licensed Payroll Calendar**



How to find Positions in MSS Reports

Manager Self Service Reports

Path in HCM: **Manager Self Service Reports** tile >



Reminder:
To find the HCM eight digit position number budgeted in the Spring FY 2025 open budget cycle, in MSS.
Navigate to:

- Manager Self Service Reports
- List all Positions by Location
- Run report

Timesheet Entry Updates

Timesheet Entry Updates for Licensed Employees

As outlined in Article 37-3 of the Negotiated Agreement between the Clark County School District and the Clark County Education Association all licensed employees may receive extra pay for instructional and other services. In an effort to streamline the timesheet entry process and ensure compliance, beginning March 1, 2024, timekeepers will see the following changes in the Human Capital Management System (HCM).

- Time reporting code (TRC) Credit Deficient (CRDIF) has been eliminated.
- TRC Extra Non-Instructional Hours (XNINS) has been eliminated.
- TRC Extra Instruction Hourly (EIHLY) has been eliminated.
- As a reminder clubs and activities are not paid utilizing the TRCs Extra Instruction Flat Rate (EIFLT) and Extended Day (EXDAY).

Please follow the guides available in the Athletic and Activity Compensation Google Drive. The drive is only accessible to timekeepers and administrators. For assistance, Email: Athletic and Activity Pay athletic_and_activity_pay@nv.ccsd.net

Please contact Licensed Contracting Services at (702) 799-7827 for assistance with extra-pay concerns or email: extrapaylicensed@nv.ccsd.net.

Training Website and QuickIT Service Ticket

There are a number of useful HCM resources available via **training.ccsd.net** > **Resources** > **HCM - Human Capital Management** tab. Some of these resources include:

- **Canceling and Re-submitting an Absence in ESS** (video and guide)
- **ESS Time and Absence Examples**
- **Timesheet Entry Videos**
- **Sub pay information**
- **Guides and Tutorials and more!**
- **For assistance place a service ticket using the QuickIT icon on your desktop or QuickIT.ccsd.net**. Assistance is also available from the Helpdesk at **(702) 799-3300**. If the helpdesk is unable to answer your question they can create a service ticket for you.

Questions?

Please type any questions you have in the Q & A feature in this Google meeting