HCM System Quarterly Update #1 24-25

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

During the presentation, add any questions to the chat area. These questions will be addressed at the end of the meeting, as some may be answered within the presentation.

Tiles in HCM:
Start date validation
Add on Days/Add on Days Absence

Start Date Validation

The verification process is available to all level one and two approvers. The process allows the site to verify new hires, transfers, and returning employees throughout the calendar year. Through the validation process, the Human Resources Division is notified when employees start, do not start, or require a new start date at your site.

[Click here for step by step instructions on the verification process]

Navigate to: Training.ccsd.net > Resources > HCM - Human Capital Management - Start Date Verification Process

Start Date Validation continued

For start date validation please choose a designated person at your site that has level 1 or 2 approval rights. A designated person validating staff will prevent inaccurate reporting.

Licensed employees at your site returning or transfers will show up in August and September based on their pay group.

Do not change the start date if a returning employee is absent or absent utilizing Family Medical Leave of Absence, or suspended.

Please do not change the start date with the **same date**.

For new hires please validate as soon as possible.

Please do not 'No Show" individuals without validation first.

Do not "No Show" for death, suspension, absence without official leave (AWOL) and Family Medical Leave of Absence. Death should be reported as soon as possible by emailing the licensed contracting department at contracting@nv.ccsd.net with date of death, employee name, and employee ID. For suspensions no action required. Family Medical Leave Absence the employee should be reporting absences.

Please keep your start date validation tile up to date. Zero is the number that should be on your tile unless there is a future date pending.

Add on Days and Add on Day Absence Process

Eligible licensed employees will utilize this tile to request and get approval of add on days. Librarians that utilize hours instead of days must continue to use the documents (CCF-100 and CCF-100.1) for processing.

Click here for step by step instructions for Add on Days

Navigate to: Training.ccsd.net > Resources > HCM - Human Capital Management - Licensed Employee Add-on days

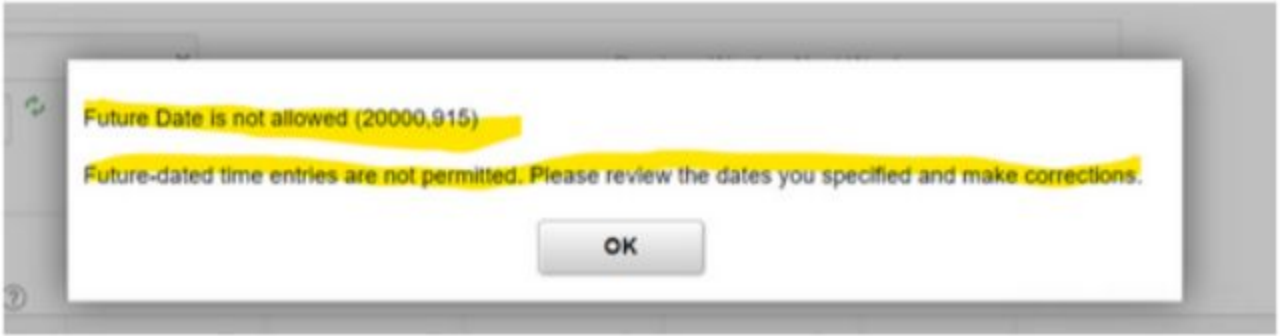
Add-On Day continued

The electronic add on day process has eliminated paper forms for all CCSD sites by 98 percent. The new process saves time and provides a more transparent process. As we work through the new process a few things we found that are no longer necessary in the process are additional approvers for two job families, librarians and school counselors. All other licensed positions require an additional approver. The training document has been updated to ensure the new process is streamlined for all end users. If you have any questions regarding the add on day process please email 0031-Addondays@nv.ccsd.net. The email is monitored all year long for any questions or concerns you may have regarding the add on day process.

Timesheet Entry, MSS Reports, Corrections and Absence approval

Future dated Time Restriction

Effective October 1, 2024, timekeepers will no longer be able to enter future dated time worked on the timesheet or by using the mass time option in HCM. The time reporter code / date worked must be equal to the current date or prior to. If the TRC / date worked entry is submitted in the future from the current date, an error warning will appear upon submission to the timesheet or mass time entry. Please see error statement below:



Please note:
This future dated timesheet entry restriction will not affect absence requests.

Administrative Payroll Responsibilities/Checklist Training Guide

[Click here for the checklist to ensure accurate pay]

Navigate to: Training.ccsd.net > Resources > HCM - Human Capital Management - Administrative Payroll Responsibilities/Checklist Training Guide

It is important to remember that entering absences and approval needs to be done by **BOTH** level 1 and level 2 **DAILY** (especially for no pay/no pers) and by 5 p.m. on authorization dates.

Payroll calendars can be found in HCM as outlined below:

Timesheet & Secondary Absence Requests Warnings and Error Messages From Time & Labor

ABSENCE MANAGEMENT:

WARNING when an employee has a full day absence submitted on primary position and has an active secondary position:

- *REVIEW ABSENCE ON SECONDARY POSITION(S)*

Please request an absence on your secondary position(s) if you did not work your secondary position(s) scheduled hours.

TIME AND LABOR continued:

ERROR when an employee reports comp time taken (CTT) or comp time admin taken (CTAT) on a holiday:

- *CTT or CTAT time reported on holiday. This TRC is not allowed on the scheduled holiday. Please correct the TRC and submit again.*

ERROR when an employee reports (CTT) and does not report employee's scheduled hours:

- *Reported CTT hours on (report date will be displayed) should be bridged if less than the employee's scheduled hours.*

WARNING when time is reported on a holiday:

- *If a benefit-eligible support professional has accepted work on a CCSD designated holiday, do not enter the employees schedule hours. Only enter the hours worked that day.*
- *Reported date is scheduled as a Holiday. Press OK to save the reported time and return to the timesheet page. Press cancel to return to the timesheet page to save or change your reported time.*

ERROR when an employee reports extra time worked:

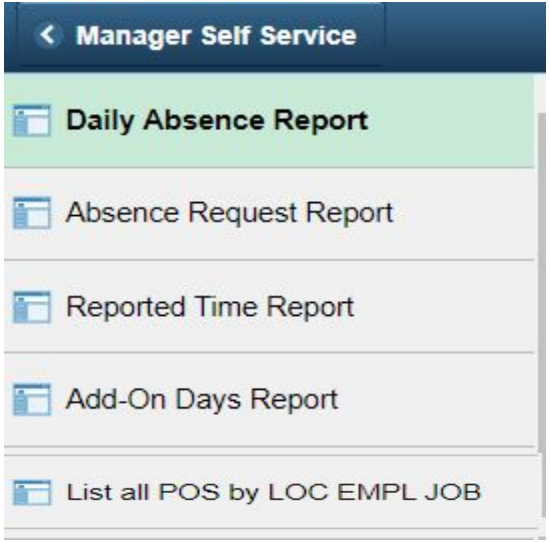
- *Please report the employees scheduled hours worked.*

The employees scheduled hours were not entered when reporting TRC (TRC will be displayed) for (report date will be displayed).

The warnings and errors will appear during both employee self service (ESS) and manager self service (MSS) entry.
Warning messages will allow the timekeeper or employee to continue. Error messages will require corrections.

Manager Self Service Reports

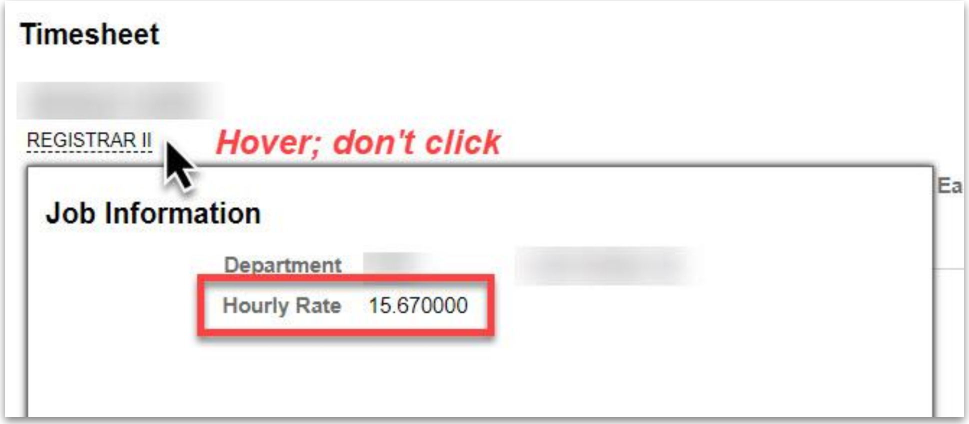
Path in HCM: **Manager Self Service Reports** tile >



💡 **There are several other reports available to use within the Manager Self Service Reports tile.**

How can I see an employee's hourly rate?

