

PeopleSoft HCM:

Employee Self Service Essentials

CLARK COUNTY SCHOOL DISTRICT
OPERATIONAL SERVICES UNIT
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT

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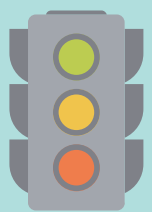
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All Headings are Hyperlinks to jump to the appropriate page. Control-Home returns to the Table of Contents.

Employee Self-Service Overview

The HCM system provides an Employee Self Service (ESS) portal for CCSD employees. ESS provides features such as:

- Ease of changing personal information
- Electronic submittal of time and absence
- Ability to view paychecks online as well as modify direct deposit information
- Ability to view and edit benefit details including dependent/beneficiary changes or additions and other life events
- View and apply for jobs online
- Universal accessibility using multiple browsers and devices
- And much more



Important!

PeopleSoft is a web-based program that can change. These updates might change the look of some of the images and/or directions in this document.

This manual was created for the HCM Project in collaboration with the Human Resources Division and Business and Finance Unit.

Navigating in Employee Self-Service

Accessing the HCM system



The HCM system provides an Employee Self Service (ESS) portal for CCSD employees. Employees can log into the system via the HCM icon on the desktop or by going to hcm.ccsd.net

ESS is compatible with Mozilla Firefox, Google Chrome, and most mobile browsers. Employees use their Active Directory (AD) credentials to access ESS.



Sign in

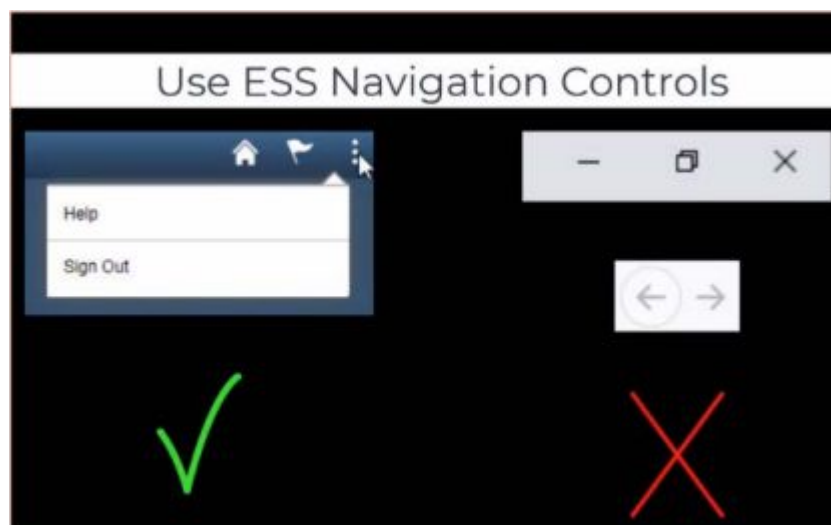
someone@example.com

[Can't access your account?](#)

Next

By logging in, you agree to follow the District's Acceptable Use Policy (AUP). Activity across District systems may be monitored by CCSD staff or law enforcement. Misuse can lead to disciplinary or legal action. Thank you for helping keep our network secure.

An important thing to remember when using ESS is that, when navigating throughout the system, employees should always use the navigation buttons provided within the system, not within the browser.

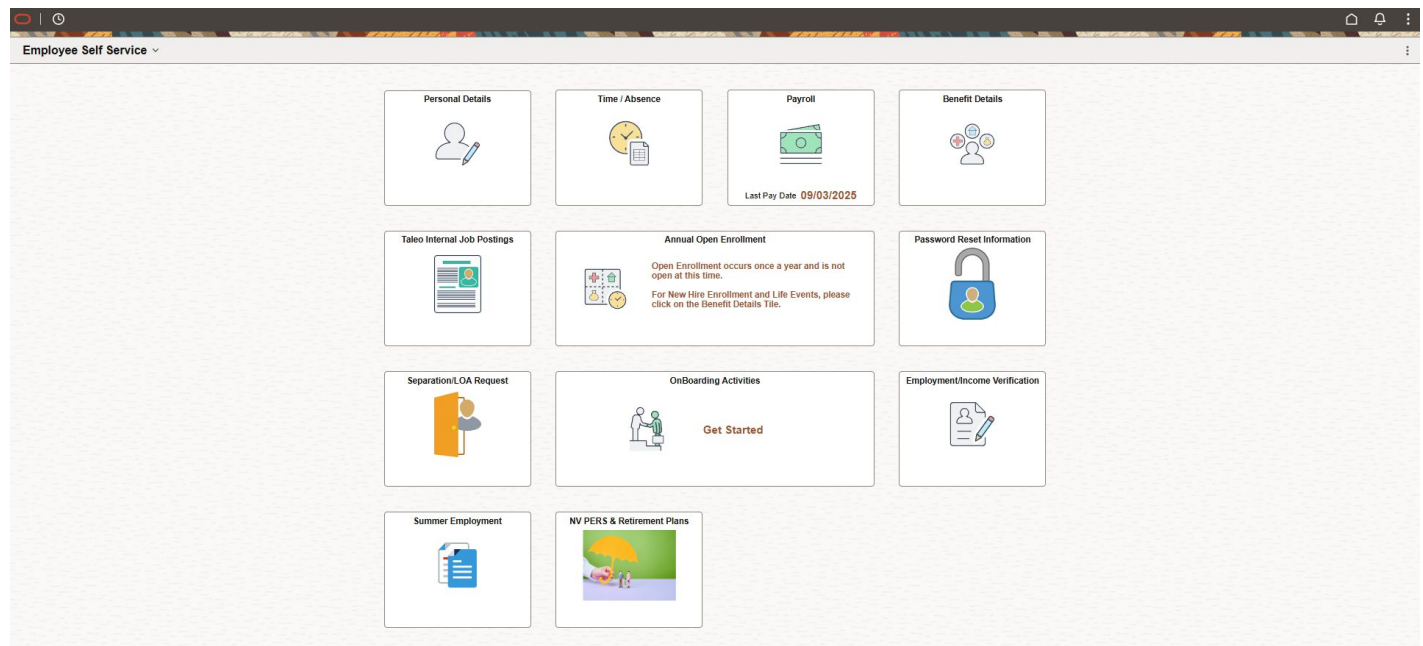


The Banner

The Banner provides constant access to navigational and application features.

A home page/dashboard is a PeopleSoft page that combines related information and displays tiles. PeopleSoft HCM supports multiple home pages/dashboards for employees, managers, and timekeepers that provide users with quick access to role-based transactions. When multiple home pages/dashboards are present, use the drop-down on the banner to select a home page/dashboard.

The **Employee Self-Service (ESS)** home page/dashboard provides access to a variety of employee self-service transactions.



Home Button

Click the **Home** button from any page/screen to return to the ESS Dashboard



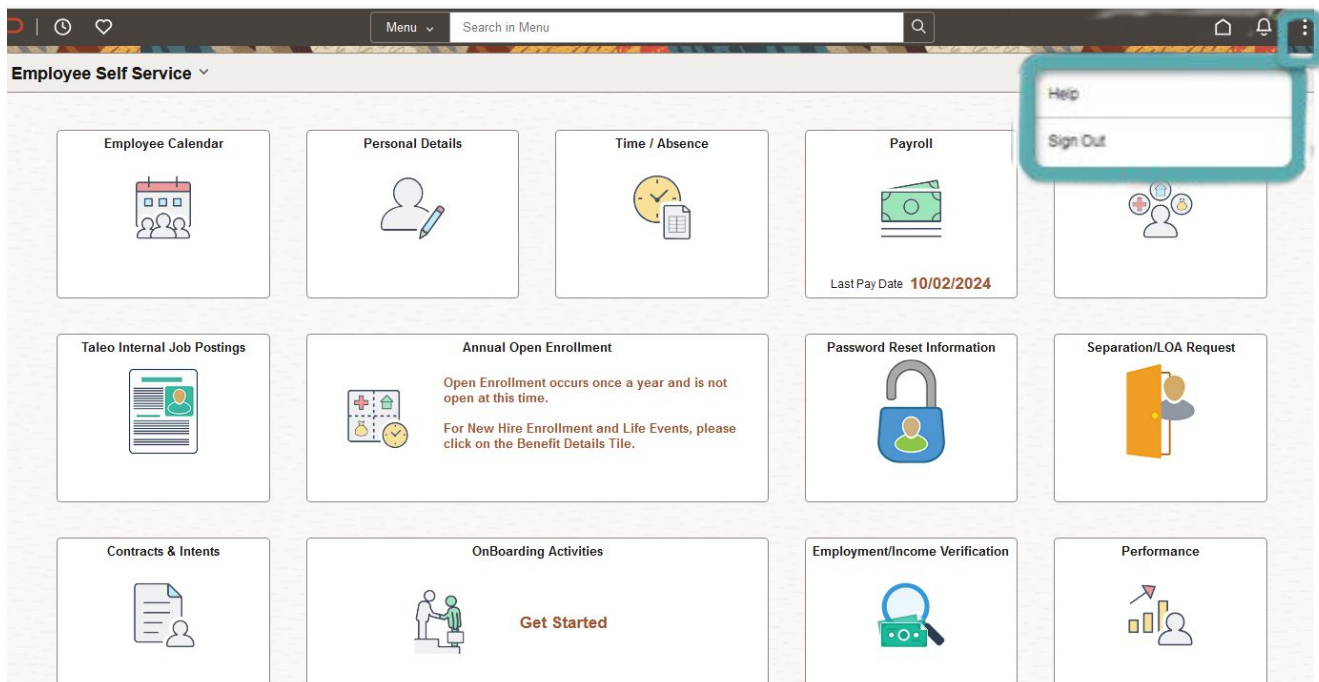
Notifications Button

Clicking the bell icon will display any notifications, such as information regarding absence/time approval.



Actions List Button

The **Actions List** (3 vertical dots) displays a list of actions the employee can perform. **Help** and **Sign Out** are standard actions in the list; however, other options may appear when visiting a transaction page. The **Help** option links to the [CCSD Employee Business Training website](https://training.ccsd.net) (training.ccsd.net) where additional information and videos can be accessed. The **Sign Out** button should always be used instead of closing the entire browser window to ensure that the session is properly exited each time.



Tiles

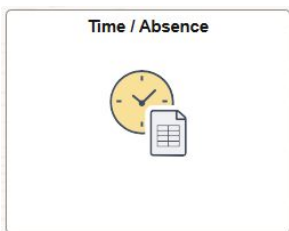
Tiles provide access to transactional pages in Employee Self Service. These tiles are visually distinctive from each other and are easier to navigate and access when using a mobile device.

The **Personal Details** tile will provide access to perform the following information:

- Addresses
- Contact Details
- Name
- Emergency Contacts



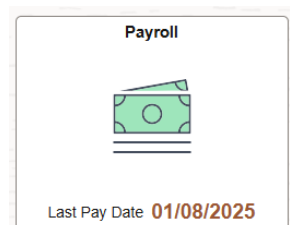
The **Time/Absence** tile provides access to perform the following functions:



- Request an Absence
- Cancel an Absence
- View Leave Balances
- Timesheet: Submit Time Worked (positive pay, comp time, etc.)
- View Time Summaries
- View Requests

The **Payroll** tile provides access to the following:

- Paychecks
- Tax Withholding (W4) Changes
- W-2/W-2c Consent
- Direct Deposit
- Legacy Paychecks and W2s (previous payroll system)



The **Benefit Details** tile provides access to the following:



- Benefits Summary
- Life Events
- Dependent/Beneficiary Information
- Benefits Enrollment and Statements
- Affordable Care Act
- View or Add/Change 403b and 457 deductions
- Warrant & Benefits Designation

The **Taleo Internal Job Posting** tile will allow the employee to search for job openings within CCSD

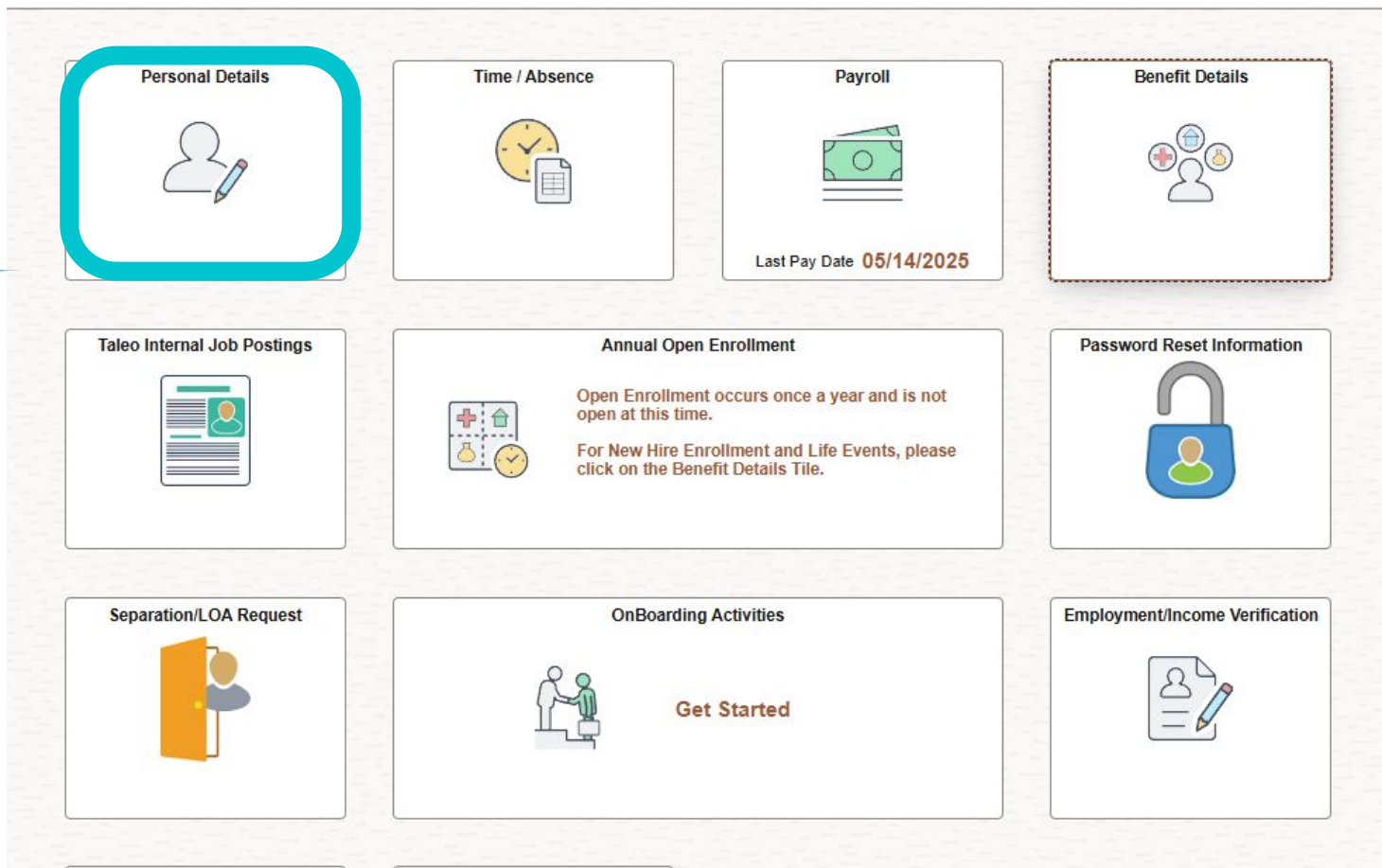


Other tiles present include **Open Enrollment**, **Password Reset Information**, **Separation/LOA Request**, **Nevada PERS**, and **Onboarding Activities**.

