

# Secondary Summer School Pay Procedures in HCM PeopleSoft

## Introduction

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

During Secondary Summer School, employees' schedules are **not** pre-loaded in HCM, and therefore any time work must be manually accounted for via the **Timesheet**. Conversely, if an employee is absent from work, the Absence Request module does **not** need to be utilized. Instead, their time simply is not entered into the Timesheet, meaning that they are not paid for the days or hours missed. **Do not enter time until the actual day is worked. As this is positive pay, this will avoid confusion and issues with overpay.**

Another important thing to note about Secondary Summer School pay is that, unlike during the regular school year, **licensed employees' time is entered as hours rather than days.**

**UPDATE:** Substitute employees (both Licensed and Support Professional) are **paid a half a day plus 2 hours** to cover a full summer school day. You need to use the appropriate TRC for the day for your location and enter .5 for the time. Then enter an additional line for 2 hours using the appropriate hourly TRC for your location. See example below:

Example:

The screenshot displays the HCM Timesheet interface. At the top, it shows the title "Timesheet" and the employee information: Employee ID, Empl Record, and Earliest Change Date (06/01/2025). Below this, there are options to "View By" (Calendar Period) and "Date" (06/01/2025). The "Reported Hours" are shown as 0.00. A "Print Timesheet" button is also visible.

The main part of the interface is a grid for time reporting, titled "From Sunday 06/01/2025 to Saturday 06/14/2025". The grid has columns for each day of the week (Sun 6/1, Mon 6/2, Tue 6/3, Wed 6/4, Thu 6/5, Fri 6/6, Sat 6/7, Sun 6/8) and rows for "Time Reporting Code", "Business Unit", and "Location".

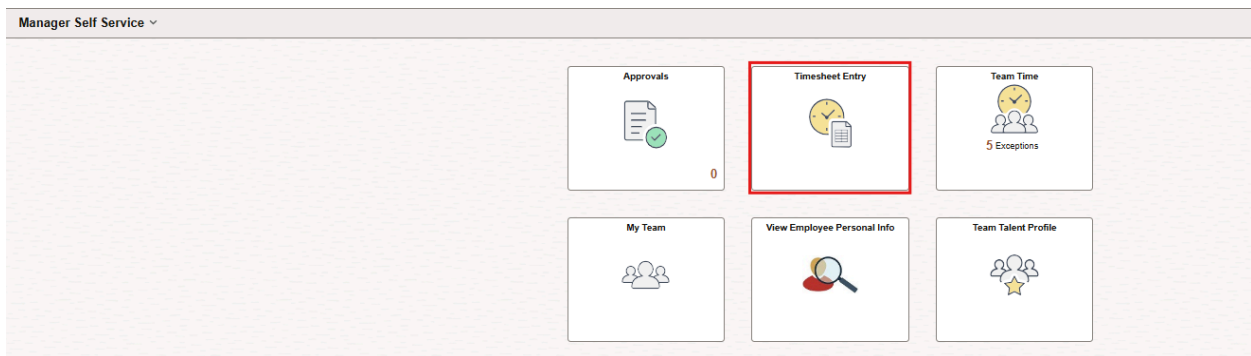
Time Reporting Code	Business Unit	Location
SUBSTD - Title I-Tier 1 Loc(Day-to-Day)	CCSD1	0501
SUBVEX - Sub Vacancy - EH -Extra Hrs	CCSD1	0501
	CCSD1	

For more detailed information on Timesheet Entry, please review the **Timesheet Entry** section of the **Timekeeper Essentials Manual** (located via [training.ccsd.net](http://training.ccsd.net) > *Resources* > *Human Capital Management - HCM tab*).