If you would like to find the **hourly rate** for an employee at your site, this can be done by hovering over the employee's **Position Title** in their Timesheet. This then displays a **Job Information** window that provides the hourly rate.



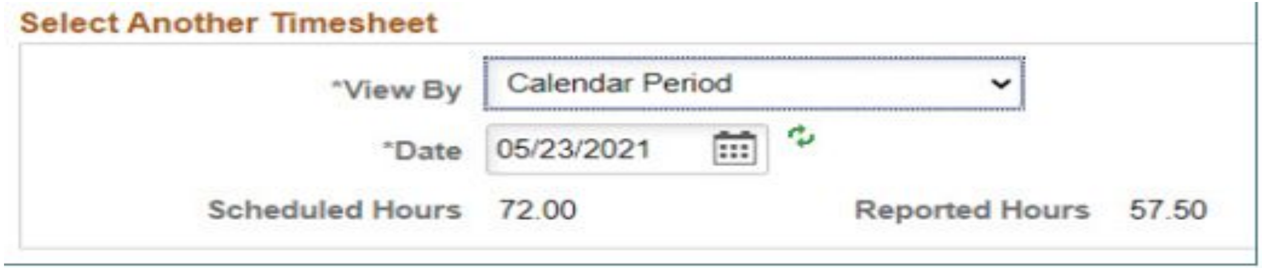
Information from Payroll on Timesheet Corrections

In making timesheet corrections you are affecting an employee's payroll. When prior pay period adjustments are made and base hours are not included with the employees scheduled hours the employee will be **docked** their previously paid time. Also, when time is corrected for a prior period and the reported time is not approved by the payroll authorization deadlines, the employee will also be docked for previously paid time.

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.

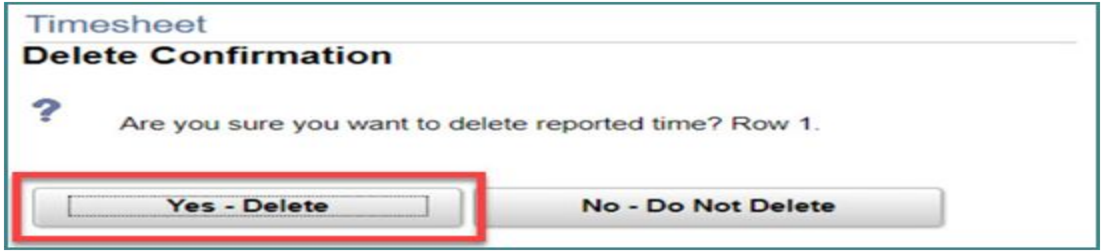
1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.



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

Timesheet Corrections Continued

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



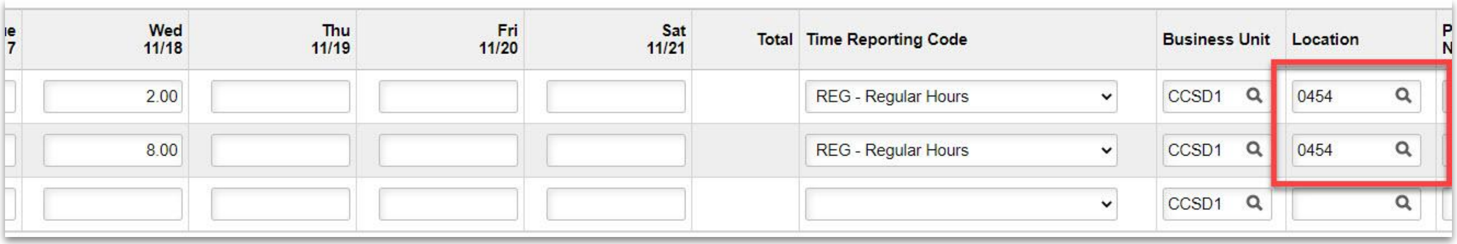
4. You are returned to the Timesheet. Click **Submit** to re-submit the Timesheet (now that the deletion has been made)

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

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.

Why should I enter a location code on an employee's Timesheet?

- Entering a location code for an employee ensures that the approval is routed to the correct administrator (i.e. if an employee is a transfer, is receiving extra days, etc.).
- The location code will **<u>not</u>** determine funding. The actual job has funding already attached. Only combination codes entered on the Timesheet will change the budget funding for the time entered.
- Location Code now required for ALL Sub pay



e 7	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Total	Time Reporting Code	Business Unit	Location	P N
	2.00					REG - Regular Hours	CCSD1	0454	
	8.00					REG - Regular Hours	CCSD1	0454	
							CCSD1		

Partial Absences

What is a partial absence?

A **partial absence** occurs when an employee requests an absence that is ***less*** than a full day.

The definition of a "full day" depends on:

- The employee type (Licensed, Administrative, Support Professional)
    - This determines whether the employee will enter their partial absence using **hours** or **days**
- The employee's scheduled hours (if Support Professional)
    - For example, an 8-hour Support Professional employee requesting 6 hours off would be considered a partial absence

Temporary and Substitute employees do <u>***not***</u> utilize absence requests in HCM absences. They are considered Positive Pay employees who only receive pay for the **actual** hours worked.

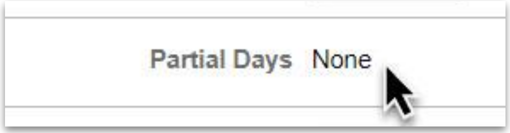
How do I enter a partial absence in MSS?

In MSS, a partial absence is entered via the **Team Time/Absence Tile** > **Request Absence**.

When entering a partial absence on an employee's behalf . . .

DO:

Click on **Partial Days** to enter the appropriate absence information.



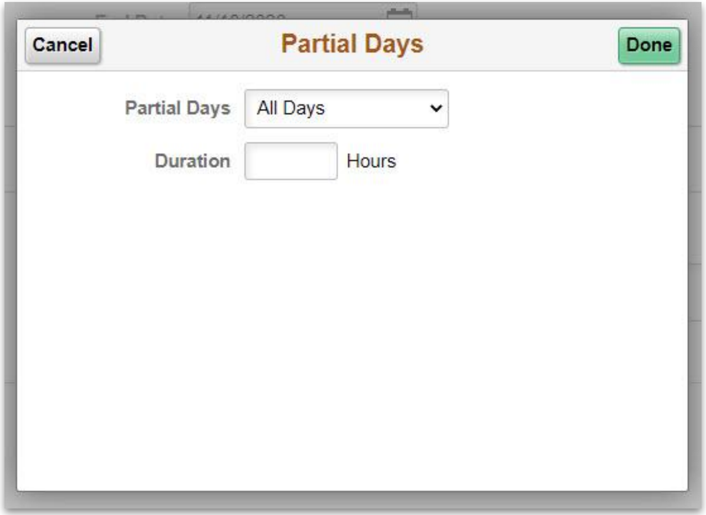
DON'T:

Click directly into the **Duration** field to adjust the value (**days** for Administrative/Licensed employees, **hours** for Support Professionals).

Partial Absences for Support Professionals

IMPORTANT NOTE REGARDING SUPPORT PROFESSIONALS:

If you would like to submit an Absence Request for a Support Professional consisting of **more than two dates** with a **different duration for each day**, this ***cannot*** be done via a single Absence Request. The Partial Days option will only allow you to enter a **single duration** for **each date** in the date range. Therefore, multiple Absence Requests would be required.



How to cancel and re-submit canceled or saved absences

Canceling a Request

[Click here for Canceling and re-submitting an absence in ESS]

Navigate to: **Training.ccsd.net** > **Resources** > **HCM - Human Capital Management - Canceling and re-submitting an absence in ESS**

- After logging into **HCM PeopleSoft** select the **Time/Absence Tile** from your **Employee Self Service** home page.
- Select **Cancel absences**
- You will be shown a list of all Absence Requests that are eligible for cancellation. Locate and select the desired Absence Request by clicking on the **arrow button** on the Request.
- Once the details of the Absence Request appear, click **Cancel Absence** in the top right corner.
- **Confirm** you wish to cancel a request. A **message** will appear to notify you that the Request was successfully canceled.

