HCM Employee Self Service Essentials

Introduction

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

- Ease of changing personal information;
- Electronic submittal of time and absence;
- Ability to view your paycheck 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.

Login and Browser Information

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

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

Accessing ESS

Employees can log into the system via the HCM icon on the desktop or by going to **hcm.ccsd.net**.

Dashboard Overview

After successfully entering your AD credentials, you will automatically be brought to your Employee Self Service Dashboard. The different features of ESS are shown as tiles, which are not only visually distinctive from each other, but easier to navigate and access when using a mobile device.

Navigation

Home button:

Click the Home button from any screen to return to the ESS Dashboard.

Notifications button:

Clicking the flag icon will display any notifications you may have, such as information regarding time approval.

Actions List:

The Actions List contains a Help link, which will direct you to CCSD's Employee Business Training website: training.ccsd.net. The goal is to continually develop and provide training materials (such as documents, interactive videos, and other resources) regarding HCM as the system is expanded and updated.

The Actions List also houses the Sign Out button. Please use this instead of closing the entire browser window to be sure that you properly exit your session each time.

Personal Details

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

Addresses:

The Addresses page allows you to change your home address or mailing address.

Contact Details:

The Contact Details page allows you to add or edit phone numbers and email addresses. It is strongly recommended that you keep your CCSD email address as the preferred email to ensure receipt of any communications through the HCM system.

Marital Status:

If there is a change to your marital status that does not initiate a benefits change, you may update and save that information here. Otherwise, it is best to initiate a marital change (Life Event) through the Benefit Details tile.

Name:

Legal name changes can be initiated using the Name page. Please note that supporting documentation (such as a birth certificate, marriage certificate, or other court documents) may be required depending upon the type of change to your primary or legal name. The Name page also allows you to create a preferred name, such as a nickname.

Emergency Contacts:

You can add or modify emergency contact information using the Emergency Contacts page.

Additional Information:

The Additional Information page is a read-only overview of your personal/employment information. Please note that CCSD does not gather information on certain topics (such as the Smoker field, Birth State field, etc.), and as such, they will remain blank. For any incorrect information that is displayed (such as your Original Start Date), contact Human Resources at (702) 799-2812.

Time/Absence

Time and Absence is the accumulation of **Time**, which is your 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.

Request Absence:

The Request Absence page is used by employees for absence requests such as sick, vacation, personal leave, etc. The **Absence Name** and **Start Date** fields are always required. Other optional information may include an **End Date** (if you are requesting for a date range) and **Comments** (such as a justification for the absence). The **Duration** field will auto-calculate based on the date or dates entered, but can be modified using the **Partial Days** selection bar.

Employees must click the **Check Eligibility** button before submitting most types of absence requests. This checks the absence duration being requested against your current leave balances. If the check is successful, you may submit your absence. If the check states that you do not have enough of the requested leave type, you will need to select another leave type before you can submit. Or, you may cancel the current absence request. If you change the Absence Name or dates, you will need to re-run the **Check Eligibility** procedure before submitting again. Please note: Not all Absence Names require Check Eligibility. Some examples would be Jury Duty or District Business, since these do not affect your Leave Balances.

Absence types vary by employee group. However, some are similar. In this example, an employee is requesting a full day for Sick-Personal Illness. Direct your attention to the employee group that applies to you.

All absence requests begin by selecting an absence name. The types of absences listed depend upon your employee group.

In this example, you, the employee, are requesting to use your Universal or Flex Day. The Absence Name is “Sick - Flex Day” or “Sick - Universal/Flexible Day” depending on your employee type, but the same steps would be used for any other type of full-day absence.

Select the appropriate start date. The system populates the Duration field based on the employee’s scheduled time. Most absence requests must be verified for eligibility. Click Check Eligibility to verify the requested time against the employee’s available sick leave. Once eligibility has been confirmed, click submit and confirm your request. It has now been forwarded on to the approver for action.

In our next example, let's request an absence that involves a partial day. In this scenario, you, the employee, are leaving work early due to a personal illness that will include the following day. You will need to use the Partial Days feature to submit your absence request.