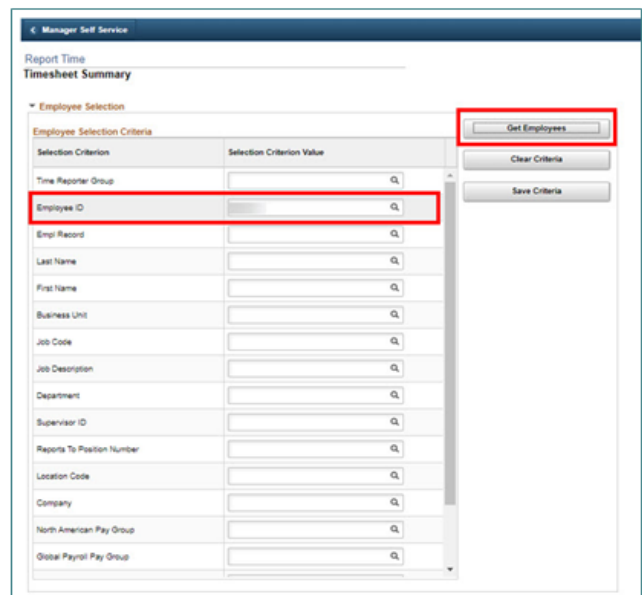
## Entering Secondary Summer School Time on the Timesheet

To enter Secondary Summer School time for an employee, you must first locate their Timesheet in HCM.

1. After logging into HCM and selecting the **Manager Self Service (MSS)** dashboard, click the **Timesheet Entry** tile.



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



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

**Please note:** Secondary Summer School compensation must be entered on the employee's **Primary Job**. For example, if a teacher has two employee records (*Grade 4* and *Prep Buyout*), the Primary Job is the *Grade 4* position. For Support Professionals, the Primary Job will be the employee record with the most **hours** assigned.

4. This brings you to the employee's Timesheet. You can change the view of the Timesheet grid by using the *Select Another Timesheet* area. In the **\*View By** drop-down menu, select the **Week** view, and update the **\*Date** field to enter the desired date(s). Click the **Refresh** icon next to the **\*Date** field to update the view of the Timesheet. **Example:**

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

Please refer to the [payroll minutes conversion-to-decimal matrix](#) for minute conversion

**Example:**

6. Select the appropriate **Time Reporting Code (TRC)** from the drop-down menu.

**A) For Support Professionals:** Select the appropriate TRC - **REG** for employees who are assigned during Site-Funded Summer Learning Opportunities and working additional hours

over the employees scheduled hours (example: 11 month employees prior to end of assignment 6/18/26 or 12 month employee) or **NASUP** for employees who are non assigned during Summer Learning Opportunities (see dates for 9 & 10 month employees, or 11 month employees after end of assignments on page 8 ). It is important to include the employees standard hours **if** the employee is assigned during Summer Learning Opportunities and is working additional hours.

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

**Example:**

From Monday 05/31/2021 to Sunday 06/06/2021 ?

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code
	7.18	7.18	7.18	7.18				SUMSC - Summer School

**7. Enter your Secondary Summer School site's four-digit location code (i.e. 0396) in the Location field. (See Additional Resources for a list of Secondary Summer School location codes.)** This will also ensure that any transfer employees' time is routed to the correct administrator for approval.

**Example:**

From Monday 05/31/2021 to Sunday 06/06/2021 ?

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location
	7.18	7.18	7.18	7.18				SUMSC - Summer School	CCSD1	0396
									CCSD1	
									CCSD1	

Submit Apply Schedule

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

Manager Self Service Timesheet

SCHOOLNAME Employee ID Emp Record 0 Earliest Change Date: 06/06/2021

Select Another Timesheet View By: Week Previous Week Next Week Date: 06/31/2021 Previous Employee Next Employee Scheduled Hours: 20.00 Reported Hours: 0.00

From Monday 05/31/2021 to Sunday 06/06/2021 ?

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location	Position Number	Athletics/Activity Code	Document ID (SAP)	Combination Code
	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - S	CCSD1	0411				000150229
									CCSD1					
									CCSD1					

Submit Apply Schedule

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

Reported Time Status 1 of 1

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

Return to Select Employee Approve Absence

**B) For Licensed Employees:** Enter the appropriate Combo Code based on the type of payment being entered (i.e. for a Teacher or Prep Buyout).

