

Extended School Year

PAY PROCEDURES IN HCM PEOPLESOFT MANUAL



**Extended School Year Department
STUDENT SERVICES DIVISION:
December 2025**

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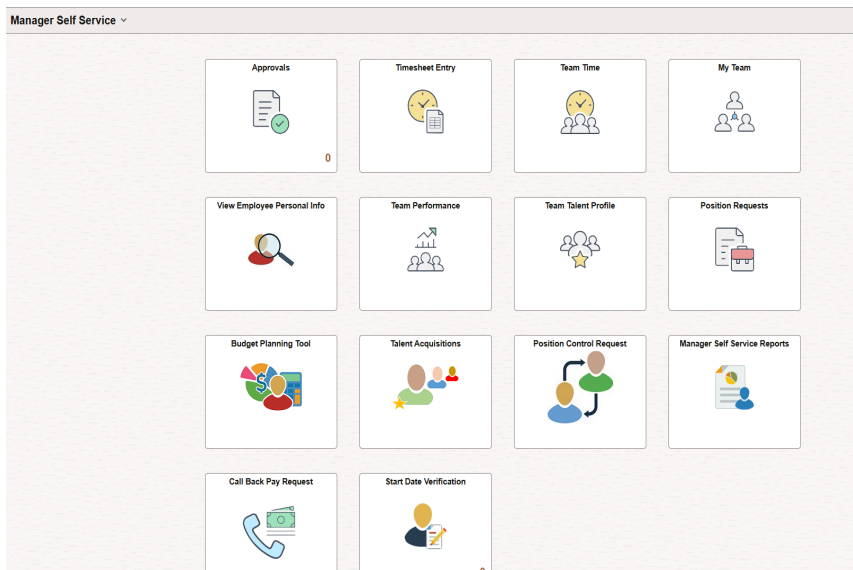
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Introduction

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

During ESY, employees' schedules are **not** pre-loaded in HCM; therefore, any time worked must be manually accounted for via the **Timesheet**. If an employee is absent from work, the Absence Request module does **not** need to be utilized. Instead, their absence is not entered into the Timesheet, and they are not paid for the days or hours missed.

Every staff member working the ESY program is assigned a Combo Code for their hired position. Each ESY location has been provided with the Google Sheet link to your school's [ESY Staff Information spreadsheet](#), where you can access the Combo Codes for each employee at your location.



Another important thing to note about ESY pay is that, unlike during the regular school year, licensed employees' time is entered as **hours** rather than **days**. You will enter **6.50** hours per day for both licensed and support professionals.

11-month Administrators who work ESY are issued a one-month supplemental contract. The one-month supplemental contract amount is then added to the Administrator's contract for the upcoming school year and spread into 24 equal installments. Time will only be entered for substitute 11-month Administrators on the HCM Timesheet. Substitute 11-month Administrators will be paid their daily rate of pay.

11-month substitute administrators' time will be entered by the site they are substituting at by entering the ESY Combination Code number **000136360, TRC ESYA, and location code 0663** on the Timesheet. Substitute employees (both Licensed and Support Professional) are paid the same way as they would be paid during the regular school year, and by entering the ESY Combination Code number **000131986** on the Timesheet. Please refer to the **Substitute TRC codes & Pay Rates** in the reference section.

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

All office employees will have a **daily** 9:30 a.m. ESY meeting with an ESY Payroll representative to assist with any questions or concerns. To attend, please click the Google Meet link below: To join the video meeting, click this link: <http://meet.google.com/KNR-RCZC-CSY>

Entering Extended School Year Time on the Timesheet

To enter ESY 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 in the search field. Click Get Employees. Once you have identified the desired employee in the search results, click their Last Name.

Please note: ESY 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 that will be used for ESY sites. For Support Professionals, the *Primary Job* will be the employee record with the most hours assigned.

Timesheet

Report Time _____
Timesheet Summary _____

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Pavroll Pav Group	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[REDACTED]	[REDACTED]	[REDACTED]	0	SPTA[S	0.00	0.00	30.00			0.00	0.00

3. 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.

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Manager Self Service Timesheet

Timesheet

SCHOOLAIDE Employee ID []
 Empl Record 0
 Earliest Change Date 06/06/2021

Select Another Timesheet

*View By Week
 *Date 06/28/2021

Previous Week Next Week
 Next Employee

Scheduled Hours 26.00 Reported Hours 0.00

From Monday 06/28/2021 to Sunday 07/04/2021

Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code	Business Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1

Submit Apply Schedule

4. Enter the number of hours to report for each day worked in the **value cell(s)**.

A) For *Support Professionals*: Enter **6.5** hours for days worked on the employee's **Primary Job** (if they have more than one job). Inactive jobs should no longer be visible on the timesheet.