Personal Details Tile

The **Personal Details** tile provides system information about the employee and gives them the ability to make changes to addresses, contact details, and emergency contact information.

Select the **Personal Details** tile from **Employee Self Service** to display the **Personal Details** page.



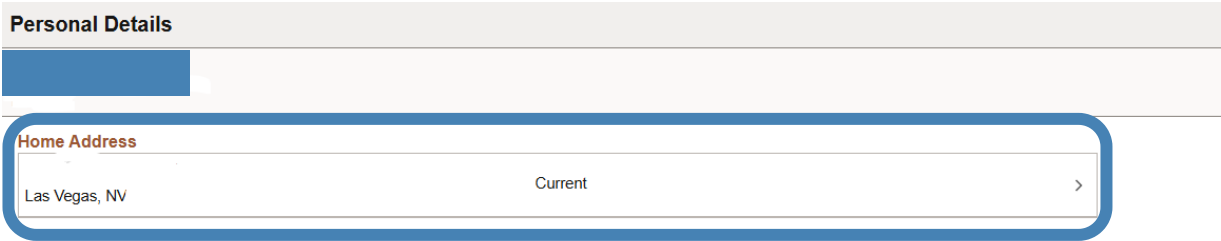
Updating Addresses

After selecting the **Personal Details** tile, click the **Addresses** panel to display the page. The employee's current home address will appear.

- 1. To update the **Address**, click the Addresses panel. A new window will appear with your personal details.



- 2. Click the Home Address section. A popup window will open in which you can edit your home address.



Cancel

Home Address

Instructions

Enter your full address in the spaces provided below.

My Address

Address Type

Home

Change As Of

01/13/2025

Address 1

Address 2

City

Las Vegas

State

Nevada

Postal

Cancel

Submit

- a, Enter the new address.
- b. Click the **Submit** button.

Contact Information Details

After selecting the **Personal Details** tile, click the **Contact Details** option from the left side panel to display the page. The employee's current contact information will appear



Personal Details
Lori Smith-Goeken

Phone
+

Number	Extension	Type	Preferred	
		Home	✓	>

Email
+

Email Address	Type	Preferred	
no_reply@nv.ccsd.net	Home	✓	>

- To update the **Phone Number**, click the > symbol on the right side of the listed phone number. A new window will appear to update the phone number.
 - Select the phone number **Type** from the drop-down list
 - If the phone number that is entered is the **Preferred** number, click the checkbox. If it is not, leave it unchecked. Only one phone number can be selected as the **Preferred** number.
 - Enter the new phone number in the **Number** field.
 - Click the **Save** button.

Phone Number
Type: Home
Preferred: ☒
Number:
Extension:
Delete

- To add an additional email, click the + symbol. A new window will appear to enter the additional email address information.

Email
+

Email Address	Type	Preferred	
no_reply@nv.ccsd.net	Home	✓	>

- a. Select the **Email Type** from the drop-down list.
- b. Do **NOT** click the **Preferred** checkbox. Only one email address can be selected as the **Preferred** email, and it is strongly recommended to keep the CCSD email address as the preferred email to ensure the receipt of any communications through the HCM system.
- c. Enter the new email address in the **Email Address** field.
- d. Click the **Save** button.

The default business email address (xxxxxx@nv.ccsd.net) is set as the preferred email. It is strongly recommended **NOT** to change it.

Email Address

Cancel Save

* Indicates required field

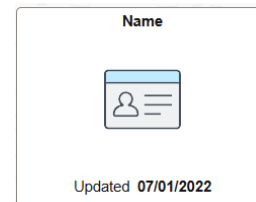
*Email Type

Preferred ☐

Email Address

Name Change

After selecting the **Personal Details** tile, click the **Name** tile to display the page.



1. To initiate a name change, click the > on the right side of the current name.

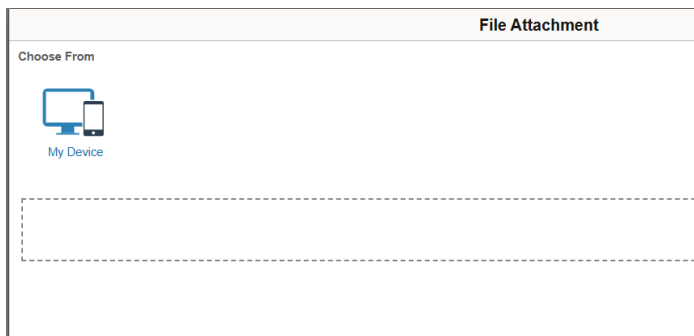
2. Enter the following:

- a. Enter the **Change As Of** date.
- b. Confirm **Name Format** is *English*
- c. Select **Name Prefix** (optional).
- d. Enter new **First Name**.
- e. Enter new **Middle Name** (optional).
- f. Enter new **Last Name**.
- g. Enter new **Name Suffix** (optional)

3. If you have any supporting documentation, click the "Add Attachment" button at the bottom of the window to upload it.

4. Click **Add Attachment** button. The **File Attachment** page displays to upload the required supporting documentation.

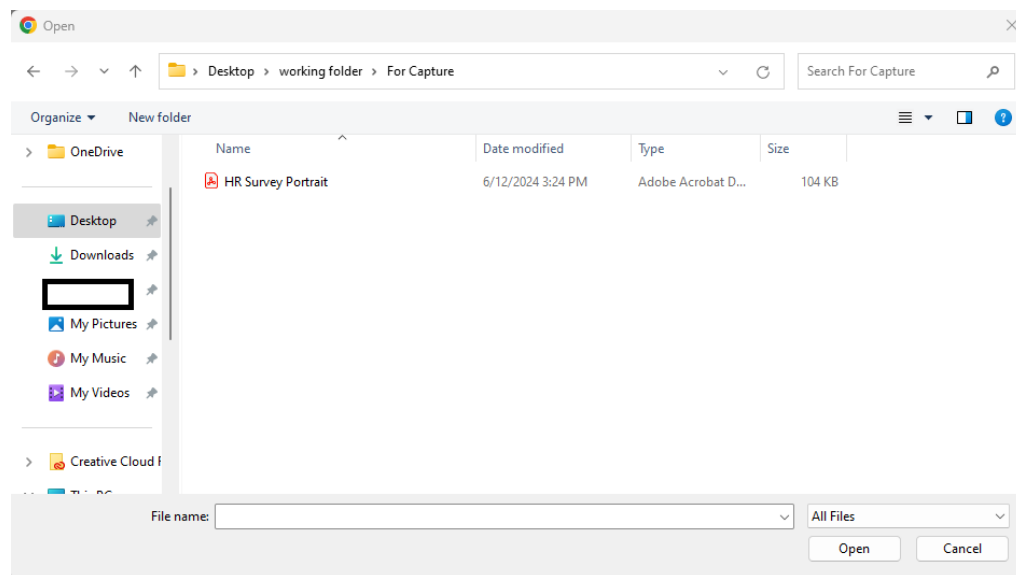
a. Click the **My Device** Icon.



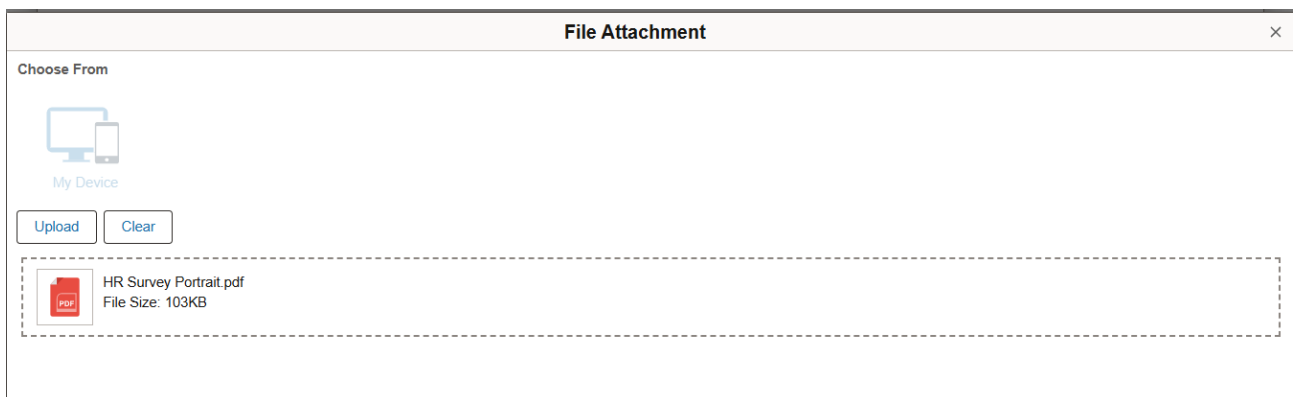
The 'File Attachment' page has a title bar with the text 'File Attachment'. Below it is a section titled 'Choose From'. Inside this section, there is an icon representing a computer and a mobile phone, with the text 'My Device' underneath. Below the icon is a large dashed rectangular box, intended for displaying the selected file.

Please note that supporting documentation (such as a birth certificate, or other court documents) may be required depending upon the type of change to the primary/legal name.

b. Navigate to the **desired file name**, select it, and then click the **Open** button.



c. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



The 'File Attachment' page now shows the file 'HR Survey Portrait.pdf' with a file size of '103KB' inside the dashed box. Below the 'Choose From' section, there are 'Upload' and 'Clear' buttons.

d. When the File Attachment page shows **Upload Complete**. Click the **Done** button to attach file.

The screenshot shows a 'File Attachment' window. At the top, it says 'Choose From' with an icon for 'My Device'. Below that, a file named 'HR Survey Portrait.pdf' with a size of '103KB' is shown. A green progress bar at the bottom indicates 'Upload Complete'. A 'Done' button is located in the top right corner.

5. The **Name** page appears with the attachment. Choose either **View Attachment** or **Delete Attachment** by clicking on the corresponding button. Click the **Save** button to submit the name change transaction for approval.

The screenshot shows the 'Name' page. It has a 'Cancel' button on the top left and a 'Save' button on the top right. The page is divided into sections: 'Current' with 'Display Name' and 'Formal Name' fields; 'Proposed' with 'Change As Of' (02/25/2025), 'Name Prefix', '*First Name', 'Middle Name', '*Last Name', and 'Name Suffix' fields; and 'New' with 'Display Name' and 'Formal Name' fields. Below these is an 'Attachments' section with an 'Add Attachment' button. At the bottom, there is a table with one row showing the attached file 'HR_Survey_Portrait.pdf'.

Attachments	Description	Attached By	Attached
HR_Survey_Portrait.pdf			02/25/25 01:42:26 PM

6. The **Name** page appears with the **New Name** displayed, the effective date, and the status of the name change transaction. This completes the Employee Self Service transaction; the name change is awaiting approval by Human Resources.

Please note that changes to the Preferred Name do not currently effect other systems (such as Google Mail).

Emergency Contacts

After selecting the **Personal Details** tile, click the **Emergency Contacts** panel to display the page. The current emergency contact information, if any, appears on this page.



Personal Details

Emergency Contact Details

+

Contact Name	Relationship	Preferred Contact
	Sibling	<input checked="" type="checkbox"/> >

- Click the **Plus** button to add an emergency contact. A new window will appear to enter the emergency contact information.
 - Enter the emergency **Contact Name**.
 - Select the **Relationship** to the employee from the drop-down list.
 - If this is the **Preferred Emergency Contact**, click the checkbox. If it is not, leave it unchecked. Only one **Preferred Contact** is allowed.
- Click the **Add Address** button.
 - If the emergency contact's address is the same as the employee, click the **Same as mine** checkbox.
 - If not, enter the **Emergency Contact's Address**.
 - Click the **Done** button.

Cancel

Emergency Contact

Save

* Indicates required field

*Contact Name

*Relationship

Preferred Contact

☐

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

Cancel

Address

Done

Same as mine

☐

*Country

United States

Q

Address 1

Address 2

Address 3

City

State

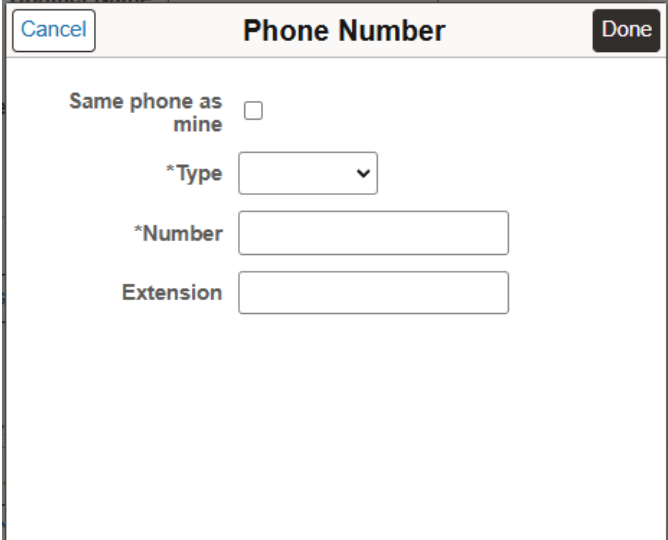
Q

Postal

County

e. Next click the **Add Phone Number** button. A window will open to enter the **Emergency Contact's Phone Number**.

- i. If the emergency contact's phone number is the same as the employee, click the **Same phone as mine** checkbox.
- ii. If the emergency contact's phone number is different than the employee, select the phone number **Type** from the drop-down list.
- iii. Enter the emergency contact's phone **Number**.
- iv. Click the **Done** button.




The screenshot shows a 'Phone Number' dialog box. At the top left is a 'Cancel' button and at the top right is a 'Done' button. The main area contains a checkbox labeled 'Same phone as mine'. Below this is a dropdown menu labeled '*Type'. At the bottom of the dialog are two text input fields: one labeled '*Number' and another labeled 'Extension'.

2. When finished, click the Save button. The new Emergency Contact will now be displayed.

Additional Information

After selecting the **Personal Details** tile, click the **Additional Information** option panel to display the page. The employee’s current information appears here. If information is incorrect, contact the CCSD Human Resources Department at 702-799-2812.

Additional Information



Personal Details

Review Additional Information

Gender
Date of Birth
Birth Country
Birth State
Smoker
Original Start Date
Last Start Date
Highest Education Level

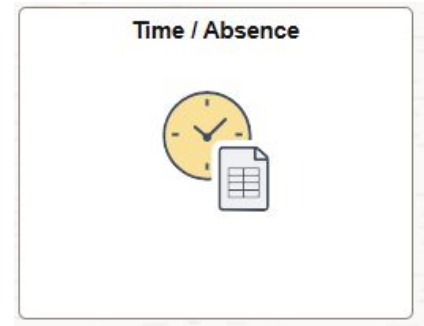
Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.

Please note: CCSD does **not** gather information on certain topics (such as the Smoker Field, Birth State Field, Date Entitled to Medicare Field). These will remain blank.

Time/Absence Tile

The **Time/Absence** tile used to manage an employee's time and absences. **Time** is the accumulation of time, which is the employee's regularly scheduled work day as well as any additional time, and **Absence** which is earned or deducted based on employee negotiated agreements.



Examples of **Time** include Overtime, Extra Pay, etc.

Examples of **Absence** include Sick, Vacation, Personal Leave, etc.

