

Timesheet Entry in HCM:

*Using Timesheet Entry to
ensure proper pay distribution
for CCSD employees*

DISCLAIMER:

This informational Saba presentation will focus **only** on the correct entry of **Time** in the HCM System (not Absence).

In addition, because this presentation is in regards solely to Timesheet Entry and its direct effects on CCSD payroll, we will **not** be discussing other portions of the HCM System (such as Benefit Details, the CCSD School Budget Planning Tool, Taleo, etc.) at this time.

QUESTIONS ABOUT THIS SESSION:

Please use the Chat Area (on the left side of the screen) when directed. We will designate certain portions of this session for Q&A.

Please hold any questions you have about Timesheet Entry until the **end of the session**, when we will have an open forum for questions regarding each of the subjects discussed.

TRAINING RESOURCES

Supplemental training videos and documentation regarding Timesheet Entry have been made available on **training.ccsd.net** (via Resources > HCM). These contain more detailed information regarding the topics that will be discussed during this Saba session.

Agenda

During the course of this session, you will be provided with . . .

- A review of the definition of **Time** and **TRCs** in the HCM System
- A comprehensive understanding of how entries in the **Timesheet** impact CCSD payroll
- Updated information on Substitute and Prep Buyout time entry
- Additional resources that can be accessed at any time to assist with Timesheet Entry questions and procedures
- Information on where to direct questions and how to report issues with payroll information or the HCM System

Understanding Timesheet Entry



Defining Time in the HCM System

Time

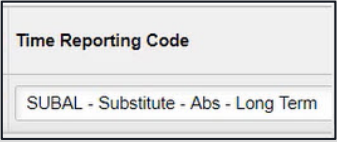


- **Time** is anything that is **additional to an employee's regular schedule** (for **exception-based employees**) or **regular hours** for a **positive-pay employee**
- Time is entered in the Timesheet using **Time Reporting Codes (TRCs)**
 - * Depending on the TRC being used, Time is typically entered in **Days** (i.e. full-day/half-day for Certified) or **Hours** (i.e. regular hours for Support Professionals)
- Examples include **Overtime, Extra Instruction, Prep Buys, Comp Time Earned, Regular Hours** (for Temporary employees), etc.
 - * **Comp Time Taken** is also considered to be Time, as it is not deducted from any contractual leave balances (i.e. Sick or Vacation) and must be **earned** before it can be **taken**

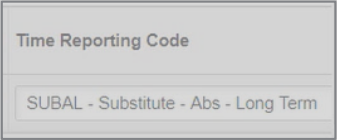

Understanding Time Reporting Codes (TRCs)

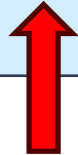
- Each employee group (Administrative, Certified, Support Professional, School Police, Substitute, Temporary) has its own specific set of TRCs
- Some TRCs can be entered by the employee in their own Timesheet, but certain TRCs can **only** be entered for an employee by:
 - * The **Timekeeper**
 - * An **MSS L1 Reviewer**
 - * An **MSS L2 Approver**
- Each TRC has a **specific calculation** attached in order to apply the correct rate of pay for the Time being entered (acts as a unit of measure) -- can determine PERS impact
- TRCs do **not** impact the approval routing or funding for the Reported Time
- Additional resources can be found on **training.ccsd.net**

TRCs, Locations, and Combination Codes

Field Name	Does:	Does NOT:	If Left Blank:
Time Reporting Code (TRC) 	<ul style="list-style-type: none">- Determine pay rate- Determine units of Time entered	<ul style="list-style-type: none">- Determine approval routing- Determine funding source	The TRC dropdown cannot be blank when submitting Time.

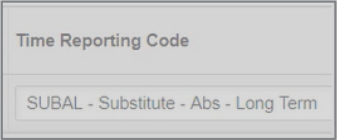
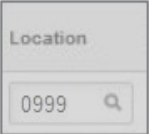
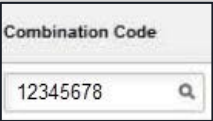
TRCs, Locations, and Combination Codes (cont'd.)

Field Name	Does:	Does NOT:	If Left Blank:
Time Reporting Code (TRC) 	<ul style="list-style-type: none">- Determine pay rate- Determine units of Time entered	<ul style="list-style-type: none">- Determine approval routing- Determine funding source	The TRC dropdown cannot be blank when submitting Time.
Location 	<ul style="list-style-type: none">- Determine approval routing (L1 Reviewer and L2 Approver) for Time entered	<ul style="list-style-type: none">- Determine pay rate / unit- Determine funding source	Time will route to Primary Location for approval; OR if the employee is a substitute , Time goes nowhere .



