

Extended School Year (ESY) Pay FAQ

1. *Who do I pay at my site?*

- If the employee is listed on your [Hired - All Spreadsheets For ESY 2026](#), pay the employee (unless they are under the DO NOT PAY section).
- If the employee does not appear on your school's spreadsheet, do not pay them.
- Any employees working ESY at your site who do not appear on your school spreadsheet must be reported by emailing Olivia Greenwood (greenok@nv.ccsd.net).
- **Please do not add or delete employees on your school spreadsheet.** This can only be done by the ESY central office. If a person is added to the school spreadsheet, they will bypass Infinite Campus, provisioning, sub-service enrollment, etc.
- You do not need to enter time on the HCM timesheet for Behavior Mentors, Homebound, Least Restrictive Environment, School Nurses, Occupational Therapists, Physical Therapists, Speech-Language Pathologists, and Vision staff. Their central departments will enter their time.

2. *How many hours do employees work?*

All hours for both Licensed and Support professionals are to be paid at 6 hours and 30 minutes. You will enter **6.5** on the HCM timesheet.

3. *How will 11-month ESY administrators be paid?*

- 11-month ESY Administrators are paid on a supplemental contract if they do not miss more than 3 days of ESY. Therefore, the site does not need to report time in the HCM system.
- If 11-month ESY Administrators miss more than three (3) days, they will be paid their daily rate of pay for days worked outside the 11-month contract in a lump sum on their August 25, 2026, paycheck.

4. *Do licensed and support professional employees use accrued time when they miss work?*

No, accrued time is not utilized in the event of an absence. Employees are not paid for days missed. Employees are only paid for the days worked.

5. *How do I know what combo code to use when paying employees?*

Refer to your school's [ALL SPREADSHEETS FOR ESY 2026](#) spreadsheet for the appropriate combo code to enter by the employee.

6. *Can I enter time on my HCM Timesheets in advance?*

Do **not** enter time until the actual day is worked. As this is positive pay, it will avoid confusion and overpayments to the employee.

7. *Why are Location Codes and Combo Codes so important?*

- The Location Code entered on the timesheet determines the approval workflow, ensuring time gets routed to the ESY site administrator for approval.
- The Combo Code entered on the timesheet determines the funding source for the time being reported (who pays).

8. *Who do I contact if I have questions?*

- All ESY office personnel will have a [daily meeting at 9:30 a.m.](#) during ESY. An ESY payroll representative will be available to address any questions or concerns. Please document your questions and hold them until this meeting. There will be time in each meeting for guidance and Q&A.
- You can also refer to the [2026 Who to Ask Listing](#) or the [Office Personnel Assistance Link](#)
- Do not call or direct employees to contact payroll; contact the ESY office instead.

9. *If I have a central office employee working at my site, who is responsible for paying them?*

The central department they work for is responsible for paying them. Only pay staff on your 2026 ESY school spreadsheet.

10. *Can we use a Mass Time entry in HCM to enter time?*

No, Mass Time entry is not available because Combo Codes vary by employee.

11. *When paying Substitutes, what Combo Code should be entered?*

- CCSD substitute employees (both Licensed and Support Professionals) are paid the same way as they would be paid during the regular school year. For coding, please refer to the [Payroll Pay Guide Procedures in HCM ESY](#) beginning on page 9.
- For CCSD long-term substitutes (more than 10 days), you will use the time reporting code (TRC) vacancy code (see vacancy codes on [pay guide](#) page 9).

12. *Do we submit a request for a Substitute in SmartFind if we need one for the day?*

Yes, you will enter a substitute request in SmartFind if you do not have a sub or teacher available to take the class. During the summer programs, teachers are on positive pay, and you do not enter any time on their HCM Timesheet for the day they are absent.

13. *What if we are using a Substitute every day for ESY? Do we need a job number to pay them?*

Yes, you need to submit a vacancy request form. Email [Monica Perez Shelton \[SSD\]](#) .

14. *When will ESY pay be issued to teachers and support professionals?*

- Licensed staff will be paid on their June 25, July 10, and July 25, 2026, paychecks.
- Support professionals will be paid on their June 24, July 8, and July 22, 2026, paychecks.

15. *What should I do if I can't access a timesheet for employees working at my site?*

- Make sure you do not have a location code in the search field when trying to pull up the employee.
- If you are still not able to access the timesheet, you may need additional access as "Timekeeper All". Complete the [Office Personnel assistance link](#)

16. *What are the hours for our SBTs this summer?*

- 11-month SBTs will be able to work an additional 2 hours (paid by ESY) on June 11 and June 12, and 6.5 hours on July 9 and July 10.
- 12-month SBTs will be able to work an additional 2 hours (paid by ESY) on June 11 and June 12, and an additional 2 hours (paid by ESY) on July 9 and July 10.

Clark County School District
Extended School Year 2026
Payroll Frequently Asked Questions (FAQ)

17. *Is the final day of ESY (July 10) a half-day?*

July 10 is not a half-day.

18. *Who enters hours for the school's timekeeper (Office Personnel) during ESY?*

The ESY site administrator must complete the timesheet entry for the site's timekeeper during ESY. It is recommended that office personnel provide verbal guidance as needed to complete this task. The timekeeper should review the hours entered on their HCM timesheet to ensure accuracy and job completion.

19. *Can an 11-month or 12-month support professional employee be hired to work as the office personnel?*

11-month and 12-month support professional employees must receive permission from their current supervisor to be able to work ESY if their current position dates overlap with ESY dates.

Expectations:

- The support professional employee must work at the ESY site where they were hired to work for all 20 days.
- The support professional will still be paid by their current location during their contracted time, but ESY will pay them an additional 2 hours from the ESY budget.

Resource Links:

Who to contact with questions	Office Personnel assistance link or 2026 Who to Ask Listing
How to hire staff	For Administrators - How to Hire
Payroll Guidance	Payroll Pay Guide Procedures in HCM ESY On-demand video tutorials on entering payroll for staff
Enrollment Videos	Video_ Creating ESY Course Sections Video_ Adding Teachers and Support Staff in ESY Video_ Enrolling New Students in ESY
Student List	2026 Daily Student List - updated Tuesdays and Fridays