**Example:**

From Tuesday 06/01/2021 to Monday 06/07/2021

Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Mon 6/7	Total	Time Reporting Code	Business Unit
6.5	6.5	6.5	6.5	6.5				00 NASUP - Non-Assigned Time - S	CCSD1
									CCSD1
									CCSD1

Submit      Apply Schedule

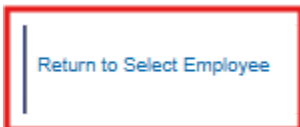
8. When finished modifying the employee’s Timesheet, click **Submit**.

9. It is important to add an *additional row* for any additional hours an employee works over their standard hours within the dates of their yearly work schedule. Select the appropriate TRC for the additional time worked, then enter the additional hours worked.

**Example:**

The screenshot shows the 'Timesheet' application interface. At the top, it displays 'Employee ID', 'Engl Record', and 'Earliest Change Date'. Below this is a 'Select Another Timesheet' section with a date range from Monday 06/01/2021 to Monday 06/07/2021. The main grid shows columns for days of the week (Mon 6/1 to Mon 6/7), Total, Time Reporting Code, Business Unit, Location, Position Number, Activity Code, Document ID (SAP), Combination Code, and CharFields. The second row in the grid is highlighted with a red border, showing 1.50 hours reported for Tuesday 6/1/21 with the TRC '00 NASUP - Non-Assigned Time - S' and Business Unit 'CCSD1'. Below the grid are buttons for 'Submit' and 'Apply Schedule', and a 'Reported Time Status' section with a 'Summary' tab selected. At the bottom, there are links for 'Return to Select Employee' and 'Approve Absence'.

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



## Timesheet Corrections

Timesheet corrections require that the incorrect time is first **deleted** on the Timesheet.

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

Select Another Timesheet

\*View By Calendar Period

\*Date 09/07/2025

Reported Hours

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

Destination Code	ChartFields		
	ChartFields	+	-

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

Timesheet

**Delete Confirmation**

Are you sure you want to delete reported time? Row 1.

Yes - Delete No - Do Not Delete

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

Submit Apply Schedule

5. Click **OK** for Submission Confirmation

Timesheet

**Submit Confirmation**

The Submit was successful.  
Time for the Time Period of 2025-09-07 to 2025-09-20 is submitted

OK

**Please note:** If you do not click Submit, the Timesheet will **not** update.

6. Now that the incorrect row has been deleted, you may now add the correct information to the Timesheet, and then submit it for approval. *IMPORTANT: If the incorrect time reported is deleted from the timesheet and a corrected TRC is not reported, please notify the employee of the appropriate payroll docking. If the incorrect time reported is deleted and replaced with the correct TRC, please ensure the new TRC is approved by level 1 and level 2 immediately to prevent any pay related issues.*

**User tip:** You can choose to add the corrected row to the employee's Timesheet (by clicking the **plus** button to add a row) *before* deleting the incorrect row and re-submitting the Timesheet if this is more helpful.

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## Add-on Days for Counselors, Librarians, and Other Allowed Licensed Employees

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Counselors, Librarians, and other allowed Licensed employees (such as a Nurse) receiving add-on days on a CCF-100 and CCF-100.1 should **not** receive Timesheet entry for the days reported on the CCF-100.1. For example, if a Counselor had an add-on day on June 1<sup>st</sup>, this would *not* be entered using the TRC of "SUMSC" for the time worked.

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## Additional Resources

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If you encounter issues or have questions while entering information on the Timesheet, please utilize **Quick-IT** (via the **icon** on your CCSD desktop or via **quickit.ccsd.net**) to send a support ticket to the appropriate team. You may also call the **User Support Help Desk** at **(702) 799-3300** for a ticket to be created.

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## Summer School Staffing

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Time entry for May 29th: Human Resources has requested that when inputting the hours for May 29th, the comment "Summer School Staff Meeting" is added so they can see why we are paying staff for that day. Please add that comment in HCM for May 29th.