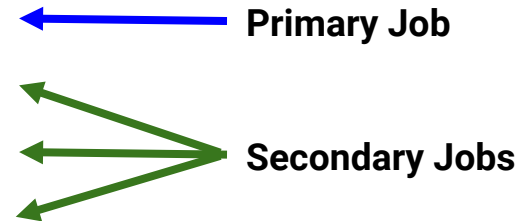
Substitute employees (Certified or Support Professional) **require** a location code to be entered in order for their Time to be **approved and paid**

TRCs, Locations, and Combination Codes (cont'd.)

Field Name	Does:	Does NOT:	If Left Blank:
Time Reporting Code (TRC) 	<ul style="list-style-type: none"> - Determine pay rate - Determine units of Time entered 	<ul style="list-style-type: none"> - Determine approval routing - Determine funding source 	The TRC dropdown cannot be blank when submitting Time.
Location 	<ul style="list-style-type: none"> - Determine approval routing (L1 Reviewer and L2 Approver) for Time entered 	<ul style="list-style-type: none"> - Determine pay rate / unit - Determine funding source 	Time will route to Primary Location for approval; OR if the employee is a substitute , Time goes nowhere .
Combination Code 	<ul style="list-style-type: none"> - Determine funding source (budget information) for Time entered 	<ul style="list-style-type: none"> - Determine pay rate / unit - Determine approval routing 	Time will be paid for based on the employee's job data—leave blank unless using alternate funding.

Additional Jobs in HCM (Multiple Timesheets)

Last Name	First Name	Employee ID	Empl Record	Job Title
Smith	June	#####	0	MATH 7-8
Smith	June	#####	1	EXTENDED DAY
Smith	June	#####	2	EXTENDED DAY
Smith	June	#####	3	PREP BUYOUT



Empl Record:

- 0 = **Primary Job**
- 1, 2, 3, 4, etc. = **Secondary Jobs**

Searching in Timesheet Entry

Search employees by **Workgroup**

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
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	0999
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Payroll Pay Group	<input type="text"/>
Workgroup	ADMIN
Taskgroup	<input type="text"/>
Position Number	<input type="text"/>

CERTSUB = Certified Substitutes, **CERT** = Certified, **SUPFT** = Support Full-time, etc.

Search employees by **Empl Record**

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	1
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	0999
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Payroll Pay Group	<input type="text"/>

0 = Primary Job
1 or higher = Secondary Job(s)

Search **all** employees at your site

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	0999
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Global Payroll Pay Group	<input type="text"/>

Leave your **4-digit location code** entered in the Location Code field

Searching for Substitutes in Timesheet Entry

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	GOMEZ <input type="text"/>
First Name	SALLY <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"/>

- Subs are not **located** at your site
- Subs can be searched by first/last name, Employee ID, etc.
 - This information can be found in the **SmartFind Sub Roster**

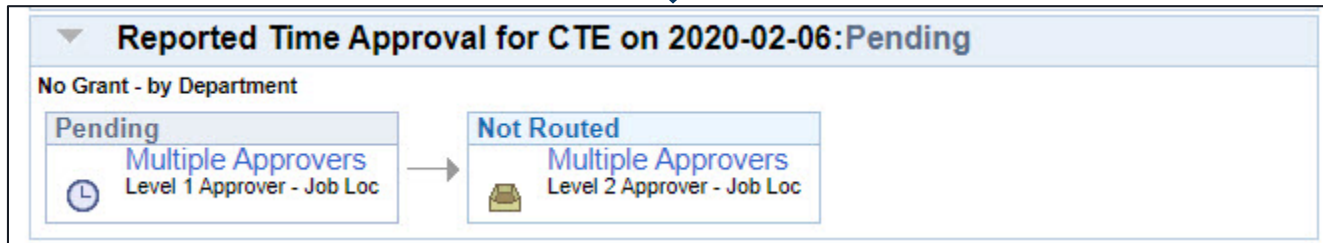
Leave Location Code field **blank**

Using Approval Chain to Ensure Accuracy

Reported Time Status

1-5 of 5

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	02/05/2020	Needs Approval	10.00	REG	Regular Hours	
<input type="checkbox"/>	02/06/2020	Needs Approval	2.00	CTE	Comp Time Earned	
<input type="checkbox"/>	02/06/2020	Needs Approval	8.00	REG	Regular Hours	
<input type="checkbox"/>	02/07/2020	Needs Approval	1.00	CTT	Comp Time Taken	
<input type="checkbox"/>	02/07/2020	Needs Approval	7.00	REG	Regular Hours	



Using Payable Time to Ensure Accuracy

Payable Time tab:

From Sunday 02/02/2020 to Saturday 02/08/2020 ?

Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
<input type="text"/>	<input type="text"/>	<input type="text"/>	2.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	10.00	8.00	<input type="text"/>	<input type="text"/>

Examples of Payable Time statuses:

Payable Status
Estimated

Payable Status
Taken by Payroll

Payable Status
Distributed

Payable Status
Closed

Timesheet Entry Corrections



Incorrect information on an employee's Timesheet can result in ...

- **Underpayment** — Not accounting for *Regular Hours* for **Support Professionals/School Police**
- **Overpayment** — Making corrections on Timesheet without removing the incorrect entry
- **Retro triggers** — Removing an entry that was already approved and paid (in a previous period) and triggering an automatic adjustment in pay
- **Incorrect pay rates** — Using the wrong TRC for an entry and therefore entering the wrong rate of pay
- **Approval being sent to the wrong location** — Wrong or missing location code for Timesheet entries route to the wrong L1 Reviewer / L2 Approver for approval
- **Payment coming from the wrong location** — Wrong combination code is entered for Time and therefore comes from the wrong budget/funding source

More Information About Timesheet Corrections



MANUALS, DOCUMENTS, AND FULL LENGTH VIDEOS.

[HCM - Human Capital Management](#)

[Manuals/Documents](#)

[SAP Videos](#)

[Campus Videos](#)

[Google](#)

[User Support Videos](#)

[School Improvement Department](#)

[Risk Management](#)

[FAMIS Mobile App](#)

General Information

[CCSD Forms Replaced by HCM System](#)

[FAQs – HCM Frequently Asked Questions](#)

Timesheet Entry Videos

[Timesheet Entry Support Professional Overtime](#)

[Timesheet Entry Procedures for Comp Time Taken](#)

Timesheet Entry Procedures: Reporting Time for Substitutes



Pay Rate Summary with Time Reporting Codes (TRCs) for Substitutes

Substitute Support Professionals			Hourly Rate	Hourly Rate (TRC)	
Substitute Support (will assign the correct rate based on job record as shown below)			\$9.31 or \$10.73 hourly	SUBS	
SUPPORT STAFF SUB: Campus Security Monitor, Federal Programs Teacher/Family Aide, In House Suspension Aide Physical Education Aide, Instructional Assistant, Library Aide, Resource Room Aide, School Aide, Teacher Family Assistant, Title 1 In House Assistant, Title 1 Library Aide			(\$9.31 hourly)		
SPTA SUB: Specialized Programs Teacher Assistant (SPTA), Title 1 (SPTA), PE ASSISTANT SUB: Physical Education Aide, Title 1 Physical Education Aide			(\$10.73 hourly)		
Substitute Teachers		Daily Rate	Daily Rate (TRC)	Hourly Rate	Hourly Rate (TRC)
Standard School					
(Regular) Day to day	\$90.00 daily	SUBA	\$12.50 hourly	SUBRX	
(Long term) Starting the eleventh day	\$100.00 daily	SUBAL	\$13.89 hourly	SUBLX	
(Vacancy) Schools not located East / North East	\$110.00 daily	SUBV	\$15.28 hourly	SUBVX	
(Vacancy) Designated SpEd** self-contained classrooms after 20 consecutive days	\$150.00 daily	SUBVL	\$20.83 hourly	SBV8X	
East / North East Schools					
(Regular) Day to day schools located East / North East	\$110.00 daily	SUBAE	\$15.28 hourly	SBREX	
(Long term) starting on eleventh day schools located East / North East	\$120.00 daily	SBALE	\$16.67 hourly	SBLEX	
(Vacancy) Schools located East / North East	\$120.00 daily	SUBVE	\$16.67 hourly	SBLEX	
(Vacancy) Designated SpEd** self-contained classrooms after 20 consecutive days	\$150.00 daily	SUBVL	\$20.83 hourly	SBV8X	
8-hr Day Schools (Carson ES, West Prep ES, West Prep MS/HS)					
(Regular) 8hr day schools	\$122.24 daily	SUBA8	\$15.28 hourly	SUB8X	
(Long Term) starting eleventh day 8hr day schools	\$133.36 daily	SBAL8	\$16.67 hourly	SBL8X	
(Vacancy) Schools located East / North East (8hr day)	\$133.36 daily	SUBV8	\$16.67 hourly	SBL8X	
(Vacancy) Designated SpEd or At Risk school (8hr day) after 20 days	\$166.64 daily	SBVL8	\$20.83 hourly	SBV8X	
"A" Rate					
(Vacancy) Designated At Risk* Schools after 20 consecutive days	\$150.00 daily	SUBVL	\$20.83 hourly	SBV8X	
Misc					
Extra Instruction (Outside of the Standard Day)			\$22.00 hourly	SBXNS	
For questions about these pay rates, when/how to use them for their subs, etc, contact the Compensation Team at 702-799-2812 ext. 5001 and 5002 OR email at paydata@nv.ccsd.net					

