

**CLARK COUNTY SCHOOL DISTRICT**  
OPERATIONAL SERVICES UNIT  
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION  
USER SUPPORT SERVICES  
EMPLOYEE BUSINESS TRAINING DEPARTMENT



*PeopleSoft-HCM:  
Employee Self-Service  
Essentials*

Revised: August 2020

All headings are hyperlinks to  
 jump to the appropriate page.  
 Control-Home returns to the TOC.

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## Employee Self-Service Overview

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

- Ease of changing personal information
- Electronic submittal of time and absence
- Ability to view paychecks 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



### **IMPORTANT!**

PeopleSoft is a web-based program that can change. These updates might change the look of some of the images and/or directions in this document.

**This manual was created for the HCM Project in collaboration with the Human Resources Division and Business and Finance Unit.**

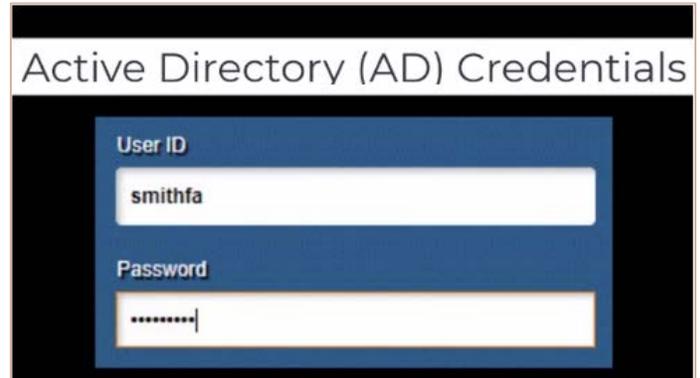
## Navigating in Employee Self-Service

### Accessing the HCM system

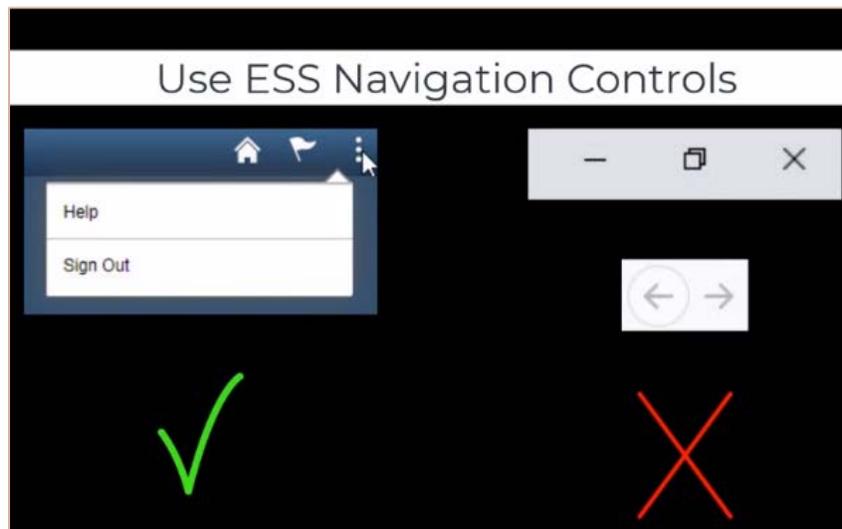


The HCM system provides an Employee Self Service (ESS) portal for CCSD employees. Employees can log into the system via the HCM icon on the desktop or by going to [hcm.ccsd.net](http://hcm.ccsd.net).

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, employees should always use the navigation buttons provided within the system, not within the browser.

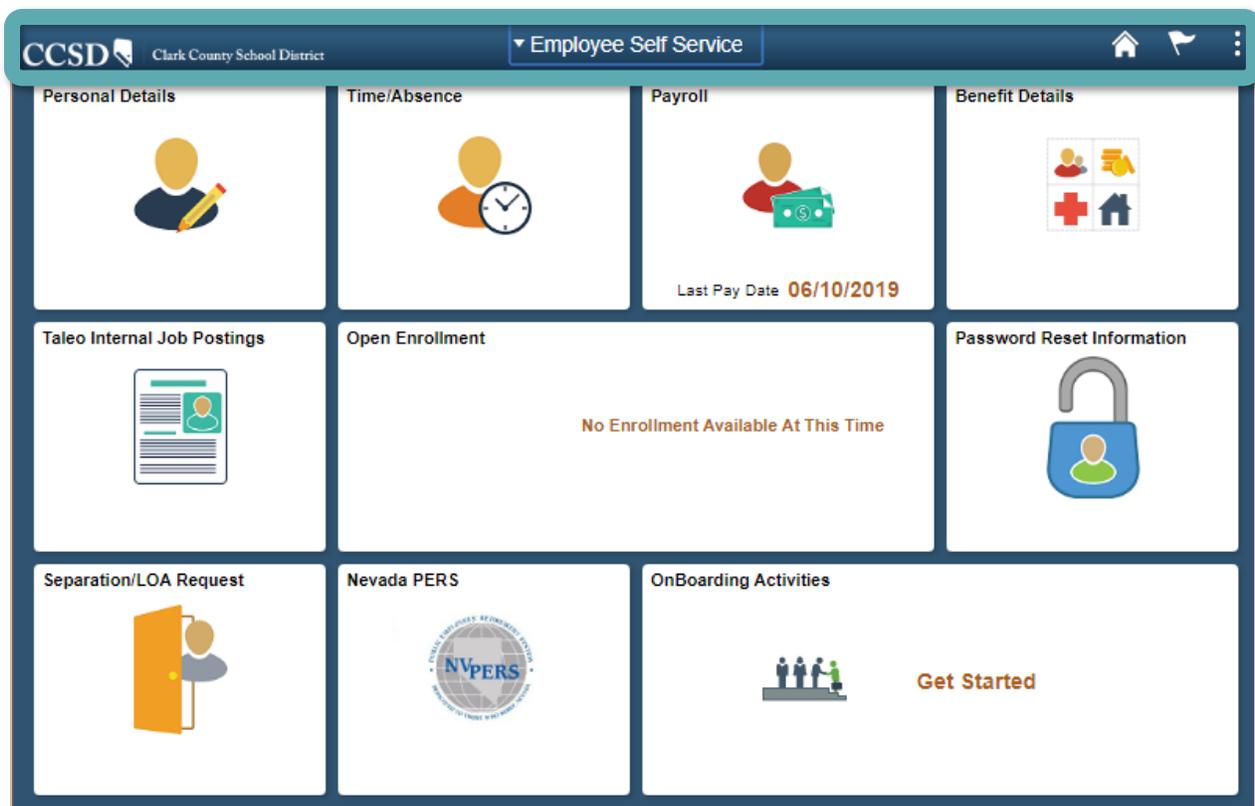


## The Banner

The Banner provides constant access to navigational and application features.

A home page/dashboard is a PeopleSoft page that combines related information and displays tiles. PeopleSoft HCM supports multiple home pages/dashboards for employees, managers, and timekeepers that provide users with quick access to role-based transactions. When multiple home pages/dashboards are present, use the drop-down on the banner to select a home page/dashboard.

The **Employee Self-Service** (ESS) home page/dashboard provides access to a variety of employee self-service transactions.



## Home Button

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



## Notifications Button

Clicking the flag icon will display any notifications, such as information regarding absence/time approval.



## Actions List Button

The **Actions List** (3 vertical dots) displays a list of actions the employee can perform. **Help** and **Sign Out** are standard actions in the list; however, other options may appear when visiting a transaction page. The **Help** option links to the [CCSD Employee Business Training](http://training.ccsd.net) website (training.ccsd.net) where additional information and videos can be accessed. The **Sign Out** button should always be used instead of closing the entire browser window to ensure that the session is properly exited each time.



The screenshot shows the Employee Self Service interface. At the top, the CCSD logo and 'Clark County School District' are on the left, and 'Employee Self Service' is in the center. On the right, there are icons for Home, Notifications, and Actions List. The main area is a grid of tiles: 'Personal Details' with a person icon, 'Time/Absence' with a person and clock icon, 'Payroll' with a person and money icon and 'Last Pay Date 06/10/2019', 'Taleo Internal Job Postings' with a document icon, 'Open Enrollment' with 'No Enrollment Available At This Time', 'Password Reset Information' with a lock icon, 'Separation/LOA Request' with a person and door icon, 'Nevada PERS' with the NV PERS logo, and 'OnBoarding Activities' with a group of people icon and 'Get Started' text. A 'Help' dropdown menu is open in the top right, showing 'Help' and 'Sign Out' options.

## Tiles

Tiles provide access to transactional pages in Employee Self Service. These tiles are visually distinctive from each other and are easier to navigate and access when using a mobile device.

The **Personal Details** tile will provide access to update the following information:

- Addresses
- Contact Details
- Name
- Emergency Contacts



The **Time/Absence** tile provides access to perform the following functions:



- Request an Absence
- Cancel an Absence
- View Leave Balances
- Timesheet: Submit Time Worked (positive pay, comp time, etc.)
- View Time Summaries
- View Requests

The **Payroll** tile provides access to the following:

- Paychecks
- Tax Withholding (W4) Changes
- W-2/W-2c Consent
- Direct Deposit
- Legacy Paychecks and W2s (previous payroll system)



The **Benefit Details** tile provides access to the following:

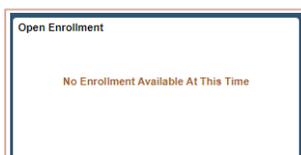


- Benefits Summary
- Life Events
- Dependent/Beneficiary Information
- Benefits Enrollment and Statements
- Affordable Care Act
- View or Add/Change 403b and 457 deductions
- Warrant & Benefits Designation

The **Taleo Internal Job Posting** tile will allow the employee to search for job openings within CCSD.



Other tiles present include **Open Enrollment**, **Password Reset Information**, **Separation/LOA Request**, **Nevada PERS**, and **Onboarding Activities**.



## Personal Details Tile

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

Select the **Personal Details** tile from **Employee Self Service** to display the **Personal Details** page.



## Updating Addresses

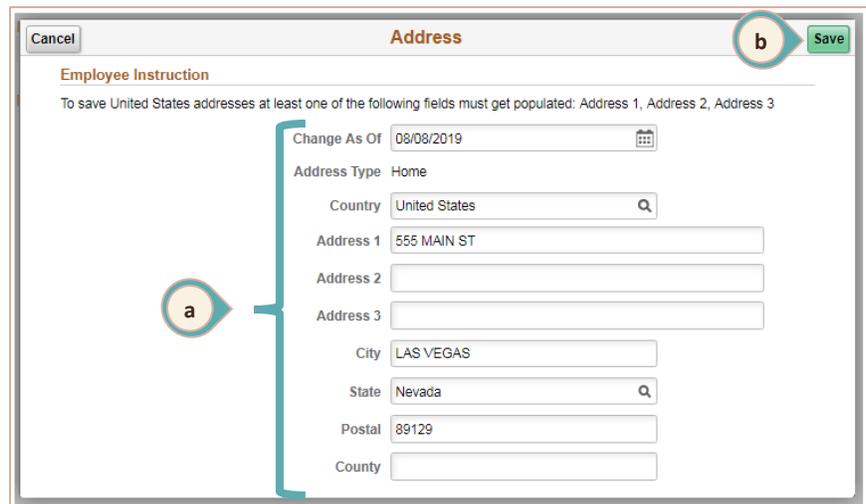
After selecting the **Personal Details** tile, click the **Addresses** option from the left side panel to display the page. The employee's current home address will appear.

1. To update the **Address**, click the > symbol on the right side of the current home address. A new window will appear to update the address.



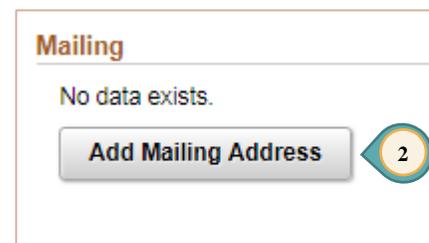
The screenshot shows the 'Employee Self Service' interface for 'Personal Details'. The user is 'Hill, Christine' with the role 'ADMIN SCH SEC'. The 'Addresses' section is highlighted in the left sidebar. The main content area shows a 'Home Address' field with the text '555 MAIN ST' and 'LAS VEGAS, NV 89144'. To the right of the address is a 'Current' status and a right-pointing chevron symbol. A callout bubble with the number '1' points to this chevron symbol. Below the address field is a 'Mailing' section with the text 'No data exists.' and an 'Add Mailing Address' button.

- a. Enter the new address.
- b. Click the **Save** button.



The screenshot shows the 'Address' update form. It has a 'Cancel' button on the top left and a 'Save' button on the top right. A callout bubble with the number 'b' points to the 'Save' button. The form contains an 'Employee Instruction' section with the text: 'To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3'. Below this are several input fields: 'Change As Of' (08/08/2019), 'Address Type' (Home), 'Country' (United States), 'Address 1' (555 MAIN ST), 'Address 2' (empty), 'Address 3' (empty), 'City' (LAS VEGAS), 'State' (Nevada), 'Postal' (89129), and 'County' (empty). A callout bubble with the letter 'a' points to the 'Address 1' field.

2. If the mailing address is different from the home address, click the **Add Mailing Address** button, enter the information for the mailing address, and click the **Save** button.



The screenshot shows the 'Mailing' section of the address update form. It contains the text 'No data exists.' and an 'Add Mailing Address' button. A callout bubble with the number '2' points to the 'Add Mailing Address' button.

## Contact Information Details

After selecting the **Personal Details** tile, click the **Contact Details** option from the left side panel to display the page. The employee's current contact information will appear.

**Employee Self Service** **Personal Details**

Hill, Christine  
ADMIN SCH SEC

Addresses

**Contact Details**

Name

Emergency Contacts

Additional Information

### Contact Details

#### Phone

Number	Extension	Type	Preferred
702/555-1212		Home	<input checked="" type="checkbox"/>

#### Email

Email Address	Type	Preferred
xxxxxxx@nv.ccsd.net	Business	<input checked="" type="checkbox"/>

- To update the **Phone Number**, click the > symbol on the right side of the listed phone number. A new window will appear to update the phone number.
  - Select the phone number **Type** from the drop-down list.
  - If the phone number that is entered is the **Preferred** number, click the checkbox. If it is not, leave it unchecked. Only one phone number can be selected as the **Preferred** number.
  - Enter the new phone number in the **Number** field.
  - Click the **Save** button.

**Phone Number**

Cancel Save

Type Home  a

Preferred  b

Number 702/555-1212 c

Extension

Delete

- To add an additional email, click the + symbol. A new window will appear to enter the additional email address information.

**Email**

+ 2

Email Address	Type	Preferred
xxxxxxx@nv.ccsd.net	Business	<input checked="" type="checkbox"/>

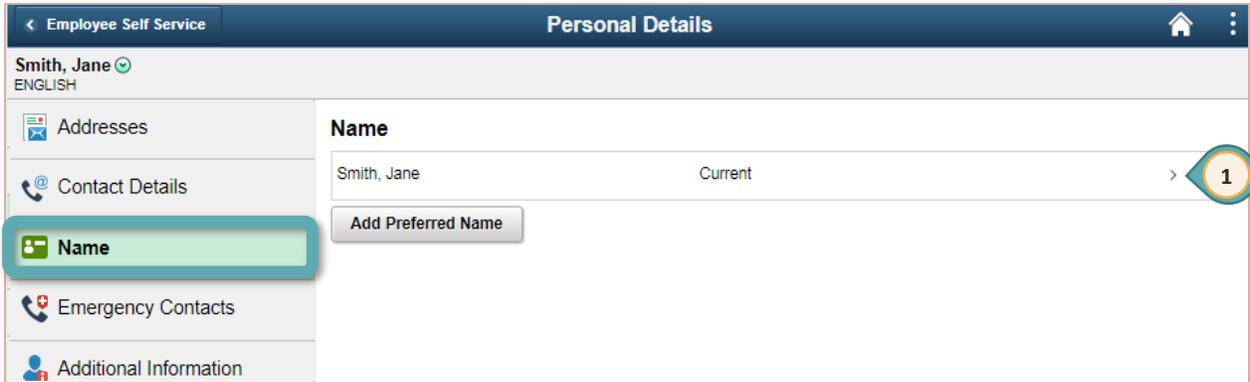
- a. Select the **Email Type** from the drop-down list.
- b. Do **NOT** click the **Preferred** checkbox. Only one email address can be selected as the **Preferred** email, and it is strongly recommended to keep the CCSD email address as the preferred email to ensure the receipt of any communications through the HCM system.
- c. Enter the new email address in the **Email Address** field.
- d. Click the **Save** button.

The default business email address (xxxxxxx@nv.ccsd.net) is set as the preferred email. It is strongly recommended **NOT** to change it.

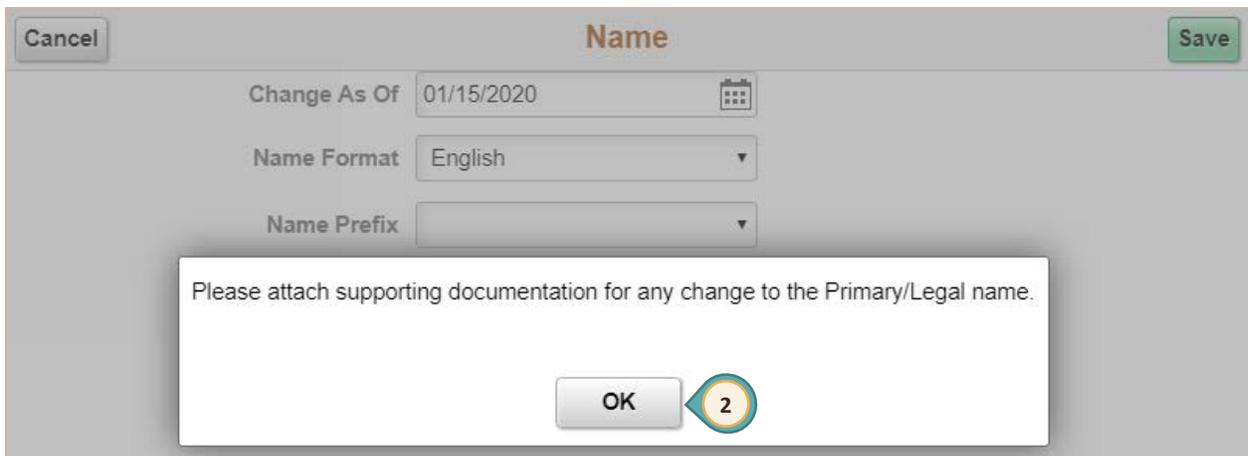
The screenshot shows a web form titled "Email Address". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains three main fields: a dropdown menu labeled "\*Email Type" with a callout 'a' pointing to it; a checkbox labeled "Preferred" with a callout 'b' pointing to it and a blue 'X' over the checkbox; and a text input field labeled "Email Address" with a callout 'c' pointing to it. A callout 'd' points to the "Save" button.

## Name Change

After selecting the **Personal Details** tile, click the **Name** option from the left side panel to display the page.