Comp Time is unique in that both **Comp Time Earned** and **Comp Time Taken** qualify as **Time**. This is because comp time cannot be taken without having first been earned. In short, comp time is not contractual.

Select the **Time/Absence** tile from **Employee Self Service** to display the **Time/Absence** page.

Time/Absence

Timesheet

Manage Absence

Report Time

Weekly Time Summary

Payable Time

Leave / Comp Time

Cancel Absences

View Requests

Absence Balances

Employee Effort Certification

Manage Absences

Sick - Personal Illness

02/04/2025

8.00 Hours

Approved

Sick - Personal Illness

01/31/2025

6.00 Hours

Approved

Vacation

08/27/2025

8.00 Hours

Approved

Create a new Request

*Start Date02/27/2025

End Date02/27/2025+1 Day






*Absence NameSelect Absence NameApply Absence

Submit


Requesting Leave

Requesting an Absence

After selecting the **Time/Absence** tile, click the **Manage Absence** option from the left side panel to display the page.

Time/Absence	
	Timesheet ▼
	Manage Absence
	Report Time
	Weekly Time Summary
	Payable Time

Select the **Absence Name** from the drop-down field. Absence types vary by employee group. (Depending on the option chosen, the additional required fields displayed will change.)

*Start Date	<input type="text" value="05/23/2025"/>	
*Absence Name	<input type="text" value="Select Absence Name"/>	▼
		<input type="button" value="Apply Absence"/>

Note: If Authorized Absence, District Business, or School Business has been selected, the employee must also select the **Reason** from the drop-down box.

If the employee has more than one job, absences may need to be entered for each one. To switch between jobs, select the job from the drop-down menu in the ***Job Title** box at the top.

Sample List of Current Absence Types per Employee Group (subject to change):

Support Professional

*Absence Name	<input type="text" value="Select Absence Name"/>
<div><div>Authorized Absence</div><div>Catastrophic Leave</div><div>District Business</div><div>Jury Duty</div><div>Military Leave</div><div>No Pay/No PERS</div><div>Personal Leave</div><div>School Business</div><div>Select Absence Name</div><div>Sick - Bereavement</div><div>Sick - Dr Appointment</div><div>Sick - Flex Day</div><div>Sick - Immediate Family Illness</div><div>Sick - Personal Illness</div><div>Sick - Worker's Comp</div><div>Sick Transfer from Job to Job</div><div>Snow Day</div><div>Subpoena as Witness</div><div>Vacation</div><div>Vacation Payout</div><div>Worker's Comp</div></div>	

School Police

*Absence Name	<input type="text" value="Select Absence Name"/>
<div><div>Authorized Absence</div><div>Catastrophic Leave</div><div>District Business</div><div>Jury Duty</div><div>Military Leave</div><div>No Pay/No PERS</div><div>Personal Leave</div><div>Police - WC Dr Appointment</div><div>Police - WC Supplemental</div><div>School Business</div><div>Select Absence Name</div><div>Sick - Bereavement</div><div>Sick - Dr Appointment</div><div>Sick - Flex Day</div><div>Sick - Immediate Family Illness</div><div>Sick - Personal Illness</div><div>Sick - Worker's Comp</div><div>Snow Day</div><div>Subpoena as Witness</div><div>Vacation</div><div>Vacation Payout</div><div>Worker's Comp</div></div>	

Certified (Licensed)

*Absence Name

- Authorized Absence
- Catastrophic Leave
- District Business
- Jury Duty
- Military Leave
- No Pay/No PERS
- Personal Leave
- School Business
- Select Absence Name
- Sick -Bereavement
- Sick -Dr Appointment
- Sick -Immediate Family Illness
- Sick -Personal Illness
- Sick -Universal/Flexible Day
- Sick -Worker's Comp
- Snow Day
- Subpoena as Witness
- Worker's Comp

Unified (Administrator)

*Absence Name

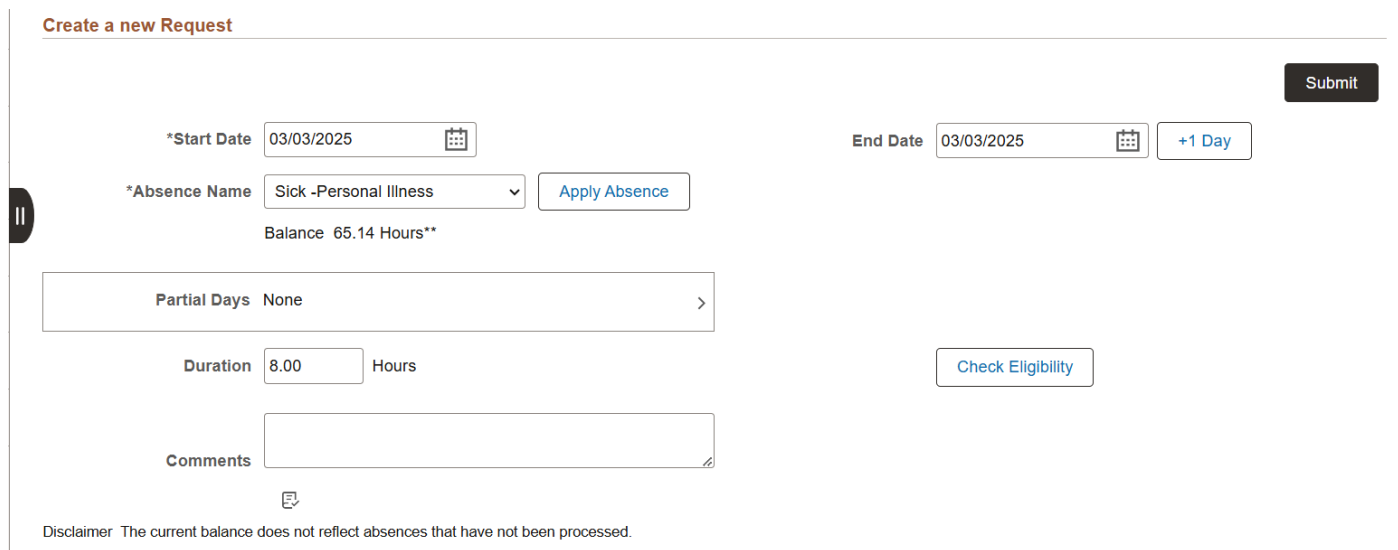
- Authorized Absence
- Catastrophic Leave
- District Business
- Jury Duty
- Military Leave
- No Pay/No PERS
- Personal Leave
- School Business
- Select Absence Name
- Sick -Bereavement
- Sick -Dr Appointment
- Sick -Immediate Family Illness
- Sick -Personal Illness
- Sick -Universal/Flexible Day
- Sick -Worker's Comp
- Snow Day
- Subpoena as Witness
- Vacation
- Worker's Comp

Below is a list of commonly used Absence Names and their descriptions:

- **Authorized Absence** - Activity without students – sub required
- **District Business** - Activity without students – no sub required [conferences, state meetings, recruitment, etc.]
- **No Pay/No PERS** - Use of this absence type will affect your PERS adjusted hire date & benefits
- **School Business** - Activity with students – no sub required [field trips, concerts, etc.]
- **Sick Transfer from Job to Job** - Use to transfer sick leave balances between jobs for employees with more than one job
- **Sick -Worker's Comp** - Use for absences while Worker's Comp claim is processed
- **Vacation Payout** - Used by employees to request pay off for vacation hours during specific pay periods
- **Worker's Comp** - Use for absences after Worker's Comp claim has been approved

If employees are unsure of which absence type to select, they should contact their Timekeeper, Office Manager, Administrative School Secretary, Department Secretary, or call the CCSD Payroll Department at 702-799-5351.

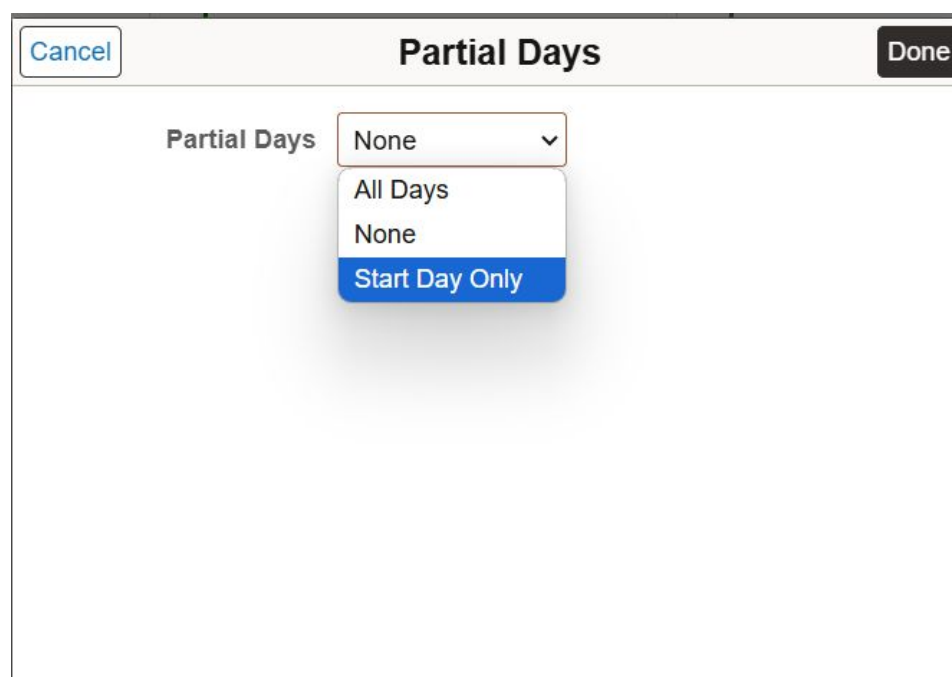
1. The following example shows a **Sick-Personal Illness** single day absence:



The screenshot shows a web form titled "Create a new Request". On the left, there is a vertical sidebar with a menu icon and a list of options. The main form area contains the following fields and buttons:

- *Start Date:** A date picker set to 03/03/2025.
- End Date:** A date picker set to 03/03/2025, with a "+1 Day" button next to it.
- *Absence Name:** A dropdown menu set to "Sick -Personal Illness", with an "Apply Absence" button next to it.
- Balance:** A text field showing "65.14 Hours**".
- Partial Days:** A selection bar showing "None" with a right-pointing chevron (>) on the right.
- Duration:** A text field set to "8.00" followed by the word "Hours".
- Check Eligibility:** A button.
- Comments:** A text area with a small icon at the bottom right.
- Submit:** A button in the top right corner.
- Disclaimer:** A line of text at the bottom stating "Disclaimer The current balance does not reflect absences that have not been processed."

2. Enter the **Start Date** (first day of the leave) of the absence.
3. Enter the **End Date** of the absence. (If the absence is one day, the start date and the end date will be the same date.)
4. If the absence is for a partial day, click the > symbol on the right side of the Partial Days selection bar to access the Partial Days options. A new window will appear.



The screenshot shows a modal window titled "Partial Days". It has a "Cancel" button on the top left and a "Done" button on the top right. The main content area contains a label "Partial Days" followed by a dropdown menu. The dropdown menu is open, showing four options: "None", "All Days", "None", and "Start Day Only". The "Start Day Only" option is highlighted with a blue background.

The **Partial Days** drop-down has several options depending on the duration of the absence. Here is a brief explanation of each:

- To take a partial day for multiple days in a row, use **All Days**.
- To leave early or arrive later on the last day of the date range, use **End Day Only**.
- To leave early or arrive later on the first day of the date range, use **Start Day Only**.
- To take partial days on both the start and end dates in the date range, use **Start and End Days**. (This option will only be available if the time requested is more than a day)

Select the appropriate option from the drop-down list, and then click the **Done** button.

Note: If an hourly employee needs to take off a different amount of hours on each day, they must submit separate absence requests.

5. The **Duration** will display based upon the length of the absence using the start and the end dates, the position type (i.e.: Certified/Unified in days, Support Professionals/School Police in hours, etc.), and any partial days information entered. (Manually editing the duration field may cause an error when checking the eligibility.)
6. Next, click the **Check Eligibility** button. During this step the system will check to ensure the employee has sufficient leave to request the time off. A message will appear stating the eligibility check was successfully completed, or it will state errors exist that need to be corrected.

Eligibility Check completed successfully!
You may now submit your absence request.
Date Time: March 03,2025 at 10:42

OK

If the eligibility check states that there is not enough of the requested leave type, the employee will need to select another leave type before it can be submitted, or the employee may cancel the current absence request. If the absence name or dates change, the check eligibility procedure will need to be re-run before submitting again.

Note: Not all absence names require an eligibility check. Some examples would be jury duty or district business since these do not affect leave balances.

7. Enter **FMLA Information** about the requested leave, if required.

Note: Depending on the Absence Name selected, the FMLA field may be replaced with the **Grant I/O** field which is where the Grant Number is entered.

8. Enter **Comments** about the requested leave, if required.

Note: Once a comment has been entered, it **cannot** be deleted or modified.

9. **Optional:** Click the **View Balance** link to view Absence Balances by category. The Balances may be different based upon the absences for which the employee is eligible.

Vacation BAL in Hours As Of 02/22/2025	47.05 Hours >
Sick BAL in Hours As Of 02/22/2025	65.14 Hours >
Sick BAL in Days As Of 02/22/2025	0.00 Days >

10. **Optional:** Click the **View Requests** link to display absences that have been requested. If the employee has not requested additional absences, the system will inform the employee.

View Requests		10 rows
		
Vacation Approved	05/05/2025 8 Hours	>
Vacation Approved	05/01/2025 - 05/02/2025 16 Hours	>
Sick -Personal Illness Submitted	02/28/2025 5.5 Hours	>
Sick -Personal Illness Approved	02/04/2025 8 Hours	>
Sick -Personal Illness Approved	01/31/2025 6 Hours	>
...		

11. Click the **Submit** button to complete the absence request and route it for approval.

Submit

If the **Submit** button is clicked before the **Check Eligibility** button, a warning message will appear stating, "You must **forecast** [check eligibility] this absence before submitting."

Additional examples of absence requests can be accessed on the [CCSD Employee Business Training website](https://training.ccsd.net) (training.ccsd.net) > Resources > HCM.

Cancel an Absence

After selecting the **Time/Absence** tile, click the **Cancel Absence** option from the left side panel to display the page.

Time/Absence

Timesheet

Manage Absence

Report Time

Weekly Time Summary

Payable Time

Leave / Comp Time

Cancel Absences

View Requests

Absence Balances

Employee Effort Certification

Cancel Absences

View Requests10 rows

Vacation	Approved	05/05/2025	8 Hours	>
Vacation	Approved	05/01/2025 - 05/02/2025	16 Hours	>
Sick -Personal Illness	Submitted	02/28/2025	5.5 Hours	>
Sick -Personal Illness	Approved	02/04/2025	8 Hours	>
Sick -Personal Illness	Approved	01/31/2025	6 Hours	>
Vacation	Approved	01/21/2025	8 Hours	>
Vacation	Approved	12/20/2024	2 Hours	>
Vacation	Approved	12/13/2024 - 12/16/2024	16 Hours	>
Sick -Personal Illness	Approved	12/05/2024	8 Hours	>
Sick -Personal Illness	Approved			>

- Next, click the > symbol next to the absence being cancelled. The Cancel Absence page will display showing the absence details.