What happens after an absence is canceled

- If there are any Absence Requests that have already been approved and then are canceled by the employee or Timekeeper, the cancelation of the request **must** go through the same approval process.
- The process does not apply if the Absence Request was submitted by an employee but was never given Level 1 or Level 2 approval.
- If the canceled absence is approved by a Level 1 Reviewer or a Level 2 Approver, the request is routed back to the person who entered the absence.

Resubmitting a Canceled Request

- Go to the **Time/Absence tile** from your **ESS dashboard**
- Select View Requests from the menu on the left
- You will be shown a list of all Absence Requests and their statuses. Locate and select the desired canceled Absence Request by clicking on the arrow button on the Request
- Once the desired Request is selected, the absence form will become modifiable (as long as A: you are the one that initiated the Absence Request through ESS, and B: the cancelation was approved by your Level 1 approver if it already been approved before you canceled it) Make your desired changes to the Request . Note: You must make at least one change to the original Absence Request in order to re-submit it for approval. If no changes are made, the system will not allow you to re-submit
- Because you made changes to the existing Absence Request, you must use Check Eligibility to forecast a new absence.
- In the confirmation window that appears, click **yes**
- After confirming the submission, a message will appear to inform you that the submission was successfully submitted.

What happens when an absence is “pushed back”?

- When an Absence Request is **pushed back** (rather than approved), it is routed back to the **affected employee**.
- Employees are notified that absences were pushed back via the **Notifications** icon in their ESS.
- Once an absence is pushed back, the employee can access the Request via **Time/Absence** > **View Requests** and then modify/re-submit the absence.

Transferring leave balance when an employee has two jobs

- Sick/Vacation/Personal leave can be transferred from job to job. The information is on page 8 of the Employee Business Training ESS Time and Absence Examples guide.

- NOTE: In order for the balance to be available, the begin and end date on the request **must** be changed to a pay period prior to when the absence request is needed (using the beginning of the pay period date for both Beginning and End date in your request). When this transfer is submitted it needs to go through the same Level 1 and Level 2 approval before it is available for use.

- For **Example:** It is the pay period of 5/23-6/5 and the employee needs to transfer Sick to another record that has insufficient leave to be able to take a sick day on 6/2. In order for the leave to be available to use on the record with insufficient leave, the transfer job to job absence request will need to have the begin and end date changed prior to 5/23

Transferring absences balance from one employee record to another

Additional employee record details have been added in the drop down

Substitute Pay

TRCs for Substitute Pay

Pay Rate Summary with Time Reporting Codes (TRCs) for Substitutes				
Substitute Support Professionals			Hourly Rate	Hourly Rate (TRC)
Substitute Support				
Campus Security Monitor, Federal Programs Teacher/Family Aide, In-House Suspension Teacher Assistant. Title I In-House Suspension Teacher Assistant, Physical Education Instructional Assistant, Title I Physical Education Instructional Assistant, Resource Room Instructional Assistant, Title I Resource Room Instructional Assistant, Library Aide, Title I Library Assistant, School Aide, Teacher/Family Assistant, Title I Teacher/Family Assistant. Specialized Programs Teacher Assistant (SPTA), Title I SPTA			$12.00 hourly	REGT
Substitute Teachers	Daily Rate	Daily Rate (TRC)	Hourly Rate	Hourly Rate (TRC)
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
Early Hiring Locations				
Day-to-Day	$120.00 daily	SUBAE	$16.71 hourly	SBREX
Long-Term (beginning on the 11th day)	$140.00 daily	SBALE	$19.49 hourly	SBLEX
Vacancy	$150.00 daily	SUBVE	$20.88 hourly	SBV8X
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
Title I - Tier I Locations (8HR)				
Title I – Tier I Locations - 8 HR (Day-to-Day)	$170.00 daily	SUBD8	$20.88 hourly	SBV8X
Title I – Tier I Locations - 8 HR (Long-Term)	$190.00 daily	SUBL8	$23.68 hourly	SBTLX
Title I – Tier I Locations - 8 HR (Vacancy)	$200.00 daily	SUBT8	$25.07 hourly	SBTVX
The Transformation Network (Effective 9-18-2023)				
The Transformation Network - Day-to-Day, Long-Term, or Vacancy	$225.00 daily	SUBTN	$31.34 hourly	SBTNX
Special Education or Hard-to-Fill (as determined by Human Resources)				
Day-to-Day	$150.00 daily	SBASP	$20.88 hourly	SBL8X
Long-Term	$150.00 daily	SBASL	$20.88 hourly	SBL8X
Vacancy	$150.00 daily	SUBVL	$20.88 hourly	SBL8X

Substitute Pay Continued

When looking at the Pay Rate Summary remember:

If you are a Title I-Tier 1 location your will ONLY use the Title I -Tier I pink sections of the summary.

If you are an Early Hire location you will use the Early Hire gold section ALONG with the Special Education or Hard-to fill green section for Special Education or Hard-to-fill positions.

If you are a Standard location you will use the Standard blue section ALONG with the Special Education or Hard-to fill green section for Special Education or Hard-to-fill positions.

Location Code now required for ALL Sub pay

Additional Time

How do I add additional time?

- “Time” can be entered as **Hours** or **Days** (depending on employee type)
- When entering any Time for a Support Professional or School Police employee, there always has to be a row to account for their **regular hours** when reporting Time. As in:

  If the employee worked 3 hours of responsibility pay out of their 6 hour shift, the 3 hours of REG must be entered to total the employees scheduled hours of 6 for the day.

  If you are entering 2 hours of REG for overtime the employees scheduled hours must be entered for the day.

  If the employee took 3 hours of CTT (comp time taken) out of their 8 hour shift the 5 hours of REG must be entered for the day.

  - **EXCEPTION**: The TRC **CTT - COMP Time Taken** is used and equals the full regular hours, *or* additional time that was worked on a non-scheduled day.
- Time entered for a Unified or Certified employee does **not** need a row to account for the employee's regular hours.
- If additional time is paid by a **grant** it must be submitted on an **electronic C-5 in SAP portal.**

Activity codes required for certain TRCs

Activity codes have been created for the following TRCs

ADDMS - **codes** MAGNET and HRAPPROVED

EXDAY / EIHLY - (when licensed employees' duties are similar to their contracted day, before or after school [early/late bird]) - **codes** BEFORESCHOOL, AFTERSCHOOL, HOMEBOUND

Secondary classroom teachers – providing credit bearing courses

Counselors – the employees' duties align with their contracted day

The activity code is a **required** field.

Quick tip! You should add comments on the timesheet to further explain these time entries

Article 37-3 of the Negotiated Agreement

37-3 EXTRA PAY RATE FOR INSTRUCTIONAL SERVICES

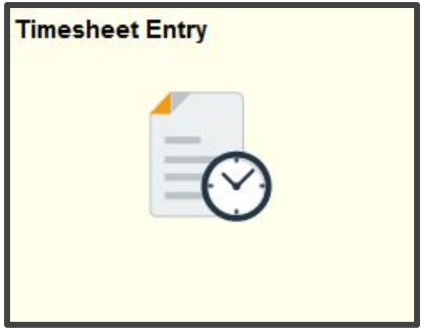
	Activity		Amount
	A. Continuing Education Instruction		$ 31.50
	B. In-service Training Instruction		31.50
	C. Summer School		31.50
	D. Graduate Incentive Program		31.50
TRC: EIFLT	E. Other Approved Instructional Services		
	1. Itinerant Teachers		31.50
	2. Committees, Task Forces, P.D.E. Instructors		31.50
	3. Approved Instructional Services Not Listed		31.50
	F. Extra Duty Teaching Assignments		
TRC: EXDAY	1. Early Bird/Late Bird	)	Teacher's
	2. "Opportunity School" Instruction	)	Contract
TRC: EIHLY	3. "Sunset High School" Instruction	)	Hourly Rate
	4. Juvenile Court School Programs	)	of Pay
	5. Purchased Preparation Periods	)	
TRC: ESY	6. Extended School Year	)	
TRC: EIHLY / EXDAY	7. "Homebound" Instruction	)	
TRC: EIHLY	8. Instructional and Evaluative Services to students provided as required by the Individual with Disabilities Education Act	)	

Support Professional Extra Hours Time Entry Guide

Please follow the support professional time entry guide for reporting extra hours worked during and after an employee's assignment, as well as reporting extra hours worked on holidays.