Required Information for Substitute Timesheets

From Sunday 02/16/2020 to Saturday 02/22/2020 ?

Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text"/>		SUBA - Substitute - Absence ▼	CCSD1 🔍	<div>0328 🔍</div>

Support Professional Substitute

After selecting the Job Title- SUPPORT STAFF SUB, the hours worked each day are entered in the row using the TRC: SUBS-Substitute Pay-Support to calculate the correct hourly pay rate (\$9.31). In this example, the Support Professional Substitute did not work Tuesday.

Last Name	First Name	Employee ID	Empl Record	Job Title
GARCIA	JACKIE	123456	1	SUPPORT STAFF SUB

02/23/2020 to Saturday 02/29/2020 ?										
Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29	Total	Time Reporting Code	Business Unit	Location	
<input type="text" value="6.00"/>	<input type="text"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text"/>		SUBS - Substitute Pay - Support ▼	CCSD1 🔍	0555 🔍	

Support Professional Substitute (SPTA SUB)

After selecting the Job Title- SPTA Sub, the hours worked each day are entered in the row using the TRC: SUBS-Substitute Pay-Support to calculate the correct hourly pay rate (\$10.73). In this example, the Support Professional Substitute did not work Tuesday.

Last Name	First Name	Employee ID	Empl Record	Job Title
GARCIA	JACKIE	123456	2	SPTA SUB

02/23/2020 to Saturday 02/29/2020 ?										
	Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29	Total	Time Reporting Code	Business Unit	Location
	<input type="text" value="6.00"/>	<input type="text"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text"/>		SUBS - Substitute Pay - Support ▼	CCSD1 🔍	0555 🔍

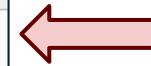
Support Professional Substitute - Multiple Jobs

For Support Substitutes with multiple jobs, select the correct "Job Title" to ensure time is reported on the correct timesheet to calculate the correct hourly pay rate.

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
GARCIA	JACKIE	123456	0	SUB, TEACHER	0.00	0.00	0.00
GARCIA	JACKIE	123456	1	SUPPORT STAFF SUB	0.00	0.00	0.00
GARCIA	JACKIE	123456	2	SPTA SUB	0.00	0.00	0.00
GARCIA	JACKIE	123456	3	PE ASSISTANT SUB	0.00	0.00	0.00

Support Professional Substitute - Multiple Jobs

Last Name	First Name	Employee ID	Empl Record	Job Title
GARCIA	JACKIE	123456	3	PE ASSISTANT SUB



Pay rate is **\$10.73**
for this Job Title

From Sunday 01/05/2020 to Saturday 01/11/2020 ?								Total	Time Reporting Code
Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11			
	6.00		6.00	6.00	6.00			24.00	SUBS - Substitute Pay - Support

Last Name	First Name	Employee ID	Empl Record	Job Title
GARCIA	JACKIE	123456	1	SUPPORT STAFF SUB



Pay rate is **\$9.31**
for this Job Title

From Sunday 01/26/2020 to Saturday 02/01/2020 ?								Total	Time Reporting Code
Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1			
	6.00		6.00	6.00	6.00			24.00	SUBS - Substitute Pay - Support

Substitute Teacher - Absence (Full Day)

Example 1: Full Day using TRC of **SUBA** (daily rate of **\$90.00**)

From Sunday 01/19/2020 to Saturday 01/25/2020 ⓘ

Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	SUBA - Substitute - Absence ⌵	CCSD1 🔍	0524 🔍

Example 2: Full Day using TRC of **SUBA** (daily rate of **\$90.00**) *and* TRC of **SUBAE** for East/Northeast school (daily rate of **\$110.00**)