Time/Absence

Timesheet

Manage Absence

Report Time

Weekly Time Summary

Payable Time

Leave / Comp Time

Cancel Absences

View Requests

Absence Balances

Employee Effort Certification

Cancel Absence

[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Start Date	05/05/2025	End Date	05/05/2025
Absence Name	Vacation	Duration	8.00 Hours
Status	Approved		
Comments	<div></div>		
Request History	>		

- Enter the reason why the absence is being cancelled in the **Comments** field, if needed.

Note: Once a comment has been entered, it **cannot** be deleted or modified.

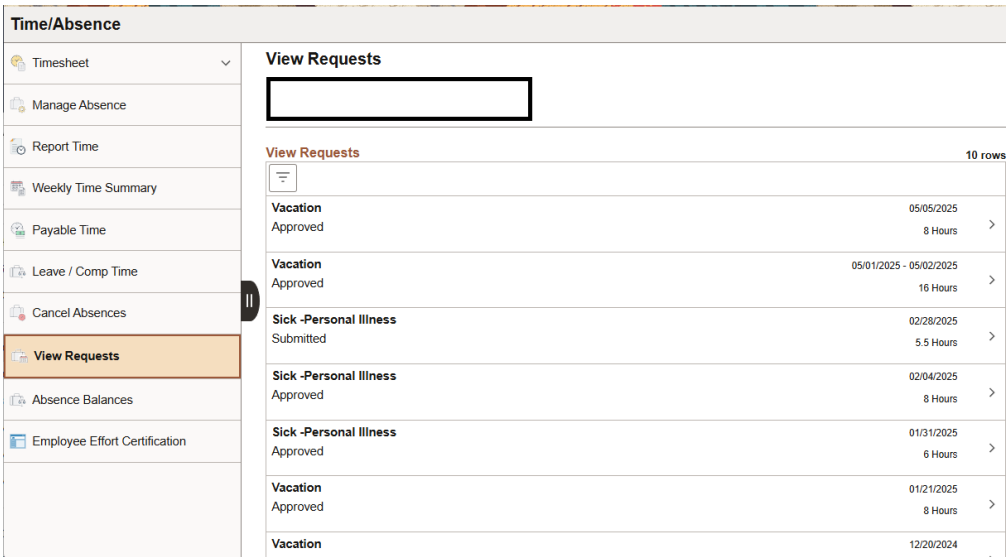
- Click the **Cancel Absence** Button.

Note: Cancelled absences also go through the approval workflow and cannot be edited/modified and resubmitted until the workflow is completed. A video and detailed directions for cancelling & resubmitting an absence can be accessed on the [CCSD Employee Business Training](https://training.ccsd.net) website (training.ccsd.net) > Resources > HCM.

View Requests

After selecting the Time/Absence tile, click the View Requests option from the left side panel to display the page. View Requests provides a list of the employee’s existing absence requests and their current status.

The filter icon  can be selected to filter the absences by absence type, if desired.



Requests can have the following status types:

Saved	Request saved but not yet submitted
Apprvl Prc	Request is still in the approval workflow process
Approved	Request approved by the Level 1 Reviewer and Level 2 Approver
Pushed Back	Request pushed back by either the Level 1 Reviewer or Level 2 Approver for modification
Cancelled	A previously submitted request has been cancelled
Cancel in Progress	A previously approved absence request was submitted for cancellation but is still waiting approval for the cancellation

1. To view a request, click the > symbol to display the **Request Details** page. The **Request History** and the **Approval Chain** information can also be viewed.

An absence that has been pushed back or cancelled can be modified/edited and resubmitted using this tool. (A new absence with the same name cannot be submitted for the same date.)

Note: An absence submitted by a TK or MSS user on behalf of an employee will be marked as “Manager Absence Request” and cannot be edited and resubmitted by the employee.

2. When finished viewing the **Request Details**, click the **Return to View Requests** link to view details on another request.

[Return to View Requests](#)

Start Date 05/05/2025

Absence Name Vacation

To cancel an Absence Request, click the three dots at the bottom of the request tile.

Sick -Personal Illness
03/06/2025
8.00 Hours
Submitted

⋮

Actions ×
View Absence
Cancel Absence

Manage Absences ×

Cancel Absence

Absence Details
Start Date 03/06/2025 End Date 03/06/2025
Absence Name Sick -Personal Illness Duration 8.00 Hours
Status Submitted
Comments
Comments
Request History >

In the review screen that follows, click the **Cancel Absence** button

Then confirm in the popup window, and you're all done!

Are you sure you want to Cancel this Absence Request?

Yes No

Note: If the approved Absence Request was created by the employee and then is cancelled, it is returned to the employee to edit via *View Requests in ESS > Time/Absence*. (This applies even if the Manager (Level 1 Reviewer or Level 2 Approver) was the one who cancelled the request.)

However, if the approved Absence Request was created by a Manager (Level 1 Reviewer or Level 2 Approver) and then is cancelled, the Manager may edit the request via *View Requests in MSS > Team Time/Absence*. (The employee cannot edit the request.)

View Absence Balances

After selecting the **Time/Absence** tile, click the **Absence Balances** option from the left side panel to display the page.

The screenshot shows the 'Time/Absence' section on the left sidebar with 'Absence Balances' selected. The main content area is titled 'Absence Balances' and contains a table of current balances as of 02/22/2025. Below the table is a disclaimer and a 'Forecast Balance' link.

Absence Balances	
As Of 02/22/2025	
Vacation BAL in Hours	47.05 Hours >
Sick BAL in Hours	65.14 Hours >
Sick BAL in Days	0.00 Days >

**Disclaimer: The current balance does not reflect absences that have not been processed.

[> Forecast Balance](#)

The employee's current available absence balances are displayed by type (sick, vacation, etc.) as of the date listed.

Employees have the ability to forecast absence balances. Click the drop-down arrow in front of **Forecast Balance** to expand the section.

The 'Forecast Balance' section is expanded, showing three input fields: 'As of Date' (03/06/2025), 'Filter by Type' (All), and '*Absence Name' (Select Absence Name).

✓ **Forecast Balance**

As of Date: 03/06/2025

Filter by Type: All

*Absence Name: Select Absence Name

1. In the **As of Date** field, enter the future date to forecast the absence balance.
2. In the **Filter by Type** field, select the type of absence to forecast (optional).
3. In the **Absence Name** field, select the absence name.
4. Click the **Forecast Balance** button to determine the absence balance the employee will have accrued as of the future date entered.

Note: The Forecast Details include future requested and/or approved absences that may not have been fully processed yet.

Entering Time

The majority of employees in CCSD have a predetermined schedule. For example, many Support Professional employees work an 8-hour day, teachers work 7 hours and 11 minutes per day, and so on. Employees with a predetermined schedule are considered to be exception-based, meaning they do not need to report their scheduled time every day. Information from their contract or negotiated agreement is already known and pre-loaded into the HCM system.

Exception-based employees only need to enter time in the timesheet when it is outside of their regularly scheduled day. Examples include Overtime, Comp Time Earned or Taken, and Extra or Add-On Time.

A positive pay employee, such as a temporary employee or student worker, is only paid for the time worked. Positive pay employees are required to report all of their time worked.

Entering Time on the Timesheet

After selecting the **Time/Absence** tile, click the **Timesheet>Enter Time** option from the left side panel to display the **Enter Time** page.

Enter Time

May 18, 2025 - May 31, 2025

Scheduled 80.00 | Reported 0.00 Hours

Submit Print Timesheet

Week 1 of 2

Scheduled 40.00 | Reported 0.00 Hours

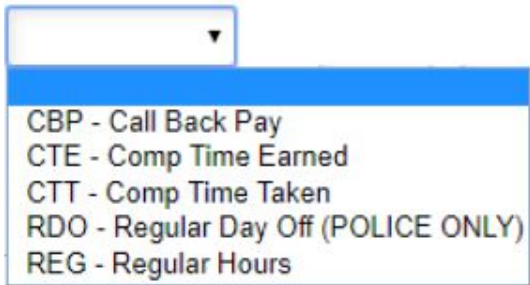
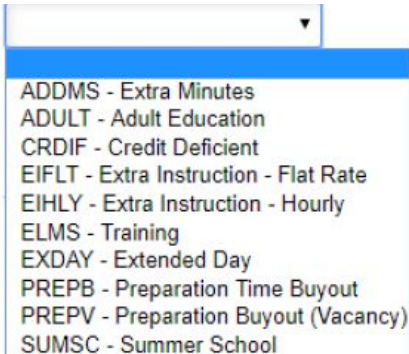
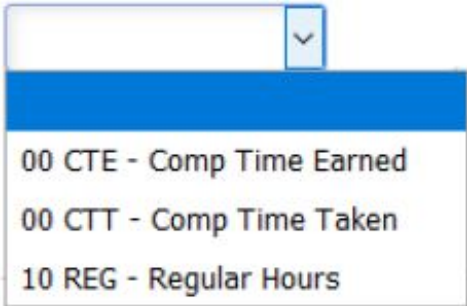
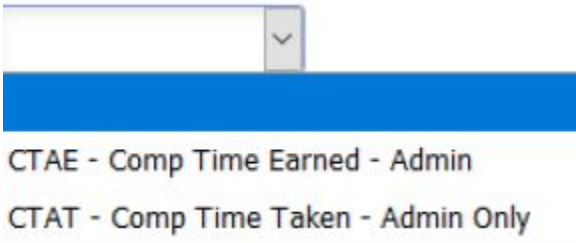
*Time Reporting Code / Time Details	Row Totals	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat
		0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0

Time Summary

Category 1:	Total 1:	Week 1 (18/5-24/5) 1:	Week 2 (25/5-31/5) 1:
Total Reported Hours			
Total Scheduled Hours	72.00	40.00	32.00
Schedule Deviation	72.00	40.00	32.00

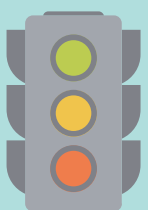
1. The current **Pay Period** displays at the top of the page. Use the left and right arrow buttons to navigate to previous and future pay periods, or click the dates to open a calendar to navigate to a specific pay period.
2. The **Pay Period Frequency** is determined by the employee group and will be displayed as bi-weekly, semi-monthly, or monthly.
3. The **Scheduled** hours for the pay period appear below the pay period and frequency information. If time has already been submitted, it will be specified in the **Reported** field.

- Select a **Time Reporting Code** from the drop-down list. (Options vary by employee type and are subject to change.)

	
<p>Time reporting codes (TRC) for School Police Officers:</p>	<p>Time reporting codes (TRC) for Unified/Admin & School Police Captains</p>
	

- Enter the daily time for the week. Notice the system has identified those days the employee is scheduled to work. Prior to submitting the time, the system has highlighted the work days with a red ribbon. Once time has been submitted, the ribbon changes color to green.

Note: Minutes need to be converted to two-digit decimals when entering time. For example, 15 minutes is entered as 0.25 in the timesheet. (See Appendix for a more complete time conversion matrix.)



Important!

Support Professionals and School Police Officers need to enter one line showing their regular hours and an additional line(s) showing additional time and/or TRCs because any entry for a particular day in the Timesheet overrides the employee's pre-loaded schedule for that day. Therefore, it is imperative that the regularly scheduled hours be accounted for, as well as including the entry of any additional time. (Certified and Unified employees only need to enter their extra time.)

6. If an additional TRC is needed, click the + (plus) button to add an additional row. An example might be a teacher who has worked additional minutes and sold their prep on the same date, or a support professional who worked overtime and needs to account for their regular hours. If a row needs to be deleted, click the – (minus) button.
7. Enter an optional **Comment** for the time worked to detail the justification by selecting the “speech bubble” for that day. It is important to know that comments are viewable by Timekeepers and Managers, and **cannot** be deleted or modified once they are added.
8. Click the left or right arrows in the blue ribbon to scroll through weeks of the pay period to enter time for other weeks.

The screenshot shows the 'Enter Time' interface in the PeopleSoft HCM system. The sidebar on the left contains various navigation options. The main content area displays a calendar for the period May 18, 2025, to May 31, 2025. Below the calendar, there is a table summarizing the time for 'Week 1 of 2'. The table has columns for 'Category', 'Total', 'Week 1 (18/5-24/5)', and 'Week 2 (25/5-31/5)'. The rows include 'Total Reported Hours', 'Total Scheduled Hours', and 'Schedule Deviation'. The 'Submit' button is located in the top right corner of the interface.

9. Enter the time as needed for the remainder of the pay period.
10. Click the **Submit** button.
11. A message from the system will appear indicating the Timesheet has been submitted.

Timesheet is Submitted for the period ✕

If the employee has more than one job, time can be entered for each by selecting the **Job Title** from the drop-down in the upper left corner to switch between jobs.

Additional examples of Time Reporting Codes (TRCs) can be accessed on the [CCSD Employee Business Training](https://training.ccsd.net) website (training.ccsd.net) > Resources > HCM.

Note: A full day for certified employees is shown as 7.18 (7 hours 11 mins).

Viewing The Time Summary

After selecting the **Time/Absence** tile, click the **Timesheet>Time Summary** option from the left side panel to display the **Time Summary** page. This option provides a calendar view of the pay period and any reported time activity.

Use the left and right arrow buttons to navigate previous and future pay periods or click the dates to open a calendar to navigate to a specific pay period.

There is also a ***View By** drop-down menu to change how the **Time Summary** is viewed.

me/Absence

Timesheet

Enter Time

Time Summary

Exceptions

Manage Absence

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Leave / Comp Time

Cancel Absences

View Requests

Absence Balances

Employee Effort Certification

Time Summary

May 18, 2025 - May 31, 2025

Scheduled 80.00

Reported 0.00 Hours

*View By

Period

Filters

Reported Time

Payable Time

View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
Off Day						Off Day
Scheduled: Off	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: Off
Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours
25	26	27	28	29	30	31
Off Day						Off Day
Scheduled: Off	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: 8 Hours	Scheduled: Off
Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours

MAY

28

Wednesday

Total Reported:

Time Reporting Code:

Actions

PeopleSoft HCM: Employee Self-Service Essentials

Revised 03/2025

31

Viewing Exceptions

After selecting the **Time/Absence** tile, click the **Timesheet> Exceptions** option from the left side panel to display the **Exceptions** page.

An **Exception** occurs when the time entered may not be valid. For example, entering a negative number or reporting less than the regularly scheduled hours in the timesheet would create an exception and would appear in the **Exceptions** menu. When an exception is selected, it displays the timesheet so that corrections can be made to the entered time.

1. A list of the **Exceptions** is shown in this section of the page.

The screenshot displays the 'Employee Self Service' interface. The top navigation bar shows 'Employee Self Service' and 'Time/Absence'. The left sidebar contains a list of options: 'Request Absence', 'Timesheet', 'Enter Time', 'Time Summary', 'Exceptions' (highlighted with a green box), 'Report Time', 'Weekly Time Summary', 'Payable Time', 'Comp Time Balances', 'Cancel Absences', 'View Requests', 'Absence Balances', 'Leave Transfer Request History', 'Extended Absence Request', and 'Employee Effort Certification'. The main content area is titled 'Exceptions' and shows a list of exceptions for the job title 'TI INS ASST III'. The list has four rows, each with a message: 'Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.', a date (03/28/2018, 03/21/2018, 03/22/2018, 03/23/2018), and a status 'High'. A callout '1' points to the 'Exceptions' header, and a callout '2' points to a right arrow icon in the bottom right corner of the list.

Message	Date	Status
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	03/28/2018	High
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	03/21/2018	High
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	03/22/2018	High
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	03/23/2018	High

2. Click the > right arrow to view the details of the **Exception**. The timesheet for the reported period will be displayed.

