
Site-Funded Summer Learning Opportunities Pay Procedures in HCM PeopleSoft

Introduction

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

During Site-Funded Summer Learning Opportunities, employees' schedules are **not** pre-loaded in HCM, and therefore any time worked 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 Site-Funded Summer Learning Opportunities pay is that, unlike during the regular school year, Licensed employees' time is entered as **hours** rather than **days**.

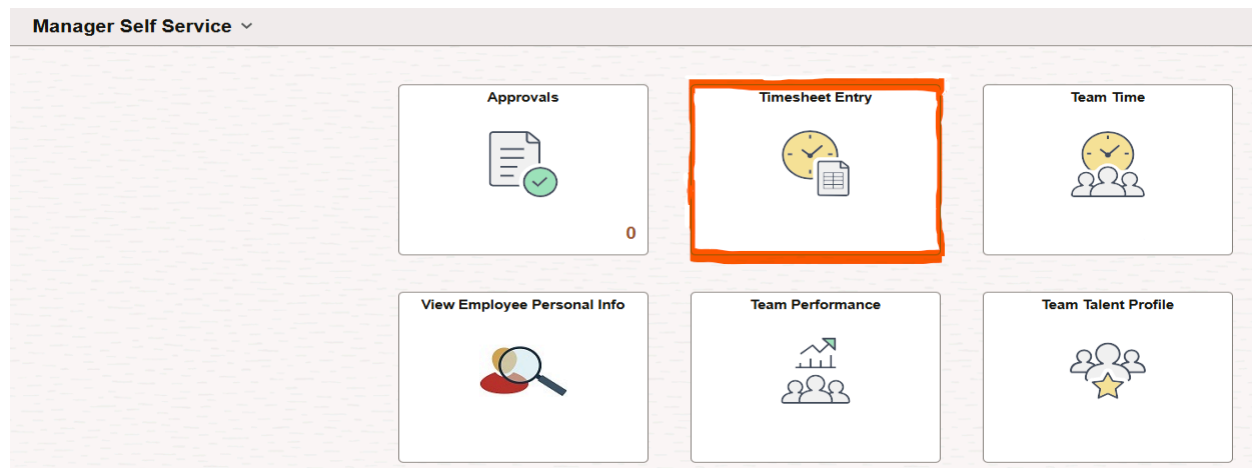
Finally, Substitute employees (both Licensed and Support Professional) are paid the same way for Site-Funded Summer Learning Opportunities that they would be paid during the regular school year. Therefore, there are no differences in how their time is entered on the Timesheet.

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 Site-Funded Summer Learning Opportunities Time on the Timesheet

To enter Site-Funded Summer Learning Opportunities 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. In the **Location Code** field, enter your Site-Funded Summer Learning Opportunities site's four-digit location code (such as "0411"). If you want to list all employees at your site at once (so that you may enter their time worked en masse), click **Get Employees**.

Please note: If you are looking for a specific employee, you can also enter criteria such as their First or Last Name, or their Employee ID. When all desired search criteria is entered, click **Get Employees**.

The screenshot shows the "Timesheet Summary" page in the Manager Self Service interface. The page has a header bar with "Manager Self Service" on the left and "Timesheet" on the right. Below the header, there is a "Report Time" section with a "Timesheet Summary" link. The main content area is titled "Employee Selection" and contains a table with "Selection Criterion" and "Selection Criterion Value" columns. The table lists various search criteria, including "Time Reporter Group", "Employee ID", "Empl Record", "Last Name", "First Name", "Business Unit", "Job Code", "Job Description", "Department", "Supervisor ID", "Reports To Position Number", "Location Code", "Company", "North American Pay Group", and "Global Payroll Pay Group". The "Location Code" field is highlighted with a red box and contains the value "0411". To the right of the table, there are three buttons: "Get Employees" (highlighted with a red box), "Clear Criteria", and "Save Criteria".

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Job Description	
Department	
Supervisor ID	
Reports To Position Number	
Location Code	0411
Company	
North American Pay Group	
Global Payroll Pay Group	

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

Please note: Site-Funded Summer Learning Opportunities 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.

Time Summary		Demographics											
Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours		
			0	SCHOOL AIDE	0.00	0.00	32.50			0.00	0.00		
			1	SCHOOL AIDE	0.00	0.00	2.50			0.00	0.00		

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.