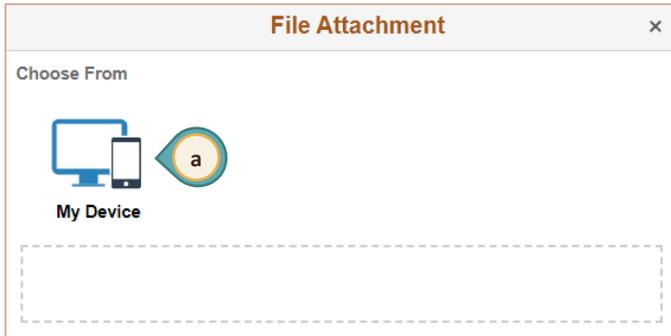
1. To initiate a name change, click the > on the right side of the current name.
2. A message displays reminding the employee that supporting documentation needs to be attached to complete the **Primary/Legal Name Change** transaction. If supporting documents are not attached, the transaction will not be completed. Click the **OK** button to confirm the need to attach supporting documents for the name change.



3. Enter the following:
  - a. Enter the **Change As Of** date.
  - b. Confirm **Name Format** is **English**.
  - c. Select **Name Prefix** (optional).
  - d. Enter new **First Name**.
  - e. Enter new **Middle Name** (optional).
  - f. Enter new **Last Name**.
  - g. Enter new **Name Suffix** (optional).

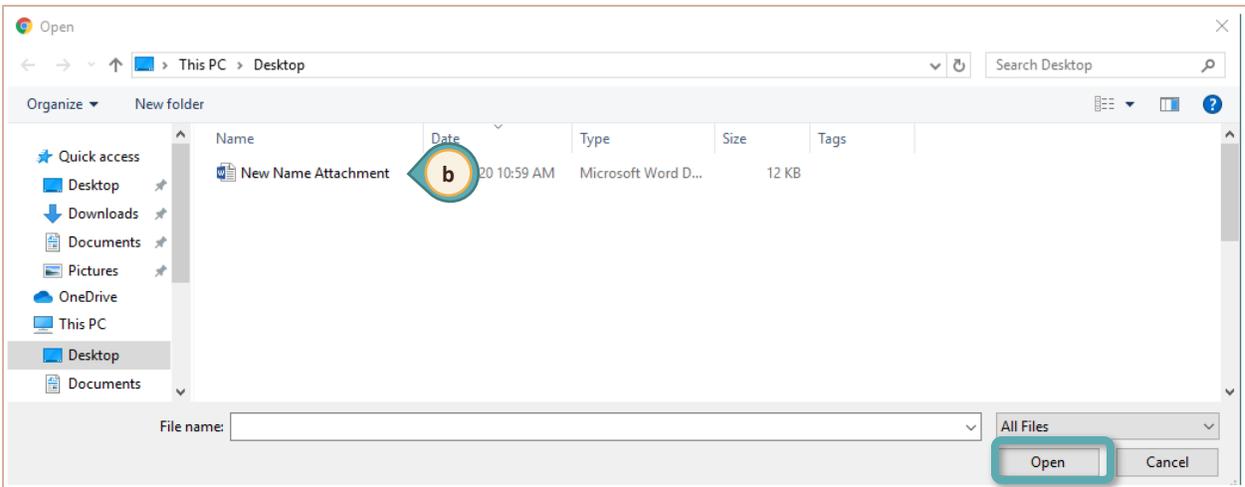


4. Click **Add Attachment** button. The **File Attachment** page displays to upload the required supporting documentation.
  - a. Click the **My Device** Icon.

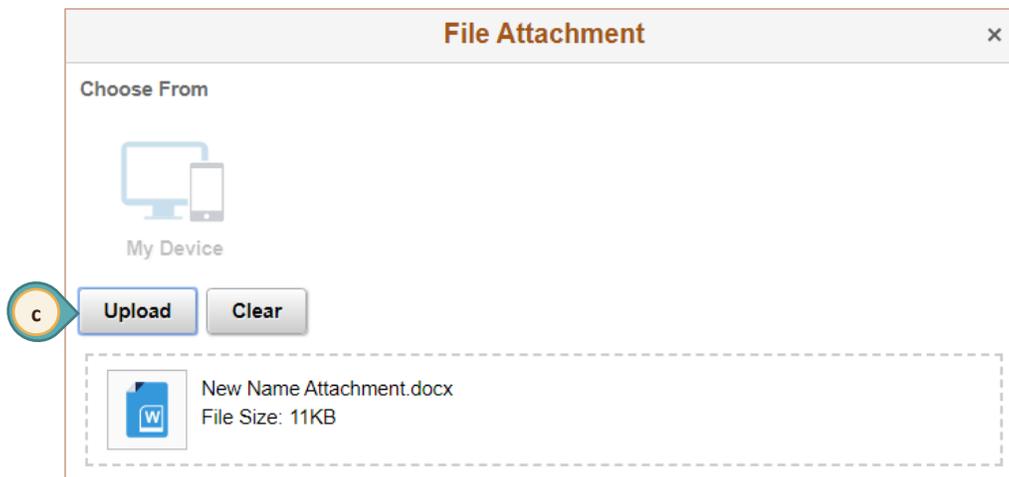


Please note that supporting documentation (such as a birth certificate, marriage certificate, or other court documents) may be required depending upon the type of change to the primary/legal name.

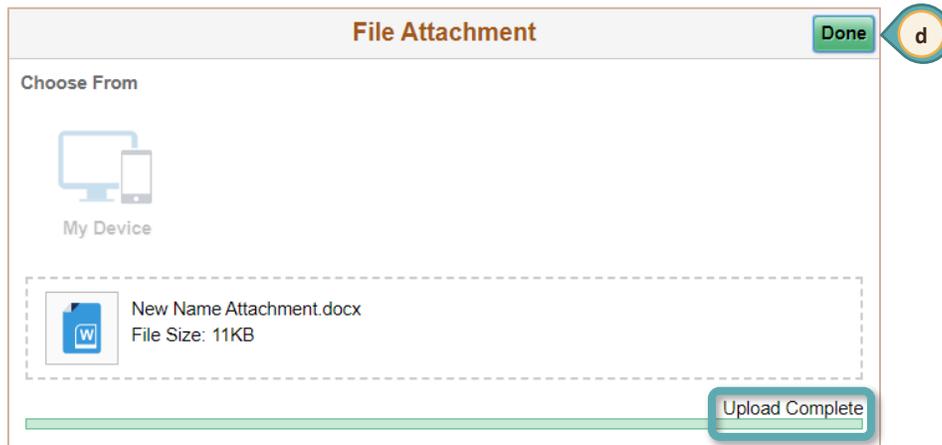
- b. Navigate to the **desired file name**, select it, and then click the **Open** button.



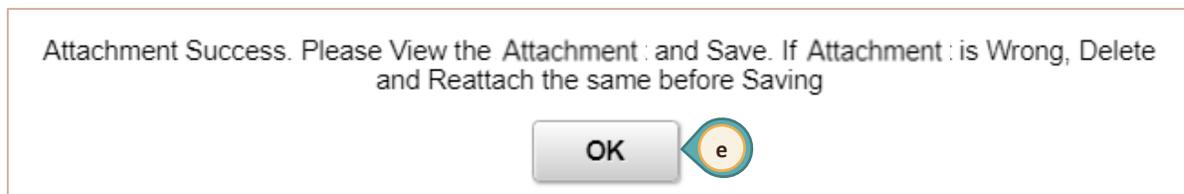
- c. The selected file is displayed and is ready to be uploaded. Click the **Upload** button to upload the displayed file.



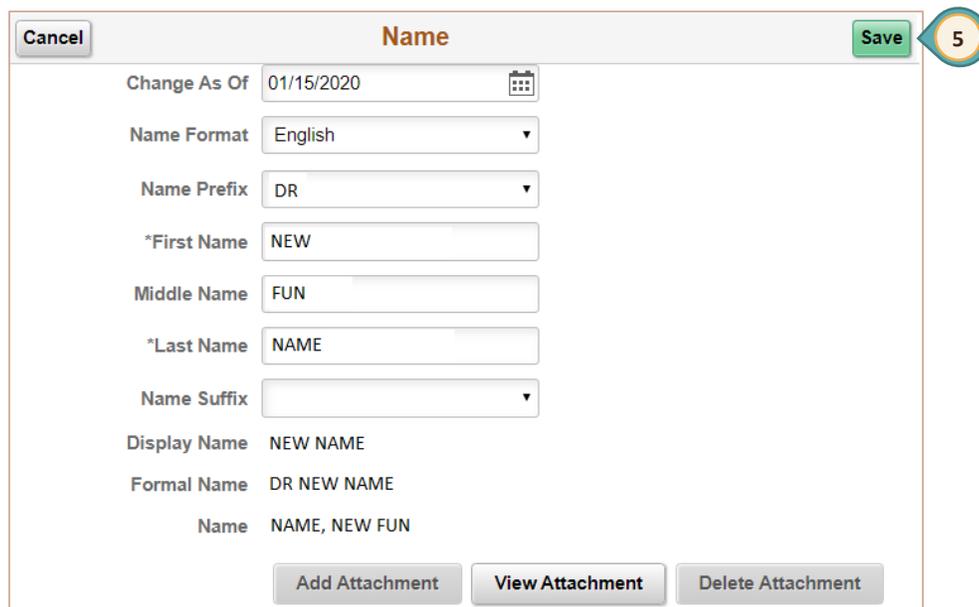
- d. When the File Attachment page shows **Upload Complete**. Click the **Done** button to attach file.



- e. A message appears to confirm a successful uploading of the attachment. Click the **OK** button to confirm the attachment message.



5. The **Name** page appears with the attachment. Choose either **View Attachment** or **Delete Attachment** by clicking on the corresponding button. Click the **Save** button to submit the name change transaction for approval.



- The **Name** page appears with the **New Name** displayed, the effective date, and the status of the name change transaction. This completes the Employee Self Service transaction; the name change is awaiting approval by Human Resources.

The screenshot shows the 'Personal Details' page for Jane Smith. The 'Name' section displays a table with the following information:

Name	Effective Date	Status
Smith, Jane		Current
New Name	As of 04/03/2019	Submitted for Approval

A callout box on the right states: "The **status** of the name change transaction is displayed."

- If the employee has a preferred name, nickname, or "known as" name they would like to add, click the **Preferred Name** button and enter the required information.

The 'Preferred Name' form contains the following fields and values:

- \*Status: A
- First Name: Janie
- Middle Name: (empty)
- Last Name: Smith
- Display Name: Janie Smith
- Formal Name: Janie Smith
- Name: Smith, Janie

A callout box on the right explains the status: "Status: A = Active, I = Inactive"

If the preferred name is no longer needed, type the letter "I" in the **\*Status** field to change the status to **Inactive**.

Please note that changes to the Preferred Name do not currently effect other systems (such as Google Mail).

## Emergency Contacts

After selecting the **Personal Details** tile, click the **Emergency Contacts** option from the left side panel to display the page. The current emergency contact information, if any, appears on this page.



1. Click the **Add Emergency Contact** button to add an emergency contact. A new window will appear to enter the emergency contact information.

- a. Enter the emergency **Contact Name**.
- b. Select the **Relationship** to the employee from the drop-down list.
- c. If this is the **Preferred Emergency Contact**, click the checkbox. If it is not, leave it unchecked. Only one **Preferred Contact** is allowed.

- d. Click the **Add Address** button.
  - i. If the emergency contact's address is the same as the employee, click the **Same as mine** checkbox.
  - ii. If not, enter the **Emergency Contact's Address**.
  - iii. Click the **Done** button.

- e. Next click the **Add Phone Number** button. A window will open to enter the **Emergency Contact's Phone Number**.

Phone Number

Same as mine  i

\*Type  ii

\*Number  iii

Extension

Cancel Done iv

- i. If the emergency contact's phone number is the same as the employee, click the **Same as mine** checkbox.
- ii. If the emergency contact's phone number is different than the employee, select the phone number **Type** from the drop-down list.
- iii. Enter the emergency contact's phone **Number**.
- iv. Click the **Done** button.

- 2. Once all the information has been entered, the **Emergency Contact** page will display the information for review.

- a. If it is incorrect, click the > symbol to correct the information.
- b. Click the + sign if additional phone numbers need to be added.

Emergency Contact

\*Contact Name

\*Relationship

Preferred

**Address**

a

**Phone Numbers**

b

Phone	Extension	Type
702/555-1212		Same as mine >

Cancel Save 3

- 3. When finished, click the **Save** button.

## Additional Information

After selecting the **Personal Details** tile, click the **Additional Information** option from the left side panel to display the page. The employee's current information appears here. If information is incorrect, contact the CCSD Human Resources Department at 702-799-2812.

**Smith, Jane**  
ENGLISH

Addresses  
Contact Details  
Name  
Emergency Contacts  
**Additional Information**

### Additional Information

Gender Female  
Date of Birth 05/22/1970  
Birth Country United States  
Birth State  
Social Security Number XXX-XX-XXXX  
Smoker  
Date Entitled to Medicare  
Original Start Date 08/14/1996  
Last Start Date 08/14/1996  
Highest Education Level Not Indicated

Please note that CCSD does not gather information on certain topics (such as the Smoker field, Birth State field, Date Entitled to Medicare field). These will remain blank.

#### Employee Information

Contact the Human Resources department at (702) 799-2812 if any of your information is incorrect.

## Time/Absence Tile

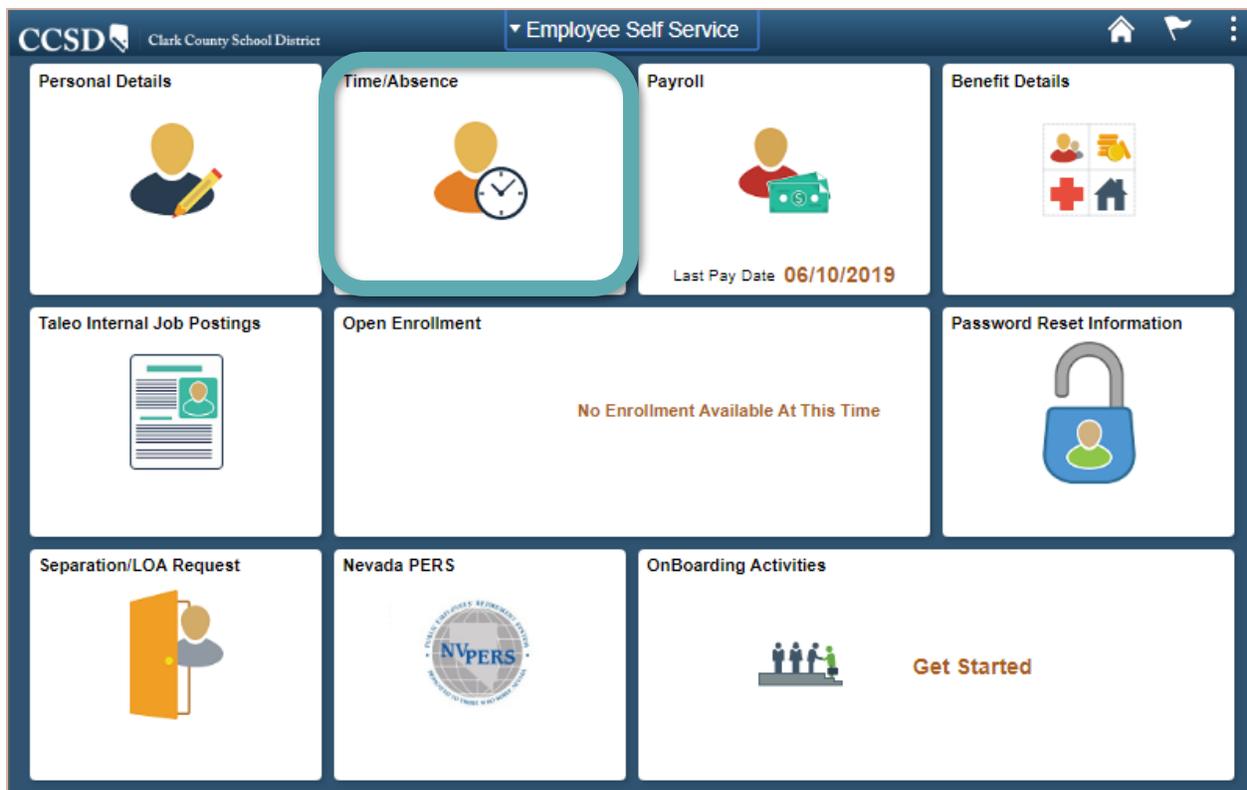
The **Time/Absence** tile used to manage an employee's time and absences. **Time** is the accumulation of time, which is the employee's regularly scheduled work day as well as any additional time, and **Absence** which is earned or deducted based on employee negotiated agreements.

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.

Select the **Time/Absence** tile from **Employee Self Service** to display the **Time/Absence** page.



## Requesting Leave

### Request an Absence

After selecting the **Time/Absence** tile, click the **Request Absence** option from the left side panel to display the page.

Select the **Absence Name** from the drop-down field. Absence types vary by employee group. (Depending on the option chosen, the additional required fields displayed will change.)

**Note:** If *Authorized Absence, District Business, or School Business* has been selected, the employee must also select the **Reason** from the drop-down box.

If the employee has more than one job, absences may need to be entered for each one. To switch between jobs, select the job from the drop-down menu in the **\*Job Title** box at the top.

### Sample List of Current Absence Types per Employee Group (subject to change):

#### Support Professional

#### School Police

### Certified (Licensed)

*Absence Name	Select Absence Name ▼
	Authorized Absence
	Catastrophic Leave
	District Business
	Jury Duty
	Military Leave
	No Pay/No PERS
	Personal Leave
	School Business
	Select Absence Name
	Sick -Bereavement
	Sick -Dr Appointment
	Sick -Immediate Family Illness
	Sick -Personal Illness
	Sick -Universal/Flexible Day
	Sick -Worker's Comp
	Snow Day
	Subpoena as Witness
	Worker's Comp

### Unified (Administrator)

*Absence Name	Select Absence Name ▼
	Authorized Absence
	Catastrophic Leave
	District Business
	Jury Duty
	Military Leave
	No Pay/No PERS
	Personal Leave
	School Business
	Select Absence Name
	Sick -Bereavement
	Sick -Dr Appointment
	Sick -Immediate Family Illness
	Sick -Personal Illness
	Sick -Universal/Flexible Day
	Sick -Worker's Comp
	Snow Day
	Subpoena as Witness
	Vacation
	Worker's Comp

Below is a list of commonly used Absence Names and their descriptions:

- **Authorized Absence** - Activity without students – sub required
- **District Business** - Activity without students – no sub required [conferences, state meetings, recruitment, etc.]
- **No Pay/No PERS** - Use of this absence type will affect your PERS adjusted hire date & benefits
- **School Business** - Activity with students – no sub required [field trips, concerts, etc.]
- **Sick Transfer from Job to Job** - Use to transfer sick leave balances between jobs for employees with more than one job
- **Sick -Worker's Comp** - Use for absences while Worker's Comp claim is processed
- **Vacation Payout** - Used by employees to request pay off for vacation hours during specific pay periods
- **Worker's Comp** - Use for absences after Worker's Comp claim has been approved

If employees are unsure of which absence type to select, they should contact their Timekeeper, Office Manager, Administrative School Secretary, Department Secretary, or call the CCSD Payroll Department at 702-799-5351.