Note:

High level exceptions need to be corrected before they can be approved.
Medium & Low exceptions are just a notification that something is not usual.

Employee Self Service Time/Absence

Request Absence

Timesheet

Enter Time

Time Summary

Exceptions

Report Time

Weekly Time Summary

Payable Time

Comp Time Balances

Enter Time

Job Title: TL 945 ASST III

11 March - 24 March 2018

CCSD Bi-Weekly

Scheduled: 30.00 | Reported: 0.00

Submit

3

is not a registered time reporter until 03/20/2018

Week 2 of 2

Time Reporting Code / Time Details	Sunday 18	Monday 19	Tuesday 20	Wednesday 21	Thursday 22	Friday 23	Saturday 24
Scheduled Off	Scheduled Off	Scheduled Off	Scheduled Off	Scheduled Off	Scheduled Off	Scheduled Off	Scheduled Off
Reported: 0	Reported: 0	Reported: 0	Reported: 0	Reported: 0	Reported: 0	Reported: 0	Reported: 0
Comments							

3. A message regarding the time exception is displayed.
4. Make the necessary corrections and remember to click **Submit**.

Viewing Report Time

After selecting the **Time/Absence** tile, click the **Report Time** option from the left side panel to display the page.

This tool functions the same as **Timesheet > Enter Time**, but instead of a weekly view, time is entered in a daily view.

Time/Absence

Timesheet

Manage Absence

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Leave / Comp Time

Cancel Absences

View Requests

Absence Balances

Employee Effort Certification

Wednesday, May 28, 2025

Reported Status

Reported 0.00 Scheduled 8.00

*Time Reporting Code

Quantity

Submit

> Time Details

Submitted 0 Hours

Comments (0)

Last reported time was on Monday, Oct 14, 2024.

Viewing the Weekly Time Summary

After selecting the **Time/Absence** tile, click the **Weekly Time Summary** option from the left side panel to display the page.

This tool provides a detailed weekly view of any time the employee may have entered in the timesheet. Selecting a day displays the **Report Time** page.

Viewing Payable Time Details

After selecting the **Time/Absence** tile, click the **Payable Time** option from the left side panel to display the page. Once the payroll process is complete, any time that was entered and approved will display under **Payable Time**.

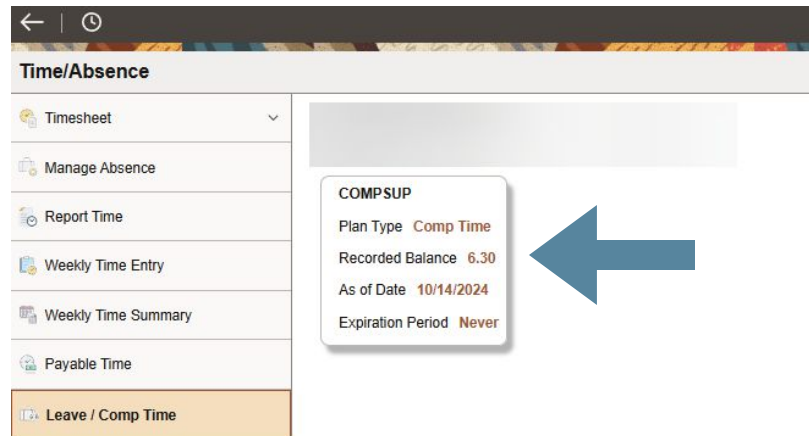
The screenshot shows the 'Payable Time' section of the PeopleSoft HCM interface. The left sidebar lists various options under 'Time/Absence', with 'Payable Time' highlighted. The main content area is titled 'Payable Time' and includes a date range selector set to 'From 05/18/2025' and 'Through 05/31/2025'. Below this is a 'Payable Time Summary' section with a 'Summary' tab selected. A table displays the following data:

Time Reporting Code	Quantity (Hours)
Regular Hours	72.00
Holiday Pay	8.00
Total	80.00


1. Select the ***From** date from the calendar for the desired date range.
2. Select the ***Through** date from the calendar of the time period to view.
3. The **Payable Time Summary** will be displayed for the dates entered once the payroll process is complete.
4. Select the **Details** tab for a daily list of time and the current status.

Viewing Comp Time Balances

After selecting the **Time/Absence** tile, click the **Leave/ Comp Time** option from the left side panel to display the page. This tool will display any comp time earned.



To view Comp Time Details, click **COMP SUP Tile** to display the **Leave Balance Details** page.



Time/Absence			
Timesheet	Return to Leave Balances		
Manage Absence			
Report Time	Leave Balance		
Weekly Time Entry	COMPSUP Balance	Minimum Balance	Maximum Balance
Weekly Time Summary	6.30	0	240
Payable Time	Leave Balance Details		
Leave / Comp Time	Accrual Date	Earned	Taken
			Balance
	10/14/2024	0.00	4.00
			6.30

Employee Effort Certification

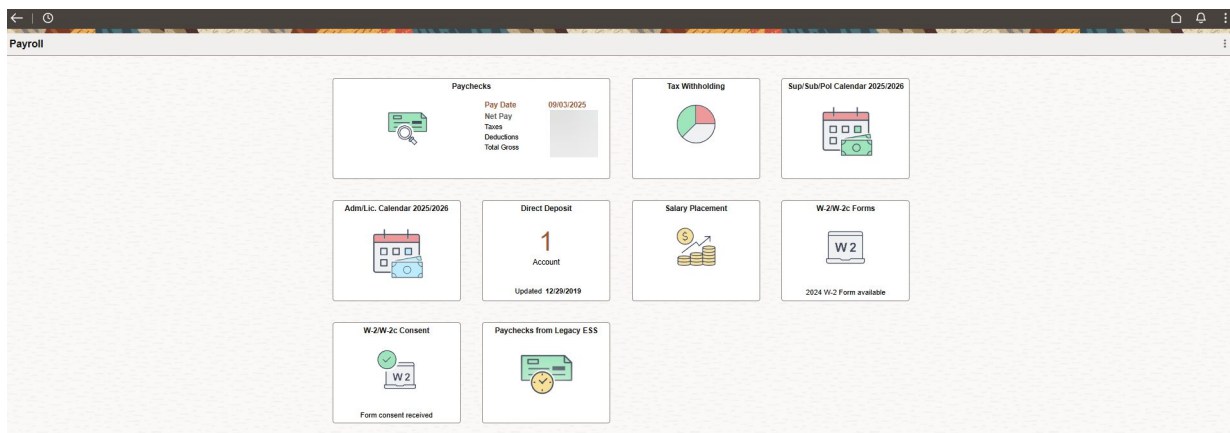
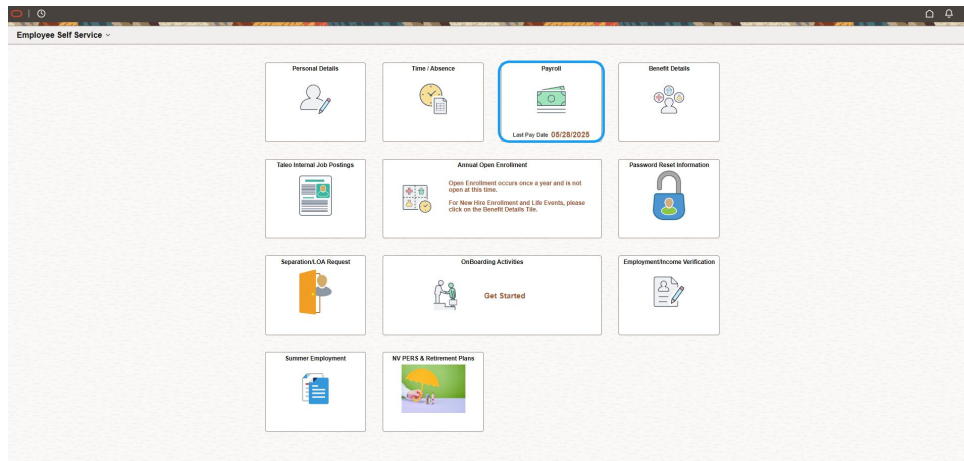
After selecting the **Time/Absence** tile, click the **Employee Effort Certification** option from the left side panel to display the page.

This area is required for use by federally-funded CCSD employees to review their payroll distribution records and report their actual efforts toward projects. Detailed instructions for employees are located on [CCSD Employee Business Training](http://training.ccsd.net) website (training.ccsd.net)> Resources > HCM.

Payroll Tile

The **Payroll** tile allows employees to see paychecks, tax withholding, and W2 information. It also allows them to view and set up direct deposit, with options for percentage and set amounts in multiple accounts.

Select the **Payroll** tile from **Employee Self Service** to display the **Payroll** page.



1. The current **Pay Period** displays at the top of the page. To navigate to previous and future pay periods, click on the paychecks tab and select the pay period you would like to see.

The **Pay Period Frequency** is determined by the employee group and will be displayed as

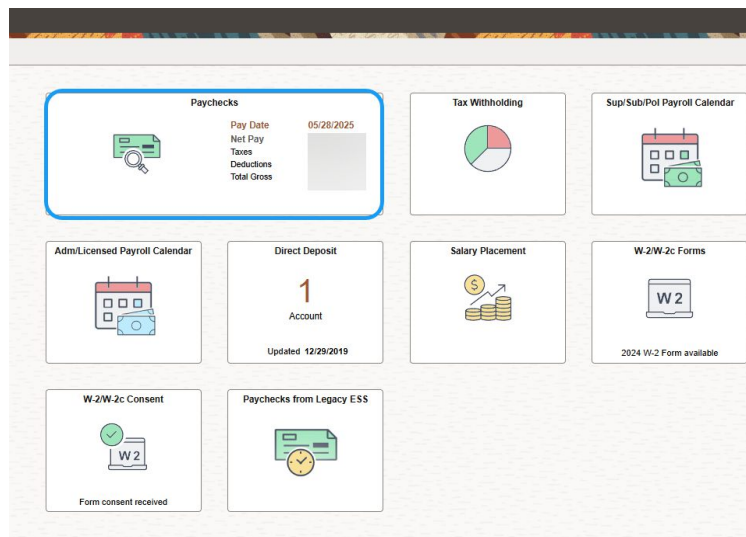
2. bi-weekly, semi-monthly, or monthly.

The **Scheduled** hours for the pay period appear below the pay period and frequency

3. information. If time has already been submitted, it will be specified in the **Reported** field.

Viewing Paychecks

After selecting the **Payroll** tile, click the **Paychecks** Tile on the left side to display the page.



Click on the > right arrow to view the paycheck for the pay period. The pay stub will be displayed as a PDF document (see sample on the next page) with the following key information:

A screenshot of the 'Paychecks' list table. The table has columns for Check Date, Company, Pay Begin Date / Pay End Date, Net Pay, and Paycheck Number. The first row is highlighted, and a blue box highlights the right arrow icon in the first row's Paycheck Number column.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
05/28/2025	Clark County School District	05/04/2025 05/17/2025		>
05/14/2025	Clark County School District	04/20/2025 05/03/2025		>
04/30/2025	Clark County School District	04/06/2025 04/19/2025		>
04/16/2025	Clark County School District	03/23/2025 04/05/2025		>
04/02/2025	Clark County School District	03/09/2025 03/22/2025		>
03/19/2025	Clark County School District	02/23/2025 03/08/2025		>
03/05/2025	Clark County School District	02/09/2025 02/22/2025		>

1. Summary of the **Gross Earnings**.
2. Summary of the **Federal Taxable Gross**.
3. Total of all of the **deductions**.
4. Summary of the **Net Pay**.
5. A breakdown of the **Earnings** paid to the employee by earnings type.
6. The detail on the taxes that were withheld from the paycheck.
7. All **Before-Tax Deductions**.
8. All **After-Tax Deductions**.
9. **Employer Paid Benefits** that are the costs of the benefits paid on the employee's behalf by the Clark County School District.
10. The **Net Pay Distribution**. In this example, the funds were sent by direct deposit to the financial institution designated by the employee.

Clark County School District 5100 WEST SAHARA AVENUE LAS VEGAS, NV 89146		Pay Group: SUP-Support Staff Pay Begin Date: 05/12/2019 Pay End Date: 05/25/2019	Business Unit: CCSD1 Advice #: 3063078 Advice Date: 06/05/2019																																	
555 MAIN ST LAS VEGAS, NV 89144		Employee ID: Department: 0099 HCM Location 1 Location: 0099 HCM Location 1 Job Title: ADMIN SCH SEC Pay Rate:	TAX DATA: Federal NV State Tax Status: Married N/A Allowances: 3 0 Addl. Percent: Addl. Amount: 10.00																																	
5 HOURS AND EARNINGS <table border="1"> <thead> <tr> <th rowspan="2">Loc</th> <th rowspan="2">Description</th> <th colspan="2">Pay Period</th> <th rowspan="2">Rate</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Begin Date</th> <th>End Date</th> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>0099</td> <td>REGULAR HOURLY</td> <td>05/12/2019</td> <td>05/25/2019</td> <td>20.51</td> <td>80.00</td> <td>1,640.80</td> <td>960.00</td> <td>19,689.60</td> </tr> </tbody> </table>		Loc	Description	Pay Period		Rate	Current		YTD		Begin Date	End Date	Hours	Earnings	Hours	Earnings	0099	REGULAR HOURLY	05/12/2019	05/25/2019	20.51	80.00	1,640.80	960.00	19,689.60	6 TAXES <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>70.23</td> <td>842.76</td> </tr> <tr> <td>Fed MED/EE</td> <td>22.36</td> <td>268.10</td> </tr> </tbody> </table>		Description	Current	YTD	Fed Withholding	70.23	842.76	Fed MED/EE	22.36	268.10
Loc	Description			Pay Period			Rate	Current		YTD																										
		Begin Date	End Date	Hours	Earnings	Hours		Earnings																												
0099	REGULAR HOURLY	05/12/2019	05/25/2019	20.51	80.00	1,640.80	960.00	19,689.60																												
Description	Current	YTD																																		
Fed Withholding	70.23	842.76																																		
Fed MED/EE	22.36	268.10																																		
7 BEFORE-TAX DEDUCTIONS <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>POS - Support Professionals</td> <td>100.00</td> <td>1,200.00</td> </tr> </tbody> </table>		Description	Current	YTD	POS - Support Professionals	100.00	1,200.00	8 AFTER-TAX DEDUCTIONS <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD																								
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POS - Support Professionals	100.00	1,200.00																																		
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9 EMPLOYER PAID BENEFITS <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD																																
Description	Current	YTD																																		
1 TOTAL: 80.00 1,640.80 960.00 19,689.60		2 TOTAL: 92.59 1,110.86																																		
3 TOTAL: 100.00 1,200.00		4 *TAXABLE:																																		
TOTAL GROSS Current: 1,640.80 YTD: 19,689.60		FED TAXABLE GROSS Current: 1,540.80 YTD: 18,489.60																																		
TOTAL TAXES Current: 92.59 YTD: 1,110.86		TOTAL DEDUCTIONS Current: 100.00 YTD: 1,200.00																																		
NET PAY Current: 1,448.21 YTD: 17,378.74																																				
YEAR-TO-DATE SICK: 0.0 PTO: 0.0 VACATION: 0.0 BEG BAL: 0.0 Earned: 0.0 Taken: 0.0 Adjustments: 0.0 Payouts: 0.0 END BAL: 0.0		10 NET PAY DISTRIBUTION <table border="1"> <thead> <tr> <th>Account Type</th> <th>Account Number</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td>XXXXXXXX 0099</td> <td>1,448.21</td> </tr> </tbody> </table>		Account Type	Account Number	Deposit Amount	Checking	XXXXXXXX 0099	1,448.21																											
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Checking	XXXXXXXX 0099	1,448.21																																		
TOTAL: 1,448.21																																				

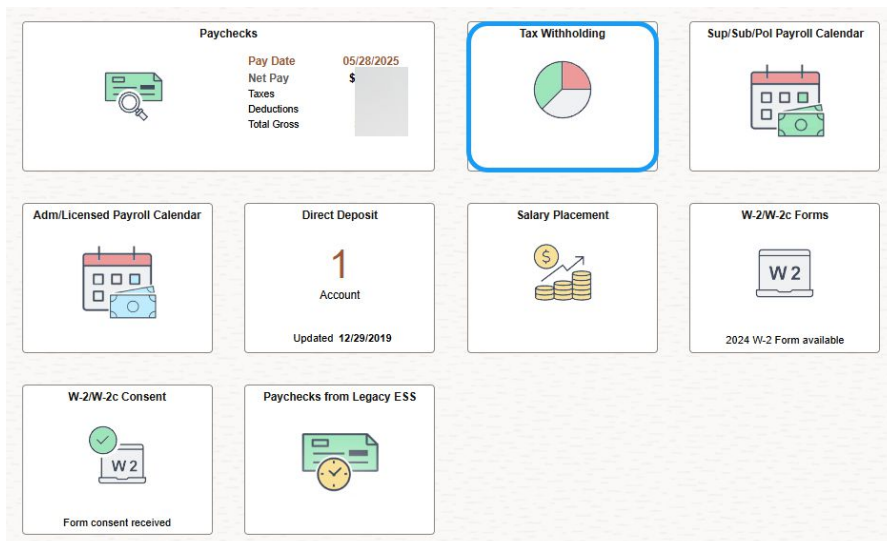
Viewing Paychecks from Legacy ESS

After selecting the **Payroll** tile, click the **Paychecks from Legacy ESS** option from the panel. Select **View File** to download a complete PDF file of all paychecks from the previous ESS system from January 1, 2014 through December 31, 2019.