From Monday 06/28/2021 to Sunday 07/04/2021

Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code	Business Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	7.18	7.18	<input type="text"/>	<input type="text"/>		00 NASUP - Non-Assigned Time - Sup	CCSD1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1

Submit Apply Schedule

B) For *Licensed employees*: Enter **6.5** hours per day.

Wed 6/8	Thu 6/9	Fri 6/10	Sat 6/11	Sun 6/12	Mon 6/13	Tue 6/14	Total	Time Reporting Code	Business Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.18	7.18		ESY - Extended School Year	CCSD1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	CCSD1

Submit Apply Schedule

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

A) For *Support Professionals*: Select the TRC **NASUP**.

From Monday 06/28/2021 to Sunday 07/04/2021

Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	7.18	7.18	<input type="text"/>	<input type="text"/>		00 NASUP - Non-Assigned Time - Sup

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

From Monday 06/28/2021 to Sunday 07/04/2021

Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code
			7.18	7.18				ESY - Extended School Year

6. Enter your ESY site's four-digit location code (i.e. **0201**) in the **Location** field. (See [Additional Resources](#) for a list of ESY location codes.)
7. Enter the appropriate ESY **Combination Code** to guarantee the correct funding and coding.

A) For *Support Professionals*: Enter the appropriate Combo Code that is located by the employee's name on your school's ESY Staff Information spreadsheet.

B) For *Licensed Employees*: Enter the appropriate Combo Code that is located by the employee's name on your school's ESY Staff Information spreadsheet.

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



- You can click the **Return to Select Employee** link (beneath the Timesheet grid) to be brought back to the Search area, where you can search for and update other employees' Timesheets accordingly.



Entering Responsibility Pay for Support Professionals

There are some Support Professionals who, during ESY, perform the job functions of a different position (such as an Instructional Aide LRE [Range 40] during the regular school year who is hired as a Specialized Teacher Assistant [Range 41] during ESY). Because new jobs are **not** created for these types of employees, you must instead enter **Responsibility Pay** on their HCM Timesheets.

A list of employees who are eligible for Responsibility Pay will be generated by the ESY Office on June 10, 2026. These staff members will be highlighted in **orange** on your school's ESY Staff Information spreadsheet. The ESY School Site will be responsible for entering the employee's responsibility pay via the HCM Timesheet. To do this:

- From the MSS dashboard, click the **Timesheet Entry** tile.
- Locate the desired employee using the **Search** area, and select their Timesheet by clicking their **last name** in the search results.
- Enter the number of hours worked in the **value cell(s)** for the desired date(s).
- Select **NASUP** from the TRC drop-down list.
- The **Business Unit** does not change. Enter the appropriate four-digit ESY location code in the **Location** field.
- To locate the **Position Number**, refer to your school's ESY Staff Information spreadsheet. It will include the position number to be entered on the Timesheet for Responsibility Pay.

000131150 + PN 20009899	For Inst Asst LRE (Range 40-41)
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- Click **Submit** when finished.

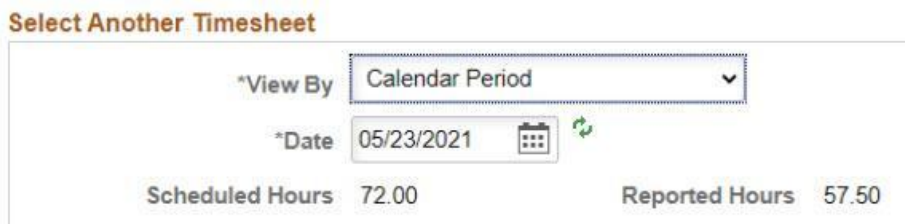
From Monday 05/31/2021 to Sunday 06/06/2021 ⓘ

Mon 6/1	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
	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - Sup	CCSD1	0667	10014586
									CCSD1		
									CCSD1		

Timesheet Corrections

Timesheet corrections require that the incorrect time be **deleted** on the Timesheet. Changes to existing entries on the Timesheet are **not** recognized in the system.