1. The following example shows a **Sick-Personal Illness** single day absence:

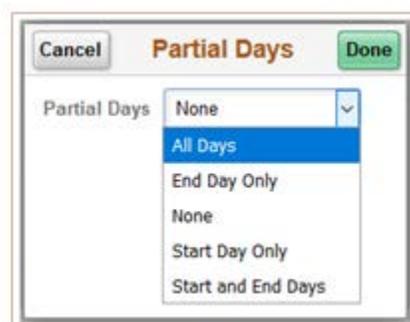
The screenshot shows the 'Request Absence' form with the following fields and callouts:

- 1: \*Absence Name dropdown menu (selected: Sick -Personal Illness)
- 2: \*Start Date calendar icon (selected: 10/01/2019)
- 3: End Date calendar icon
- 4: Partial Days selection bar (selected: None)
- 5: Duration input field (1.00) and Days label
- 6: Check Eligibility button
- 7: FMLA search input field
- 8: Comments text area
- 9: View Balances button
- 10: View Requests button
- 11: Submit button

Balance Information: As Of 06/15/2019 159.27 Days\*\*

Disclaimer: The current balance does not reflect absences that have not been processed.

2. Enter the **Start Date** (first day of the leave) of the absence.
3. Enter the **End Date** of the absence. (If the absence is one day, the start date and the end date will be the same date.)
4. If the absence is for a partial day, click the > symbol on the right side of the Partial Days selection bar to access the Partial Days options. A new window will appear.



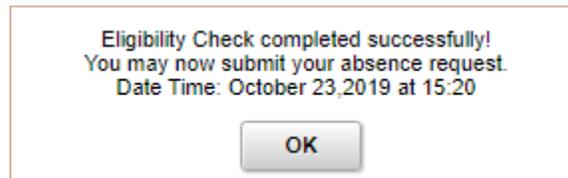
The **Partial Days** drop-down has several options depending on the duration of the absence. Here is a brief explanation of each:

- To take a partial day for multiple days in a row, use **All Days**.
- To leave early or arrive later on the last day of the date range, use **End Day Only**.
- To leave early or arrive later on the first day of the date range, use **Start Day Only**.
- To take partial days on both the start and end dates in the date range, use **Start and End Days**.

Select the appropriate option from the drop-down list, and then click the **Done** button.

**Note:** If an hourly employee needs to take off a different amount of hours on each day, they must submit separate absence requests.

5. The **Duration** will display based upon the length of the absence using the start and the end dates, the position type (i.e.: Certified/Unified in days, Support Professionals/School Police in hours, etc.), and any partial days information entered. (Manually editing the duration field may cause an error when checking the eligibility.)
6. Next, click the **Check Eligibility** button. During this step the system will check to ensure the employee has sufficient leave to request the time off. A message will appear stating the eligibility check was successfully completed, or it will state errors exist that need to be corrected.



If the eligibility check states that there is not enough of the requested leave type, the employee will need to select another leave type before it can be submitted, or the employee may cancel the current absence request. If the absence name or dates change, the check eligibility procedure will need to be re-run before submitting again.

**Note:** Not all absence names require an eligibility check. Some examples would be jury duty or district business since these do not affect leave balances.

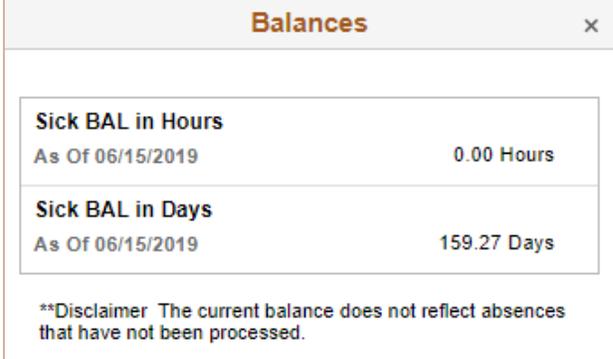
7. Enter **FMLA Information** about the requested leave, if required.

**Note:** Depending on the Absence Name selected, the **FMLA** field may be replaced with the **Grant I/O** field which is where the Grant Number is entered.

8. Enter **Comments** about the requested leave, if required.

**Note:** Once a comment has been entered, it **cannot** be deleted or modified.

9. **Optional:** Click the **View Balance** link to view Absence Balances by category. The Balances may be different based upon the absences for which the employee is eligible.



Balances	
<b>Sick BAL in Hours</b>	
As Of 06/15/2019	0.00 Hours
<b>Sick BAL in Days</b>	
As Of 06/15/2019	159.27 Days

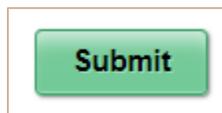
**\*\*Disclaimer** The current balance does not reflect absences that have not been processed.

10. **Optional:** Click the **View Requests** link to display absences that have been requested. If the employee has not requested additional absences, the system will inform the employee.



View Requests		1 row
Vacation		
Approved		12/23/2019
Manager Absence Request		8 Hours
ELIGIBLE		

11. Click the **Submit** button to complete the absence request and route it for approval.

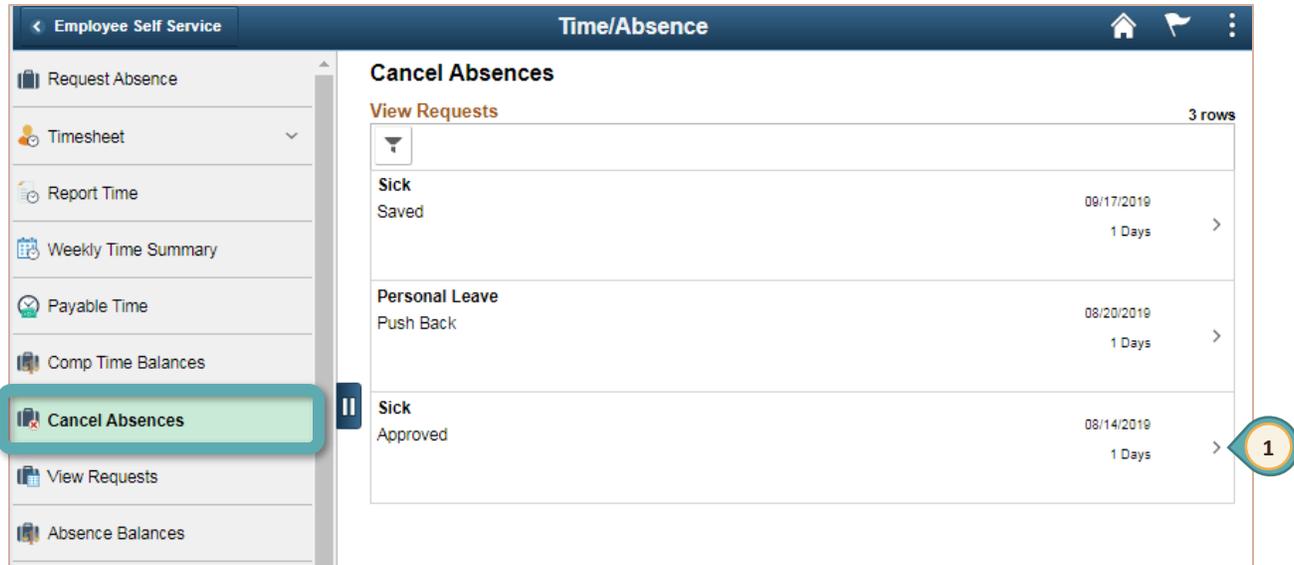


If the **Submit** button is clicked before the **Check Eligibility** button, a warning message will appear stating, "You must **forecast** [check eligibility] this absence before submitting."

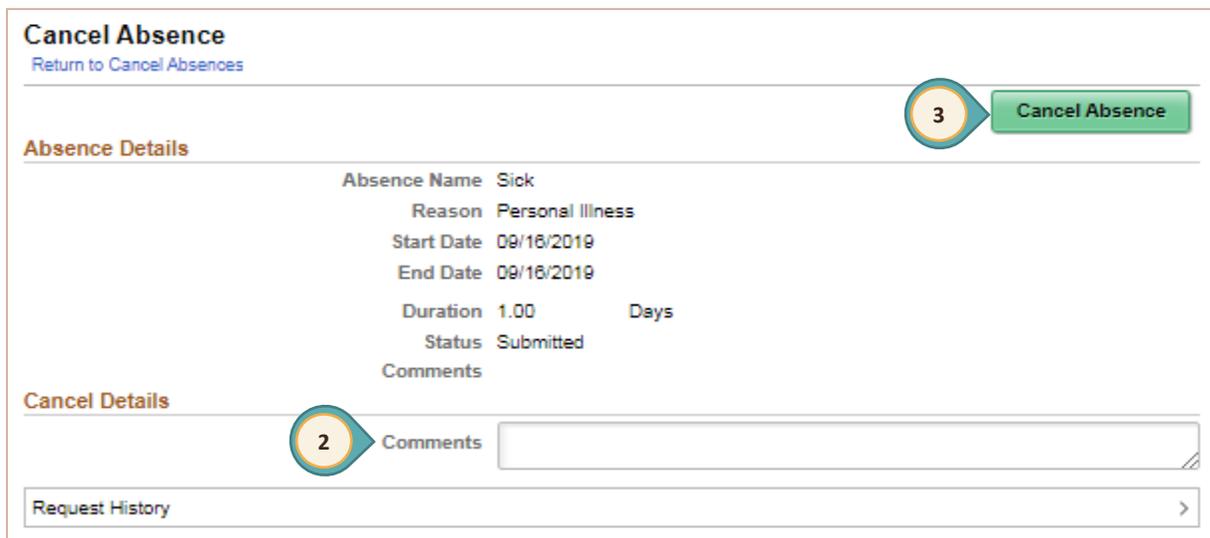
Additional examples of absence requests can be accessed on the [CCSD Employee Business Training website \(training.ccsd.net\)](http://training.ccsd.net) > Resources > HCM.

## Cancel an Absence

After selecting the **Time/Absence** tile, click the **Cancel Absence** option from the left side panel to display the page.



1. Next, click the > symbol next to the absence being cancelled. The Cancel Absence page will display showing the absence details.



2. Enter the reason why the absence is being cancelled in the **Comments** field, if needed.

**Note:** Once a comment has been entered, it **cannot** be deleted or modified.

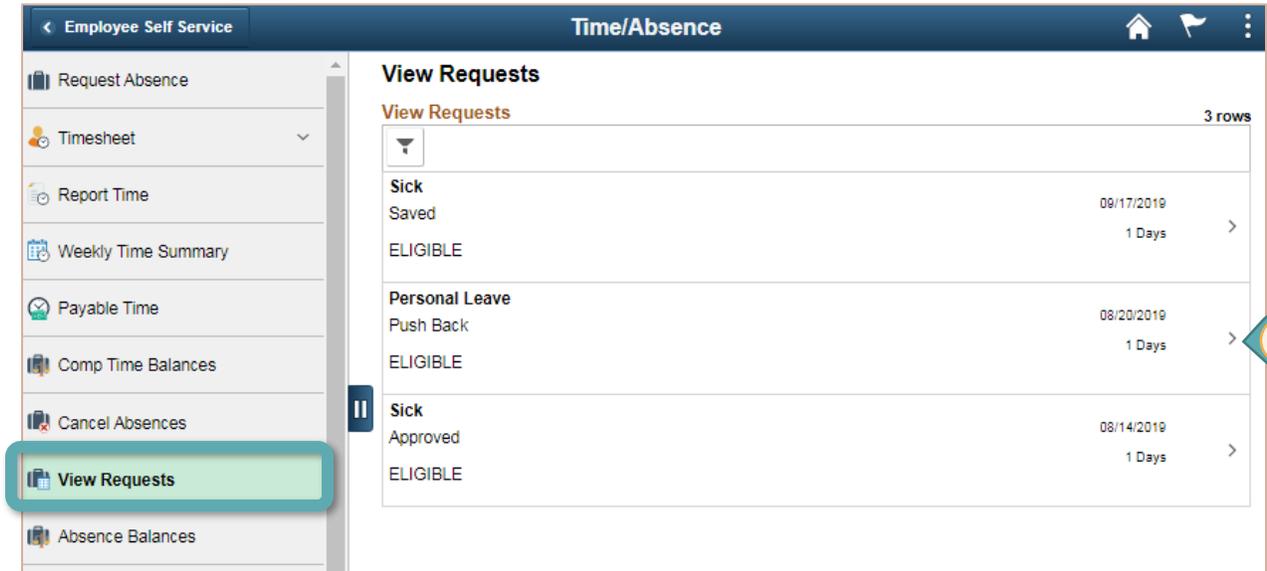
3. Click the **Cancel Absence** button.

**Note:** Cancelled absences also go through the approval workflow and cannot be edited/modified and resubmitted until the workflow is completed. A video and detailed directions for cancelling & resubmitting an absence can be accessed on the [CCSD Employee Business Training website \(training.ccsd.net\)](https://training.ccsd.net) > Resources > HCM.

## View Requests

After selecting the **Time/Absence** tile, click the **View Requests** option from the left side panel to display the page. **View Requests** provides a list of the employee’s existing absence requests and their current status.

The filter icon  can be selected to filter the absences by absence type, if desired.



Requests can have the following status types:	
Submitted	Request submitted but not yet approved at Level 1 Reviewer or Level 2 Approver
Saved	Request saved but not yet submitted
Apprvl Prc	Request is still in the approval workflow process
Approved	Request approved by the Level 1 Reviewer and Level 2 Approver
Pushed Back	Request pushed back by either the Level 1 Reviewer or Level 2 Approver for modification
Cancelled	A previously submitted request has been cancelled
Cancel in Progress	A previously approved absence request was submitted for cancellation but is still waiting approval for the cancellation

1. To view a request, click the > symbol to display the **Request Details** page. The **Request History** and the **Approval Chain** information can also be viewed.

An absence that has been pushed back or cancelled can be modified/edited and resubmitted using this tool. (A new absence with the same name cannot be submitted for the same date.)

**Note:** An absence submitted by a TK or MSS user on behalf of an employee will be marked as “Manager Absence Request” and cannot be edited and resubmitted by the employee.

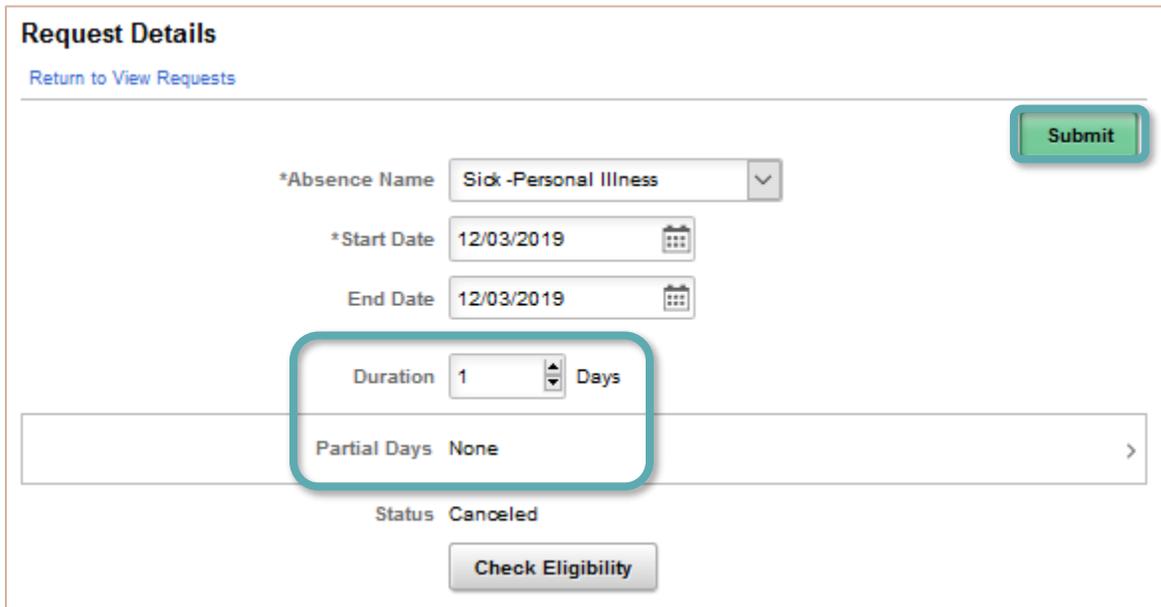
- When finished viewing the **Request Details**, click the **Return to View Requests** link to view details on another request.



**Example of resubmitting a cancelled absence:** In this example, the absence for Sick-Personal Illness was originally entered for a half day and was cancelled since it needed to be modified to show a full day. The absence was selected under the View Request tool.



The absence was then edited to a full day, the **Check Eligibility** button was clicked, and then the **Submit** button was clicked. The absence is then routed to the Level 1 Reviewer to begin the approval process again.



**Note:** If the approved Absence Request was created by the employee and then is cancelled, it is returned to the employee to edit via View Requests in ESS > Time/Absence. (This applies even if the Manager (Level 1 Reviewer or Level 2 Approver) was the one who cancelled the request.)

However, if the approved Absence Request was created by a Manager (Level 1 Reviewer or Level 2 Approver) and then is cancelled, the Manager may edit the request via View Requests in MSS > Team Time/Absence. (The employee cannot edit the request.)

## View Absence Balances

After selecting the **Time/Absence** tile, click the **Absence Balances** option from the left side panel to display the page.

The employee's current available absence balances are displayed by type (sick, vacation, etc.) as of the date listed.

Employees have the ability to forecast absence balances. Click the drop-down arrow in front of **Forecast Balance** to expand the section.

1. In the **As of Date** field, enter the future date to forecast the absence balance.
2. In the **Filter by Type** field, select the type of absence to forecast (*optional*).
3. In the **Absence Name** field, select the absence name.
4. Click the **Forecast Balance** button to determine the absence balance the employee will have accrued as of the future date entered.

**Note:** The Forecast Details include future requested and/or approved absences that may not have been fully processed yet.

In this example, the Sick ADJ (current 19.30 hrs) and the Sick ENT (9.28 hrs) are added together. Then the Sick TAKE (0.00) is subtracted from that total to equal the forecasted Sick BAL (28.58 hrs). [19.30 + 9.28 – 0.00 = 28.58]

Forecast Details	
Sick BAL in Hours 07/01/2019 - 06/30/2020	28.58
Sick TAKE in Hours 07/01/2019 - 06/30/2020	0.00
Sick ADJ in Hours 07/01/2019 - 06/30/2020	19.30
Sick ENT in Hours 07/01/2019 - 06/30/2020	9.28

BAL = Balance  
 TAKE = Taken  
 ENT = Entitled  
 ADJ = Adjusted  
 (within current  
 fiscal year)

In this example, the Vacation ADJ (current 60.50 hrs) and the Vacation ENT (12.48 hrs) are added together. Then the Vacation TAKE (8.00) is subtracted from that total to equal the forecasted Vacation BAL (64.98 hrs). [60.50 + 12.48 – 8.00 = 64.98]

Forecast Details	
Vacation BAL in Hours 07/01/2019 - 06/30/2020	64.98
Vacation TAKE in Hours 07/01/2019 - 06/30/2020	8.00
Vacation ADJ in Hours 07/01/2019 - 06/30/2020	60.50
Vacation ENT in Hours 07/01/2019 - 06/30/2020	12.48
Vacation Payout in Hours 07/01/2019 - 06/30/2020	0.00

## Request and View an Extended Absence

After selecting the **Time/Absence** tile, click the **Extended Absence Request** option from the left side panel to display the page. This is used to initiate FMLA requests or Worker's Comp claims.