[Click here for the Support Professional Extra Hours Time Entry Guide]

Navigate to: Training.ccsd.net > Resources > HCM - Human Capital Management - Support Professional Extra Hours Time Entry Guide

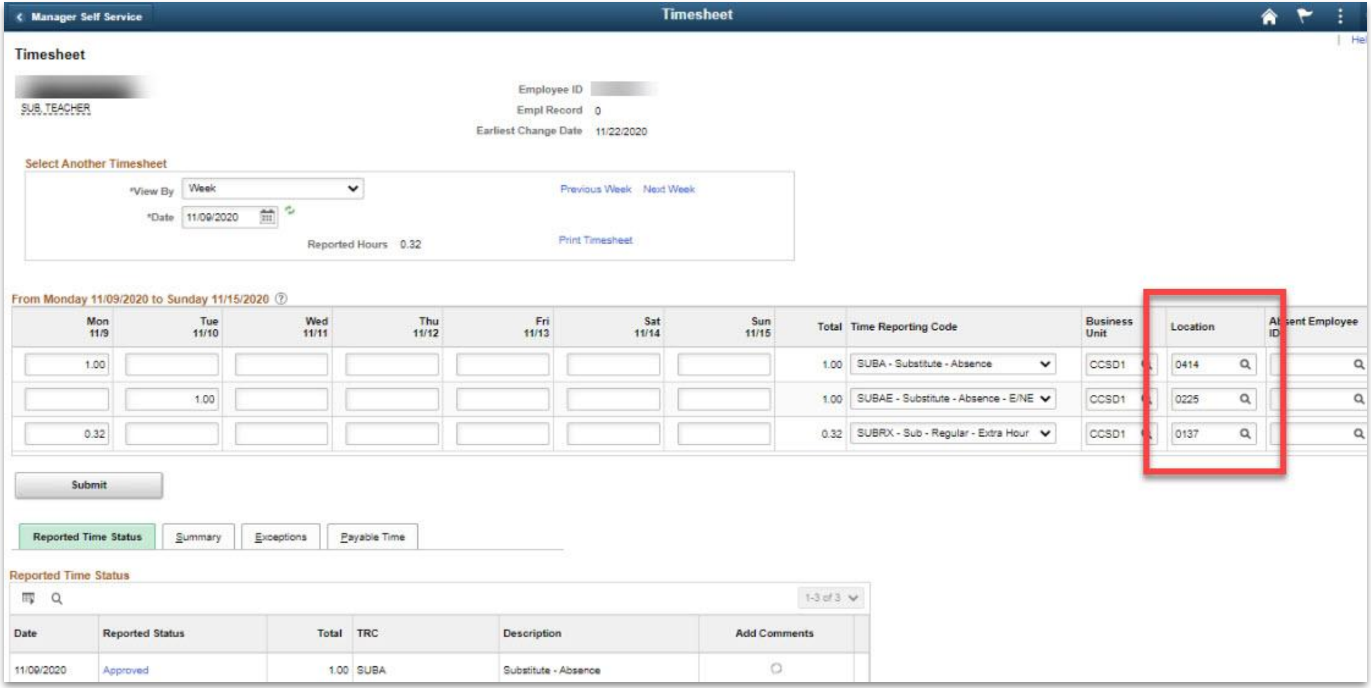


Time Entered by Other Locations

Why do I see time from other locations showing on my employees' Timesheets?

- There are certain scenarios in which an employee at your site may be paid for work done at another CCSD location (such as another school, a District department, etc.). When this happens, the Level 1 Reviewer, Level 2 Approver, and/or Timekeeper from the other location will be required to enter time for that employee so that *their* location is charged for the additional time being paid. **A Combination Code for that location's funding <u>MUST</u> be entered.**
- A common example of this is **Substitute employees**. There may be times when a Substitute works days at your site and then works days at another in the same week and/or pay period, and the time for the other site will still show on the Timesheet when you open it for the Substitute.

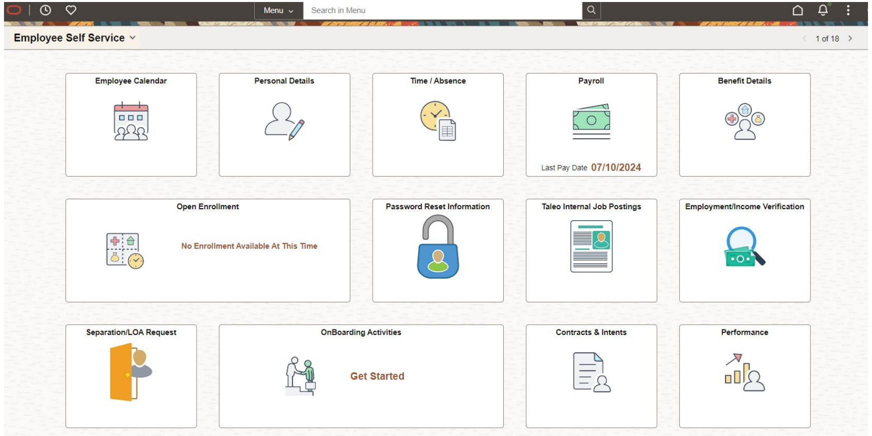
Example of Time from Other Locations (Substitute Teacher)

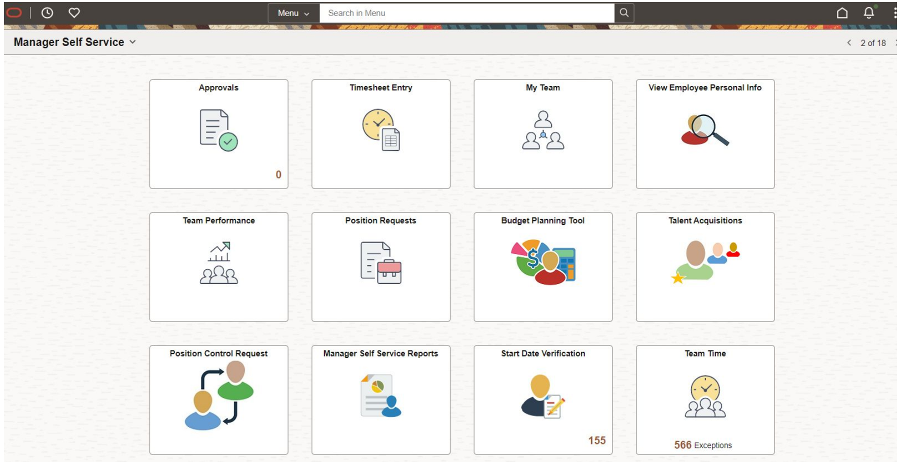


How do I process time entered for one of my employees by another location?

- In this instance, ***no action is necessary*****.** The other location is responsible for entering the time, routing it through the approval process, and ensuring that the funds come from the correct funding source/budget.
- **Do NOT delete time entered by another location!** This will likely cause a **retro trigger** that can result in the employee receiving an incorrect paycheck.
- Grants Fiscal Services is currently entering time from electronic and paper C-5's into the HCM system. Please **do not delete**.
    - This time can easily be recognized by the code **0137** in the Location Code field.

New look coming for ESS and MSS





Additional Pay

TRC descriptions PREPV, PREPB, PREPA

Please be certain you are using the appropriate TRC code as an audit will be done and budgets will be reconciled accordingly.

TRC	Updated TRC Description	Instructions
PREPV	Prep Buy – to cover a vacant position	Use this TRC to purchase a prep period from a teacher in order to cover a vacant position. The cost of the prep buyout is charged back to the school location or grant.
PREPB	Prep Buy – Admin directed	With Admin approval, use this TRC to purchase a prep period from a teacher. • For school-directed purchases, use school's combo code for "Preparation Periods". • For grant-funded prep buyout, prior authorization is required; contact the Assistant Accountant and Budget Assistant
PREPA	Prep Buy – no sub coverage	When a request to SmartFind Express results in no substitute teacher available or the substitute assigned does not show, use this TRC to purchase prep period from a teacher in order to cover. The cost of the prep buyout is paid by Substitute Services.