Manager Self Service

Timesheet

SCHOOL AIDE

Employee ID

Empl Record 0

Earliest Change Date 06/06/2021

Select Another Timesheet

*View By Week

*Date 05/31/2021

Previous Week

Next Week

Previous Employee

Next Employee

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
									CCSD1
									CCSD1
									CCSD1

Submit

Apply Schedule

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

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

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 Site-Funded Learning Opportunities (see dates for 9 & 10 month employees, or 11 month employees after end of assignments on page 10). 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**.

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 Site-Funded Summer Learning Opportunities site's four-digit location code in the **Location** field. (This will be the same location code that is used during the regular school year.) 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 Site-Funded Summer Learning Opportunities 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 *extra duty Combo Code* that contains the functional area description: *Instruction (FXXXX1000)*

Manager Self Service Timesheet

Employee ID: [REDACTED]
Engr Record: 0
Earliest Change Date: 06/06/2021

Select Another Timesheet

*View By: 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 Payable Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
05/05/2021				0.00	

Return to Select Employee Approve Absence

B) For Licensed Employees: Enter the *extra duty Combo Code* that contains the functional area description: *Instruction (FXXXX1000)*

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.

Elapsed Timesheet Timesheet

Timesheet

SCHOOL CODE: _____ Employee ID: _____
 Empl Record: 0
 Earliest Change Date: 06/06/2021

Select Another Timesheet

View By: Week Previous Week Next Week
 Date: 05/21/2021 Previous Employee Next Employee
 Scheduled Hours: 28.00 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	ChartFields
6.50	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - S	CCSD1	Q	0411	Q	Q	Q	ChartFields
1.50	1.50	1.50	1.50	1.50				00 NASUP - Non-Assigned Time - S	CCSD1	Q	0411	Q	Q	00024617	ChartFields
									CCSD1	Q	Q	Q	Q	Q	ChartFields

Submit Apply Schedule

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

Reported Time Status 5.1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Return to Select Employee
 Approve Absence

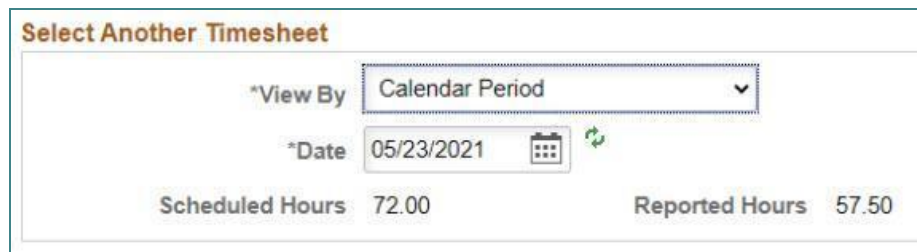
11. You can click the **Return to Select Employee** link (beneath the Timesheet grid) to be brought back to the list of results and continue updating other employees' Timesheets accordingly.



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.

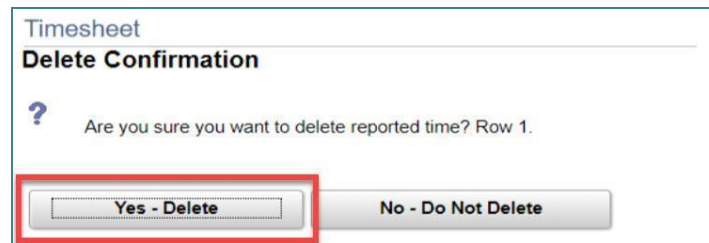
1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.



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



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



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



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 Information regarding Administrator pay

School-based administrators will not be compensated for facilitating site-funded summer learning opportunities within their contractual assigned days and normal workday.

If school-based administrators are facilitating site-funded summer learning opportunities outside of their contractual assigned days and/or outside the normal workday, and need to request extra pay, approval must be obtained from the Region superintendent. Please refer to the **Request for Extra Pay for Administrators** process.

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.

For questions regarding staffing rules, please contact your **Region Leadership** for assistance.

Combination Code

Employee Group	Use for the following:	TRC	Combo Code
Licensed	Teachers	SUMSC	Site instruction Combo Code
	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 Please use TRC NASUP for employees who are non assigned during Site-Funded Summer Learning Opportunities (see pg 4)	Support Salaries (default) Ex: Instructional Aides, SBTs, Library Aide, PE Aide, Sec Clerical, OM, SHA, Custodians, Campus Monitors and Transportation	NASUP (see below for 10,11 & 12 month coding)	Site instruction Combo Code
Police Services	Police Services	NAPOL	Site instruction Combo Code

2024-2025 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 6/5/25

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