Clark County School District

SAP Automated C5 Quick Reference Guide

The SAP Automated C5 Quick Reference Guide provides step-by-step instructions to create an electronic C5 in the SAP system for extra-duty pay.

1. Click New.
2. Enter the reason for extra pay in the *Authorization to Pay* field.
3. Tab once, then enter the combo code to be charged in the *Combo Code* field. Press enter on your keyboard. (Note: If a correct Combo Code was entered, all the budget coding fields will automatically populate. In addition, the name of the approver will be listed in the frame of the SAP Coding section.)
4. Enter the Employee Group (Note: The automated C5 will not accommodate a combination of licensed and support professionals. The employees being paid must be all licensed or all support professionals).
5. Enter rate of pay using the drop-down menu.
6. Enter the Time Reporting Code (TRC) .
7. Choose from Options #1, #2, or #3 below that apply to the type of Automated C5 you are processing and follow the steps listed.
8. Use the SAP Automated C5 system to report the following extra pay:
    - All grant-related pay for certified and support professionals
    - ELMS activity pay for certified and support professionals (Used by ELMS Class Creators only)
    - Mentor Log pay (used by Employee Onboarding and Development only)
    - Athletics (Campus Security Monitor)
    - Extra duty for student support services extra pay which requires attachments
9. Time submitted via the C5 system is not entered on the employee's timesheet in the HCM system; the C5 system automatically sends this information to the HCM system to be paid.

Option #1: Use this option if you are submitting an Automated C5 for one or more employees with different hours and minutes.

1. If all employees are being paid for the same date and time worked, use Option #2.
2. Go to the *Extra Pay Details* section, *Person ID* field and enter the Person ID for the employee to be paid and press enter.
3. Tab to *Date* field and enter the first date of extra duty, i.e., 01/02/25.
4. Tab to *Minutes* field, enter if applicable.
5. Tab to *Hours* field and enter the hours worked.
6. Tab to *Notes* field and enter notes if necessary.
7. Repeat steps 2 through 5 to enter additional dates and employees if applicable.
8. Attach required time/sign-in sheets.
9. If you are ready to submit for approval, click the *Submit* button at the top of the form. (Note: If successful, a message at the top of the screen will appear along with the C5 Request number.)
10. Click the X in the upper right-hand corner to close the submitted C5

Option #2: Use this option if you want to pay multiple employees for extra duty performed on the same date and for the same hours and minutes worked. Can be used for any rate of pay.

1. In the *Default for Extra Pay* section, enter the date, hours, and minutes worked. Go to the *Extra Pay Details* section, *Person ID* field and enter the Person ID for the employee to be paid and press enter. (Note: The date, minutes, hours, and rate of pay will automatically populate.)
2. To add additional employees, put your cursor in the *Person ID* field for the next line and hit enter. Complete this process until all employees are added.
3. Attach required time/sign-in sheets.
4. If you are ready to submit for approval, click on the *Submit* button at the top of the form.
5. Click the X in the upper right-hand corner to close the submitted C5.

Option #3: Use this option if you are paying employees from an ELMS Sign-In Sheet.

1. Go to the *ELMS Locator* section and enter the locator/activity code or session code from the ELMS Sign-In Sheet, then press enter. (Note: All employees who have a status in ELMS as completed/attended will be loaded on the C5 in the *Extra Pay Details* section. The minutes and hours cannot be modified, but the employee's time may be deleted.)
2. Attach required time/sign-in sheets.
3. If you are ready to submit for approval, click on the *Submit* button at the top of the form. (Note: If successful, a message at the top of the screen will appear, along with the C5 number.)
4. Click the X in the upper right-hand corner to close the submitted C5.

Grant Instructions

1. All grant-funded C5's must have the time or sign-in sheets attached. To do this, click the *Attachment* button at the top of the C5 form.
2. Click the *Browse* button at the top of the Attachment pop-up window.
3. Find the scanned documents, then click *Open*.
4. Click *Add Attachment*. Repeat steps 1 through 4 until all time sheets are attached.
5. Click the *Close* button in the upper right-hand corner of the Attachment pop-up window when finished attaching all documents.

NOTE: You may scan all time/sign-in sheets to one file, which will save time when attaching to the C5.

Other General C5 Instructions

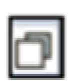
Placing a C5 On Hold and Retrieving It for Completion

1. A C5 may be placed on hold any time during the creation process.
2. Click the *Hold* button.
   a. Note: At the top of the C5, a message will appear showing the Request # assigned by SAP.
3. Click the X in the upper right-hand corner to close the window.

Retrieving a C5 That Has Been Placed On Hold

1. From the C5 Home Screen, find the C5 that shows *Held* in the Request Status column.
2. Click the *Selection* button to the right of the Request number for the desired C5.
3. Click the *Change* button.
4. The C5 will display in edit mode; make necessary changes and click the *Submit* button.

How to Look Up An Employee While in the C5

1. Put your cursor in the Person ID field. Click the 
2. Enter the last name or first name, then click *Start Search.*
3. Find the employee you are looking for, then click once on their name. This will load the employee on the C5.