Select the Absence Name "Sick - Personal Illness." Next, choose your Start Date and End Date. Notice that the Duration field has been populated to account for two full days. To change this, click the Partial Days selection bar.

For this absence, you want to ensure that you only request a partial day for the Start Date, since that is the day that you are leaving early. In the window that appears, click the Partial Days dropdown and select **Start Day Only**. Enter or verify the appropriate Duration.

Once finished, click **Done**. Note that the Duration has populated correctly based on the information entered in Partial Days. Finish filling out the Absence Request, and remember to click **Check Eligibility** before you submit.

You may have noticed that the Partial Days dropdown has several options. Here's a brief demonstration of each. . . .

If you needed to take a half-day for three days in a row, you could use **All Days**.

If you needed to leave early or are arriving later on the last day of the date range, you could use **End Day Only**.

If you are taking partial days on both the Start and End Dates in the date range, you could use **Start and End Days**.

Timesheet

Enter 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. As such, their time is 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.

The Enter Time menu under Timesheet allows exception-based employees to record any additional time. The calendar shown in Enter Time displays within the current week. Each day indicates the employee's scheduled hours and any reported time.

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.

Within the green band, you may also navigate to the various weeks within the pay period by using the left and right arrow buttons.

In the calendar grid, there is a dropdown menu on the left that contains Time Reporting Codes, referred to as TRC's. Like Absence Names, the options available to you in this list will depend on your employee group.

For instance, this employee worked 12 hours on Tuesday: 8 hours regular, and 4 hours that need to be added to the Timesheet that they would like to receive as Comp Time. Using Enter Time, the employee records their Comp Time Earned by selecting the appropriate TRC and entering the total number of hours worked for the day. It is important to add the hours of Comp Time Earned to the Regular Hours to ensure that all hours worked are accounted for. If the employee entered only 4 hours on that day, their regular 8 hours would not be recorded.

Keep in mind: 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 additional time.

Once the total time is entered with the appropriate TRC, the employee must add a comment to detail the justification using the Comments button. It is important to know that comments are viewable by Time Keepers and Managers, and cannot be deleted or modified once they are added.

Once the employee verifies that all information looks correct, they click **Submit** to forward the time entered for review and approval.

For employees who are eligible to earn Overtime (such as a Support Professionals or School Police employee), there is no Overtime TRC available. Based on your scheduled hours, the system calculates the appropriate Overtime rate. This means that you will enter any Overtime worked using the Regular Hours TRC. Remember to include your regularly scheduled hours *plus* the Overtime worked.

If the employee needs to remove the time that was entered, they can use the **Minus** button next to the row containing the additional time to delete. After verifying the deletion, they need to click on **Submit** to execute the change. In addition, the **Plus** button can be used to add multiple rows. An example might be a teacher who has worked additional minutes and sold their prep on the same date.

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

So, if a Temporary School Aide worked three hours today, they would enter their time like this . . .

Time Summary

Time Summary provides a calendar view of the pay period and any reported time activity.

Exceptions

An Exception occurs when an employee enters time that may not be valid; for example, entering a negative number or reporting less than the regularly scheduled hours in the Timesheet. As such, these would appear in the Exceptions menu. When an exception is clicked, it returns you to the Timesheet so that you may correct the entered time. Remember to click **Submit** after making any corrections.

Report Time:

Report Time functions the same as Timesheet > Enter Time, but instead of a week view, time is entered in a daily view.

Weekly Time Summary:

The Weekly Time Summary provides you with a detailed weekly view of any time that you may have entered in the Timesheet. Selecting a day returns you to the Report Time window.

Payable Time:

Once the Payroll process is complete, any time that was entered and approved will display under Payable Time.

Comp Time Balances:

Comp Time Balances displays any comp time earned.

Cancel Absences:

An Absence Request can be canceled using the Cancel Absences menu. A list of all Absence Requests and their current status is displayed. Select the desired Absence Request and click **Cancel Absence**.