**Request Extended Absence**

Smith, Jane

ENGLISH

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

**Extended Absence Request Details** ?

\*Start Date: 11/08/2019

\*Expected Return Date: [Calendar Icon]

Absence Type: All

\*Absence Name: Select Absence Name

Go To: [View Extended Absence Request History](#) [View Absence Balances](#)

\* Required Field

1. Enter the **Start Date** of the extended absence.
2. Enter the **Expected Return Date** of the extended absence. (The **Actual Return Date** will be updated when the employee returns from leave.)
3. From the **Absence Type** field, select the type of absence.
4. From the **Absence Name** field, select the absence name. (The window will expand once a selection has been made.)

**Request Extended Absence**

Smith, Jane

ENGLISH

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

**Extended Absence Request Details** ?

\*Start Date: 09/30/2019 (1)

\*Expected Return Date: 10/18/2019 (2)

Absence Type: Family and Medical Leave Act (3)

\*Absence Name: Select Absence Name (4)

5. From the **Absence Reason** field select one of the choices from the drop-down list which describes the type of leave that is being requested.
6. Enter comments regarding the leave in the **Requestor Comments** field.
7. Click the **Submit** button to submit the request.
8. Click the **Save for Later** button if not yet ready to submit the extended leave request.

### Request Extended Absence

Smith, Jane

ENGLISH

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

#### Extended Absence Request Details ?

* Start Date	09/30/2019	<input type="text"/>
* Expected Return Date	10/18/2019	<input type="text"/>
Actual Return Date	<input type="text"/>	<input type="text"/>
Absence Type	Family and Medical Leave Act	
* Absence Name	FMLA Medical - Family	
* Absence Reason	Select Absence Reason	
Current Balance	0.00 **	

#### Absence Requests

##### Absence Request ?

1-1 of 1
View All

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

\* Required Field  
 \*\*Disclaimer The current balance does not reflect absences that have not been processed.

9. Once submitted or saved for later, the employee can view the request by clicking the **View Extended Absence Request History** link. Enter the dates to view and click the **Refresh** button. Click the **Return to Extended Absence Request** link to return to the previous page.

### Absence Self Service Req Hist

#### Extended Absence Request History

Smith, Jane

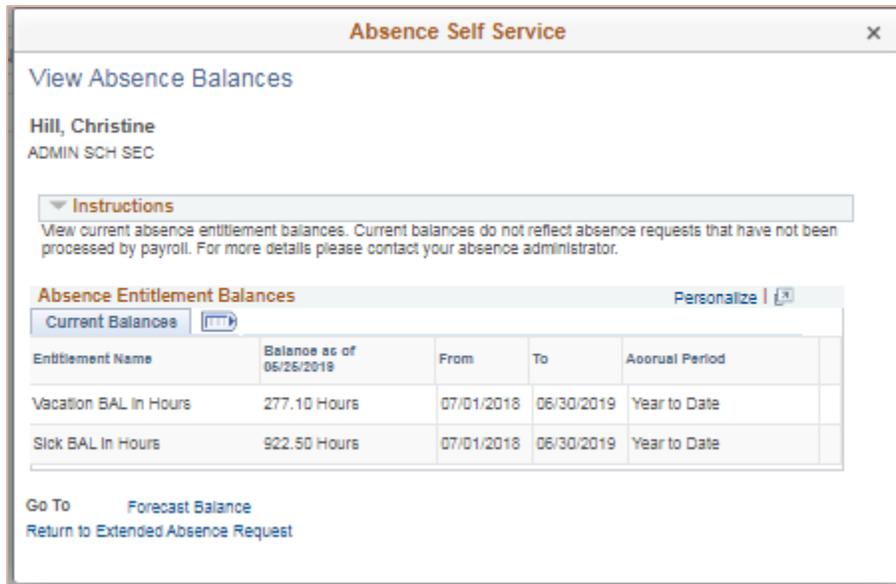
ENGLISH

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and use the Refresh push button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From  Through

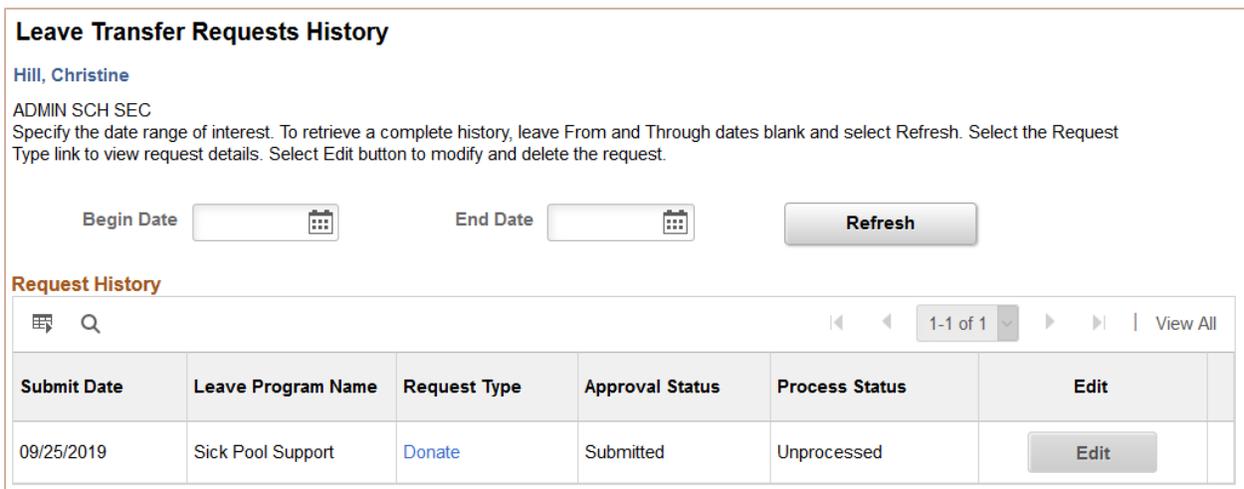
[Return to Extended Absence Request](#)

- Click the **View Absence Balances** link to view the leave balances by absence type.  
 Click the **Forecast Balance** link to forecast the absence balances as of a specific date.  
 Click the **Return to Extended Absence Request** link to return to the previous page.



## View Leave Transfer Request History

After selecting the **Time/Absence** tile, click the **Leave Transfer Request History** option from the left side panel to display the page. This page provides the employee with a historical view of any leave that was donated to the CCSD Sick Pool. **Note:** Only time donated after January 1, 2020, the implementation of the HCM System, will be viewable.



**Note:** This is a view only page. Leave cannot be donated through this tool.

For questions concerning donating leave, contact the Payroll Department at 702-799-2666.

## Entering 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. Employees with a predetermined schedule are 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.

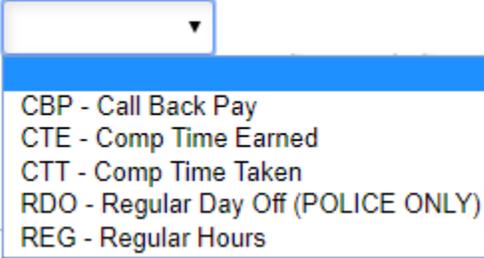
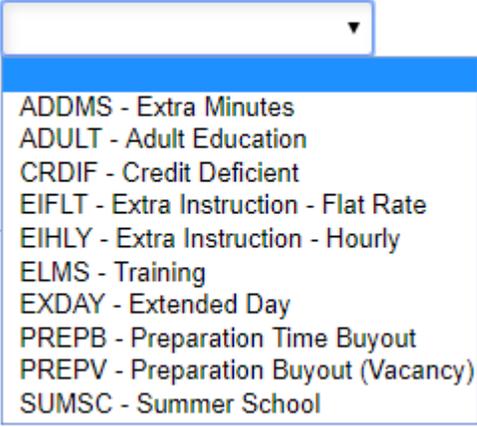
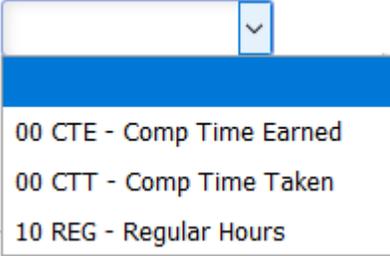
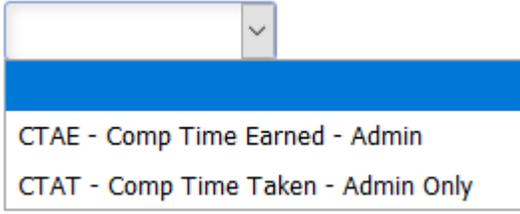
A **positive pay employee**, such as a temporary employee or student worker, is only paid for the time worked. Positive pay employees are required to report all of their time worked.

### Entering Time on the Timesheet

After selecting the **Time/Absence** tile, click the **Timesheet>Enter Time** option from the left side panel to display the **Enter Time** page.

1. 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, or click the dates to open a calendar to navigate to a specific pay period.
2. The **Pay Period Frequency** is determined by the employee group and will be displayed as bi-weekly, semi-monthly, or monthly.
3. The **Scheduled** hours for the pay period appear below the pay period and frequency information. If time has already been submitted, it will be specified in the **Reported** field.

4. Select a **Time Reporting Code** from the drop-down list. (Options vary by employee type and are subject to change.)

Time reporting codes (TRC) for Support Professionals:	Time reporting codes (TRC) for Certified (Licensed):
	
Time reporting codes (TRC) for School Police Officers:	Time reporting codes (TRC) for Unified/ Admin & School Police Captains:
	

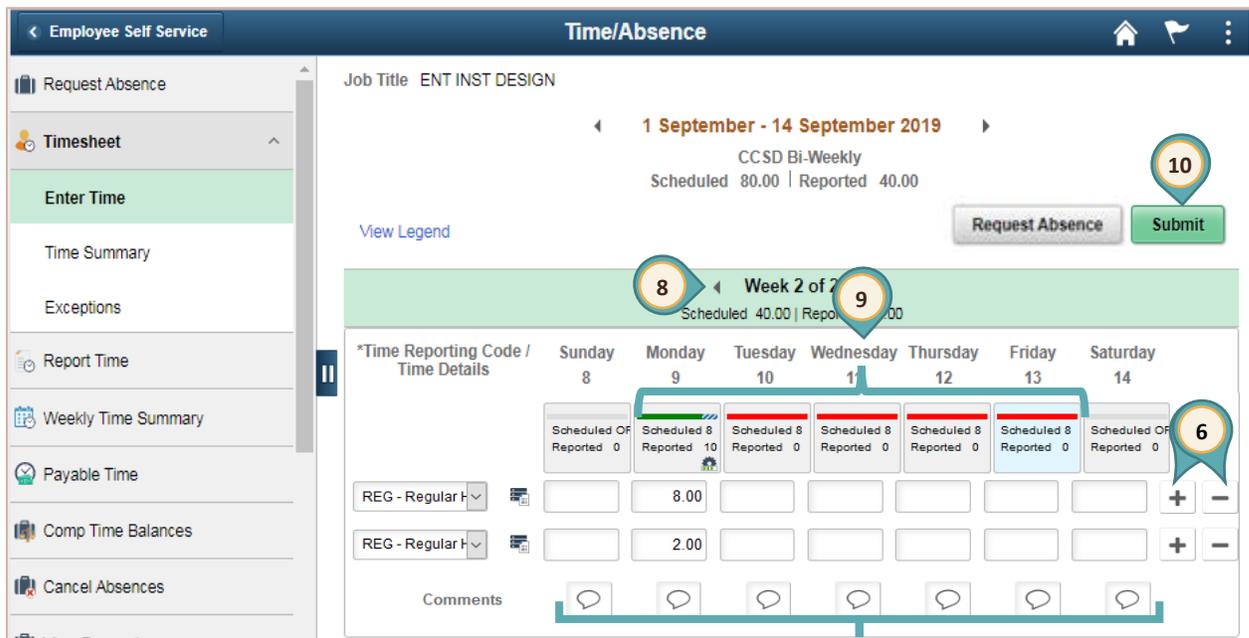
5. Enter the daily time for the week. Notice the system has identified those days the employee is scheduled to work. Prior to submitting the time, the system has highlighted the work days with a red ribbon. Once time has been submitted, the ribbon changes color to green.

**Note:** Minutes need to be converted to two-digit decimals when entering time. For example, 15 minutes is entered as 0.25 in the timesheet. (See Appendix for a more complete time conversion matrix.)



**IMPORTANT!** Support Professionals and School Police Officers need to enter one line showing their regular hours and an additional line(s) showing additional time and/or TRCs because 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 any additional time. (Certified and Unified employees only need to enter their extra time.)

6. If an additional TRC is needed, click the + (plus) button to add an additional row. An example might be a teacher who has worked additional minutes and sold their prep on the same date, or a support professional who worked overtime and needs to account for their regular hours. If a row needs to be deleted, click the – (minus) button.
7. Enter an optional **Comment** for the time worked to detail the justification by selecting the “speech bubble” for that day. It is important to know that comments are viewable by Timekeepers and Managers, and **cannot** be deleted or modified once they are added.
8. Click the left or right arrows in the green ribbon to scroll through weeks of the pay period to enter time for other weeks.



9. Enter the time as needed for the remainder of the pay period.
10. Click the **Submit** button.
11. A message from the system will appear indicating the Timesheet has been submitted.

Timesheet is Submitted for the period 2019-08-18 - 2019-08-31 ✕

If the employee has more than one job, time can be entered for each by selecting the **Job Title** from the drop-down in the upper left corner to switch between jobs.

\*Job Title ENGLISH ▼

ENGLISH

PREP BUYOUT

Additional examples of Time Reporting Codes (TRCs) can be accessed on the [CCSD Employee Business Training website \(training.ccsd.net\)](http://training.ccsd.net) > Resources > HCM.

*Note:* A full day for certified employees is shown as 7.18 (7 hours 11 mins).

## Viewing the Time Summary

After selecting the **Time/Absence** tile, click the **Timesheet>Time Summary** option from the left side panel to display the **Time Summary** page. This option provides a calendar view of the pay period and any reported time activity.

Use the left and right arrow buttons to navigate to previous and future pay periods or click the dates to open a calendar to navigate to a specific pay period.

There is also a **\*View By** drop-down menu to change how the **Time Summary** is viewed.

The screenshot shows the 'Time/Absence' interface. On the left, a sidebar lists various options, with 'Time Summary' highlighted. The main content area displays a calendar for the period '1 December - 15 December 2019'. At the top, there are navigation arrows and a 'View By' dropdown menu. Below the calendar, a summary for 'DECEMBER 2' (Monday) is shown, indicating 'Total Reported: 0.25 Hours' and 'Time Reporting Code: Extra Instruction - Hourly - 0.25 Hours'. An 'Actions' button is visible in the bottom right of the summary box.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Off Day Scheduled: Off Reported: 0 Hours	2 Extra Instruction - Hourly - 0.25 Hours Scheduled: 7.18 Hours Reported: 0.25 Hours	3 Extra Instruction - Hourly - 0.25 Hours Scheduled: 7.18 Hours Reported: 0.25 Hours	4 Extra Instruction - Hourly - 0.25 Hours Scheduled: 7.18 Hours Reported: 0.25 Hours	5 Extra Instruction - Hourly - 0.25 Hours Scheduled: 7.18 Hours Reported: 0.25 Hours	6 Extra Instruction - Hourly - 0.25 Hours Scheduled: 7.18 Hours Reported: 0.25 Hours	7 Off Day Scheduled: Off Reported: 0 Hours
8 Off Day Scheduled: Off Reported: 0 Hours	9 Scheduled: 7.18 Hours Reported: 0 Hours	10 Scheduled: 7.18 Hours Reported: 0 Hours	11 District Business - 7.18 Hours Scheduled: 7.18 Hours Reported: 7.18 Hours	12 Scheduled: 7.18 Hours Reported: 0 Hours	13 Scheduled: 7.18 Hours Reported: 0 Hours	14 Off Day Scheduled: Off Reported: 0 Hours
15 Off Day Scheduled: Off Reported: 0 Hours	<b>DECEMBER 2</b> Total Reported: 0.25 Hours Time Reporting Code: Extra Instruction - Hourly - 0.25 Hours Actions					

## Viewing Exceptions

After selecting the **Time/Absence** tile, click the **Timesheet > Exceptions** option from the left side panel to display the **Exceptions** page.

An **Exception** occurs when the time entered may not be valid. For example, entering a negative number or reporting less than the regularly scheduled hours in the timesheet would create an exception and would appear in the **Exceptions** menu. When an exception is selected, it displays the timesheet so that corrections can be made to the entered time.

1. A list of the **Exceptions** is shown in this section of the page.

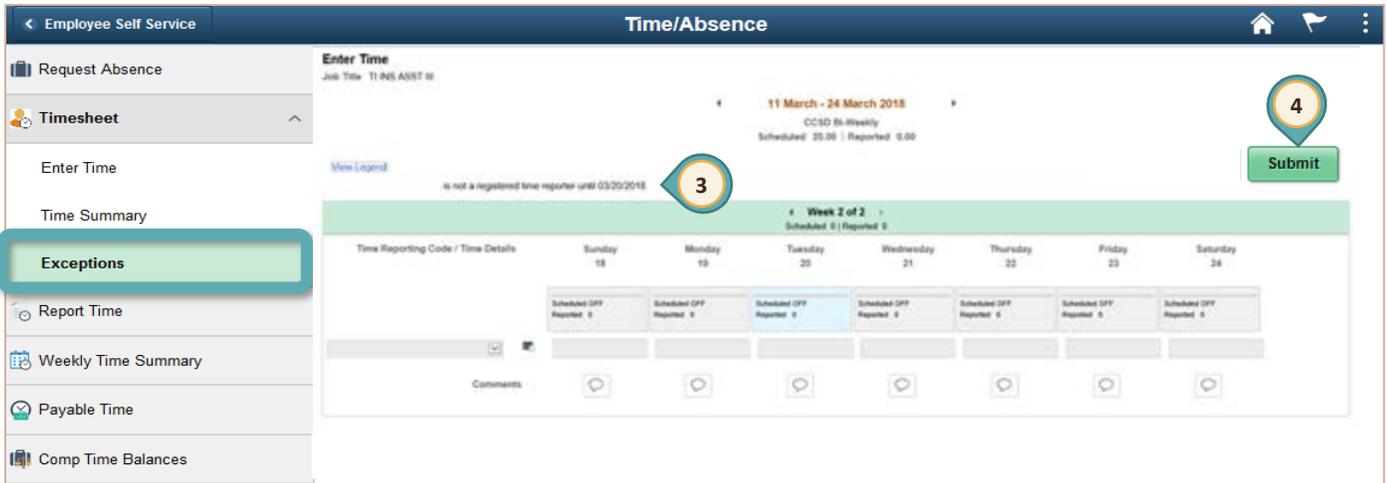
The screenshot shows the Employee Self Service interface. The left navigation pane has the 'Exceptions' option highlighted with a green box. The main content area is titled 'Time/Absence' and shows a list of exceptions for Job Title 'TI INS ASST III'. The list contains four entries, each with a 'High' severity level and a date (03/20/2018, 03/21/2018, 03/22/2018, and 03/23/2018). A blue callout bubble with the number '1' points to the 'Exceptions' header. Another blue callout bubble with the number '2' points to the right arrow icon on the right side of the list.