Historical Paychecks			
View File ¹	Attached File ¹	Last Update Date/Time ¹	Last Updated by ¹
View File	PAYROLL.pdf	03/02/20 1:03:57PM	PROCESS

Tax Withholding-W4

After selecting the **Payroll** tile, click the **Tax Withholding** option from the panel to display the page.



To modify the employee's current withholdings:

- A. Download the pdf version of the Employee's Withholding Certificate Form W-4 including instructions and worksheets by selecting the link, www.irs.gov, entering the updated information, and submitting it to the Payroll Department. (see sample next page)

OR

- B. Complete the steps on this page.

Step 1 - Personal Information: Verify information and update **Filing Status** if necessary.

*Complete Steps 2 through 4 **ONLY** if applicable.*

Step 2- Multiple Jobs or Spouse Works: Select the checkbox if applicable.
Select **View Instructions** for more details.

Step 3- **Claim Dependents:** Enter the appropriate information if applicable.
Select **View Instructions** for more details.

Step 4- **Other Adjustments:** Enter the appropriate information if applicable.
Select **View Instructions** for more details.

Claim Exemption for Withholding: Select the checkbox **ONLY if BOTH** conditions are met.

Click **Submit** when finished.

See sample of the Employee's Withholding Certificate Form W-4 on the next page.

Form **W-4**Department of the Treasury
Internal Revenue Service**Employee's Withholding Certificate**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2025**Step 1:**
Enter
Personal
Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ Multiply the number of other dependents by \$500 \$ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5:
Sign
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers
Only

Employer's name and address

First date of
employment

Employer identification
number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form **W-4** (2025)

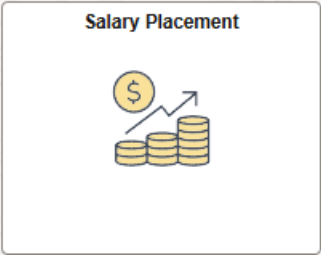
3. To remove the existing bank information, click the **Remove** button.
4. To edit the existing direct deposit **Nickname**, click in the field and update the name.
5. Select the **Payment Method** from the drop-down. Choose **Check** or **Direct Deposit**.
6. Enter the **Routing Number** for the bank.
7. Click the **Information Icon ("i")** to view instructions on where to find the **Routing Number** and the **Account Number** on a personal check.
8. The existing **Account Number** is shown. Click the pencil icon to edit it.
9. If the **Account Number** has been edited, the system will require the employee to **Re-type** the **Account Number**.
10. Select the **Account Type** from the drop-down. Choose **Checking** or **Savings**.
11. Select the **Deposit Type**. Choose **Percent**, **Amount** or **Remaining Balance**.
12. Click the **Save** button before leaving this window.

The screenshot shows the 'Edit Account' form with the following elements and numbered callouts:

- Buttons:** 'Cancel' (top left), 'Save' (top right), and 'Remove' (bottom center).
- *Nickname:** Text field containing 'Savings999' (Callout 4).
- *Payment Method:** Drop-down menu showing 'Direct Deposit' (Callout 5).
- Bank Section:**
 - Routing Number:** Text field (Callout 6). An information icon 'i' is to its right (Callout 7).
 - Account Number:** Text field showing 'XXXXXXXX' with a pencil edit icon to its right (Callout 8).
 - Retype Account Number:** Text field (Callout 9).
- Pay Distribution Section:**
 - *Account Type:** Drop-down menu showing 'Checking' (Callout 10).
 - *Deposit Type:** Drop-down menu showing 'Remaining Balance' (Callout 11).
- Callout 12:** Points to the 'Save' button.
- Callout 3:** Points to the 'Remove' button.

Salary Information

After selecting the **Payroll** tile, click the **Salary Placement** option from the panel. This option allows employees view their current salary information. After clicking this option, the salary information page will populate. This page shows your Job Code, Step Description, Salary Grade, Original Start Date, Etc.



Salary Placement

Salary Placement

Empl Class N
Job Code N1443
Salary Admin Plan N
Step Desc G1
Salary Grade 58

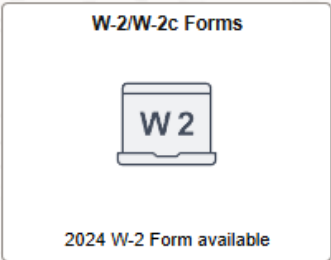
Pay Group SUP
Location Code 0009
Original Start Date 10/18/2004
Service Date 10/18/2004

Additional Details

You may see the current salary rates by [clicking here](#).

Viewing W2 from Legacy ESS

After selecting the **Payroll** tile, click the "**W-2/W-2c Forms**" option from the panel. Select **View Form** to download a complete PDF file of the current years W2. Use the drop down tab to access W2s from the previous ESS system from 2014 through 2018.



View W-2/W-2c Forms

Tax Year 2024

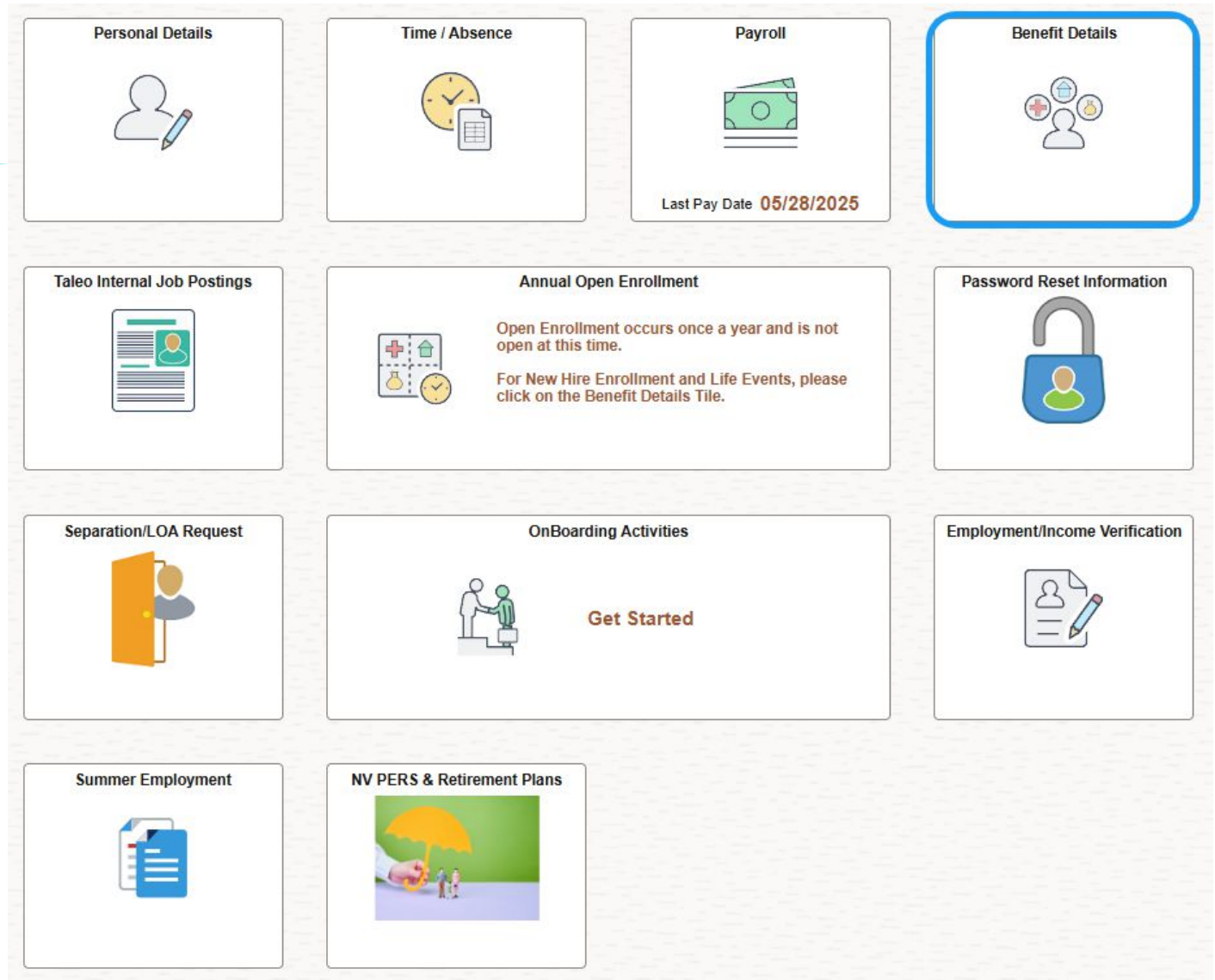
Clark County School District

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/21/2025	View Form	Filing Instructions

Benefit Details Tile

Using the **Benefit Details** tile, employees can electronically submit life events, add or update dependent/beneficiary information, make annual benefit enrollment changes, and access benefit statements. They may also initiate or change payroll deductions for 403(b) or 457 accounts, as well as submit final pay designees.

Select the **Benefit Details** tile from **Employee Self Service** to display the **Benefit Details** page.



Viewing the Benefits Summary

After selecting the **Benefit Details** tile, click the **Benefits Summary** button from the panel to display the employee's current benefits plans. To view additional information about the enrollments, including covered dependents and beneficiaries, click "**Review**" within each box.

Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 05/28/2025 Refresh

Benefit Plans

Enrollment Type %	Plan %	Coverage / Participation %	Dependents or Beneficiaries %	Actions
Health Insurance	HMO	Family	2 Dependents	Review
Life Insurance	Life and AD&D	\$50000	2 Beneficiaries	Review
PERS	PERS	Participating		Review
Workers Comp	Worker's Comp	Participating		Review
CCSD Contribution to Insurance	EGI	\$830.34/monthly		Review

Deduction %

Effective Date %

Deduction End Date %

Deduction Amount %

1			0%
---	--	--	----

Viewing Covered Dependents for Benefit Plans

1. The **Benefit Plan Name** the employee participates in, the **Plan Provider**, and the **Coverage** will be displayed.
2. If the employee is covering dependents in the benefit plan, the names of the covered dependents will be displayed. (If the employee has selected employee only coverage, no dependent information is displayed on the page.)

My Benefits on 05/28/2025

This is Current Enrollment

Enrolled Plan HMO

Plan Provider Clark County School District

Coverage Family

Covered Dependents

Dependents that are covered by the Health Insurance plan are listed here. Select the dependent to view or modify.

Covered Dependents	Relationship
	Spouse
	Child

Adding/Editing the Dependents and Beneficiary Information

After selecting the Benefit Details tile, click the Dependent/Beneficiary Info option from the panel to display this page, which shows a list of all previous and/or current dependents covered under the employee's CCSD health care benefit and beneficiary designation.

Dependent/Beneficiary Info

Dependent/Beneficiary Info

The Individual Profiles found in this library are informational only, reflecting the person's eligibility to be enrolled as a Dependent on your Health Insurance and/or assigned as a Life Insurance Beneficiary.

This screen does NOT reflect insurance enrollment or beneficiary assignment.

You may NOT delete or override any existing profiles.

To assign a beneficiary or enroll a dependent in health insurance, click on the arrow in the upper left corner to return to the **Benefit Details** screen.

To assign a Life Insurance Beneficiary, click on the **Benefit Summary** box, and then click on the **Life Insurance** box. This will take you to another screen where you can verify/update your Life Insurance Beneficiary.

To designate a Final Pay Designee, click on the **Final Pay Designee** box to verify/update your designee.

To enroll a dependent in **Health Insurance**, click on **Benefit Enrollment** or **Life Event** box. Please have the supporting eligibility documents ready to upload.

Add Individual

Name	Relationship	Beneficiary	Dependent	
	Spouse	✓	✓	>
	Child	✓	✓	>

1. Eligible dependents and beneficiaries are displayed on this page and additional individuals can be added. Once added, they will be available if and when modifying a benefits package.
2. All eligible beneficiaries or dependents are indicated by a checkmark under the appropriate column. This does not necessarily mean that they are currently covered by one of the benefits plans. (Please note that inactive dependents or beneficiaries will NOT be removed.)

A beneficiary is someone who the employee designates as a person who will be eligible to receive the proceeds from the life insurance plan in the event of their death. A dependent is a family member who meets the IRS definition of someone who can be covered under the employee's medical, dental, and vision plans.

To determine which dependents or beneficiaries are currently covered by any of the benefits plans, click Benefits Summary option from the panel and select the appropriate plan to view the Covered Beneficiaries or Dependents. It is essential that employees review the life benefit to designate beneficiaries for the group life coverage offered by CCSD.

3. To view or update the dependent/beneficiary information, click the > icon.

Update Individual Dependent/Beneficiary Information

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Sep 19, 2019.

Name

CCSD USER >

Personal Information

Date of Birth: 07/04/1969

*Gender: Female

*Relationship to Employee: Spouse

Dependent: Yes

Beneficiary: Yes

*Marital Status: Single

*Student: No

*Disabled: No

*Smoker: Non Smoker

Address

555 MAIN ST
LAS VEGAS, NV 89138 >

National ID

Country	National ID Type	National ID	Primary
United States	Social Security Number	XXX-XX-XXXX	✓

Phone

Number	Extension	Phone Type	Same as Mine	Preferred
		Other	✓	✓

Email

No data exists

Add Email

- a. To edit the dependent or beneficiary's Name click the > symbol.