Preparation Period BuyOut Protocol

Link : [Preparation Period Buyout Protocol]

Navigate to: Training.ccsd.net > Resources > HCM - Human Capital Management - Preparation Period Buyout Protocol

- Contractual Requirements
- Licensed personnel who are not considered classroom teachers
- Compensation for Preparation Period Buyouts and/or Day-to-Day Basis
- Table to determine the value entry (time) in the HCM System
- HCM Time Keeper Processes
- Extra-duty Pay for Split and Combined Classes

Additional Pay in HCM

Yearly Additional Pay Setup

The purpose of the following slides is to provide guidance to schools on how to enter additional pay for Special Education, Title I, and Grants using the following Time Reporting Codes (TRCs):

- PREPB, EXDAY, ADDMS (Grants only)

- **PREPV does not need a combo code when entered on the timesheet**

- **PREPA does not need a combo code when entered on the timesheet, needs a position number**

- **NASUP is only meant for Non Assigned time outside their months worked.**

(For example - 9 month employees would use NASUP during Winter Break, Spring Break, Summer months and any true non-assigned time. The TRC is not meant to be used for weekend work or extra hours during the regular scheduled work months)

SPED

SPED-funded KIDS Prep Buyout

Before you can enter the **TRC PREPB** for a **KIDS SPED**-funded prep buyout, a completed and **signed CCF-168** needs to be submitted to **Delilah Krasch**. **You must wait for confirmation from SPED before entering time.**

Time for prep buyouts **MUST** be entered on the Timesheet on the teacher’s primary job as follows:

- The appropriate TRC (PREPB) must be selected.
- The appropriate Job Code must be entered (CE155).
- The teacher’s work location must be entered (in the Location field).

For further assistance with entering SPED-funded additional pay, contact **Student Services Division (SSD)** at **(702) 799-0235**.

Title I

Time for prep buyouts and extended days **MUST** be entered on the Timesheet on the teacher's primary job. The following steps are required:

• Schools must inform their Title I Team which teachers at their site are eligible for additional pay. **<u>You must wait for confirmation from Title 1 before entering time.</u>**

• The list of eligible teachers must also be provided to the Manager Self Service (MSS)user(s) and Timekeeper(s) at the school.

• Time must be entered on the Timesheet by the MSS user or Timekeeper at the school.

• The appropriate TRC (PREPB or EXDAY) must be selected along with appropriate job code CE156

• The appropriate TRC (PREPB) must be selected along with appropriate job code CE166 for Transformation Network ONLY

• The teacher's work location must be entered

For further assistance with entering Title I-funded additional pay, contact your **Title I Team** at **(702) 799-3850.**

Grants

Time for prep buyouts and extended days **MUST** be entered on the Timesheet on the teacher's primary job as follows:

- The Position Control Form must be submitted to the Assistant Account (AA) and Budget Assistant (BA) for grant administrator approval and the additional pay must be created in HCM before time for additional pay can be entered on the Timesheet. **You must wait for confirmation from Grants before entering time.**

- The appropriate TRC (PREPB, EXDAY, or ADDMS) must be selected.

- The appropriate job code must be entered.

- The teacher's work location must be entered (in the Location field).

Grants

Coding Instructions:

Entering the appropriate Job Code on the Timesheet will prevent errors and ensure that the correct funding source for the additional pay will be charged.

Job Code Additional Time Type:

CE151 Ext Day

CE154 CTE Prep

CE157 Grants Prep

CE163 Grants Minutes

CE164 Magnet Minutes

CE161 CTE Add'l Minutes

For further assistance with entering Grants-funded additional pay, contact the **Grants Department** at **(702) 799-5224 ext. 5221**.

SAP Automated C5 System

Departments that utilize the SAP Automated C5 System

- **All Grant-related extra duty pay for certified, support staff and licensed substitutes**
- ELMS activity pay for certified and support staff (Used by ELMS Class Creators only)
- Mentor Log pay (Used by EOD only)
- Athletics (Campus School Monitor)
- Extra duty for Student Support Services which requires attachments

The C5 system allows required supplemental documentation to be attached to the time entries

C5 time submittals are routed for approval within SAP

Time submitted via the C5 system is not entered on the employee's timesheet in the HCM system; time submitted on a C5 will be uploaded to the HCM system to be paid

For information on how to use the SAP Automated C5 System visit training.ccsd.net or https://drive.google.com/file/d/0B4dKkqq8NpnjU01PYVo3czNFblhSUXV2dzltOTByQWszX2Uw/view

Access to the SAP Automated C5 system is granted via the *SAP Access Request* form located under **Forms** on support.ccsd.net Navigation: Click on Forms > Click on ALL Forms Tab > scroll down to SAP Access request

Teacher absence for Grant funded school or district business

Teacher Absence – If a teacher requires a substitute for grant-funded school business or district business, the employee is to enter the Grant Internal Order in the Grant I/O field (i.e. G number not including last 2 digits).

In the Comment field, please indicate Location 0137, the approver’s name, the date of the training, and description of the training.

School-Funded

The purpose of the following slides is to provide guidance to schools on how to enter additional pay for school-funded pay using the Time Reporting Codes (TRCs) such as:

- PREPB;
- EXDAY;
- And more.

School Funded Continued

To enter a school-funded prep buyout in the HCM Timesheet:

1. Through the Manager Self Service (MSS) portal, click the Timesheet Entry tile.

2. Enter any desired search criteria (or simply your four-digit location code in the Location Code field to view all employees), and then click Get Employees in the Search area.

3. From the search results that appear at the bottom of the page, choose the desired employee from the list by clicking on their last name.

4. By default, the current date appears. You may change the date in the Select Another Timesheet area if desired, and then click the Refresh button to update the Timesheet grid. You also have the option to view the Timesheet as a Calendar period, Week, or Day.

School Funded Continued

5. Enter the appropriate quantity (in hours) in the value cell on the desired date(s). (For example: With a regular prep period of 50 minutes, enter as 0.83.)

6. Choose the appropriate TRC (such as PREPB) from the TRC drop-down menu.

7. Enter your four-digit location code in the Location field.

8. Enter your site's Combination Code in the Combination Code field.

Please note: The Combination Code is required for school-funded additional time in HCM. Without this, an exception will be triggered when the Timesheet is routed for approval.

9. Click Submit when finished.

For further assistance with **school-funded additional time** in HCM, please contact **(702) 799-2812.**

How do I find a combination code?

This is the combo code lookup tool that you can use when searching for combination codes:

https://docs.google.com/spreadsheets/d/19canOP5aG9P2mjHrYvCxCWIIJksY-9VvxdIQvwudefI/edit#gid=1935128602&fvid=1195377565

Combo Code Lookup Tool

Data last updated: **2021-09-27**

Select Work Loc & Fund Type:

0334 — ROBISON, DELL H. MS

General Op Fund — General Operating Fund

DOWNLOAD A COPY OF THE LOOKUP TOOL TO YOUR DESKTOP COMPUTER

NOTE: DO NOT MAKE CHANGES TO THIS **SHARED** DOCUMENT

Data	Work Loc	Fund	Fund Description	Cost Center	CC Description	Functional Area	FA Description	GL Account	GL Description
29	0334	100	General Fund	1000006151	S.E.O.A.C./HOPE2-Salary	F01001000	Regular Programs | Instruction	5116810000	Preparation Periods
30	0334	100	General Fund	9200000334	Robison MS-Salary	F01001000	Regular Programs | Instruction	5116810000	Preparation Periods

Timesheet tips from Payroll

- Reporting absences and approval by level 1 and level 2 should be done on a daily basis & before payroll deadlines.
- Level 2 approval needs completed prior to payroll deadlines to ensure employees are paid accurately if this is not completed by the deadline employees will be shorted pay.
- If previously reported and paid time is deleted from the timesheet you must communicate with the employee on the overpayment information and subsequent docking that will occur on their paychecks.
- From the timesheet, sites can click approved to see the details of when time was entered and approved. This will assist with approving by the payroll authorization deadlines.
- When employee's transfer mid pay period the sites need to change the view of the timesheet. View by: from Calendar period to day > change the date > click on green arrows to refresh calendar. Then you will see TRC's for new position. Continue to do this for the remainder of the pay period.
- Reporting the incorrect TRC code results in false reporting to PERS which violates Nevada Revised Statute and must be corrected.