Exception Description	Severity	Date	Action
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	High	03/20/2018	>
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	High	03/21/2018	>
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	High	03/22/2018	>
Reported time on or before 2018-03-24 is for a prior period. The time reported is for a restricted prior period.	High	03/23/2018	>

2. Click the **>** right arrow to view the details of the **Exception**. The timesheet for the reported period will be displayed.

**Note:**

High level exceptions need to be corrected before they can be approved.  
Medium & Low exceptions are just a notification that something is not usual.

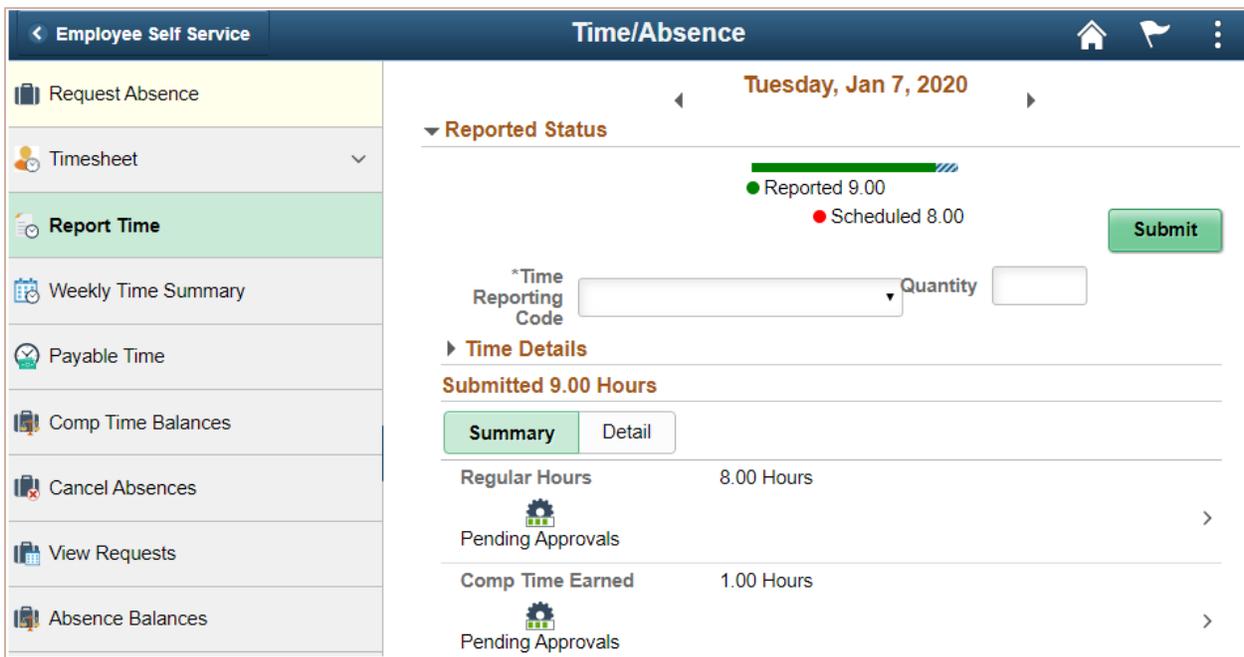


3. A message regarding the time exception is displayed.
4. Make the necessary corrections and remember to click **Submit**.

### Viewing Report Time

After selecting the **Time/Absence** tile, click the **Report Time** option from the left side panel to display the page.

This tool functions the same as **Timesheet > Enter Time**, but instead of a weekly view, time is entered in a daily view.



## Viewing the Weekly Time Summary

After selecting the **Time/Absence** tile, click the **Weekly Time Summary** option from the left side panel to display the page.

This tool provides a detailed weekly view of any time the employee may have entered in the timesheet. Selecting a day displays the **Report Time** page.

## Viewing Payable Time Details

After selecting the **Time/Absence** tile, click the **Payable Time** option from the left side panel to display the page. Once the payroll process is complete, any time that was entered and approved will display under **Payable Time**.

The screenshot shows the 'Employee Self Service' interface for 'Time/Absence'. The left sidebar contains various options, with 'Payable Time' highlighted. The main content area shows date selection fields for '\*From' (01/01/2019) and '\*Through' (09/28/2019). Below these is the 'Payable Time Summary' section, which includes a table with the following data:

Time Reporting Code	Quantity
Regular Hours	224.00 Hours
Holiday Pay	8.00 Hours
<b>Total</b>	<b>232.00 Hours</b>

1. Select the **\*From** date from the calendar for the desired date range.
2. Select the **\*Through** date from the calendar of the time period to view.
3. The **Payable Time Summary** will be displayed for the dates entered once the payroll process is complete.
4. Select the **Details** tab for a daily list of time and the current status.

## Viewing Comp Time Balances

After selecting the **Time/Absence** tile, click the **Comp Time Balances** option from the left side panel to display the page. This tool will display any comp time earned.

Leave Balances Summary (In Hours)		
Leave Type	Balance	Maximum Balance
COMPSUP	1.70	240 >

To view Comp Time Details, click the > symbol to display the **Leave Balance Details** page.

[Return to Leave Balances](#)

COMPSUP Balance	Minimum Balance	Maximum Balance
1.70	0	240

**Leave Balance Details**

Accrual Date	Earned	Taken	Balance
01/03/2020	0.75	0.00	1.70
01/02/2020	0.75	0.00	0.95
12/22/2019	0.20	0.00	0.20

*Balances are as of the specified Accrual Date.*

## Employee Effort Certification

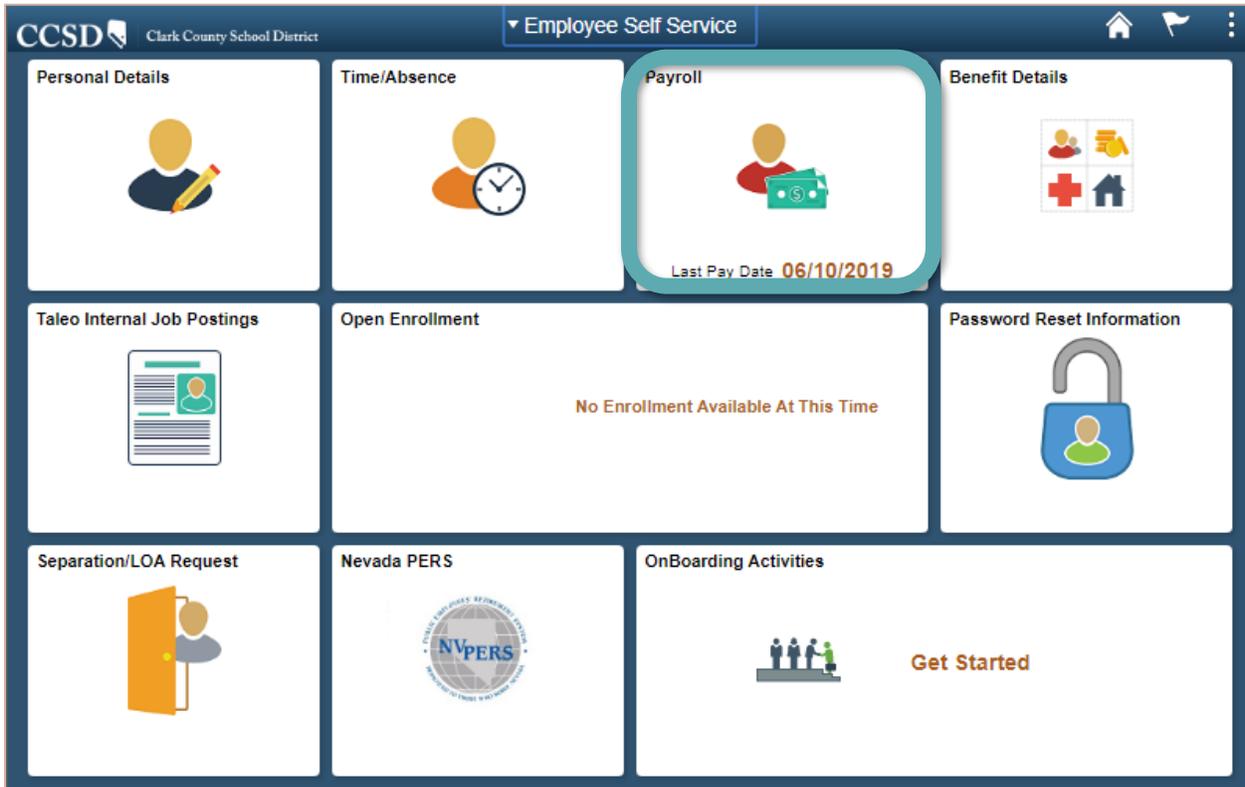
After selecting the **Time/Absence** tile, click the **Employee Effort Certification** option from the left side panel to display the page.

This area is required for use by federally-funded CCSD employees to review their payroll distribution records and report their actual efforts toward projects. Detailed instructions for employees are located on [CCSD Employee Business Training website \(training.ccsd.net\)](http://training.ccsd.net) > Resources > HCM.

## Payroll Tile

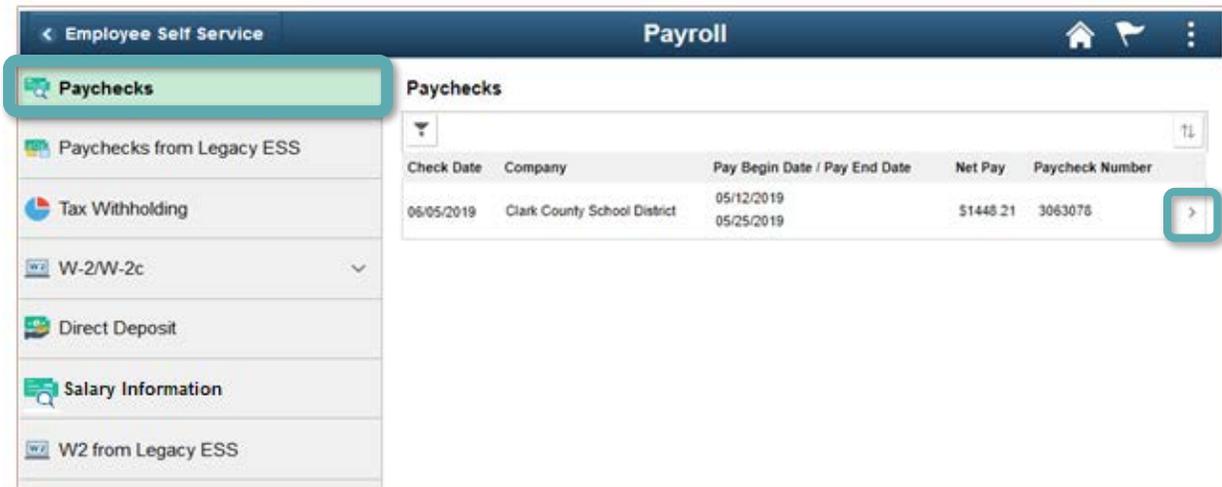
The **Payroll** tile allows employees to see paychecks, tax withholding, and W2 information. It also allows them to view and set up direct deposit, with options for percentage and set amounts in multiple accounts.

Select the **Payroll** tile from **Employee Self Service** to display the **Payroll** page.



## Viewing Paychecks

After selecting the **Payroll** tile, click the **Paychecks** option from the left side panel to display the page.



Click on the > right arrow to view the paycheck for the pay period. The pay stub will be displayed as a PDF document (*see sample on the next page*) with the following key information:

1. Summary of the **Gross Earnings**.
2. Summary of the **Federal Taxable Gross**.
3. Total of all of the **deductions**.
4. Summary of the **Net Pay**.
5. A breakdown of the **Earnings** paid to the employee by earnings type.
6. The detail on the taxes that were withheld from the paycheck.
7. All **Before-Tax Deductions**.
8. All **After-Tax Deductions**.
9. **Employer Paid Benefits** that are the costs of the benefits paid on the employee's behalf by the Clark County School District.
10. The **Net Pay Distribution**. In this example, the funds were sent by direct deposit to the financial institution designated by the employee.

Clark County School District 5100 WEST SAHARA AVENUE LAS VEGAS, NV 89146		Pay Group: SUP-Support Staff Pay Begin Date: 05/12/2019 Pay End Date: 05/25/2019	Business Unit: CCSD1 Advice #: 3063078 Advice Date: 06/05/2019																										
Christine Hill 555 MAIN ST LAS VEGAS, NV 89144		Employee ID: I23456 Department: 0099 HCM Location 1 Location: 0099 HCM Location 1 Job Title: ADMIN SCH SEC Pay Rate:	TAX DATA: Federal NV State Tax Status: Married N/A Allowances: 3 0 Addl. Percent: Addl. Amount: 10.00																										
<b>5 HOURS AND EARNINGS</b> <table border="1"> <thead> <tr> <th>Loc</th> <th>Description</th> <th>Pay Period</th> <th>Rate</th> <th>Current Hours</th> <th>Current Earnings</th> <th>YTD Hours</th> <th>YTD Earnings</th> </tr> </thead> <tbody> <tr> <td>0099</td> <td>REGULAR HOURLY</td> <td>05/12/2019 05/25/2019</td> <td>20.51</td> <td>80.00</td> <td>1,640.80</td> <td>960.00</td> <td>19,689.60</td> </tr> </tbody> </table>			Loc	Description	Pay Period	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	0099	REGULAR HOURLY	05/12/2019 05/25/2019	20.51	80.00	1,640.80	960.00	19,689.60	<b>6 TAXES</b> <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>70.23</td> <td>842.76</td> </tr> <tr> <td>Fed MED/EE</td> <td>22.36</td> <td>268.10</td> </tr> </tbody> </table>		Description	Current	YTD	Fed Withholding	70.23	842.76	Fed MED/EE	22.36	268.10
Loc	Description	Pay Period	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings																						
0099	REGULAR HOURLY	05/12/2019 05/25/2019	20.51	80.00	1,640.80	960.00	19,689.60																						
Description	Current	YTD																											
Fed Withholding	70.23	842.76																											
Fed MED/EE	22.36	268.10																											
<b>7 BEFORE-TAX DEDUCTIONS</b> <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>POS - Support Professionals</td> <td>100.00</td> <td>1,200.00</td> </tr> </tbody> </table>			Description	Current	YTD	POS - Support Professionals	100.00	1,200.00	<b>8 AFTER-TAX DEDUCTIONS</b> <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Current	YTD																
Description	Current	YTD																											
POS - Support Professionals	100.00	1,200.00																											
Description	Current	YTD																											
<b>9 EMPLOYER PAID BENEFITS</b> <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Description	Current	YTD																								
Description	Current	YTD																											
<b>1 TOTAL:</b> 80.00 1,640.80 960.00 19,689.60			<b>2 TOTAL:</b> 92.59 1,110.86																										
<b>1 TOTAL:</b> 100.00 1,200.00			<b>2 TOTAL:</b> 0.00 0.00																										
<b>3 *TAXABLE</b>																													
<b>TOTAL GROSS</b> 1,640.80 Current YTD 19,689.60		<b>FED TAXABLE GROSS</b> 1,540.80 Current YTD 18,489.60	<b>TOTAL TAXES</b> 92.59 Current YTD 842.76	<b>TOTAL DEDUCTIONS</b> 100.00 Current YTD 1,200.00	<b>NET PAY</b> 1,448.21 Current YTD 17,378.74																								
<b>YEAR-TO-DATE</b> SICK PTO VACATION BEG BAL 0.0 0.0 0.0 Earned 0.0 0.0 0.0 Taken 0.0 0.0 0.0 Adjustments 0.0 0.0 0.0 Payouts 0.0 0.0 0.0 END BAL 0.0 0.0 0.0			<b>10 NET PAY DISTRIBUTION</b> <table border="1"> <thead> <tr> <th>Account Type</th> <th>Account Number</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td>XXXXXXXX 0099</td> <td>1,448.21</td> </tr> </tbody> </table>		Account Type	Account Number	Deposit Amount	Checking	XXXXXXXX 0099	1,448.21																			
Account Type	Account Number	Deposit Amount																											
Checking	XXXXXXXX 0099	1,448.21																											
<b>TOTAL:</b>			<b>TOTAL:</b> 1,448.21																										

## Viewing Paychecks from Legacy ESS

After selecting the **Payroll** tile, click the **Paychecks from Legacy ESS** option from the left side panel. Select **View File** to download a complete PDF file of all paychecks from the previous ESS system from January 1, 2014 through December 31, 2019.

The screenshot shows the 'Employee Self Service' interface with the 'Payroll' section active. In the left sidebar, the 'Paychecks' menu is expanded, and 'Paychecks from Legacy ESS' is highlighted. The main content area displays a table with one row of data. The 'View File' button in the first column is highlighted with a red box.

View File	Attached File	Last Update Date/Time	Last Updated by
View File	11111111.pdf	10/02/2019 10:51:51AM	PROCESS

## Tax Withholding-W4

After selecting the **Payroll** tile, click the **Tax Withholding** option from the left side panel to display the page.

The screenshot shows the 'Employee Self Service' interface with a 'Payroll' header. On the left, a navigation menu includes 'Paychecks', 'Paychecks from Legacy ESS', 'Tax Withholding' (highlighted with a red box), 'W-2/W-2c', and 'Direct Deposit'. The main content area is titled 'W-4 Withholding Certificate' for 'CHRISTINE HILL' at 'Clark County School District'. It displays a 'Social Security Number' as 'XXX-XX-XXXX'. Below this, there is a note: 'Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS. [www.irs.gov](http://www.irs.gov)' (the link is highlighted with a red box). A section titled 'Step 1: Personal Information' contains the text: 'Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov)'.

To modify the employee's current withholdings:

- A. Download the pdf version of the Employee's Withholding Certificate Form W-4 including instructions and worksheets by selecting the link, [www.irs.gov](http://www.irs.gov), entering the updated information, and submitting it to the Payroll Department. (see sample next page)

**OR**

- B. Complete the steps on this page.

**Step 1 - Personal Information:** Verify information and update **Filing Status** if necessary.

*Complete Steps 2 through 4 **ONLY** if applicable.*

**Step 2 - Multiple Jobs or Spouse Works:** Select the checkbox if applicable.

Select **View Instructions** for more details.

**Step 3 – Claim Dependents:** Enter the appropriate information if applicable.

Select **View Instructions** for more details.

