

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.**

UPDATE: Substitute employees (both Licensed and Support Professional) are **paid a half a day plus 2 hours** to cover a full summer school day. You need to use the appropriate TRC for the day for your location and enter .5 for the time. Then enter an additional line for 2 hours using the appropriate hourly TRC for your location. See example below. Also the link for the Pay Rate Summary with Time Reporting Codes can be found on page 9 of this guide.

Example:

Timesheet

Employee ID
Emp Record 0
Earliest Change Date 06/01/2025

Select Another Timesheet

*View By: Calendar Period
*Date: 06/01/2025
Reported Hours: 0.00

From Sunday 06/01/2025 to Saturday 06/14/2025

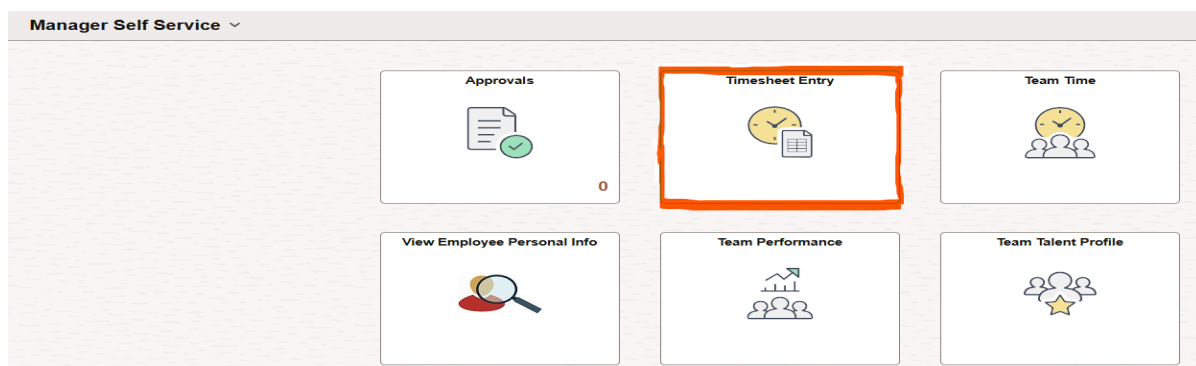
Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Time Reporting Code	Business Unit	Location
				0.50				SUBTD - Title I-Tier I Loc(Day-to-Day)	CCSD1	0501
				2.00				SRVEX - Sub Vacancy - EH -Extra Hrs	CCSD1	0501
									CCSD1	

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**.

The image shows the 'Employee Selection Criteria' form in the Manager Self Service (MSS) dashboard. The form has a title bar 'Manager Self Service' and a subtitle 'Report Time Timesheet Summary'. Below the title bar, there is a section 'Employee Selection' with a dropdown arrow. The form contains a table with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The table has several rows, including 'Time Reporter Group', 'Employee ID', 'Emp. 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'. Each row has a search icon in the 'Selection Criterion Value' column. To the right of the table, there are three buttons: 'Get Employees' (highlighted with a red border), 'Clear Criteria', and 'Save Criteria'.

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. **Example:**

Manager Self Service Timesheet

Timesheet

SCHOOL AIDE

Employee ID: [Redacted]
 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

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

Example:

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 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**.

Example:

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 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.

Example:

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

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

Manager Self Service Timesheet

Timesheet

SCHOOLCODE Employee ID Emp Record 0 Earliest Change Date 05/06/2021

Select Another Timesheet

View By Week Previous Week Next Week

Date 05/31/2021 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	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

1 of 1

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

Return to Select Employee Approve Absence

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).

Example:

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.

Example:

Timesheet

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

Select Another Timesheet
 View By: Week
 Date: 06/31/2021
 Scheduled Hours: 26.00
 Reported Hours: 0.00

Process Work
 New Work
 Previous Employee
 Next Employee

From Monday 06/01/2021 to Sunday 06/06/2021

Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Sun 6/7	Total	Time Reporting Code	Business Unit	Location	Position Number	Address/Activity Code	Document ID (SAP)	Combination Code	CharFields
6.50	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - S	CCSD1	0411					
1.50	1.50	1.50	1.50					00 NASUP - Non-Assigned Time - S	CCSD1	0411				00004617	

Submit **Apply Schedule**

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

Reported Time Status
 By: Q

Date	Total	TRC	Description	Sched Hrs	Comments
06/06/2021				0.00	

Return to Select Employee
 Approve Absence

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.

Return to Select Employee
 Approve Absence

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.

Destination 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.

Substitute Guide with Pay Rates:

[Pay Rate Summary with Time Reporting Codes \(TRCs\) for Substitutes – \(Revised 12-18-2024\)](#)

UPDATE: Time entry for May 30th:

Human Resources has requested that when inputting the hours for May 30th, the comment "Summer School Staff Meeting" is added so they can see why we are paying staff for that day. Please add that comment in HCM for May 30th.

Secondary Summer School Combo Codes:

Employee Group	Use for the following	TRC	Combo Code
Licensed		SUMSC	
	Teachers	SUMSC	000137976
	Counselors - 30 HRS MAX	SUMSC	000137976
	Social Worker - 30 HRS MAX	SUMSC	000234001
	Substitute Teachers	Same as school year Day to Day 11 th 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	NASUP See below for 10, 11 and 12 month employee coding	000236422
	School Health Asst (SHA)	NASUP See below for 10, 11 and 12 month employee coding	000234000
	Secretarial and Clerical	NASUP See below for 10, 11	000128380

		and 12 month employee coding	
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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