Name

CCSD USER >

Enter the dependent or beneficiary's **Name** information. Click the **Done** button when finished.

Name

Name Format: English

Name Prefix:

*First Name: CCSD

Middle Name: M

*Last Name: USER

Name Suffix:

Display Name: CCSD USER

Formal Name: CCSD USER

Name: USER,CCSD M

Done

- b. Enter their **Personal Information**. Mandatory fields are marked with an asterisk (*)

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status

*Student

*Disabled

*Smoker

- c. To edit the dependent or beneficiary's **Address** click the > symbol.

Address

555 MAIN ST
LAS VEGAS, NV 89138

Enter the updated dependent or beneficiary's address
click the **Done** button when finished.

Address

Same as mine ☐ No

Address Type

Country

Address 1

Address 2

Address 3

City

State

Postal

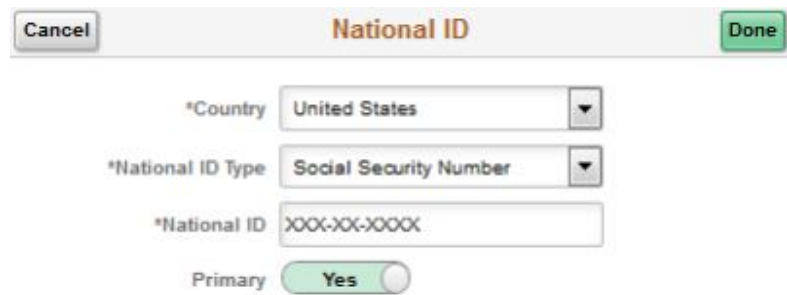
County

- d. If the **National ID** (Social Security Number) is missing, add their **National ID** by clicking the + sign. If the **National ID** exists but needs to be updated, click the > symbol.

National ID

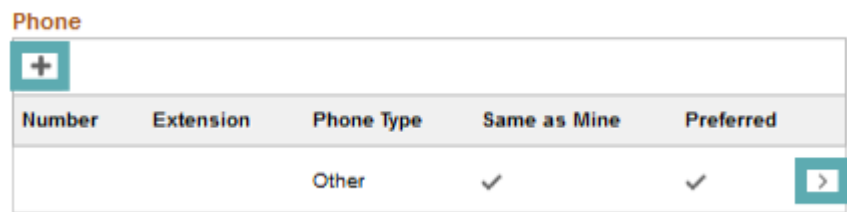
Country	National ID Type	National ID	Primary
United States	Social Security Number	XXX-XX-XXXX	<input checked="" type="checkbox"/>

Click the Done button after the information.



A screenshot of the 'National ID' form. At the top, there are 'Cancel' and 'Done' buttons. The form contains the following fields: '*Country' with a dropdown menu showing 'United States'; '*National ID Type' with a dropdown menu showing 'Social Security Number'; '*National ID' with a text input field containing 'XXX-XX-XXXX'; and 'Primary' with a toggle switch set to 'Yes'.

- e. Add the **Phone** number by clicking the + sign to add the information. If a **phone** number exists but it needs to be updated, click the > symbol to edit the number.



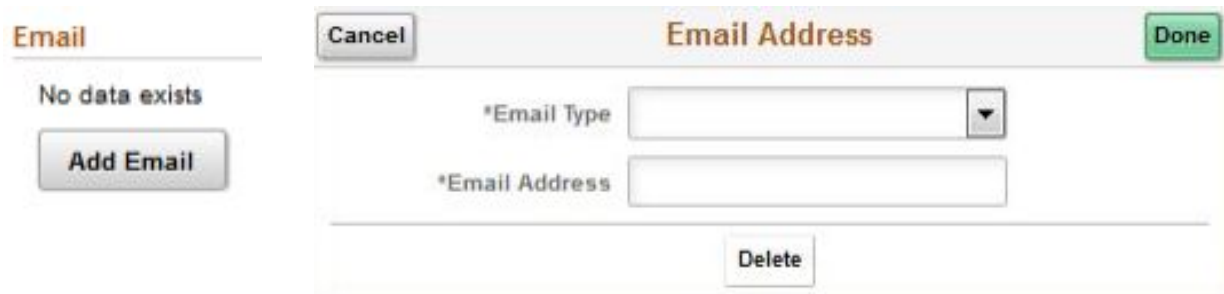
A screenshot of the 'Phone' form. At the top, there is a '+ sign' button. Below it is a table with the following columns: 'Number', 'Extension', 'Phone Type', 'Same as Mine', and 'Preferred'. The table has one row with the following values: 'Other', a checkmark, a checkmark, and a '>' button in the 'Preferred' column.

Click the **Done** button when finished.



A screenshot of the 'Phone Number' form. At the top, there are 'Cancel' and 'Done' buttons. The form contains the following fields: 'Same as mine' with a toggle switch set to 'Yes'; 'Type' with a dropdown menu showing 'Home'; 'Number' with a text input field containing '702/555-1212'; 'Extension' with a text input field; and 'Preferred' with a toggle switch set to 'Yes'. At the bottom, there is a 'Delete' button.

- f. To add an **Email** address, click the **Add Email** button. A window will appear to enter the **Email** address. Click the **Done** button when finished.



A screenshot of the 'Email Address' form. On the left, there is a box with the text 'No data exists' and an 'Add Email' button. The main form has 'Cancel' and 'Done' buttons at the top. It contains the following fields: '*Email Type' with a dropdown menu; and '*Email Address' with a text input field. At the bottom, there is a 'Delete' button.

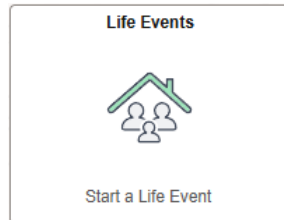
- g. Save the entry by clicking the **Save** button (top tight corner).



Life Events

Life Events permit employees to initiate changes to benefits which involve themselves and their dependents.

After selecting the **Benefit Details** tile, click the **Life Events** tab from the panel to display the page.



Employee

- ☐ Upload Supporting Documentation
- ☐ Open Enrollment Supporting Documents
- ☐ Marriage
- ☐ Birth of a Child
- ☐ Adopted or Gained Legal Custody/Guardianship of a child
- ☐ Divorce or Legal Separation
- ☐ Gained Coverage Elsewhere
- ☐ Loss of Coverage Elsewhere
- ☐ Add a Domestic Partner
- ☐ Remove a Domestic Partner
- ☐ Death of a Dependent

*As Of

Start Life Event

Select the type of **Life Event** to process from the list. The life event must be completed within 31 days of the event. If more than 31 days has passed, the employee will not be allowed to enter a **Life Event**, and will need to wait until the next open enrollment period to make changes to their benefits.

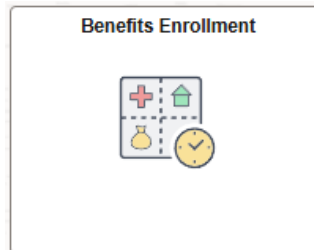
After selecting the **Life Event**, enter the ***As Of** date and click the **Start Life Event** button. A list of steps to be completed will appear on the left, and Previous and Next buttons will appear in the top right corner of navigation. (Please note that all supporting documents must be available for upload prior to the completion of the **Life Event**.) The event may be exited and the progress saved so it can be completed at a later time. However, the employee will not be able to begin another **Life Event** until the current event, which will show as being in progress, is completed.

Note: Only one **Life Event** at a time is allowed. To cancel a **Life Event**, click the **Continue Life Event** button, then click the **Action List** (3 vertical dots-upper right corner), and select **Cancel**.

Benefits Enrollment

The Benefits Enrollment option is only available to new employees of CCSD, or to existing employees during the Open Enrollment window. The Open Enrollment period is dependent upon the designated employee group, such as Administrative, Licensed, Support Professional, Etc.

After selecting the **Benefit Details** tile, click the **Benefits Enrollment** panel from the panel to display the page.



Benefits Enrollment


After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.

The information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Your Benefit Events

Event Description ▾		Event Date ▾	Event Status ▾	Job Title ▾	
Marriage		09/07/2019	Open	SHS PRINC (12MOS)	Resume

Click the **Select** button next to an event that is currently open for enrollment or click the **Resume** button to continue an enrollment event. The **Benefits Enrollment** page is displayed, which contains the required actions in the left side panel for the benefits enrollment process to be completed. The **< Previous** and **Next >** buttons can be used to scroll through the required actions. Use the **X Exit** button in the upper left corner to return to the Benefits Enrollment page.



Benefits Statements

Benefit Statements provide access to enrollment and confirmation information. The list of available statements may be searched or filtered to narrow down results. Each statement provides personal information, cost and election summaries, and elected dependents or beneficiaries. It is also possible to print the selected statement.

After selecting the **Benefit Details** tile, click the **Benefits Statements** option to display this page.

To view detailed information about a benefit statement, click the > icon.

Benefits Statement

Statement Type

6 rows

Event Date ¹	Issue Date ¹	Enrollment Event ¹	Statement Type ¹	
09/01/2024	10/15/2024 1:14:54PM	2024 Open Enrollment	Confirmation Statement	>
09/01/2023	09/07/2023	2023 Open Enrollment	Confirmation Statement	>
09/01/2023	07/19/2023	2023 Open Enrollment	Enrollment Preview	>
09/01/2022	10/17/2022	2022 Open Enrollment	Confirmation Statement	>
09/01/2021	10/17/2022	2021 Open Enrollment	Confirmation Statement	>
09/01/2020	08/27/2020	2020 Open Enrollment	Confirmation Statement	>

To exit and return to the previous page, click the X icon.

Benefits Statement

Statement Type Confirmation Statement

Description 2024 Open Enrollment

Enrollment Effective Date 09/01/2024

Statement Issue Date 10/15/2024 1:14PM

Print View

This statement confirms your 2024 Open Enrollment benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Expand All

> Personal Information

> Cost Summary

> Election Summary

> Dependents and Beneficiaries

> Dependent Enrollments

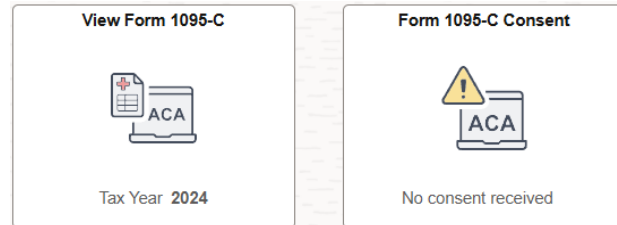
> Beneficiary Designations

> Investment Allocations

Affordable Care Act

After selecting the **Benefit Details** tile, and choose either the **Form 1095-C Consent** or **View Form 1095-C** tile. The Form 1095-C Consent allows employees the opportunity to elect to receive the 1095-C forms electronically. It is also possible to view the Form 1095-C from **Benefit Details**.

1. Read the current information displayed and, if desired, select the " **I consent to receive Form 1095-C electronically**" box.



Form 1095-C Consent

 You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Administrator.

☐ I consent to receive Form 1095-C electronically

Submit

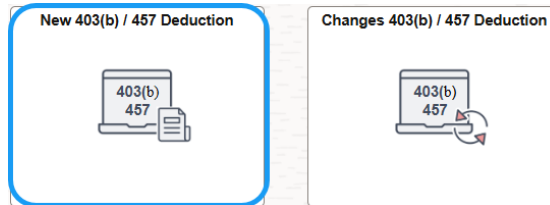
2. Click the **Submit** button.
3. For the password, enter the employee Active Directory (AD) password. Click the **Continue** button. The employee will receive a message from the system indicating the request has been processed and the Form 1095-C statements will now be received electronically. (The employee can also withdraw their consent to receive Form 1095-C electronically using this tool.)



New 403(b)/457 Deduction

The New **403(b)/457 Deduction** option allows employees to add new accounts and deduction amounts to their benefits. These plans are pre-tax contributions to individual retirement/ deferred compensation savings accounts.

After selecting the **Benefit Details** tile, click the New **403(b)/457 Deduction** option to display this page.



1. A 403(b) or 457 account must be established with the vendor prior to using this tool option. Select **Yes** if you have an account established.

New 403(b) / 457 Deduction

New 403(b) / 457 Deduction

Notice: 1. Please ensure that the account is **OPENED** with the vendor that you select.
2. If your account is NOT opened, do not begin contributions until you have established your account.

Pre-Qualifier Question

Do you have 403(b) / 457 account open with a provider?

The answer to this question will determine whether you may request a deduction at this time.

Yes

No

2. Select the **Vendor Code** for the new 403(b)/457(b) plan by clicking on the magnifying glass.

New 403(b) / 457 Deduction

New 403(b) / 457 Deduction

Notice: 1. Please ensure that the account is **OPENED** with the vendor that you select.
2. If your account is NOT opened, do not begin contributions until you have established your account.

Deduction Request Details

Select the provider you opened your account with by clicking the magnifying glass icon below:

Select Provider



3. Click the **Add** button.

New 403(b)/457 Deduction (Continued)

If the employee will be contributing an Amount instead of a percentage, click the **Dollar Amount** tab.

If the employee will be contributing a percentage of their pay, click the **Percentage** tab.

Enter the plan number provided by the investment company.

New 403(b) / 457 Deduction

Notice: 1. Please ensure that the account is **OPENED** with the vendor that you select.
2. If your account is NOT opened, do not begin contributions until you have established your account.

Deduction Request Details

Select the provider you opened your account with by clicking the magnifying glass icon below:

Plan / Provider Selected: 403(b) American Century

Please enter the Plan number provided by the investment company:

Would you like to contribute a dollar amount or percentage?

Dollar Amount

Percentage

Click the **Submit** button.

Submit

Enter the dollar amount you would like deducted from each paycheck

Select the date you would like would like to begin deductions.

Notice: With respect to services rendered by the Employee hereafter, the Employer and the Employee hereby agree the Employee's compensation for such services shall be reduced by the **Dollar Amount** entered

Enter the dollar amount you would like deducted from every pay check:

Select the date which you would like to begin deductions by clicking the magnifying glass icon below:

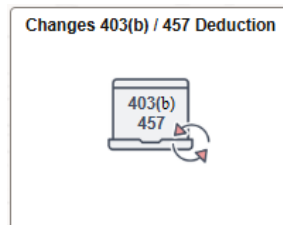
Click the **Submit** button at the bottom of the page.

Submit

Changes to 403(b)/457 Deduction

The **Changes 403(b)/457 Deduction** tile give employees the ability to adjust the voluntary benefit deduction amounts for 403(b) and/or 457 accounts. Any current accounts will be listed with the option to edit the existing information. Such changes can include amounts or percentages to be deducted, and when these changes should take effect.

After selecting the **Benefit Details** tile, click the **Changes 403(b)/457 Deduction** option from the panel to display the page.



In this example, the **403(b) Aspire** contribution amount is changing from **\$160 to \$200**. Click the **Edit** button. The following page will be displayed.

Voluntary Benefit Deductions

Smith, Jane
ENGLISH
Review/Update your voluntary benefit deductions

	Deduction	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	Edit
1	403(b) Aspire	05/12/2019		Currently	\$160	\$0.00	0.00	Edit

1

[See graphic on next page]

For this example, a Flat Amount was selected.

Enter the amount to be withheld.

To stop the deduction after the employee has contributed a set amount, enter that amount in this field.

Select the Deduction start Date from the drop-down list. Again, the dates given indicate an effective pay period, not a specific pay date.

Enter the date to request the deduction end in the Deduction Stop Date field, otherwise leave the field blank.

Click the Verify Identify button. The authentication page will be displayed.

