

Clark County School District
Extended School Year 2025
Payroll Frequently Asked Questions (FAQ)

Extended School Year (ESY) Pay FAQ

1. *Who do I pay at my site?*

If the employee is listed on your **2025 ESY Staff Info** school spreadsheet, pay the employee.

If the employee does not appear on your school spreadsheet, do not pay the employee.

Click here to see your school spreadsheet. [ALL SPREADSHEETS FOR ESY 2025.](#)

Any employees working ESY at your site who do not appear on your school spreadsheet must be reported by clicking here, [Employees missing from school spreadsheets.](#)

Please do not add or delete employees on your school spreadsheet. This can only be done by the ESY central office. If a person is added to the school spreadsheet, they will bypass Infinite Campus, provisioning, sub-service enrollment, etc.

You do not need to enter time on the HCM timesheet for Behavior Mentors, Homebound, Least Restrictive Environment, School Nurses, Occupational Therapists, Physical Therapists, Speech-Language Pathologists, and Vision staff. Their central departments will enter the time that will be paid with a different funding source.

2. *How many hours do employees work?*

All hours for both Licensed and Support professionals are to be paid 7 hours, 11 minutes. You will enter **7.18** on the timesheet in HCM.

3. *Will licensed employees get their prep period paid?*

Every site has one or more prep teachers. The prep teacher will cover open preps. If a substitute does not show up, the prep teacher may need to provide sub coverage. In that event, the ESY site administrator may authorize prep buyouts for teachers. The Pre-K teacher only has students in the a.m. and will be covering preps in the afternoon.

4. *How will 11-month ESY administrators be paid?*

11-month ESY Administrators are paid on a supplemental contract if they do not miss more than 3 days of ESY. Therefore, the site does not need to report time in the HCM system.

If 11-month ESY Administrators miss more than three (3) days, they will be paid their daily rate of pay for days worked, in one lump sum on their August 25, 2025 paycheck.

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5. *How will 12-month Administrators be paid?*

12-month ESY Administrators are not paid in HCM. Their days worked will be documented on a spreadsheet and submitted to contracting services. All 12-month administrators who work any days during ESY, including days they substitute, will receive one lump sum on their August 25, 2025 paycheck.

6. *Do employees use accrued time when they miss work?*

No, accrued time is not utilized in the event of an absence. Employees are not paid for days missed. Employees are only paid for the days worked.

7. *Do we use Combo Codes for Elementary Schools?*

Yes, refer to your school's [ALL SPREADSHEETS FOR ESY 2025](#) spreadsheet for the appropriate combo code to enter by the employee on your school spreadsheet.

8. *How do I pay Prep Buyouts?*

Prep buyouts are only for licensed employees and will be reported on the HCM timesheet. You will add a second line on the employee's timesheet and enter **0.92** in the hours per day field. Select the TRC **PREPB** and enter the combo code **000150327**. Refer to page 5 for example.

9. *Can I enter time on my HCM Timesheets in advance?*

Do **not** enter time until the actual day is worked. As this is positive pay, this will avoid confusion and issues with overpaying the employee.

10. *Why are Location Codes and Combo Codes so important?*

The Location Code entered on the timesheet will determine the approval workflow to ensure time gets routed to the ESY site administrator for approval.

The Combo Code entered on the timesheet will determine the funding of the time being reported (who pays).

11. *Who do I contact if I have questions?*

All ESY office personnel will have a daily office personnel meeting at 9:30 AM for the duration of ESY. An ESY payroll representative will be available to address any questions or concerns. Please document your questions and hold them until this meeting. There will be time in each meeting for guidance and Q&A.

To attend, please click the Google Meet link below: <https://meet.google.com/ihs-axix-mjm?authuser=0>

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12. If I have a central office employee working at my site, who is responsible for paying them?

The central department they work for is responsible for paying them. Only pay staff on your **2025 ESY Staff Info** school spreadsheet.

13. Can we do a Mass Time entry in HCM for entering time?

No, you are not able to use Mass Time entry because it does not allow you to enter a Combo Code.

14. When paying Substitutes, what Combo Code should be entered?

CCSD substitute employees (both Licensed and Support Professionals) are paid the same way as they would be paid during the regular school year. For coding, please refer to the [Payroll Pay Guide Procedures in HCM ESY](#) on page 8.

For CCSD long-term substitutes (more than 10 days), you will use the time reporting code (TRC) vacancy code (see vacancy codes on [pay guide](#) page 8).

15. For Substitutes on special assignments (SOSA) from the current school year and continuing to work ESY, do we need to request a new sub vacancy for a new job number?

Yes, you need to have a new sub-vacancy request submitted so a job can be created and emailed to substitute services and cc Monica Shelton.

16. Do we enter a request for a Substitute in SmartFind if we need a Substitute for the day?

Yes, you will enter the request for a substitute into SmartFind, if you do not have another sub or teacher available to take the class. During the summer programs, teachers are on positive pay and you do not enter any time on their HCM Timesheet for the day they are absent.

17. What if we are using a Substitute every day for ESY? Do we need a job number to pay them?

Yes, you need to submit a vacancy request form. Email [Monica Perez Shelton \[SSD\]](#) .

18. When will the pay for ESY be paid to teachers and support professionals?

Approved compensation will be paid as approved and not limited to one check date.

19. Who will handle Food Service approvals for the summer?

Approvals will be handled by the Food Service department.

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20. *What should I do if I can't access a timesheet for employees working at my site?*

First, make sure you do not have a location in the search field as you are trying to pull up the employee. If you are still not able to access the timesheet, you may need additional access as in *Timekeeper All*. Your Administrator will need to email Bernadette Hawkins or Monica Perez Shelton [SSD] request this additional access.

21. *What are the hours for our SBTs this summer?*

ESY site administrators will be able to bring in their 11-month SBTs on an as-needed basis. SBTs may work for ESY for a total of 4 days only 7 hours 11 minutes per day (7.18). If your site has a 12-month SBT, they are allotted 2 extra hours for 4 days.

22. *Is the final day of ESY (July 17) a half-day?*

July 17th is not a half day.

23. *Who enters hours for the school's timekeeper (Office Personnel) during ESY?*

The ESY site administrator must complete the timesheet entry for the site's timekeeper during ESY. It is recommended that the office personnel provide verbal guidance as needed in completing this task. The timekeeper should review the hours entered on their timesheet in HCM to ensure accuracy and job completion.

24. *Who do I contact if I have questions? Should I call Payroll, or direct employees to call Payroll with their questions?*

No, do not call Payroll or direct other employees to call Payroll. All ESY office staff will have a daily staff meeting at 9:30 a.m. to address payroll issues. For all questions, please [Click Here For Assistance](#) and our ESY Lead staff will be able to assist.