From Sunday 01/19/2020 to Saturday 01/25/2020 ⓘ

Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	SUBA - Substitute - Absence ⌵	CCSD1 🔍	0416 🔍
<input type="text"/>	<input type="text"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	SUBAE - Substitute - Absence - E/NE ⌵	CCSD1 🔍	0364 🔍

Substitute Teacher - Absence (Half Day)

Example showing Half Day using TRC: SUBA (daily rate of \$90.00)

From Sunday 01/19/2020 to Saturday 01/25/2020 ⓘ											
Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Total	Time Reporting Code	Business Unit	Location	
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	SUBA - Substitute - Absence ⓘ	CCSD1 ⓘ	0452 ⓘ	

Substitute Teacher - Long Term (Full Day) starting on the eleventh day

Example 1: Long Term Full Day using TRC **SUBAL** (daily rate of **\$100.00**)

From Sunday 02/02/2020 to Saturday 02/08/2020 ?

Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text"/>	5.00	SUBAL - Substitute - Abs - Long Term ▾	CCSD1 🔍	0405 🔍

Example 2: Long Term Full Day at East/Northeast school using TRC **SBALE** (daily rate of **\$120.00**)

From Sunday 02/02/2020 to Saturday 02/08/2020 ?

Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8	Total	Time Reporting Code	Business Unit
<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text"/>	5.00	SBALE - Substitute - Abs - LT - E/NE ▾	CCSD1 🔍

Substitute Teacher - Vacancy (Full Day)

Example 1: Full Day using TRC **SUBV** (daily rate of **\$110.00**)

From Sunday 02/02/2020 to Saturday 02/08/2020 ?										
Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text"/>	5.00	SUBV - Substitute - Vacancy ▼	CCSD1 🔍	0337 🔍

Example 2: Vacancy Full Days at an 8-Hour school using TRC **SUBV8** (daily rate of **\$133.36**)

From Sunday 02/16/2020 to Saturday 02/22/2020 ?										
Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text"/>		SUBV8 - Substitute - Vacancy - 8 Hour ▼	CCSD1 🔍	0245 🔍

Substitute Teacher - Extra Hour

Extra hours can be used for:

- Early bird classes
- Late bird classes
- Prep Buys (**only** to be used for Long-term and Vacancy subs)

Example: Four Vacancy Full Days using TRC **SUBVL** (daily rate of **\$150.00**) and two Extra Hours using TRC **SUBVX** (hourly rate of **\$20.83**).

From Sunday 01/19/2020 to Saturday 01/25/2020 ?											
Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25	Total	Time Reporting Code	Business Unit	Location	
		1.00	1.00	1.00	1.00		4.00	SUBVL - Substitute - Vacancy - LT ▾	CCSD1 🔍	0452	🔍
		1.00	1.00				2.00	SUBVX - Sub - Vacancy - Extra Hour ▾	CCSD1 🔍	0452	🔍

Note: No School Monday 1/20 - MLK Day observed.

Substitute Teacher - Multiple Jobs

Substitute with multiple jobs must select the correct "Job Title" to ensure time is reported on the correct timesheet and then the correct TRC must be selected to calculate the correct pay rate.

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
DOE	JOHN	XXXXXXXX	0	SUB, TEACHER	0.00	0.00	0.00
DOE	JOHN	XXXXXXXX	1	PARA PRO - CTT	24.00	6.00	0.00

After selecting the Job Title-SUB, TEACHER, select the correct TRC for that job at that location to calculate the correct pay rate. In the example, all TRCs are SUBA at all locations worked.

From Sunday 01/05/2020 to Saturday 01/11/2020 ?										
Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Total	Time Reporting Code	Business Unit	Location
				1.00			1.00	SUBA - Substitute - Absence	CCSD1	0572
		1.00					1.00	SUBA - Substitute - Absence	CCSD1	0947
			1.00				1.00	SUBA - Substitute - Absence	CCSD1	0416

Timesheet Entry Procedures: Prep Buyout



Information on Prep Buyouts

Important things to remember when entering Time for Prep Buyouts:

- Enter the Time on the **correct job**
- Use the correct **Empl Record** and **Job Title** to determine which Timesheet to use
- Job Titles have been updated to make it easier to differentiate between jobs and determine which Timesheet to use when entering Time

Time Summary Demographics ▶				
Last Name	First Name	Employee ID	Empl Record	Job Title
MARSH	BEVERLY	9999999	0	GRADE 4
MARSH	BEVERLY	9999999	1	PREP BUYOUT
MARSH	BEVERLY	9999999	2	TITLE 1

