
Secondary Summer School Pay Procedures in HCM PeopleSoft

Introduction

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

During Secondary Summer School, employees' schedules are **not** pre-loaded in HCM, and therefore any time work 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 Secondary Summer School pay is that, unlike during the regular school year, **licensed employees' time is entered as hours rather than days.**

Recent change in how Substitutes will be paid. Please see below:

Subs are to be paid a Full Day Using Standard location rates that are outlined below and using the Combo Code 000233650

Standard Locations				
Day-to-Day	\$110.00 daily	SUBA	\$15.31 hourly	SUBRX
Long-Term (beginning on the 11th day)	\$130.00 daily	SUBAL	\$18.10 hourly	SUBLX
Vacancy	\$140.00 daily	SUBV	\$19.49 hourly	SUBVX

Locations Mojave 0697, Sunrise Mountain 0743, Valley High School 0552 use ONLY location rates below and use the Combo Code 000233650

Title I - Tier I Locations				
Title I - Tier I Locations (Day-to-Day)	\$150.00 daily	SUBTD	\$20.88 hourly	SBV8X
Title I - Tier I Locations (Long-Term)	\$170.00 daily	SUBTL	\$23.68 hourly	SBTLX
Title I - Tier I Locations (Vacancy)	\$180.00 daily	SUBTV	\$25.07 hourly	SBTVX

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*).

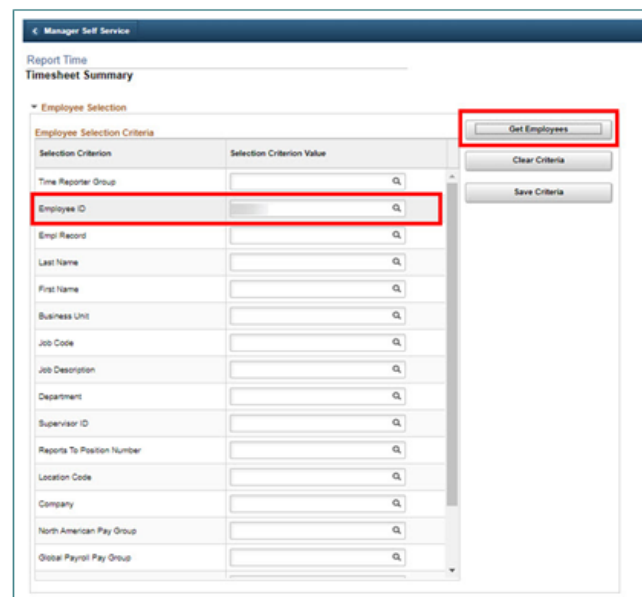
Entering Secondary Summer School Time on the Timesheet

To enter Secondary Summer School 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. Enter the **Employee ID**, or you can also enter criteria such as their **First or Last name** in the search field. Click **Get Employees**. Once you have identified the desired employee in the search results click their **Last Name**.

A screenshot of the 'Employee Selection' form in the Manager Self Service interface. The form is titled 'Report Time Timesheet Summary'. It has a table with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row is highlighted with a red box. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is also highlighted with a red box.

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

Please note: Secondary Summer School 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.

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.

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
									CCSD1
									CCSD1
									CCSD1

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

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	

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 Secondary Summer School and working additional hours over the employees scheduled hours (example: 11 month employees prior to end of assignment 6/14/24 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 6/14/24). 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 ?

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 Secondary Summer School site's four-digit location code (i.e. **0667**) in the **Location** field. (See **Additional Resources** for a list of Secondary Summer School location codes.) 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 ?

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.).

Manager Self Service Timesheet

Timesheet

SCHOOL ADE Employee ID: [redacted] Email Address: 0 Earliest Change Date: 06/06/2021

Select Another Timesheet

View By: Week Previous Week Next Week

Date: 05/31/2021 Scheduled Hours: 26.00 Reported Hours: 0.00

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

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	Position Number	Athletics/Activity Code	Document ID (SAP)	Combination Code
	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - S	CCSD1	0411				000150229
									CCSD1					
									CCSD1					

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Exclude Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Return to Select Employee Approve Absence

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).

From Tuesday 06/01/2021 to Monday 06/07/2021

Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Mon 6/7	Total	Time Reporting Code	Business Unit
6.5	6.5	6.5	6.5	6.5				00 NASUP - Non-Assigned Time - S	CCSD1
									CCSD1
									CCSD1

Submit Apply Schedule

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 within the dates of their yearly work schedule. Select the appropriate TRC for the additional time worked, then enter the additional hours worked.

The screenshot shows the 'Timesheet' application interface. At the top, it displays 'Employee ID' and 'Emp Record'. Below that, there are fields for 'Select Another Timesheet' and 'View By' (Work). The main grid shows a weekly schedule from Monday 06/01/2021 to Sunday 06/07/2021. The grid has columns for days of the week and a 'Total' column. The 'Time Reporting Code' column contains '00 NASUP - Non-Assigned Time - S'. A red box highlights an additional row in the grid, indicating the addition of extra hours. Below the grid, there are buttons for 'Submit' and 'Apply Schedule'. At the bottom, there is a 'Reported Time Status' section with a table showing 'Date', 'Total', 'TRC', 'Description', 'Subst No', and 'Comments'.

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.

This is a close-up screenshot of the 'Return to Select Employee' link, which is highlighted with a red box. Below it, the text 'Approve Absence' is visible.

Timesheet Corrections

Timesheet corrections require that the incorrect time is first **deleted** on the Timesheet.

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.

Select Another Timesheet

*View By: Calendar Period

*Date: 05/23/2021

Scheduled Hours: 72.00 Reported Hours: 57.50

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

Destination Code	ChartFields		
	ChartFields	+	-

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

Timesheet Delete Confirmation

Are you sure you want to delete reported time? Row 1.

Yes - Delete **No - Do Not Delete**

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

Submit **Apply Schedule**

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. **IMPORTANT:** *If the incorrect time reported is deleted from the timesheet and a corrected TRC is not reported, please notify the employee of the appropriate payroll docking. If the incorrect time reported is deleted and replaced with the correct TRC, please ensure the new TRC is approved by level 1 and level 2 immediately to prevent any pay related issues.*

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.

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.

Secondary Summer School Location Codes

CCEU Site	Site Number
Arbor View High Summer School	0667
Coronado High Summer School	0295
Desert Oasis High Summer School	0781
Liberty High Summer School	0742
Mojave High Summer School	0697
Palo Verde High Summer School	0698
Sunrise Mountain High Summer School	0746
Valley High Summer School	0552

2023-2024 Assignment Dates

2023-2024 Support Professional Assignment/Police Services Dates and TRC Coding Guide:

9-Month: Assignment ends 5/20/24. Code all Site-Funded Summer Learning Opportunities hours to TRC- NASUP

10-Month: Assignment ends 5/29/24. Code any Site-Funded Summer Learning Opportunities hours worked beginning 5/30/24 to TRC- NASUP.

11-Month: Assignment ends 6/14/24. Code all Site-Funded Summer Learning Opportunities hours worked beginning Monday 6/17/24 to TRC - NASUP

11- Month Police: Assignment begins 6/14/24. Code all Summer Acceleration hours to TRC-NAPOL

12-Month: Assignment ends 6/28/24. Code all Site-Funded Summer Acceleration hours to TRC-REG.