What do I do if I receive an email stating "Action Required: Approval of Absence/ Time"?

- If and when you receive an automated email stating **Action Required: Approval of Absence/Time**, this means that there are **outstanding approvals** (which are "current," meaning not yet approved as of today's date or prior) in MSS. These must be processed as quickly as possible.
  - These emails are sent every **Thursday morning** to **Level 1 Reviewers** and **Level 2 Approvers**.
- Sites should review both **absence** and **time** (via the **Approvals** tile) to determine what needs approval.
- Also, sites should review the **Manager Self Service Reports > Payable Time to Approve** and **review their location**.

Department vs. Location

What is the difference between a “department” and a “location”?

- An employee’s job data has two attributes: **Department** and **Location**.
  - **Department:** Drives **paydata** and **approval** information
  - **Location:** Refers to the employee’s **physical location**
- Although most employees’ Department and Location will be the same (i.e. an Elementary School Principal will show the school as both their department *and* their location), certain employees will have different values.
- **EXAMPLE:** A Food Service employee may show **Food Service** as their **Department** (since Food Service oversees the employee’s payroll information and authorization), but show a **school** as their **Location** (since they are physically working at the school).

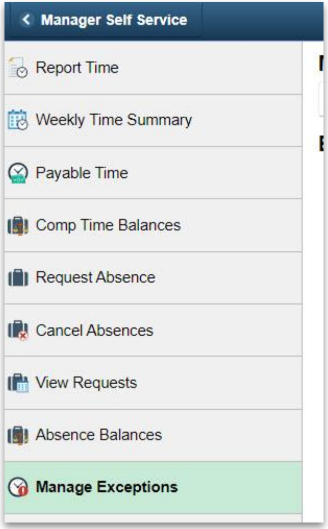
Manage Exceptions

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. The total number of exceptions is displayed on the **Team Time / Absence** tile.

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 if you do not click Submit, the Timesheet will ***not*** update.

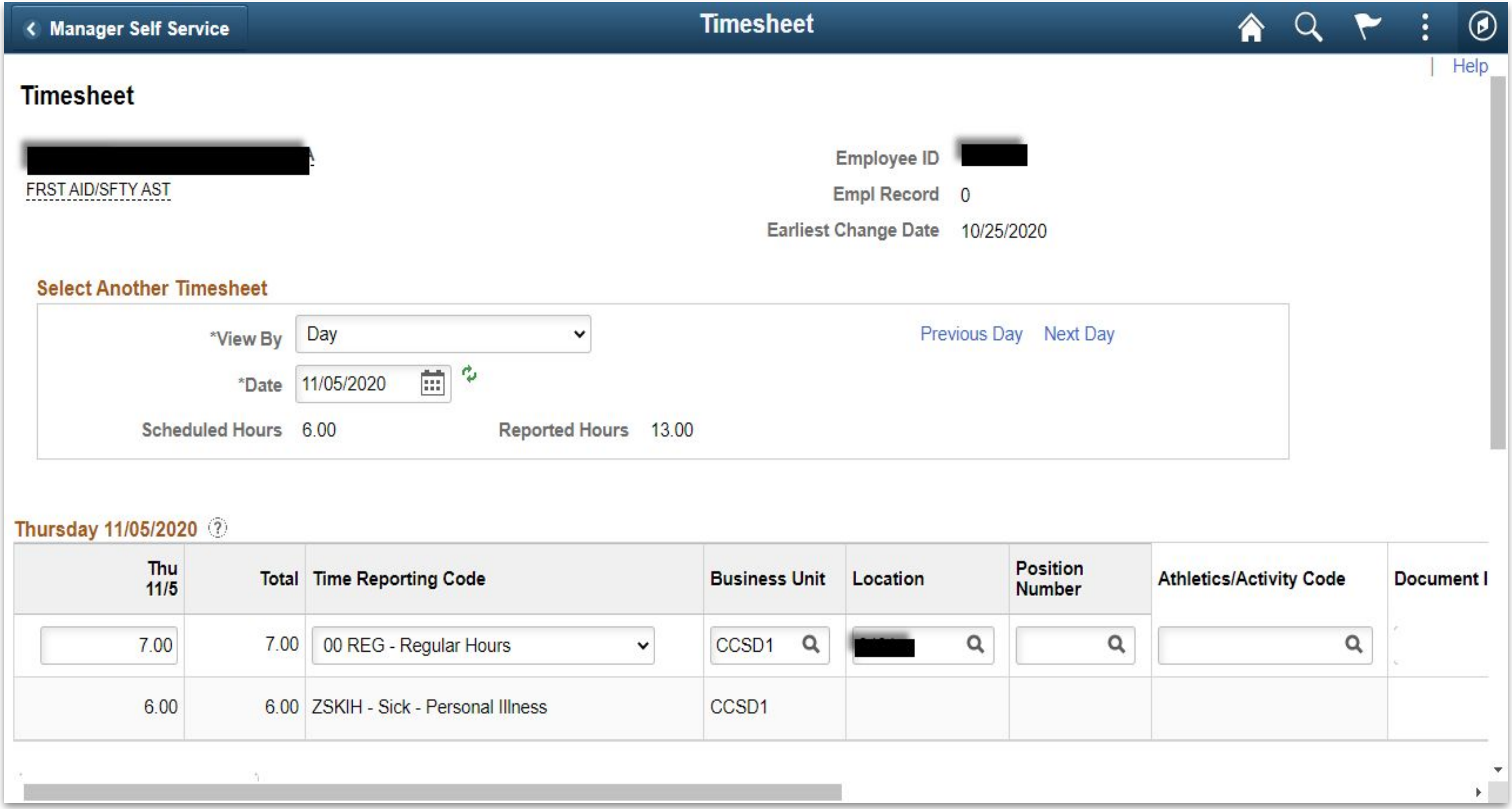
This needs to be done before the Reported Time can be routed for payroll authorization.



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.

Exception example



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

Previous Day | Next Day

*Date: 11/05/2020

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

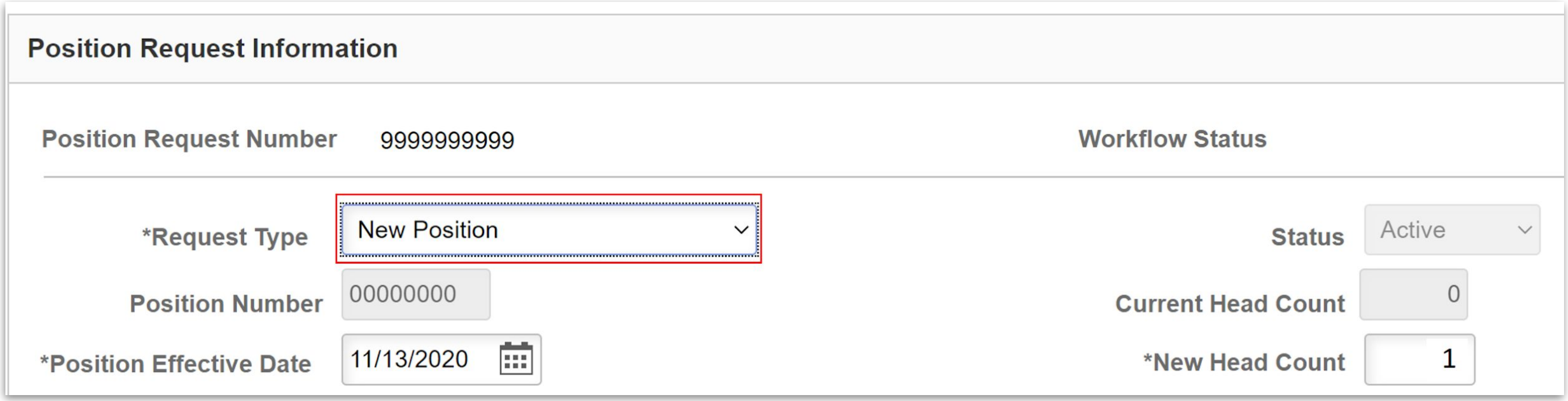
Position Numbers

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. You will need to submit the Budget Request Form first. https://ccsd.net/departments/budget-finance-department/budget-tools?students Once approved then you will need to go to 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