Teacher Check out will be July 13th, if working on July 13th make sure time is added to the timesheet for that day and add comment " Teacher Check Out Day"

## Secondary Summer School Combo Codes:

All hours will be routed to the designated site administrator for approval first, then routed for grant approval to be paid from the AB495 grant. Time will need to be entered daily.

Employee Group	Use for the following	TRC	Combo Code
<b>Licensed</b>		<b>SUMSC</b>	
	Teachers	<b>SUMSC</b>	000251739
*	Counselors - 30 HRS MAX	<b>SUMSC</b>	000251739
*	Social Worker - 30 HRS MAX	<b>SUMSC</b>	000251739
	Substitute Teachers (Hourly)	<b>SBXNS</b>	000251733
	Substitute Teachers Half day	<b>Use the appropriate TRC for the day for your location and enter 0.5 for the time (see below)</b>	N/A
	Nurses	N/A	Nurses are <b>not</b> paid on the HCM Timesheet. They will be paid separately via SSD.
<b>Support Professional</b>		<b>NASUP</b> See below for 10, 11 and 12 month employee coding	
	Campus Security Monitor	<b>NASUP</b> See below for 10, 11 and 12 month employee coding	000251730
	School Health Asst (SHA)	<b>NASUP</b> See below for 10, 11 and 12 month employee coding	000251725

	Secretarial and Clerical	NASUP See below for 10, 11 and 12 month employee coding	000251743
	School Police Officer Sites	NASUP See below for 10, 11 and 12 month employee coding	000251730

### Secondary Summer School Location Codes

CCEU Site	Site Number
Canyon Springs Summer School	0396 SUBTD - Activity code - TITLE1D2D
Shadow Ridge Summer School	0290 SUBA - Activity code - STANDARD
Silverado High Summer School	0605 SUBA - Activity code - STANDARD
Del Sol High Summer School	0391 SUBTD - Activity code - TITLE1D2D
Sierra Vista High Summer School	0690 SUBA - Activity code - STANDARD
Las Vegas High Summer School	0487 SUBTD - Activity code - TITLE1D2D
Bonanza High Summer School	0491 SUBTD - Activity code - TITLE1D2D
Rancho High Summer School	0490 SUBAE - Activity code - EARLYHIRED

### ***2026-2027 Assignment Dates***

#### **2026-2027 Support Professional Assignment End Dates and TRC Coding Guide:**

**9-Month: Assignment ends 5/22/26. Code all Site-Funded Summer Learning Opportunities hours to TRC- NASUP beginning 5/23/26**

**10-Month: Assignment ends 6/03/26. Code any Site-Funded Summer Learning Opportunities hours to TRC- NASUP beginning 6/04/26**

**11-Month: Assignment ends 6/18/26. Code all Site-Funded Summer Learning Opportunities hours to TRC - NASUP beginning 6/19/26**

**12-Month: Assignment ends 6/30/26. Code all Site-Funded Summer Learning Opportunities hours to TRC-REG beginning 7/01/26**

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

<b>Payroll Start and End Date Schedule</b>	<b>Payroll Submission Due Date</b>	<b>Anticipated Pay Date</b>
Licensed - 06/01/26 - 06/15/26 Support - 06/01/26 - 06/13/26	06/17/26 06/17/26	Licensed- June 25, 2026 Support - June 24, 2026
Licensed - 06/16/26 - 06/30/26 Support - 06/14/26 - 06/27/26	06/22/26 06/26/26	Licensed - July 10 , 2026 Support - July 08, 2026
Licensed - 07/01/26 - 07/15/26 Support - 06/28/26 - 07/11/26	06/30/26 07/10/26	Licensed - July 24, 2026 Support - July 22, 2026

**\*\*\*\*No School on June 19 (Juneteenth)\*\*\*\***

**\*\*\*\*No School on July 3 (July 4 Observed) \*\*\*\***

**\*\*\*\*\* Last day of CCEU Summer School July 10th, 2026\*\*\*\*\***

**HCM Support and General Questions**

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