Prep Buyouts with Separate Funding Entities

MARSH	BEVERLY	9999999	2	TITLE 1
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Secondary Jobs in HCM now reflect the appropriate **funding entity**. Examples include:

- Title I
- Special Education
- Zoom Minutes
- ELL
- CTE

*If you have questions about missing or incorrect job information for jobs funded by an **outside source** (i.e. **Title I**, **Special Education**, **Zoom Minutes**, etc.), contact the funding entity **directly** for assistance.*

- Contact **Grants** regarding all grant-funded positions (ELL, CTE, Zoom).
- Contact **Title I** and **Special Education** regarding their respective Secondary Jobs.

Prep Buyout - PREPA

1. Select the **correct job** (Empl Record 0 for Primary Job).

HERNANDEZ	MARIE	111111111	0	MATH
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2. Use value of **1.00** and TRC of **PREPA - Prep Buyout - Absence**.

From Sunday 02/16/2020 to Saturday 02/22/2020 ?									
Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total	Time Reporting Code	
					1.00			PREPA - Prep Buyout - Absence ▼	

Prep Buyout - PREPV

1. Select the **correct job** (Empl Record 0 for Primary Job).

HERNANDEZ	MARIE	111111111	0	MATH
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2. Use value of **1.00** and TRC of **PREPV - Preparation Buyout (Vacancy)**.

From Sunday 02/16/2020 to Saturday 02/22/2020 ?								
Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total	Time Reporting Code
					1.00			PREPV - Preparation Buyout (Vacancy ▼)

Prep Buyout - Secondary Job through a Grant

1. Select the **correct job** (Empl Record 1 for Secondary Job).

WASHINGTON	JOHN	0000001	1	PREP BUYOUT
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2. Use value of **1.00** and TRC of **PREPB - Preparation Time Buyout**.

From Sunday 02/16/2020 to Saturday 02/22/2020 ?									
Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total	Time Reporting Code	
					1.00			PREPB - Preparation Time Buyout ▼	

Timesheet Entry Procedures: Positive-pay Employees



Temporary Employee - Regular Hours

Select the correct "Job Title" to ensure time is reported on the correct timesheet to calculate the correct hourly pay rate. In this example the employee is a Para Pro-CTT.

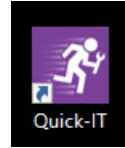
Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
DOE	JOHN	XXXXXXXX	1	PARA PRO - CTT	0.00	0.00	0.00

Enter the time worked each day with the TRC: REGT-Regular Non-PERS

Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8	Total	Time Reporting Code	Business Unit	Location
<input type="text"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text" value="6.00"/>	<input type="text"/>	<input type="text"/>	24.00	REGT - Regular Non-PERS ▾	CCSD1 	0303 

Need help?

- QUICK-IT APP
 - Access via desktop icon or quickit.ccsd.net
- EMAIL PAYROLL CONCERNS (payrollconcerns@nv.ccsd.net) with
 - Name of affected employee
 - Employee ID
 - Employee group (Certified, Support Professional, Substitute, etc.)
 - Location / department name
 - Description of problem (under-payment, over-payment, missing holiday, wrong pay rate, etc.)
 - Date(s) affected
- USER SUPPORT HELP DESK (technical assistance)
 - Call **702-799-3300**
 - Email hcmhelp@nv.ccsd.net



All of these options will generate a ticket for proper tracking and routing.



EMPLOYEE BUSINESS TRAINING

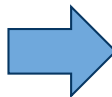
offering face-to-face and online classes

To register for training and eLearning courses, visit learn.ccsd.net

Go to the **Resources** menu for information regarding the HCM implementation.

WHO WE ARE

The Employee Business Training department offers enterprise training via eLearning and face-to-face (classroom, instructor-led) sessions. We also work with schools and departments to provide customized instruction.



MANUALS, DOCUMENTS, AND FULL LENGTH VIDEOS.

HCM - Human Capital Management

Manuals/Documents

SAP Videos

Campus Videos

Google

User Support Videos

School Improvement Department

Risk Management

FAMIS Mobile App

General Information

[CCSD Forms Replaced by HCM System](#)

[FAQs - HCM Frequently Asked Questions](#)

Manuals

[Employee Self Service Essentials Manual](#)

[Manager Self Service Essentials Manual](#)

[Timekeeper Essentials Manual](#)

Questions?

Thanks!