View Requests:

View Requests provides you with a list of your existing Absence Requests and their current status. Click on a request to view more details, such as the Request History and the Approval Chain.

Absence Balances:

Absence Balances displays your current, available leave balances. There is also a Forecast Balance tool that is used to predict the amount of a specific type of leave you will have accrued by a future date.

Leave Transfer Request History:

Leave Transfer Request History provides you with a historical view of any leave that you have donated to the CCSD Sick Pool. However, only time donated after January 1, 2020, the go-live of the HCM System, will be viewable.

Extended Absence Request:

Extended Absence Request is used to initiate FMLA requests or Worker's Comp claims.

Employee Effort Certification:

The Employee Effort Certification area is required for use by federally-funded CCSD employees to review their payroll distribution records and report their actual effort towards projects.

Payroll

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

Paychecks:

Paychecks allows you to view, filter, and sort all paychecks processed in the HCM system. By selecting a particular paycheck, you will find details such as: Hours and earnings, tax data, before and after tax deductions, and leave balance information.

Paychecks from Legacy ESS:

To access paychecks from the legacy ESS system, select View File from Legacy ESS to download a complete PDF file of all paychecks from that system from January 1, 2014 through December 31, 2019.

Tax Withholding:

The Tax Withholding option shows your current federal and state withholding status. By selecting Federal Withholding, you can complete a new Federal Withholding Allowance Certificate and submit electronically.

W-2/W-2c

The W-2/W-2c (Wage and Tax Statement) allows you to change how you receive your annual W-2 forms. In order to receive the form electronically, you must first consent to receive by checking the box available on the page.

Direct Deposit

The Direct Deposit option allows you to add, edit, or remove Direct Deposit information. You may set up a maximum of five accounts.

For example, you have a current Direct Deposit checking account set up in the system, but you want to add your savings account. You plan to automatically deposit 80% of your paycheck in your checking account and the remaining 20% in your savings. To do this, first select your existing account to modify the **Deposit Type** and **Amount or Percent** fields under **Pay Distribution**. Click **Save** when finished.

Next, click the **Plus** button. Fill out all required information in the Add Account window. Under Pay Distribution, enter the appropriate information in the **Deposit Type** and **Amount or Percent** fields. Click **Save**. Both accounts should now display with the correct information showing under the **Amount/Percent** column.

If you are using percentages, it is important to make sure that the percentages in each account total 100%. Otherwise, you will receive an error, and will not be able to save the account information.

W2 from Legacy ESS

To access W2s from the legacy ESS system, select View File from Legacy ESS to download a complete PDF file of all W2s from that system from 2014 through 2018.

Benefit Details

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 warrant and benefits designees.

Benefits Summary:

The Benefits Summary provides a list of the types of benefits received by an employee. The summary also provides an overview of designated deductions for such accounts as 403(b) or 457. **Benefit Type**, such as Medical or Life, can be expanded to view plan information or possibly edit Covered Beneficiaries.

Life Events:

Life Events permit employees to trigger changes to benefits which involve the employee and their dependents. Some examples of these types of event changes include:

- Marriage or divorce;
- Birth, adoption, or guardianship of a child;
- Adding or removing a domestic partner; and
- Death of a dependent.

These events drive changes in your medical and life insurances, as well as possibly affecting other areas such as withholdings. As such, you will be required to provide any legal documents that support this life event.

To begin a life event, select the event type, enter a date and click Start Life Event. Please note any date selected must be a past date, and no more than 31 days from the event.

Click Start Life Event. A list of steps to be completed will appear on the left, and Previous and Next buttons will appear in the top right corner for navigation. Please note that you must have all supporting documents available for upload prior to completion of the Life Event. You may exit the event and save your progress to be completed at a later time. However, you will not be able to begin another Life Event until the current event, which will show as being in progress, is completed. You may cancel a Life Event by clicking the **Actions List** and selecting **Cancel**.