**Step 4 – Other Adjustments:** Enter the appropriate information if applicable.

Select **View Instructions** for more details.

**Claim Exemption for Withholding:** Select the checkbox **ONLY if BOTH** conditions are met.

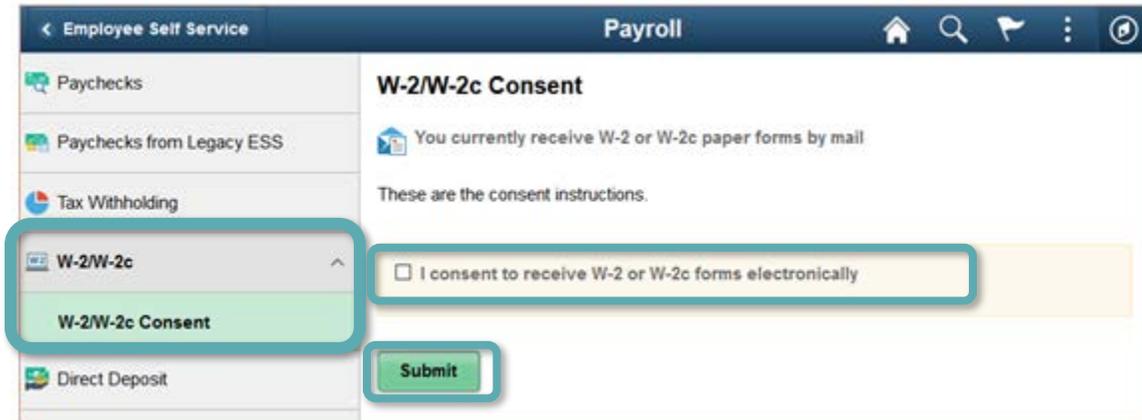
Click **Submit** when finished.

*See sample of the Employee's Withholding Certificate Form W-4 on the next page.*



## W-2/W-2c Consent

After selecting the **Payroll** tile, click the **W-2/W-2c** option from the left side panel to display the page.



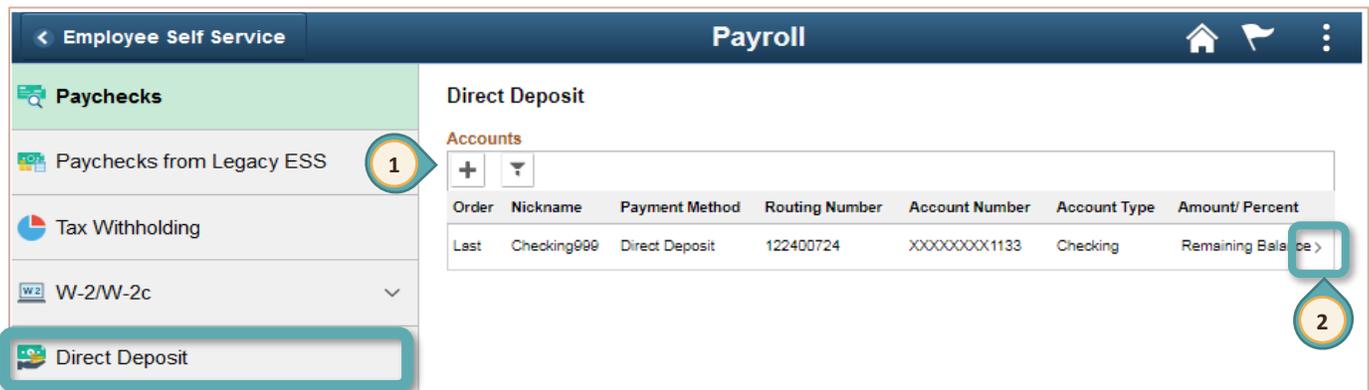
To change how this form is received, click the box next to the statement, “I consent to receive W-2 or W-2c forms electronically,” and then click the **Submit** button. (The employee can also withdraw their consent to receive W-2 or W-2c forms electronically using this tool.)

## Direct Deposit

After selecting the **Payroll** tile, click the **Direct Deposit** option from the left side panel to display the page. This option allows employees to add/change/remove Direct Deposit accounts. A maximum of five accounts may be set up.

As an example, the employee might have a current direct deposit checking account set up in the system, but wants to add a savings account. The employee could plan to automatically deposit 80% of the paycheck in the checking account and the remaining 20% in the savings account.

1. Click the **+** sign to add a new bank account.
2. Click the **>** symbol to edit the bank information shown.



- To remove the existing bank information, click the **Remove** button.
- To edit the existing direct deposit **Nickname**, click in the field and update the name.
- Select the **Payment Method** from the drop-down. Choose **Check** or **Direct Deposit**.
- Enter the **Routing Number** for the bank.
- Click the **Information Icon** (“i”) to view instructions on where to find the **Routing Number** and the **Account Number** on a personal check.
- The existing **Account Number** is shown. Click the pencil icon to edit it.
- If the **Account Number** has been edited, the system will require the employee to **Re-type** the **Account Number**.
- Select the **Account Type** from the drop-down. Choose **Checking** or **Savings**.
- Select the **Deposit Type**. Choose **Percent**, **Amount** or **Remaining Balance**.
- Click the **Save** button before leaving this window.

The screenshot shows the 'Edit Account' form with the following fields and callouts:

- Cancel** button (top left)
- Save** button (top right)
- \*Nickname** field: Savings999 (callout 4)
- \*Payment Method** dropdown: Direct Deposit (callout 5)
- Bank** section header
- Routing Number** field: 122400724 (callout 6)
- Information Icon** (callout 7)
- Account Number** field: XXXXXXXX1133 (callout 8)
- Retype Account Number** field (callout 9)
- Pay Distribution** section header
- \*Account Type** dropdown: Checking (callout 10)
- \*Deposit Type** dropdown: Remaining Balance (callout 11)
- Remove** button (callout 3)
- Save** button (callout 12)

## Salary Information

After selecting the **Payroll** tile, click the **Salary Information** option from the left side panel. This option allows employees view their current and previous salary information. After clicking this option, the **Paycheck** menu on the left will be replaced with a new panel with options to change the grid display (i.e.: annual to hourly) and optional filters. If changes are made, remember to click the **Apply** button. (Note: If the window is small, this new panel can be accessed by selecting the blue tab on the left.)

The screenshot shows the 'Employee Self Service' interface with the 'Payroll' section selected. The left sidebar contains several menu items, with 'Salary Information' highlighted in a blue box. The main content area displays the 'Salary Information' panel, which includes a 'View Chart' link and a table with columns: Date of Change, Amount, Salary Change Amount, Salary Change Percent, Source, Type, Currency, and Job Title. To the right of the main panel, a configuration panel is open, featuring 'Apply' and 'Reset' buttons. This panel has two sections: 'Grid Display Options' with a 'Salary Frequency' dropdown menu (showing 'Annual' selected) and 'Filter Options' with dropdowns for 'Source', 'Type', 'Job Title', and 'Time Period' (set to 'All'). A blue arrow points from the 'Salary Information' menu item to the configuration panel.

## Viewing W2 from Legacy ESS

After selecting the **Payroll** tile, click the **W2 from Legacy ESS** option from the left side panel. Select **View File** to download a complete PDF file of all W2s from the previous ESS system from 2014 through 2018.

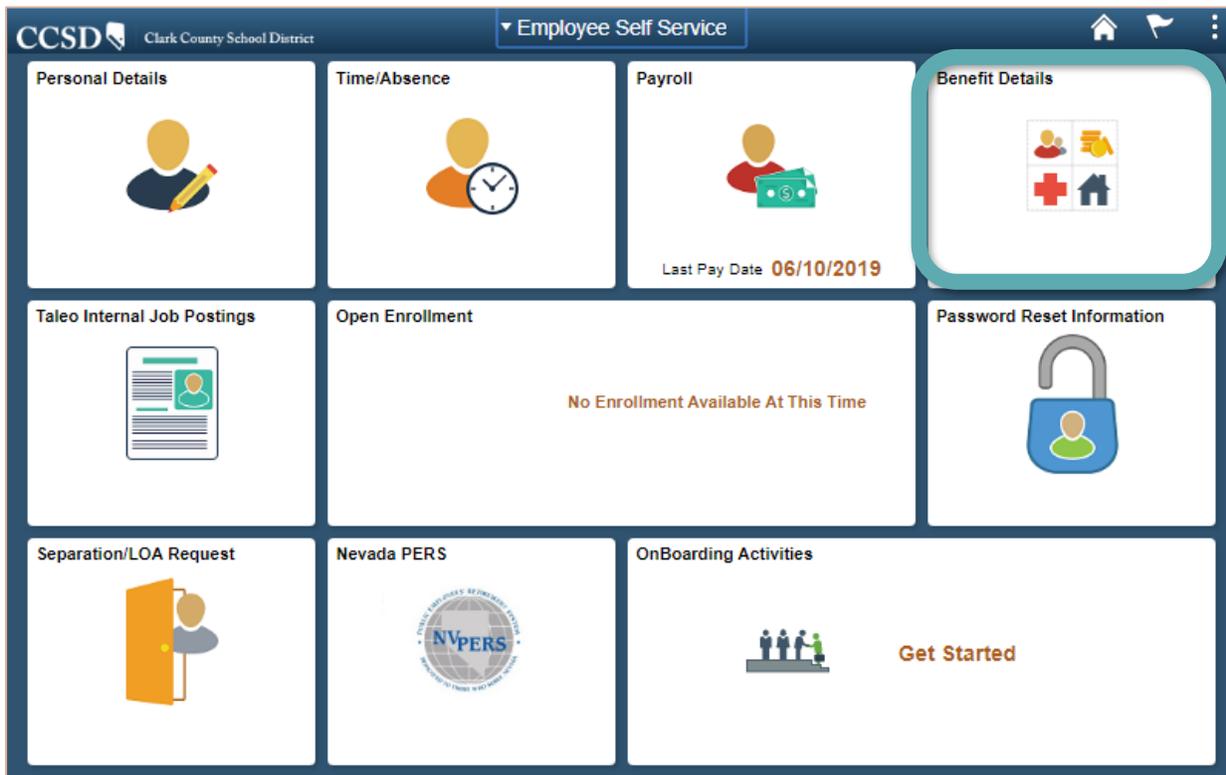
The screenshot shows the 'Employee Self Service' interface with the 'Payroll' section selected. The left sidebar contains several menu items, with 'W2 from Legacy ESS' highlighted in a blue box. The main content area displays a table with 1 row of data. The table has columns: View File, Attached File, Last Update Date/Time, and Last Updated by. The data row shows a 'View File' link, the filename 'W2-111111.pdf', the date and time '10/02/2019 10:51:51AM', and the user 'PROCESS'.

View File	Attached File	Last Update Date/Time	Last Updated by
<a href="#">View File</a>	W2-111111.pdf	10/02/2019 10:51:51AM	PROCESS

## Benefit Details Tile

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.

Select the **Benefit Details** tile from **Employee Self Service** to display the **Benefit Details** page.



## Viewing the Benefits Summary

After selecting the **Benefit Details** tile, click the **Benefits Summary** option from the left side panel to display the employee's current benefits plans. To view additional information about the enrollments, including covered dependents and beneficiaries, click the > icon.

**Employee Self Service** **Benefit Details**

Peterson, Sandra - 111111  
 SHS PRINC (12MOS)

**Benefits Summary** As Of 12/05/2019

Type of Benefit	Plan Description	Coverage or Participation
Medical/Dental/Vision/CCASAPE	CCASAPE HMO	Family w/ Certified >
Life	Admin Life	\$100000 >
Life and AD and D	Life and AD&D	\$50000 >
NV PERS	CCASAPE Welfare Trust	Participating
Workers Comp	Administrators	Participating
Employer Group Insurance (EGI)	Administrators	\$733.62/monthly

Deduction	Effective Date	Deduction End Date	Deduction Amount
403(b) MetLife	12/01/2019		\$50

## Viewing Covered Dependents for Benefit Plans

1. The **Benefit Plan Name** the employee participates in, the **Plan Provider**, and the **Coverage** will be displayed.
2. If the employee is covering dependents in the benefit plan, the names of the covered dependents will be displayed. (If the employee has selected employee only coverage, no dependent information is displayed on the page.)

**Employee Self Service** **Medical/Dental/Vision/CCASAPE**

Peterson, Sandra  
 To view your benefits as of another date, enter the date and select Go.  
 09/19/2019

**Medical/Dental/Vision/CCASAPE**

1 { Plan Name CCASAPE HMO  
 Plan Provider Health Plan Nevada  
 Coverage Family w/ Certified Spouse  
 Group Number

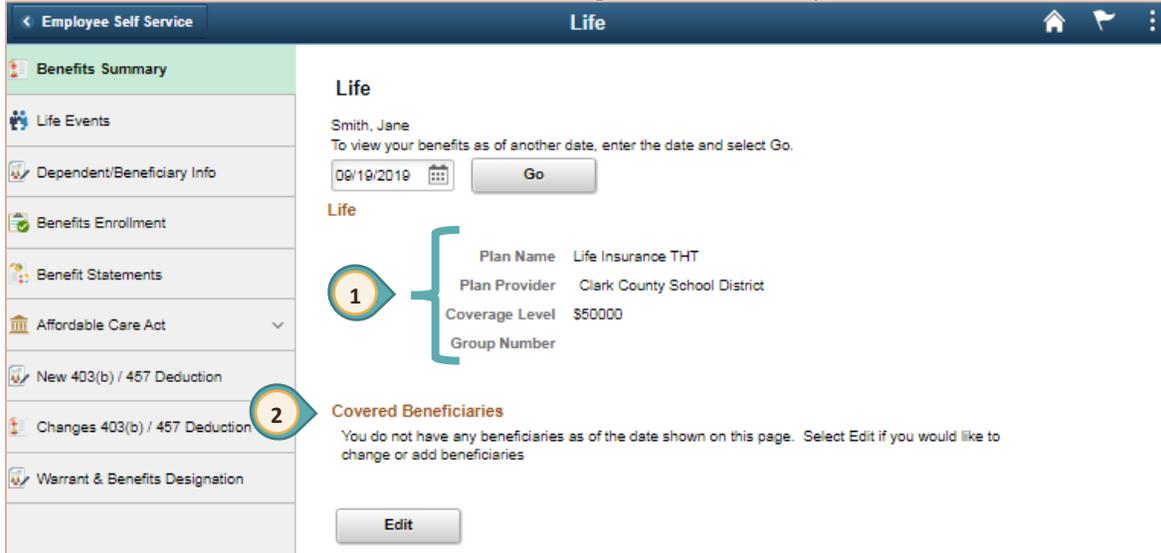
**Covered Dependents**

Name	Relationship
CCSD USER	Spouse
CCSD USER	Child
CCSD USER	Child

2

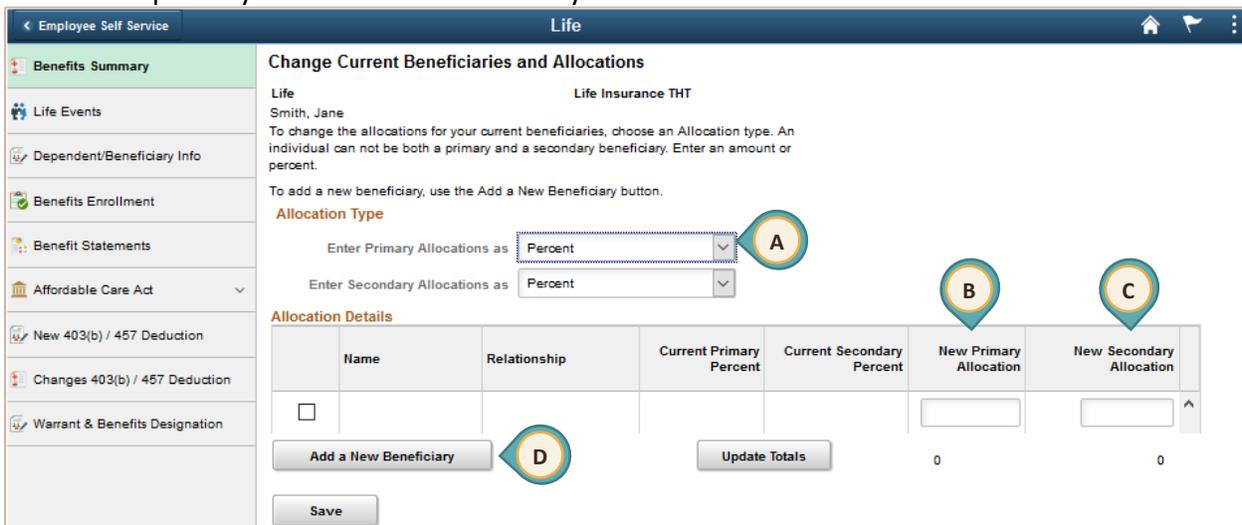
## Viewing Covered Beneficiaries for Benefit Plans

1. The name of the **Benefit Plan** the employee participates in is displayed; in this case, it is **Life Insurance THT** and the **Plan Provider** name is the Clark County School District. The coverage amount of life insurance is displayed under the **Coverage Level**.
2. If the employee has designated a beneficiary for the life insurance plan, it is displayed in the **Covered Beneficiaries** section. To add or change the beneficiary, click the **Edit** button.



To edit/add the beneficiary information:

- A. Select either percent or flat amount for both the **Primary Allocation** and the **Secondary Allocation**. (The **Primary Allocation** is an allocation for the primary beneficiary. The **Secondary Allocation** is an allocation for the contingent beneficiary.)
- B. Enter the **Percentage** allocated to the primary beneficiary. The total allocated to the primary beneficiaries should equal 100%.
- C. Enter the **Percentage** allocated to the secondary beneficiary. The total allocated to the secondary beneficiaries should equal 100%. Click the **Update Totals** button to confirm the primary allocation and secondary allocation total 100%.



D. To add a new beneficiary, click the **Add a New Beneficiary** button.



- i. Enter the beneficiary's personal information in the space provided.
- ii. Select the marital status of the beneficiary from the drop-down list.
- iii. Click the checkbox **Same Address as Employee** if the beneficiary has the same address. The system will populate the fields with the employee's address.
- iv. Click the **Edit** checkbox if the beneficiary's address is different from the employee's address. A new window will open to enter the address for the beneficiary.
- v. Click **OK** to save the entry.
- vi. Click the checkbox **Same Phone as Employee** or enter a different phone number in the space provided.
- vii. After entering the required information on the page, click the **Save** button.
- viii. Click the **Return to Change Current Beneficiaries and Allocations** link.

The screenshot shows the 'Life' section of the Employee Self Service interface. The main heading is 'Dependent/Beneficiary Personal Information' for 'Smith, Jane'. The form is divided into three main sections:

- Personal Information:** Fields for \*First Name, Middle Name, \*Last Name, Name Prefix, Name Suffix, Date of Birth, \*Gender, Social Security Number, and \*Relationship to Employee.
- Status Information:** Fields for \*Marital Status (Single), \*Student (No), \*Disabled (No), and \*Smoker (Non Smoker), each with an 'As of' date field.
- Address and Telephone:** Includes a checkbox for 'Same Address as Employee', a 'Country' dropdown (United States), and an 'Address' field. An 'Edit Address' button is highlighted with callout iv.

