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**.

Finally, Substitute employees (both Licensed and Support Professional) are paid the same way that they are paid during the regular school year. Therefore, there are no differences in how their time is entered on the Timesheet.

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.
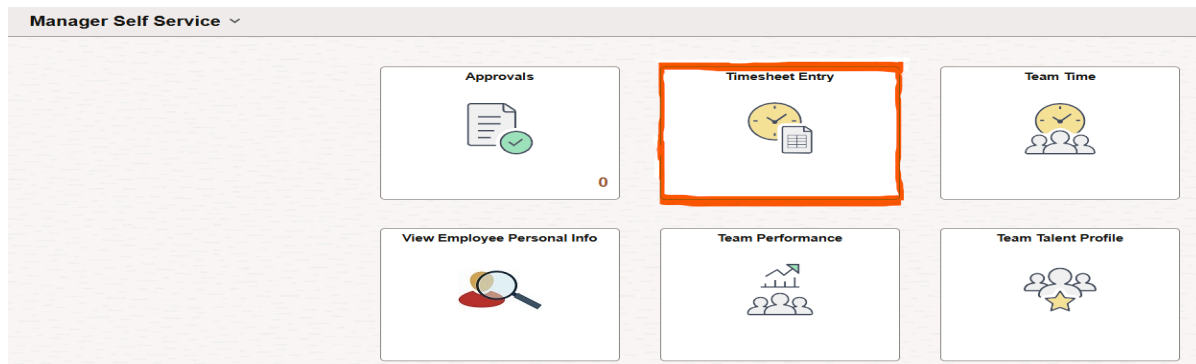
2. Use the **Search** area to locate your employees. Enter the **Employee ID,** or you can also enter criteria such as their **First or Last name** in the search field. Click **Get Employees**. Once you have identified the desired employee in the search results, click their **Last Name**.

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.

5. Enter the *number of hours* to report for each day worked in the **value cell(s)**. Licensed employees will enter **5.75** (which is equal to **5 hours and 45 minutes**) to indicate a full day worked. Support Professionals will enter the number of regular scheduled hours.

Please refer to the payroll minutes conversion-to-decimal matrix for minute conversion

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 Site-Funded Summer Learning Opportunities and working additional hours over the employees scheduled hours (example: 11 month employees prior to end of assignment 6/23/25 or 12 month employee) or **NASUP** for employees who are non assigned during Summer Learning Opportunities (see dates for 9 & 10 month employees, or 11 month employees after end of assignments on page 8). It is important to include the

employees standard hours **if** the employee is assigned during Summer Learning Opportunities and is working additional hours.

B) For *Licensed employees:* Select the TRC **SUMSC**.

7. Enter your Secondary Summer School site's four-digit location code (i.e. **0488**) 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.

A) For *Support Professionals:* Enter the appropriate Combo Code based on their position type (i.e. Office Staff, SHA).

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]

8. When finished modifying the employee's Timesheet, click **Submit**.

9. 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.

10. 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.

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.

ination 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 Combo Codes:

Employee Group	Use for the following	TRC	Combo Code
Licensed		**SUMSC**	
	Teachers		000137976
	Social Worker - **30 HRS MAX**		000234001
	Substitute Teachers	Same as school year Day to Day 11th day Long Term Sub	No Combo Code required
	Nurses	N/A	Nurses are *not* paid on the HCM Timesheet. They will be paid separately via SSD.
Support Professional		**NASUP** See below for 10, 11 and 12 month employee coding	
	Campus Security Monitor		000236422
	School Health Asst (SHA)		000234000
	Secretarial and Clerical		000128380

Secondary Summer School Location Codes

CCEU Site	Site Number
Legacy High Summer School	0689
Centennial High Summer School	0681
Foothill High Summer School	0682
Basic High Summer School	0499
Durango High Summer School	0494
Desert Pines High Summer School	0501
Cimarron-Memorial High Summer School	0289
Western High Summer School	0488

2025-2026 Assignment Dates

2025-2026 Support Professional Assignment End Dates and TRC Coding Guide:

9-Month: Assignment ends 5/23/25. Code all Site-Funded Summer Learning Opportunities hours to TRC- NASUP beginning 5/24/25

10-Month: Assignment ends 6/04/25. Code any Site-Funded Summer Learning Opportunities hours to TRC- NASUP beginning 6/05/25

11-Month: Assignment ends 6/23/25. Code all Site-Funded Summer Learning Opportunities hours to TRC - NASUP beginning 6/24/25

12-Month: Assignment ends 6/30/25. Code all Site-Funded Summer Learning Opportunities hours to TRC-REG beginning 7/01/25

Secondary Summer School Payroll Plan
Payroll Start and end dates, submission dates, anticipated pay dates

Payroll Start and End Date Schedule	Payroll Submission Due Date	Anticipated Pay Date
Licensed - 06/01/25 - 06/15/25 Support - 06/01/25 - 06/14/25	06/13/25 06/13/25	Licensed - 06/25/25 Support - 06/25/25
Licensed - 06/16/25 - 06/30/25 Support - 06/15/25 - 06/28/25	06/30/25 06/27/25	Licensed - 07/10/25 Support - 07/09/25
Licensed - 07/01/25 - 07/15/25 Support - 06/29/25 - 07/12/25	07/15/25 07/11/25	Licensed - 07/25/25 Support - 07/23/25

HCM Support and General Questions

HCM Questions - Lori Smith-Goeken: smithl16@nv.ccsd.net or Cheryl Resop: resopc@nv.ccsd.net
General Questions - Christine Minimi or Charlcie Holguin