Dependent/Beneficiary Info

In CCSD dependents are identified as those persons who are eligible to be carried under the CCSD employee's health care benefit; beneficiaries are those persons that the employee has designated to receive their life insurance benefit. The Dependent/Beneficiary Info option displays a list of all previous and/or current dependents covered under the employee's CCSD health care benefit.

All eligible Dependents or Beneficiaries are indicated by a checkmark under the appropriate column. This does **not** necessarily mean that they are currently covered by one of your benefits plans. Please note that inactive dependents/beneficiaries will NOT be removed.

Employees also have the ability to add new or modify existing dependent/beneficiary information. Once added, they will be available if and when modifying a benefits package.

To determine which Dependents or Beneficiaries are currently covered by any of your benefits plans, click Benefits Summary 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 the CCSD.

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 your designated employee group, such as Administrative, Licensed, Support Professional, etc.

Benefits Statements

Benefit Statements provides access to enrollment and confirmation information. You may search or filter to narrow the list of available statements. Each statement provides personal information, cost and election summaries, and elected dependents / beneficiaries. It is also possible to print the selected statement.

Affordable Care Act

The Affordable Care Act option allows access to the Form 1095-C Consent and View Form 1095-C. The Form 1095-C Consent allows employees the opportunity to elect to receive the 1095-C forms electronically. It is also possible to view your Form 1095-C from Benefit Details.

New 403(b)/457 Deduction

After meeting with your chosen 403(b)/457 account representative, use the New 403(b)/457 Deduction option to add new accounts and deduction amounts to your benefits. These plans are pre-tax contributions to individual pension/deferred compensation savings accounts. Please note that, when completing the form, you will indicate the dates of the pay period (not the pay date) that you want to apply the new deduction.

Changes 403(b)/457 Deduction

The Changes 403(b) / 457 Deduction option gives employees the ability to adjust the voluntary benefit deduction amounts for 403(b) and/or 457 accounts. Any current account will be listed with the option to edit the existing information. Such changes can include amounts or percentages to be deducted, as well as when these changes should take effect. Again, the dates given indicate an effective pay period, not a specific pay date.

Warrant & Benefit Designation

Warrant and Benefit Designation allows you to provide designees to receive all warrant of other benefits payable to you by the district, in the event of your death. This designation is in effect until you submit a new designation. The designee will only receive these warrants or benefits in the event of your death prior to retirement or separation from CCSD. The distribution may include final compensation for any eligible vacation leave, sick leave, and final paycheck. Please note: This does not affect the PERS designation information.

The current Warrant and Benefit Designation information will not be populated in the HCM system. Therefore, it is imperative that all employees update their Warrant and Benefit Designation information as soon as possible.

Taleo Internal Job Postings

The Taleo Internal Job Postings tile will direct you to the internal job board, where all internal jobs are posted. Jobs are listed in chronological order from the date/time that they were posted.

Once in Taleo, 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 the 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 that 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**, or
- After selecting the job title to see more information, 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 the Taleo login screen, where they will log in and complete the application process using the prompts given in each step of the application.

Open Enrollment

The Open Enrollment tile can be utilized only during periods of open benefit enrollment with the district. During this time, you will be able to change your benefits package if you choose. Detailed instructions on how to switch will be provided within the tile.

Password Reset Information

The cell phone and non-CCSD (personal) email address in this section will be used to communicate password reset information to you when initiating a password reset from the myaccount.ccsd.net website. If you have previously provided this information, it will appear in the fields below. To update the information, simply enter it in the appropriate fields and click Save.

Separation and LOA Request

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

Nevada PERS

To provide employees with easy access to PERS information, the Nevada PERS tile was added. From here, you can access the website as well as the Nevada PERS Survivor Designation form.

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

Onboarding Activities

The Onboarding Activities tile is only to be utilized by employees who are new to CCSD, or employees who have taken a second job. Clicking on this tile 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.

Conclusion

Thank you for watching the HCM ESS Essentials video. Additional resources are available via the Training website at training.ccsd.net. If you are in need of further assistance, please call the User Support Help Desk at (702) 799-3300, or contact the department responsible for the particular business process.