An 'Edit Address' window is shown below, containing fields for Country, Address 1, Address 2, Address 3, City, State, Postal, and County. It has 'OK' and 'Cancel' buttons at the bottom, with callout v pointing to the 'OK' button.

Other callouts include:
 

- iii: 'Same Address as Employee' checkbox.
- vi: 'Same Phone as Employee' checkbox.
- vii: 'Save' button.
- viii: 'Return to Change Current Beneficiaries and Allocations' link.

## Adding/Editing the Dependents and Beneficiary Information

After selecting the **Benefit Details** tile, click the **Dependent/Beneficiary Info** option from the left side panel to display this page, which shows a list of all previous and/or current dependents covered under the employee's CCSD health care benefit and beneficiary designation.

The screenshot shows the 'Benefit Details' page for Sandra Peterson (SHS PRINC (12MOS)). The left sidebar has 'Dependent/Beneficiary Info' selected. The main content area has an 'Add Individual' button and a table of dependents/beneficiaries. Callout 1 points to the employee name, callout 2 points to the 'Add Individual' button, and callout 3 points to the expand/collapse icons in the table.

Name	Relationship	Beneficiary	Dependent
CCSD USER	Spouse	✓	✓
CCSD USER	Child	✓	✓
CCSD USER	Child	✓	✓

1. Eligible dependents and beneficiaries are displayed on this page and additional individuals can be added. Once added, they will be available if and when modifying a benefits package.
2. All eligible beneficiaries or dependents are indicated by a checkmark under the appropriate column. This does not necessarily mean that they are currently covered by one of the benefits plans. (Please note that inactive dependents or beneficiaries will NOT be removed.)

A beneficiary is someone who the employee designates as a person who will be eligible to receive the proceeds from the life insurance plan in the event of their death. A dependent is a family member who meets the IRS definition of someone who can be covered under the employee's medical, dental, and vision plans.

To determine which dependents or beneficiaries are currently covered by any of the benefits plans, click **Benefits Summary** option from the left side panel 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 CCSD.

3. To view or update the dependent/beneficiary information, click the > icon.

**Update Individual Dependent/Beneficiary Information** g Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Sep 19, 2019.

**Name**  
 CCSD USER a >

**Personal Information**

b

Date of Birth: 07/04/1969  
 \*Gender: Female  
 \*Relationship to Employee: Spouse  
 Dependent: Yes  
 Beneficiary: Yes  
 \*Marital Status: Single  
 \*Student: No  
 \*Disabled: No  
 \*Smoker: Non Smoker

**Address**  
 555 MAIN ST  
 LAS VEGAS, NV 89138 c >

**National ID**

Country	National ID Type	National ID	Primary
United States	Social Security Number	XXX-XX-XXXX	✓

d >

**Phone**

Number	Extension	Phone Type	Same as Mine	Preferred
		Other	✓	✓

e >

**Email**  
 No data exists  
 Add Email f

- a. To edit the dependent or beneficiary's **Name** click the > symbol.



Enter the dependent or beneficiary's **Name** information. Click the **Done** button when finished.

**Name** Done

Name Format: English  
 Name Prefix:  
 \*First Name: CCSD  
 Middle Name: M  
 \*Last Name: USER  
 Name Suffix:  
 Display Name: CCSD USER  
 Formal Name: CCSD USER  
 Name: USER,CCSD M

- b. Enter their **Personal Information**. Mandatory fields are marked with an asterisk (\*).

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

Dependent

Beneficiary

\*Marital Status

\*Student

\*Disabled

\*Smoker

- c. To edit the dependent or beneficiary's **Address** click the > symbol.

**Address**

555 MAIN ST  
 LAS VEGAS, NV 89138

Enter the updated dependent or beneficiary's Address.  
 Click the **Done** button when finished.

**Address**

Cancel Done

Same as mine  No

Address Type

Country

Address 1

Address 2

Address 3

City

State

Postal

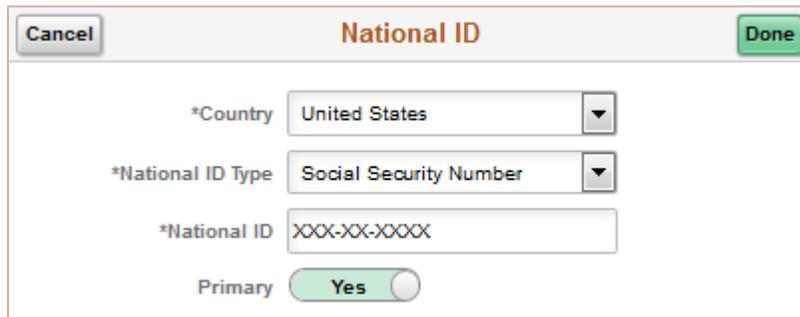
County

- d. If the **National ID** (Social Security Number) is missing, add their **National ID** by clicking the + sign. If the **National ID** exists but needs to be updated, click the > symbol.

**National ID**

Country	National ID Type	National ID	Primary
United States	Social Security Number	XXX-XX-XXXX	✓

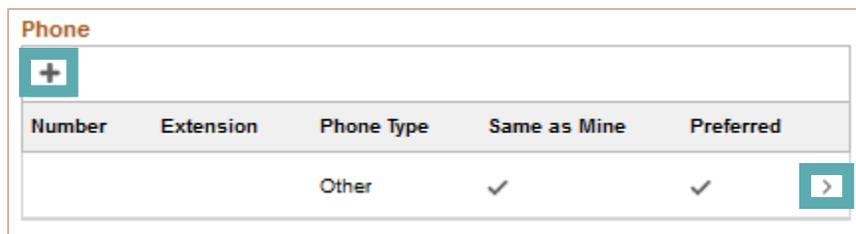
Click the **Done** button after entering the information.



A form titled "National ID" with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- \*Country: United States (dropdown menu)
- \*National ID Type: Social Security Number (dropdown menu)
- \*National ID: XXX-XX-XXXX (text input)
- Primary: Yes (toggle switch)

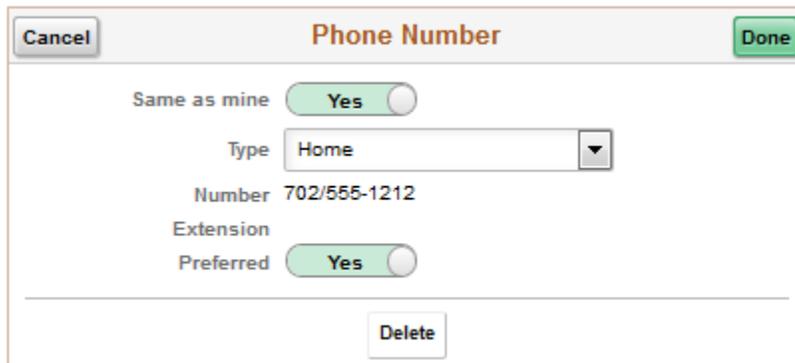
- e. Add a **Phone** number by clicking the + sign to add the information. If a **Phone** number exists but it needs to be updated, click the > symbol to edit the number.



A "Phone" section with a "+" button to add a new entry. Below is a table with columns: Number, Extension, Phone Type, Same as Mine, Preferred, and a ">" button to edit an entry.

Number	Extension	Phone Type	Same as Mine	Preferred	
		Other	✓	✓	>

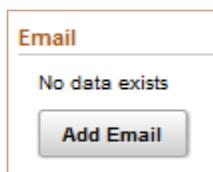
Click the **Done** button when finished.



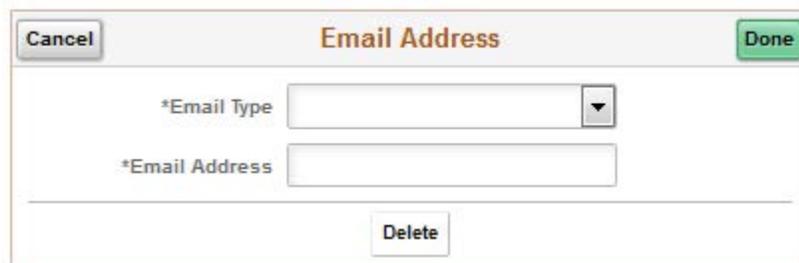
A "Phone Number" form with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- Same as mine: Yes (toggle switch)
- Type: Home (dropdown menu)
- Number: 702/555-1212 (text input)
- Extension: (text input)
- Preferred: Yes (toggle switch)
- Delete (button)

- f. To add an **Email** address, click the **Add Email** button. A window will appear to enter the **Email** address. Click the **Done** button when finished.



An "Email" section with the text "No data exists" and an "Add Email" button.



An "Email Address" form with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- \*Email Type: (dropdown menu)
- \*Email Address: (text input)
- Delete (button)

- g. Save the entry by clicking the **Save** button (top right corner).



A green "Save" button.

## Life Events

**Life Events** permit employees to initiate changes to benefits which involve themselves and their dependents.

After selecting the **Benefit Details** tile, click the **Life Events** option from the left side panel to display the page.

The screenshot shows the 'Employee Self Service' interface. The left sidebar contains a menu with 'Life Events' highlighted. The main content area is titled 'Benefit Details' and shows the user's name 'Hill, Christine' and role 'ADMIN SCH SEC'. Below this, the 'Life Events' section is titled 'For Health Insurance Changes Only'. A message states: 'There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.' A list of events is displayed under the heading 'Employee':

- Upload Supporting Documentation
- Marriage
- Birth of a Child
- Adopted or Gained Legal Custody/Guardianship of a child
- Divorce or Legal Separation
- Gained Coverage Elsewhere
- Loss of Coverage Elsewhere
- Add a Domestic Partner
- Remove a Domestic Partner
- Death of a Dependent

Below the list is a field labeled '\*As Of' with a calendar icon and a 'Start Life Event' button. A note at the bottom states: 'The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit elections.'

Select the type of **Life Event** to process from the list. The life event must be completed within 31 days of the event. If more than 31 days has passed, the employee will not be allowed to enter a **Life Event**, and will need to wait until the next Open Enrollment period to make changes to their benefits.

After selecting the **Life Event**, enter the **\*As Of** date and click the **Start Life Event** button. 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 all supporting documents must be available for upload prior to completion of the **Life Event**.) The event may be exited and the progress saved so it can be completed at a later time. However, the employee will not be able to begin another **Life Event** until the current event, which will show as being in progress, is completed.

**Note:** Only one **Life Event** at a time is allowed. To cancel a **Life Event**, click the **Continue Life Event** button, then click the **Action List** (3 vertical dots - upper right corner), and select **Cancel**.

## 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 the designated employee group, such as Administrative, Licensed, Support Professional, et cetera.

After selecting the **Benefit Details** tile, click the **Benefits Enrollment** option from the left side panel to display the page.

**Employee Self Service** Benefit Details

Benefits Summary  
 Life Events  
 Dependent/Beneficiary Info  
**Benefits Enrollment**  
 Benefit Statements  
 Affordable Care Act  
 New 403(b) / 457 Deduction  
 Changes 403(b) / 457 Deduction  
 Warrant & Benefits Designation

**Peterson, Sandra - 111111**  
 SHS PRINC (12MOS)

**Benefits Enrollment**  
 After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.  
 The information icon provides you with additional information about your enrollment.  
 The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

**Your Benefit Events**

Event Description	Event Date	Event Status	Job Title
Marriage <span style="color: blue;">i</span>	09/07/2019	Open	SHS PRINC (12MOS)

**Resume**

Click the **Select** button next to an event that is currently open for enrollment or click the **Resume** button to continue an enrollment event. The **Benefits Enrollment** page is displayed, which contains the required actions in the left side panel for the benefits enrollment process to be completed. The **< Previous** and **Next >** buttons can be used to scroll through the required actions. Use the **x Exit** button in the upper left corner to return to the Benefits Enrollment page.

**x Exit** Marriage Event < Previous    Next >

## Benefits Statements

**Benefit Statements** provides access to enrollment and confirmation information. The list of available statements may be searched or filtered to narrow down results. Each statement provides personal information, cost and election summaries, and elected dependents or beneficiaries. It is also possible to print the selected statement.

After selecting the **Benefit Details** tile, click the **Benefits Statements** option from the left side panel to display this page.

To view detailed information about a benefit statement, click the > icon.

**Benefit Details**

Peterson, Sandra - 111111  
SHS PRINC (12MOS)

**Benefit Statements**

Statement Type

2 rows

Event Date	Issue Date	Enrollment Event	Statement Type
09/09/2019	09/24/2019	Event Maintenance	Enrollment Preview
01/01/2020	09/16/2019	Admin OE	Confirmation Statement

To exit and return to the previous page, click the X icon.

**Benefits Statement** [X]

Statement Type Confirmation Statement Description Admin OE

Enrollment Effective Date 01/01/2020 Statement Issue Date 09/16/2019

[Print View](#)

This statement confirms your Admin OE benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

**Statement Sections**

[Expand All](#)

- ▶ Personal Information
- ▶ Cost Summary
- ▶ Election Summary
- ▶ Dependents and Beneficiaries
- ▶ Dependent Enrollments
- ▶ Beneficiary Designations
- ▶ Investment Allocations

## Affordable Care Act

After selecting the **Benefit Details** tile, click the **Affordable Care Act** option from the left side panel to display the **Affordable Care Act** page, and choose either the Form 1095-C Consent or 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 the Form 1095-C from **Benefit Details**.

1. Read the current information displayed and, if desired, select the “**I consent to receive Form 1095-C electronically**” box.

The screenshot shows the 'Employee Self Service' interface. The main heading is 'Benefit Details'. On the left is a navigation menu with items: Benefits Summary, Life Events, Dependent/Beneficiary Info, Benefits Enrollment, Benefit Statements, **Affordable Care Act** (highlighted), Form 1095-C Consent, View Form 1095-C, New 403(b) / 457 Deduction, Changes 403(b) / 457 Deduction, and Warrant & Benefits Designation. The main content area is titled 'Form 1095-C Consent'. It contains the following text: 'You currently receive Form 1095-C paper statements by mail', 'You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided.', 'Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.', and 'If you have any questions, please contact your Benefits Administrator.' Below this text is a yellow box containing the checkbox 'I consent to receive Form 1095-C electronically' and a green 'Submit' button.

2. Click the **Submit** button.
3. For the password, enter the employee Active Directory (AD) password. Click the **Continue** button. The employee will receive a message from the system indicating the request has been processed and the Form 1095-C statements will now be received electronically. (The employee can also withdraw their consent to receive Form 1095-C electronically using this tool.)

The screenshot shows a 'Verify Identity' dialog box. The title bar says 'Verify Identity' with a close button (X). The main text reads: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.' Below this, it shows 'User ID M\_CERT1A' and a 'Password' field with a text input box. At the bottom are two buttons: 'Continue' (highlighted) and 'Cancel'.

## New 403(b)/457 Deduction

The **New 403(b)/457 Deduction** option allows employees to add new accounts and deduction amounts to their benefits. These plans are pre-tax contributions to individual retirement/deferred compensation savings accounts.

After selecting the **Benefit Details** tile, click the **New 403(b)/457 Deduction** option from the left side panel to display the page.

1. The **Empl ID** (employee id number) will be displayed in this field.
2. Select the **Vendor Code** for the new 403(b)/457(b) plan by clicking on the magnifying glass.
3. Click the **Add** button.

The screenshot shows the 'Employee Self Service' interface for 'Benefit Details'. The main heading is 'New 403(b) / 457 Deduction'. Below this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Empl ID' field contains the value '315175'. The 'Vendor Code' field has a magnifying glass icon. An 'Add' button is located below the 'Vendor Code' field. A note box on the right states: 'NOTE: A 403(b) or 457 account must be established with the vendor prior to using this tool option.' Numbered callouts 1, 2, and 3 highlight the 'Empl ID' field, the magnifying glass icon, and the 'Add' button respectively.

[See graphic on next page]

4. If the employee will be contributing an **Amount** instead of a percentage, enter the amount in this field.
5. If the employee will be contributing a percentage of their pay, enter the **Percentage** in this field.
6. Select the date the deduction should start in the **beginning** field.  
*Please note: When completing this form, the information indicates the dates of the pay period (not the pay date) to apply the new deduction.*
7. Click the **Submit** button. The authentication page will be displayed.

**Employee Self Service** Benefit Details

Benefits Summary  
 Life Events  
 Dependent/Beneficiary Info  
 Benefits Enrollment  
 Benefit Statements  
 Affordable Care Act  
**New 403(b) / 457 Deduction**  
 Changes 403(b) / 457 Deduction  
 Warrant & Benefits Designation

**New 403(b) / 457 Deduction**

Vendor Code 182      403(b) Horace Mann      Status Pending

Please ensure that the account is **OPENED** with the vendor that you selected. If your account is **NOT** opened do not begin contributions until you have established your account.

With respect to **4** offered by the Employee held **5** Employer and the Employee held **6** the Employee's compensation for such services shall be reduced by:

\$ Amount  Or Percentage  per pay, beginning

The amount elected above shall result in a total ANNUAL REDUCTION not to exceed the maximum allowable contribution calculation as stated below. The Employer agrees that it will remit the amount of such reduction for the 403(b) Tax Sheltered Annuity or 403(b)(7) custodial account offered by the Company listed above. Calendar year contributions exceeding \$18000 require qualification for the Service-based catch-up or age 50+ during the calendar year.

This Agreement shall be legally binding and irrevocable with respect to amounts earned while the Agreement is in effect, and any termination of this Agreement shall be effective only with respect to amounts not yet earned at the time of said termination. It is provided that this reduction does not exceed the employee's maximum allowable contribution under Section 403(b), 402(g), or the limitation of Section 415 of the Internal Revenue Code.

It is understood that the amount specified will be forwarded to the Company listed above, provided that the employee has sufficient earnings to accommodate the requested reduction.

I hereby authorize my Employer to reduce or suspend any contributions established by this agreement, if in its opinion, the total annual contributions would exceed my Maximum Allowable Contribution in any calendar year.

The Employee is responsible for the accuracy of the excludable amounts stated in this Agreement. Any overstatement of the amounts excludable as a salary reduction in this agreement, or any other violation of the requirement of Section 403(b) could result in additional taxes, interest, and penalties to the Employee.

It is the intent of the parties that the non-forfeitable retirement deferred annuity or custodial contract pursuant to this Agreement shall qualify for the Federal Income tax benefits provided for in Section 403(b) of the Internal Revenue Code of 1986, as amended.

This Agreement may be terminated by either the Employer or Employee as applicable.

By clicking on the "Submit" button you agree to the terms above.

By clicking on the "Submit" button you agree to the terms above.

**Submit** **7**

8. For the passcode, enter the employee's Birth Year and the Last 4 digits of their social security number.
9. Click the **OK** button.

**Authentication**

Verify Identity

By entering your password you are electronically approving this page.

User ID M\_CERT1A

**8** Passcode  (Birth Year + Last 4 SSN)

**9** **OK** **Cancel**

## Changes to 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 accounts will be listed with the option to edit the existing information. Such changes can include amounts or percentages to be deducted, and when these changes should take effect.