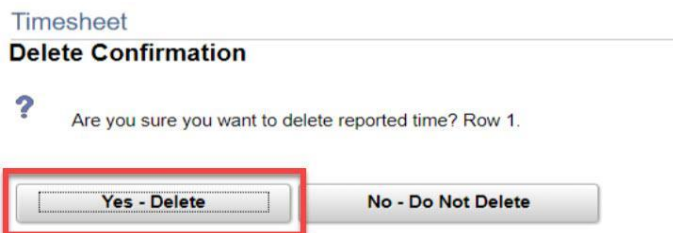
1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.



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



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



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



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

5. Now that the incorrect row has been deleted, you may 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 resubmitting the Timesheet if this is more helpful.

Add-on Days for Allowed Licensed Employees

Licensed employees (such as Nurses) receiving add-on days on a CCF-100 and CCF-100.1 should **not** receive Timesheet entries for the days reported on the CCF-100.1. Add-on days for ESY will be noted on your school's ESY Staff Information spreadsheet under the **Combo Code** column. As such, the ESY School Site **does not** need to enter any add-on days in the employee's HCM Timesheet. Spreadsheet example:

Position hired for:	Combo Code	First Name	Last Name
SLD/RES/STAR teacher	000129708	Enter hours in HCM	
SLD/RES/STAR teacher	Add on days	DO NOT PAY	

Additional Resources

If you encounter issues or have questions while entering information on the Timesheet, please document your questions and hold them until the [daily ESY Meeting](#) (held at 9:30 AM each day for the duration of ESY). There will be time during each meeting to answer questions or fill out the [OFFICE PERSONNEL assistance form](#).

Click on the following link to view a list of [ESY Payroll FAQs](#) (which can also be found on the CCSD Training website via training.ccsd.net > Resources > Human Capital Management - HCM tab).

Extended School Year Location Codes

Click the following link for a list of [ESY Sites with Location Codes](#)

Licensed Substitute Pay Rates

Select the appropriate TRC below for the substitute, type the Activity Code, and Combination Code **000131986** in the Combination Code field of the Timesheet. If you have any substitute employees listed on your site's list, use the Combination Code listed on your school's spreadsheet.

Sub Type	TRC	Combo Code	Rate of Pay
Title 1 Tier 1 locations Daily	SUBTD	000131986	\$150.00 per day
Vacancy (Long Term Sub)	SUBTV	On school sheet	\$180.00 per day
Transformation locations Daily	SUBTN	000131986	\$225.00 per day
Transformation locations Vacancy (Long Term Sub)	SUBTN	On school sheet	\$225.00 per day
Standard Locations Daily (SPED rate)	SBASP	000131986	\$150.00 per day
Vacancy (Long Term Sub)	SUBVL	On school sheet	\$150.00 per day

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Entering Substitute Job Codes **FOR A VACANT POSITION**

1. Use the codes below for the job they are substituting for.
2. The job code for the position being covered is required when using Sub TRC's SUBT8, SUBTV, SUBTN (**FOR A VACANT POSITION**)-**TRC SUBVL** is not included in this new requirement.
3. **When using TRC SUBTN AND IT IS NOT A VACANCY (as the Transformation Network only uses one TRC), you must use the job code C8100.**

JOB CODE	Application description
C6040	TEACHER - AUTISM
C6010	TEACHER - DHH AO/TC
C6320	TEACHER - FLS/LIF
C6032	TEACHER - KIDS, PRE, INC
C6070	TEACHER - SLD/RES/STAR (Used for ES and SEC SPED)
C6120	TEACHER - VISUAL IMPAIRMENT
C6051	TEACHER - CR RESOURCE, SPECIAL ED CO-OP
C3136	TEACHER - GEN ED CR, ENGLISH
C2450	TEACHER - GEN ED CR, MATH
C3740	TEACHER - GEN ED CR, SCIENCE
C2840	TEACHER - GEN ED CR, SOCIAL STUDIES
C2400	TEACHER - GEN ED CR, HEALTH
C3060	TEACHER - GEN ED CR, COMPUTERS

Total	Time Reporting Code	Business Unit	Location	Job Code	Position Number	Absent Employee ID	Athletics/Activity Code	Classific
1.00	SUBTV - Title I-Tier I Loc (Vacancy) ▾	CCSD1 🔍	0560 🔍	🔍	🔍	🔍	🔍	🔍

Support Staff Substitute Pay Rates

Sub Type	TRC	Combo Code	Rate of Pay
All ESY locations Vacancy/Daily	REGT	000131986	\$12.00 per hour