Changes to 403(b)/457 Deduction (Continued)

View Voluntary Benefit

Smith, Jane

Clark County School District

Deduction Description	403(b) Aspire	
*Deduction Calculation Routine	Flat Amount	2
Enter Amount or Percent to be deducted	200.00	3
4 Take deduction until I reach this amount		
*Enter Deduction Start Date		5
Enter Deduction Stop Date		6
Current Balance	0.00	
Disclaimer		
Verify Identity	7	

For the passcode, enter the employee's birth year and the last 4 digits of their social security number.

Click the OK button.

Verify Identity

By entering your password you are electronically approving this page.

User ID	M_CERT1A	
8 Passcode		(Birth Year + Last 4 SSN)
9	OK	Cancel

Final Pay Designee

The Final Pay Designee Tab allows the employee to provide designees to receive all benefits payable to them by CCSD, in the event of their death. This designation is in effect until the employee submits a new designation. The designee will only receive these warrants or benefits in the event of the employee's death prior to retirement or separation from CCSD. The distribution may include final compensation for any eligible vacation leave, sick leave, and final paycheck.

After selection the **Benefit Details** tile, click the **Final Pay Designee** option from the panel to display the **Final Pay Designee** page.

Please note that this does NOT affect the PERS designation information

[See graphic on next page]

If there is an existing row, click the **+** (**plus sign**) to add new effective date row.

Select the **Effective Date** that the change takes place from the calendar.

Select the desired **Dependent/Beneficiary ID** from the drop-down list by clicking on the magnifying glass. If the designee does not show in the drop-down list, the employee will need to add the person in the **Dependent/Beneficiary Info** option.

Enter the **Percent of Benefit** in the space provided. If there is more than one Dependent/Beneficiary, the total of the percentages should equal 100%.

If the Dependent/Beneficiary is a **Primary Beneficiary**, click the checkbox.

If the Dependent/Beneficiary is a **Contingent Beneficiary**, click the checkbox.

To add an additional person, click the **+** (**plus sign**). To remove a record, click the **-** (**minus sign**).

Click the **Update Total** button to update the percentages.

Click the **Submit** button. The following page will be displayed.

Final Pay Designee (Continued)

Designee Details

1 of 1

View All

*Effective Date

01/03/2020

In the event of my death, I hereby designate the following named person to be entitled to receive all warrant (final pay) or other benefits payable to me or my designee by the Clark County School District

Benefit Information

1 of 1

*Dependent/Beneficiary ID	Percent of Benefit	Primary	Contingent
01	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update Total

Total Primary Percentage

100

Total Contingent Percentage

This designation cancels and replaces any previously signed by me for this purpose and shall remain in effect until canceled by me by inserting a new effective date above and removing the designee.

It is expressly understood and agreed that the Clark County School District is not obligated to deliver the warrants (final pay) or benefits to the person designated herein above unless the designated person claims the warrants (final pay) or benefit from the Clark County School District within one year from the date the warrants (final pay) or benefits become payable and provides to the school district sufficient proof of identity as required by the Clark County School District.

If you fail to designate a designee, or if the designee is not living at the time of your death, all warrants (final pay) and benefits are part of your estate pursuant to Nevada Revised Statute 281.155.

Submit

* No warrant (final pay) or benefit release will be made without sufficient proof of identity at the time of claim

For the passcode, enter the employee's birth year and the last 4 digits of their social security number.

Click the OK button.

Verify Identity

×

Help

To protect your privacy, verify your identity by entering the year of your birth followed by the last 4 digits of your social security number (YYYYnnnn) as the passcode. If you are not this user, click Cancel.

Enter Birth Year + SSN

User ID

Verification Passcode (Birth Year + SSN)

Cancel

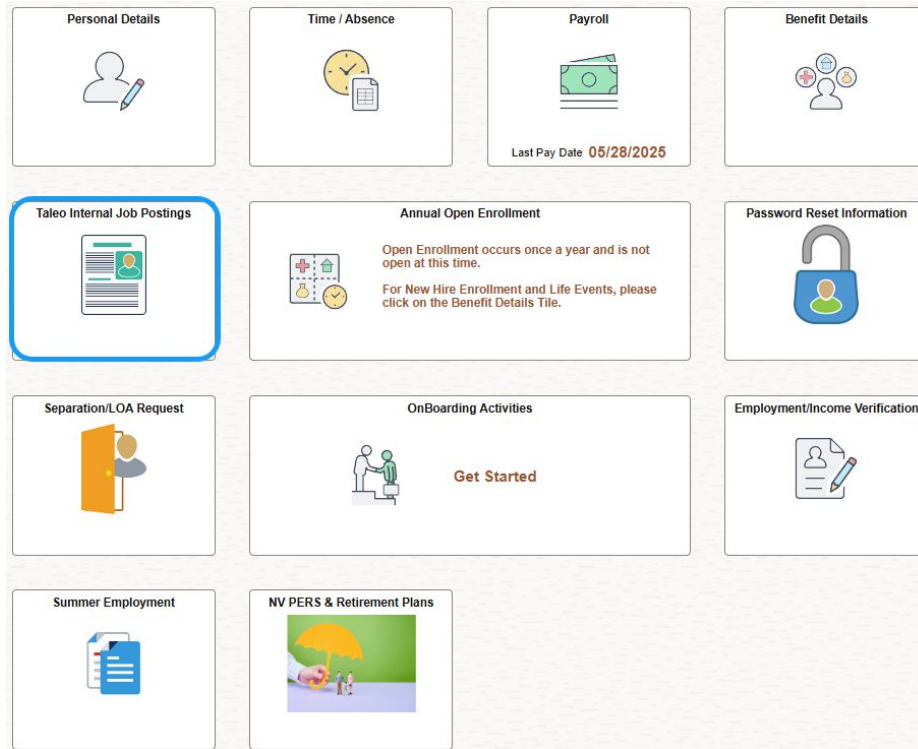
OK

IMPORTANT!

It is imperative that all employees update their Warrant and Benefit Designation information as soon as possible since prior information was NOT populated in the HCM system.

Taleo Internal Job postings Tile

Select the **Taleo Internal Job Postings** tile from **Employee Self Service** to link to the internal CCSD job board where **all** internal jobs are posted. Jobs are listed in chronological order from the date/time they were posted.



Employees are able to search for positions by keyword or by location using the fields provided at the top of the screen. Positions can also be searched by criteria such as posting date, location, and job field (licensed, support, administrative, substitute, etc.).

From the **Job Board**, employees also have the ability to save the position to their profile so they can apply later and/or share the position with others via social media or email.

Employees are able to apply for a position in two ways:

- Apply directly from the **Job Board** by clicking **Apply**.
- Selecting the job title to see more information and clicking the **Apply Online** button.

From this screen, employees again have the ability to save the position to their profile **Job Board** by clicking on **Add to Job Cart**.

Once an employee clicks **Apply** or adds it to their **Job Cart**, they will be directed to complete the application process using the prompts given in each step of the application.

Additional Taleo information and resources can be accessed on the [CCSD Employee Business Training website at: training.ccsd.net](https://training.ccsd.net)

Open Enrollment Tile

The **Open Enrollment** tile can be utilized only during periods of open benefit enrollment with CCSD. During this time, the employee will be able to change their benefits package if they choose. Detailed instructions on how to make changes will be provided within the tile.

Password Reset Information Tile

Clicking the **Password Reset Information** tile will display the employee's cell phone and email address currently available in the **User Account Management Services** system that will be used to communicate CCSD Active Directory (AD) password reset information.

If this information needs to be updated, complete the **Cell Phone** and **Non-CCSD (Personal) Email Address** fields, and click the **Save** button.

Password Reset Information

The cell phone and email address listed below will be used to communicate password reset information to you from the <https://myaccount.ccsd.net> website. In order to reset your password via email, you must provide a non-CCSD (personal) email address. It may take up to 2 hours for this information to be updated in the password reset system. If you would like to delete either of these entries, please submit blank fields for each.

To reset your password visit <https://myaccount.ccsd.net> website.

NOTE: The information provided below is strictly for password reset purposes, and will not update your personal contact information stored in the HCM System. To update your personal contact information, such as change of address or phone, click the **Personal Details** tile.

Cell Phone

Email ID

To update your password reset contact information, please complete the fields below and click Save.

Cell Phone (SMS)

Non-CCSD (Personal) Email Address

Save

Note: Updated information is strictly for password reset purposes, and will not update the personal contact information stored in the HCM System. To update the personal contact information, such as change of address or phone, click the **Personal Details** tile.

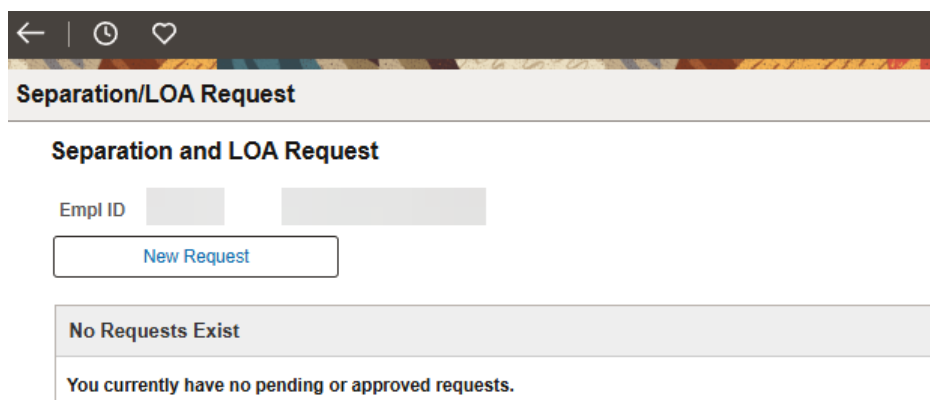
Separation/LOA Request Tile

The **Separation/LOA Request** tile is to be used if the employee is leaving the Clark County School District. Reasons for separation include Leave of Absence, Termination, and Retirement.

Select the **Separation/LOA Request** tile from **Employee Self Service** to display the page.



Select the **New request** button.

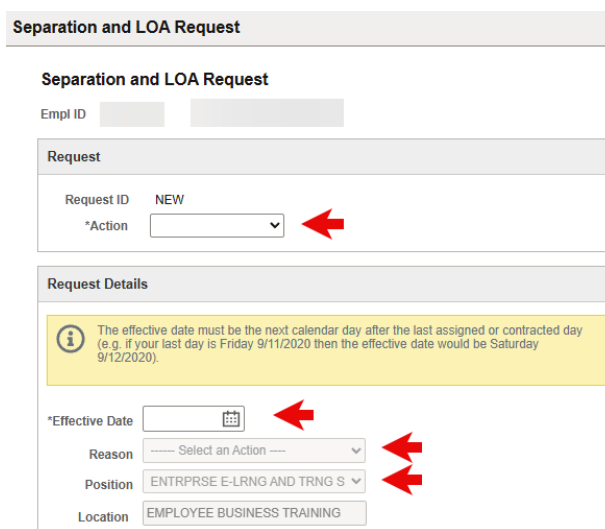


Select the ***Action** for the separation request from the drop-down list.

Enter the ***Effective Date** or select it from the calendar. [If Leave of Absence (LOA), the Request Return Date can also be entered.]

Select the **Reason** for the separation request from the drop-down list.

Select the **Position #** from which the employee is separating from the drop-down list.



To attach supporting documentation files, click the **Attach** button. When clicking the link, the following page will be displayed.

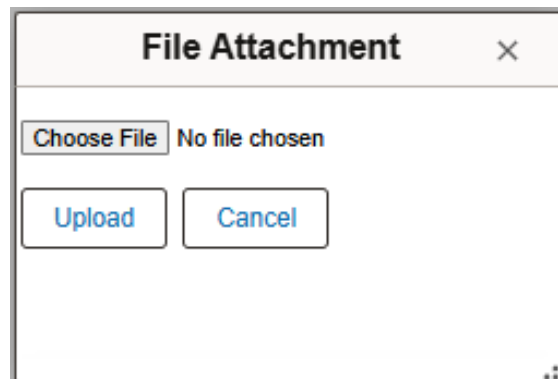


The screenshot shows a section titled "Supporting Documents". Below the title is a table with four columns. The first column is labeled "Attached File". The second column is labeled "Attach" and contains a button labeled "Attach", which is highlighted with a blue border. The third column contains a "+" icon, and the fourth column contains a "-" icon.

Attached File	Attach		
	Attach	+	-

Click the **Choose File** button to select the file. Navigate to the desired file.

Once the file has been selected, click the **Upload** button.



The screenshot shows a dialog box titled "File Attachment" with a close button (X) in the top right corner. Inside the dialog, there is a "Choose File" button and the text "No file chosen". Below this, there are two buttons: "Upload" and "Cancel".

View the file that was uploaded. If the wrong file was uploaded in error, click the - icon to delete the file. To attach additional files, click the + icon to add additional rows if needed.

Click the **Save for Later** button to store the entry to submit the form later.

Click the **Submit for Approval** button to send the request.

Nevada PERS Tile

Clicking the **Nevada PERS** tile will give the employees links to the **Nevada PERS** website and the **Nevada PERS Survivor Designation Form**.



It is highly recommend that all employees review or edit the **Nevada PERS Survivor Designation** form as soon as possible.

NV PERS & Retirement Plans

NV Table of Contents

NV PERS Links

Compliance Services

Retirement Research

Retirement Calculator

CCSD Retirement Information

Voluntary Retirement Deduction

NV PERS Important Links

Welcome to Nevada PERS! The Public Employees' Retirement System of Nevada plays an important role in the long-term economic security of the state's public employees, which includes teachers, police officers, firefighters, city, county, and State of Nevada employees, among others.

In order to understand these benefits, please read the summary plan description that describes your position from the list of Benefit Programs.

[NV PERS Frequently Asked Questions](#)

[NV PERS New Member Booklet](#)

[NV PERS Retirement Brochures](#)

[NV PERS Contribution Rates](#)

[NV PERS Survivor Designation](#)

[NV PERS Informational Video for Members](#)

[Creating a NV PERS Online Account](#)

Newly hired members should wait 90 days before activating an account.

If you contact PERS, and they advise that you are not enrolled with PERS (after 90 days of employment), please email CCSD at hrrretirement@nv.ccsd.net

[NV PERS Programs](#)

Ready to Retire Program: Topics include the PERS mission and plan structure, eligibility for benefits, the benefit formula, beneficiary benefits, disability retirement, survivor benefits, purchase of service and refund repayment, the timeline to retire and information about the PERS website.

Planning Ahead for Your Retirement: This program is for members who are within one year of retirement. Topics include a brief review of the benefit formula, the timeline for retirement, the application completion process, check deductions, post-retirement increases, reemployment and the PERS website. Attend this program after the Planning for Your Retirement Program.

[Benefit Estimator:](#) You can use our calculators below to calculate an estimated monthly benefit amount. This is only an estimate. The calculator is not linked to your accounts so the estimate accuracy depends on the information you enter. Please do not make decisions based on this calculator.

Onboarding Activities Tile

The **Onboarding Activities** tile is utilized by employees who are new to CCSD, current employees who transfer to a new position or have taken a second job. It provides a step-by-step process for completing onboarding activities with the District. This process includes detailed instructions as well as any documentation that may be required.



Clicking the Onboarding Activities tile will link the Employee to the Onboarding page to complete the required actions from the list in the left side of the panel.



Appendix - Minutes Conversion To Decimal Matrix

Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50	60	1.00