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

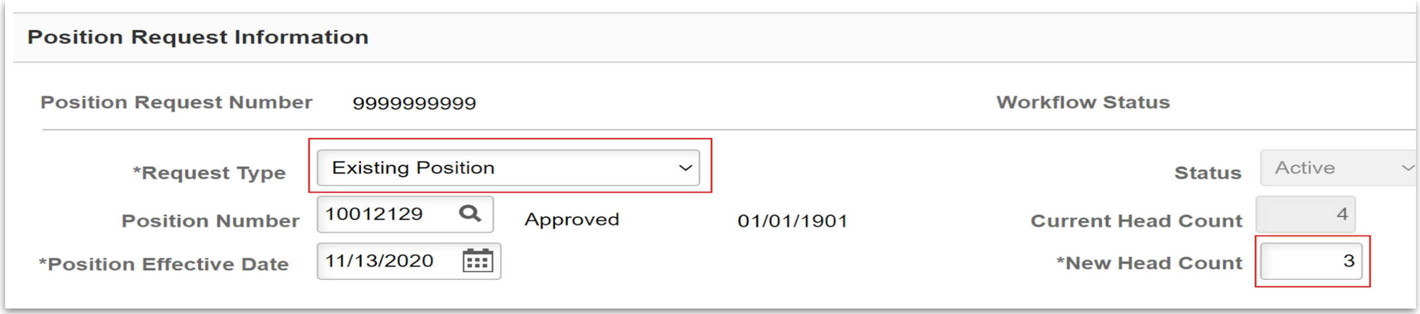
Scenario: Adding a position that is funded differently than the existing position

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.



Scenario: Changing head count from one position to another

Position Request to <u>reduce</u> the headcount of the identified *French* position number:



Position Request Information

Position Request Number 9999999999 Workflow Status

*Request Type: Existing Position

Status: Active

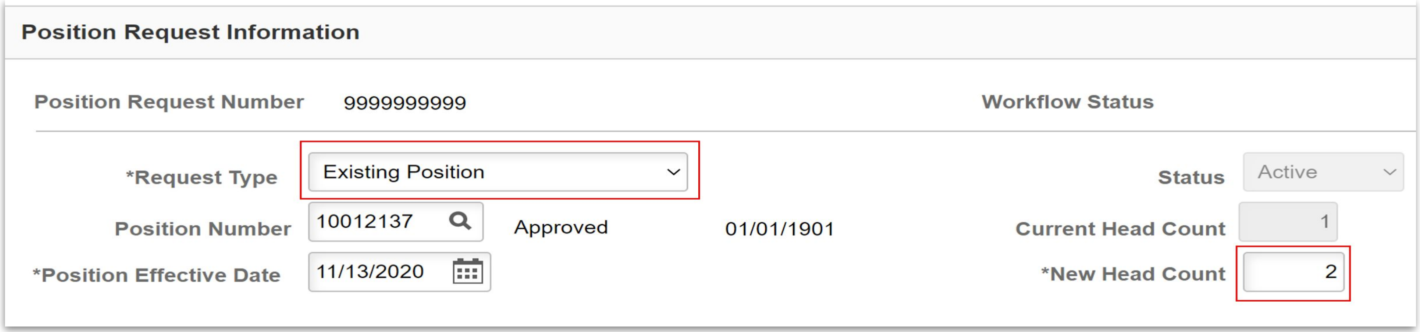
Position Number: 10012129 Approved 01/01/1901

Current Head Count: 4

*Position Effective Date: 11/13/2020

*New Head Count: 3

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



Position Request Information

Position Request Number 9999999999 Workflow Status

*Request Type: Existing Position

Status: Active

Position Number: 10012137 Approved 01/01/1901

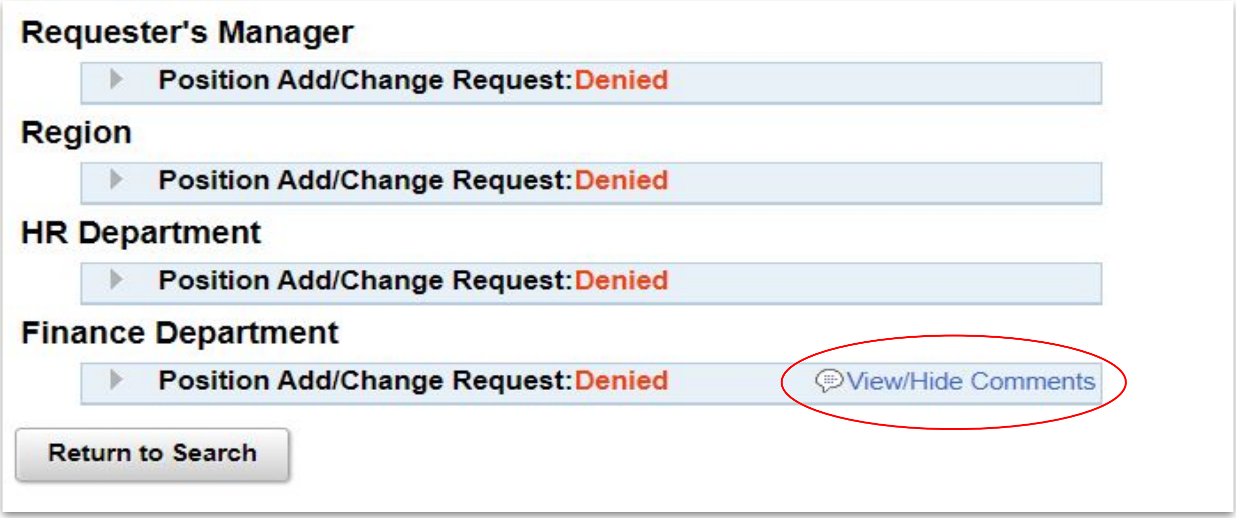
Current Head Count: 1

*Position Effective Date: 11/13/2020

*New Head Count: 2

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 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.***

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

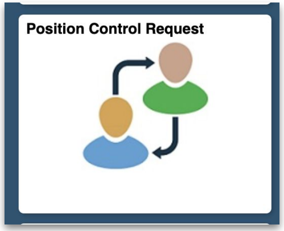
Hiring Managers <u>or</u> Office Managers may submit Position Control Requests.

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:

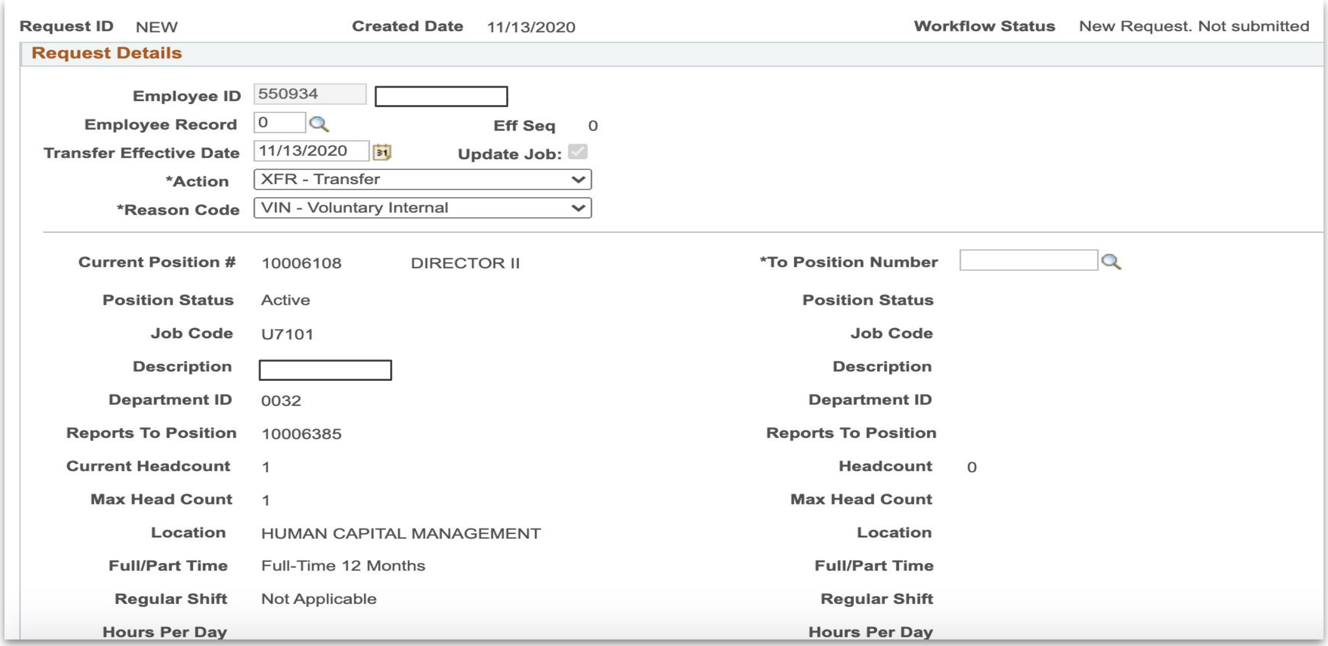
Manager Self Service (MSS) > **Position Control Request** tile:



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**



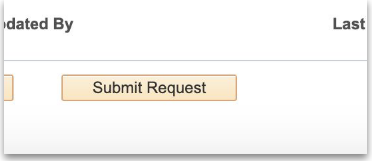
Request ID NEW | Created Date 11/13/2020 | Workflow Status New Request. Not submitted

Request Details

Employee ID	550934		
Employee Record	0	Eff Seq	0
Transfer Effective Date	11/13/2020	Update Job:	
*Action	XFR - Transfer		
*Reason Code	VIN - Voluntary Internal		

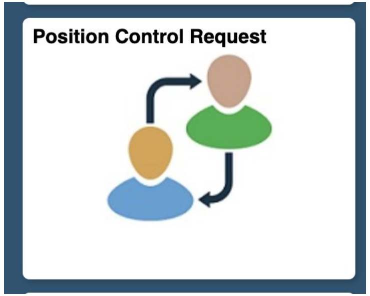
Current Position #	10006108 DIRECTOR II	*To Position Number	
Position Status	Active	Position Status	
Job Code	U7101	Job Code	
Description		Description	
Department ID	0032	Department ID	
Reports To Position	10006385	Reports To Position	
Current Headcount	1	Headcount	0
Max Head Count	1	Max Head Count	
Location	HUMAN CAPITAL MANAGEMENT	Location	
Full/Part Time	Full-Time 12 Months	Full/Part Time	
Regular Shift	Not Applicable	Regular Shift	
Hours Per Day		Hours Per Day	

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



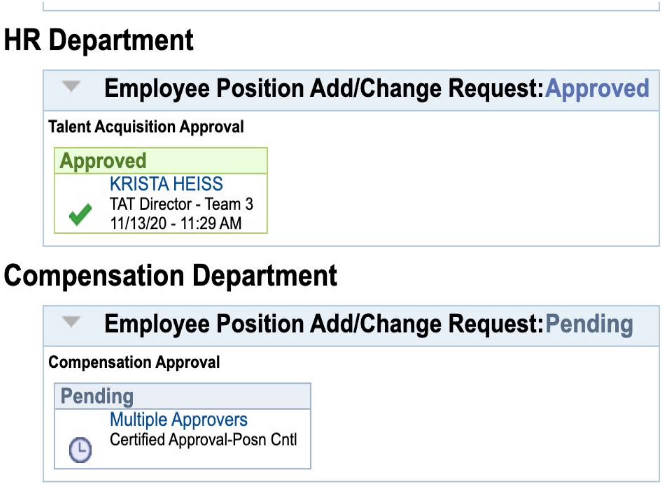
Checking the Status of a Position Control Request:

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.



Level 1 vs. Level 2 Access

What are the differences between Level 1 and Level 2 access in MSS?

- In HCM, MSS users with Level 1 access are known as **Reviewers**. These often include School Office Managers, Department Administrative Secretaries, and their backups.
- MSS users with Level 2 access are known as **Approvers**. These often include School Principals, Department Managers/Supervisors, and their backups.

What is a "backup" in MSS?

- A **backup** is someone who is given either Level 1 Reviewer or Level 2 Approver rights in HCM and acts in that role in the event of the main Reviewer or Approver's absence.
- It is important to remember that, once a user is given rights as a backup, their access is **equal** to their counterpart in HCM.
  - **For example:** If an OS-II is given Level 1 Reviewer rights in order to act as the School Office Manager's backup, they are **still** able to view and modify the site's Time and Absences (at Level 1) even if the Office Manager is present.
- This means that communication between L1 Reviewers, L2 Approvers, and their backups is **key** so that Time/Absences are **not** approved or otherwise modified without the knowledge of the site's main Reviewer/Approver.
  - The **Absence Report** can be used to determine who has approved Absences for the site.

Please note that the timekeeper access role allows the user to enter time but does NOT allow for any Reviewer/Approver rights

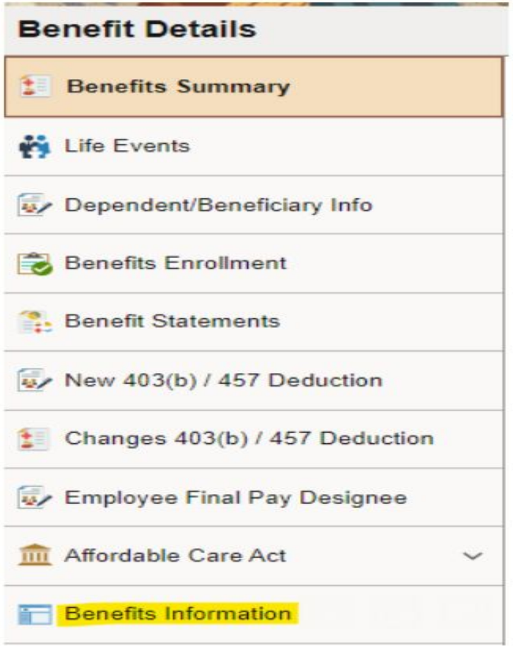
Benefits

Where can I go to find information on Benefits in ESS

Go to HCM / Benefit Details Tile

Benefits Information

In the left-hand Table of Contents, click on **Benefit Information**:



Employee Health & Wellness page

Scroll down to contact information

It takes you to our CCSD.net **Employee Health & Wellness Benefits** page:


About Schools Jobs Infinite Campus Calendar SafeVoice Transportation Open Book Zoning Directory

Home Students Parents Employees Trustees Community Get Hired

Group Health Insurance Programs/Plans Payroll Deductions Memberships Donations Contact Information

Employee Health & Wellness Benefits

The Clark County School District aims to provide quality, affordable health care coverage to our 40,000 employees and their dependents.

We negotiate with each employee association to provide either health insurance plans or contribute toward health care plans for our employees. No changes will be made to employee health care plans unless they are negotiated with each employee group. Benefits for Clark County School District employees are outlined in the Negotiated Agreements.

To give your input on health care coverage, please contact your employee association or email the Board of School Trustees.

For more information about the benefits offered through each association, please see below:

Contact

Employee Benefits
Phone: (702) 799-5418
Fax: (702) 799-2918

Address
2832 E. Flamingo Road
Las Vegas, NV 89121
Map

Group Health Insurance

Programs and Plans

Payroll Deductions

Memberships

Donations

Contact Information

Employee Health & Wellness Benefits

Contact Information

For questions about your Medical, Dental, Vision and Life Benefits:

Licensed & Certified Staff
Please call the **Teachers Health Trust**
702-794-0272
800-432-5859
To learn more about your benefits: ththeatlh.org

Administrative Staff
Please call **CCASAPE**
702-796-9602
To learn more about your benefits: ccasa.net

Support Professionals & Police Personnel
Please call **CCSD Benefits**
702-799-5418
To learn more about your benefits, click the Group Health Insurance tab above.

For more information about the **403(b)/457(b)** options, **Employee Assistance Program, Flexible Spending Account** and **Supplemental Voluntary Benefits,** click on the Programs/Plans or Payroll Deductions tabs above.

For additional assistance, please contact:

CCSD Benefits
2832 E. Flamingo
Las Vegas, NV 89121
Phone: 702-799-5418
Fax: 702-799-2918

Resources

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/guide)
- **ESS Time and Absence Examples**
- **Timesheet Entry Videos 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 chat area