After selecting the **Benefit Details** tile, click the **Changes 403(b)/457 Deduction** option from the left side panel to display the page.

1. In this example, the **403(b) Aspire** contribution amount is changing from **\$160** to **\$200**. Click the **Edit** button. The following page will be displayed.

The screenshot shows the 'Benefit Details' page for Jane Smith. The left sidebar has 'Changes 403(b) / 457 Deduction' highlighted. The main content area is titled 'Voluntary Benefit Deductions' and shows a table with one row for '403(b) Aspire' with a deduction amount of \$160. The 'Edit' button for this row is circled in blue with the number 1.

Deduction	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	Edit
1 403(b) Aspire	05/12/2019		Currently	\$160	\$0.00	0.00	Edit

[See graphic on next page]

2. For this example, a **Flat Amount** was selected.
3. Enter an amount to be withheld.
4. To stop the deduction after the employee has contributed a set amount, enter that amount in this field.
5. Select the **Deduction Start Date** from the drop-down list. Again, the dates given indicate an effective pay period, not a specific pay date.
6. Enter the date to request the deduction end in the **Deduction Stop Date** field, otherwise leave the field blank.
7. Click the **Verify Identify** button. The authentication page will be displayed.

8. For the passcode, enter the employee's birth year and the last 4 digits of their social security number.
9. Click the **OK** button.

## *Warrant & Benefits Designation*

The Warrant and Benefit Designation allows the employee to provide designees to receive all warrant of other benefits payable to them by CCSD, in the event of their death. This designation is in effect until the employee submits a new designation. The designee will only receive these warrants or benefits in the event of the employee's death prior to retirement or separation from CCSD. The distribution may include final compensation for any eligible vacation leave, sick leave, and final paycheck.

After selecting the **Benefit Details** tile, click the **Warrant & Benefits Designation** option from the left side panel to display the **Warrant & Benefits Designation** page.

*Please note that this does **not** affect the PERS designation information.*

[See graphic on next page]

1. If there is an existing row, click the **+** (**plus sign**) to add a new effective date row.
2. Select the **Effective Date** that the change takes place from the calendar.
3. Select the desired **Dependent/Beneficiary ID** from the drop-down list by clicking on the magnifying glass. If the designee does not show in the drop-down list, the employee will need to add the person in the **Dependent/Beneficiary Info** option from the left side panel.
4. Enter the **Percent of Benefit** in the space provided. If there is more than one Dependent/Beneficiary, the total of the percentages should equal 100%.
5. If the Dependent/Beneficiary is a **Primary Beneficiary**, click the checkbox.
6. If the Dependent/Beneficiary is a **Contingent Beneficiary**, click the checkbox.
7. To add an additional person, click the **+** (**plus sign**). To remove a record, click the **-** (**minus sign**).
8. Click the **Update Total** button to update the percentages.
9. Click the **Submit** button. The following page will be displayed.

**Warrant and Benefits Designation**

Peterson, Sandra Empl ID 317819 Empl Record 0

\*Effective Date 09/18/2019

In the event of my death, I hereby designate the following named person to be entitled to receive all warrant or other benefits payable to me or my designee by the Clark County School District

Benefit Information	Primary	Contingent
*Dependent/Ben ID	Percent of Benefit	

Designee	Primary	Contingent
*Dependent/Ben ID	Percent of Benefit	

Update Total Total Primary Percentage Total Contingent Percentage

This designation cancels and replaces any previously signed by me for this purpose and shall remain in effect until canceled by me by inserting a new effective date above and removing the designee.

It is expressly understood and agreed that the Clark County School District is not obligated to deliver the warrants or benefits to the person designated herein above unless the designated person claims the warrants or benefit from the Clark County School District within one year from the date the warrants or benefits become payable and provides to the school district sufficient proof of identity as required by the Clark County School District.

If you fail to designate a designee, or if the designee is not living at the time of your death, all warrants and benefits are part of your estate pursuant to Nevada Revised Statute 281.155.

Submit

\* No warrant or benefit release will be made without sufficient proof of identity at the time of claim

10. For the passcode, enter the employee's birth year and the last 4 digits of their social security number.
11. Click the **OK** button.

**Authentication**

Verify Identity

By entering your password you are electronically approving this page.

User ID M\_CERT1A

Passcode  (Birth Year + Last 4 SSN)

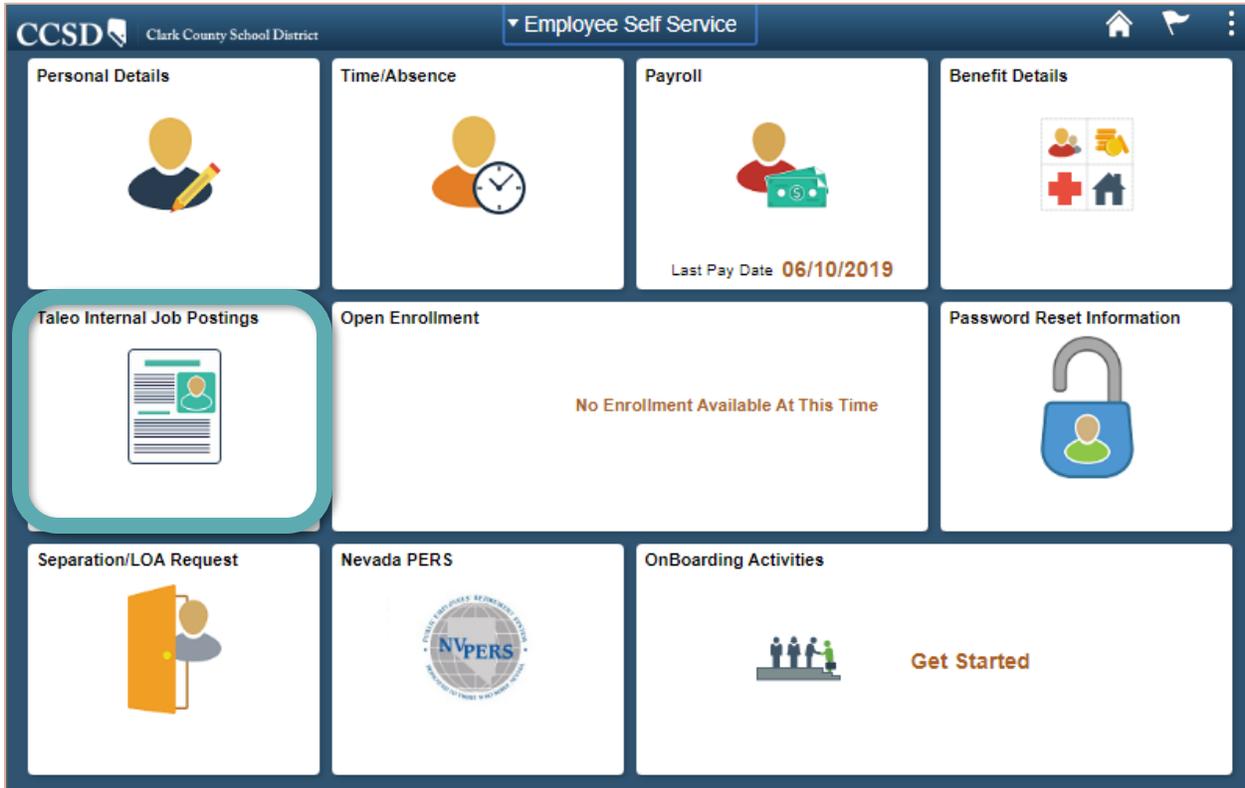
OK Cancel

**IMPORTANT!**

It is **imperative** that all employees update their Warrant and Benefit Designation information as soon as possible since prior information was **NOT** populated in the HCM system.

## Taleo Internal Job Postings Tile

Select the **Taleo Internal Job Posting** tile from **Employee Self Service** to link to the internal CCSD job board where **all** internal jobs are posted. Jobs are listed in chronological order from the date/time they were posted.



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 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 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**.
- Selecting the job title to see more information and 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 login and complete the application process using the prompts given in each step of the application.

Additional Taleo information and resources can be accessed on the [CCSD Employee Business Training website \(training.ccsd.net\)](http://training.ccsd.net).

## Open Enrollment Tile

The **Open Enrollment** tile can be utilized only during periods of open benefit enrollment with CCSD. During this time, the employee will be able to change their benefits package if they choose. Detailed instructions on how to make changes will be provided within the tile.

## Password Reset Information Tile

Clicking the **Password Reset Information** tile will display the employee's cell phone and email address currently available in the **User Account Management Services** system that will be used to communicate CCSD Active Directory (AD) password reset information.

If this information needs to be updated, complete the **Cell Phone** and **Non-CCSD (Personal) Email Address** fields, and click the **Save** button.

The screenshot shows the 'Password Reset Information' page in the 'Employee Self Service' system. The page title is 'Password Reset Information'. Below the title, there is a paragraph explaining that the cell phone and email address listed will be used for password reset information. A link to <https://myaccount.ccsd.net/> is provided. Below this, there is a 'NOTE' stating that the information is strictly for password reset purposes and will not update personal contact information stored in the HCM System. Two fields are highlighted with red boxes: 'Cell Phone' with the value '702/555-1212' and 'Email ID' with the value 'xxxxxx@gmail.com'. Below these fields, there are two input fields: 'Cell Phone (SMS)' and 'Non-CCSD (Personal) Email Address'. A 'Save' button is located at the bottom left of the form area.

**Note:** Updated information is strictly for password reset purposes, and will not update the personal contact information stored in the HCM System. To update the personal contact information, such as change of address or phone, click the **Personal Details** tile.

## Separation/LOA Request Tile

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

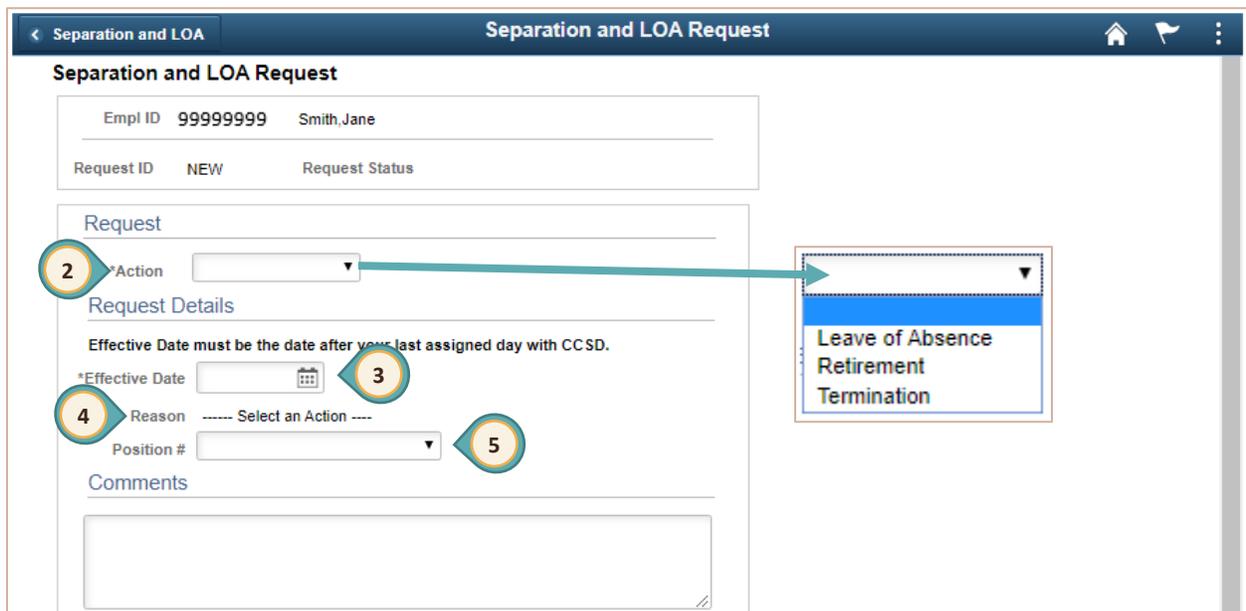
Select the **Separation/LOA Request** tile from **Employee Self Service** to display the page.

1. Select the **New Request** button.



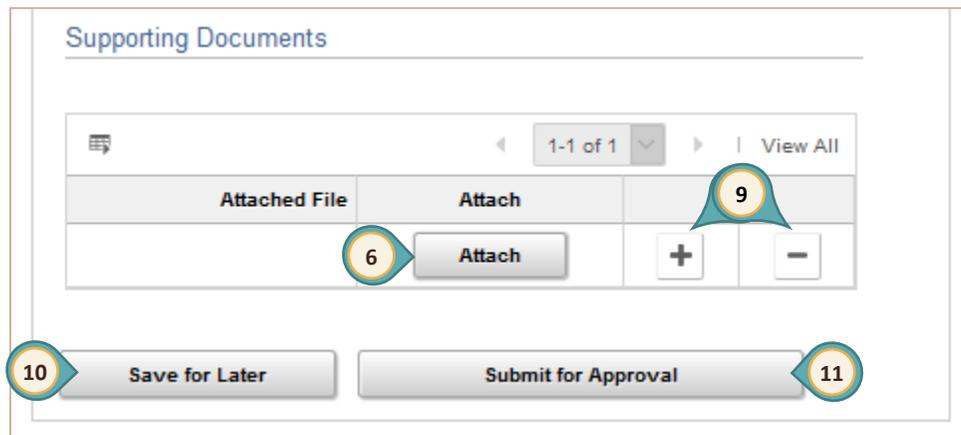
The screenshot shows the 'Separation/LOA Request' page in Employee Self Service. At the top, there is a navigation bar with a back arrow, 'Employee Self Service', and the page title 'Separation/LOA Request'. Below this, the page title 'Separation and LOA Request' is displayed. The user's information is shown: 'Empl ID 99999999' and 'Smith, Jane'. A 'New Request' button is highlighted with a red circle and the number 1. Below the button, it states 'No Requests Exist' and 'You currently have no pending or approved requests.'

2. Select the **\*Action** for the separation request from the drop-down list.
3. Enter the **\*Effective Date** or select it from the calendar. [If Leave of Absence (LOA), the Request Return Date can also be entered.]
4. Select the **Reason** for the separation request from the drop-down list.
5. Select the **Position #** from which the employee is separating from the drop-down list.

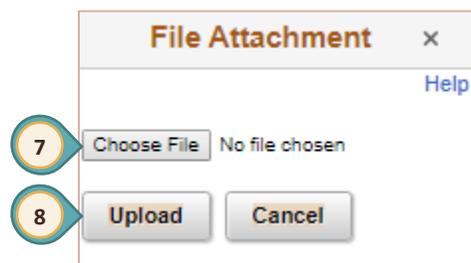


The screenshot shows the 'Separation and LOA Request' form. At the top, there is a navigation bar with a back arrow, 'Separation and LOA', and the page title 'Separation and LOA Request'. Below this, the user's information is shown: 'Empl ID 99999999' and 'Smith, Jane'. The form fields are: 'Request ID' (NEW), 'Request Status', 'Request' (dropdown), 'Request Details', '\*Effective Date' (calendar), '\*Reason' (dropdown), 'Position #' (dropdown), and 'Comments'. A red circle and the number 2 highlight the 'Request' dropdown, which is expanded to show options: 'Leave of Absence', 'Retirement', and 'Termination'. Red circles and numbers 3, 4, and 5 highlight the '\*Effective Date', '\*Reason', and 'Position #' fields respectively.

- To attach supporting documentation files, click the **Attach** button. When clicking the link, the following page will be displayed.



- Click the **Choose File** button to select the file. Navigate to the desired file.
- Once the file has been selected, click the **Upload** button.



- View the file that was uploaded. If the wrong file was uploaded in error, click the - icon to delete the file. To attach additional files, click the + icon to add additional rows if needed.
- Click the **Save for Later** button to store the entry to submit the form later.
- Click the **Submit for Approval** button to send the request.

## Nevada PERS Tile

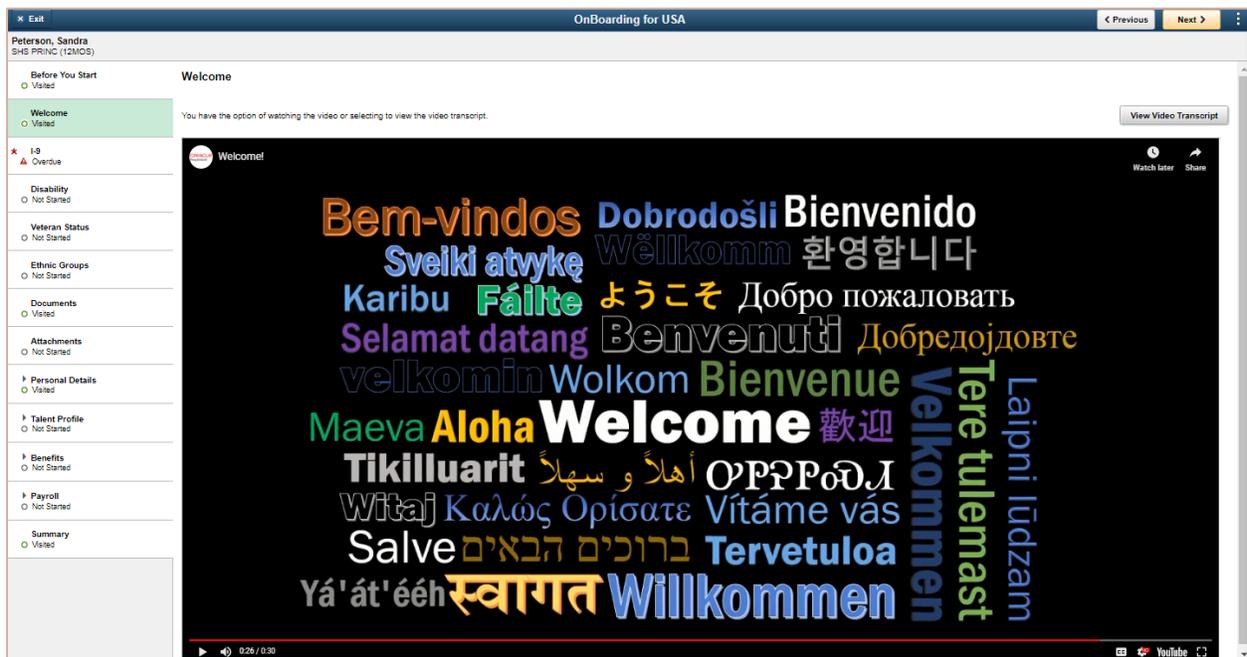
Clicking the **Nevada PERS** tile will give the employee links to the **Nevada PERS** website and the **Nevada PERS Survivor Designation Form**. It is highly recommended that all employees review or edit the **Nevada PERS Survivor Designation** form as soon as possible.



## Onboarding Activities Tile

The **Onboarding Activities** tile is only utilized by employees who are new to CCSD, or employees who have taken a second job. It 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.

Clicking the **Onboarding Activities** tile will link the employee to the **Onboarding** page to complete the required actions from the list in the left side panel.



## Appendix - Minutes Conversion to Decimal Matrix

Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50	60	1.00