HCM: Manager Self Service Refresher

Reviewing essential Time/Absence functionality in HCM MSS

Introduction

Agenda

Part I: Frequently Asked Questions

We will discuss and clarify several topics/aspects of HCM that are often posed as questions to the ESIS Team, the USS Help Desk, Employee Business Training, etc.

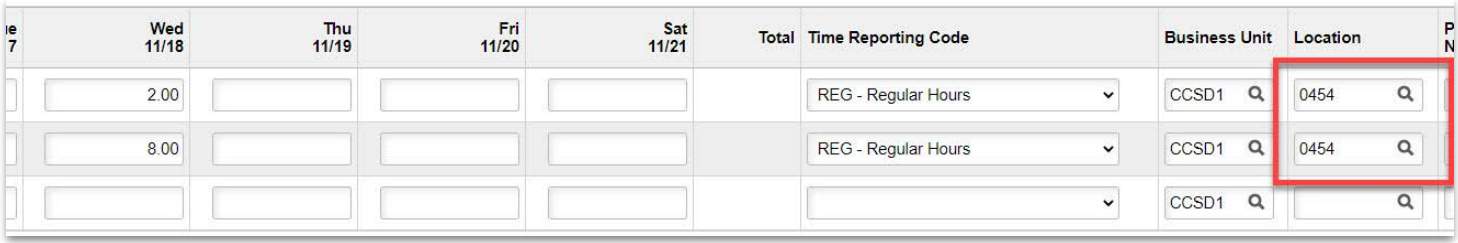
Part II: Open Q&A Forum

At the end of the presentation, we will allot time for users to ask additional questions using the **Chat area**. Any questions that the presenters are not able to address during the session will be gathered, answered, and distributed accordingly at a later time.

Adding Location on the Timesheet

Why should I enter a location code on an employee's Timesheet?

- Entering a location code for an employee ensures that the approval is routed to the correct administrator (i.e. if an employee is a transfer, is receiving extra days, etc.).
- The location code will **not** determine funding. The actual job has funding already attached. Only combination codes entered on the Timesheet will change the budget funding for the time entered.



Partial Absences

What is a partial absence?

A **partial absence** occurs when an employee requests an absence that is ***less*** than a full day.

The definition of a "full day" depends on:

- The employee type (Licensed, Administrative, Support Professional)
  - This determines whether the employee will enter their partial absence using **hours** or **days**
- The employee's scheduled hours (if Support Professional)
  - For example, an 8-hour Support Professional employee requesting 6 hours off would be considered a partial absence

Temporary and Substitute employees do ***not*** enter partial absences because they are considered Positive Pay employees, so they do not utilize Absence Requests in HCM.

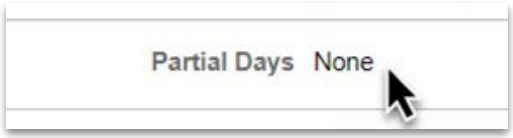
How do I enter a partial absence in MSS?

In MSS, a partial absence is entered via the **Team Time/Absence Tile** > **Request Absence**.

When entering a partial absence on an employee's behalf . . .

DO:

Click on **Partial Days** to enter the appropriate absence information.



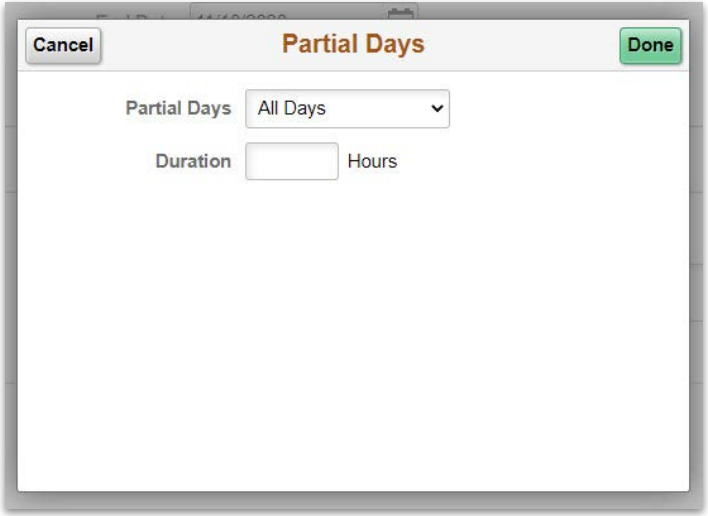
DON'T:

Click directly into the **Duration** field to adjust the value (**days** for Administrative/Licensed employees, **hours** for Support Professionals).

Partial Absences for Support Professionals

IMPORTANT NOTE REGARDING SUPPORT PROFESSIONALS:

If you would like to submit an Absence Request for a Support Professional consisting of **more than two dates** with a **different duration for each day**, this *cannot* be done via a single Absence Request. The Partial Days option will only allow you to enter a **single duration** for **each date** in the date range. Therefore, multiple Absence Requests would be required.



Re-submitting Absences

What happens when an absence is cancelled?

If there are any Absence Requests that have already been approved and then are cancelled by the employee or Timekeeper, the cancellation of the request must go through the same approval process.

The process does not apply if the Absence Request was submitted by an employee but was never given Level 1 or Level 2 approval.

If the cancelled absence is approved by a Level 1 Reviewer or a Level 2 Approver, the request is routed back to the person who entered the absence.

What happens when an absence is “pushed back”?

- When an Absence Request is **pushed back** (rather than approved), it is routed back to the **affected employee**.
- Employees are notified that absences were pushed back via the **Notifications** icon in their ESS.
- Once an absence is pushed back, the employee can access the Request via **Time/Absence** > **View Requests** and then modify/re-submit the absence.

Finding an Employee's Hourly Rate

How can I see an employee's hourly rate?

If you would like to find the **hourly rate** for an employee at your site, this can be done by hovering over the employee's **Position Title** in their Timesheet. This then displays a **Job Information** window that provides the hourly rate.

Additional Time

How do I add additional time?

- “Time” can be entered as **Hours** or **Days** (depending on employee type)
  - **Example**: Employee receives 1.5 extra hours a day for the rest of the school year
- When entering any Time for a Support Professional or School Police employee, there always has to be a row to account for their **regular hours** when reporting Time.
  - **EXCEPTION**: The TRC **CTT - COMP Time Taken** is used and equals the full regular hours, *or* additional time that was worked on a non-scheduled day.
- Time entered for a Unified or Certified employee does **not** need a row to account for the employee's regular hours.
- If additional time is paid by a grant, it must be submitted on an electronic C-5 in SAP portal.

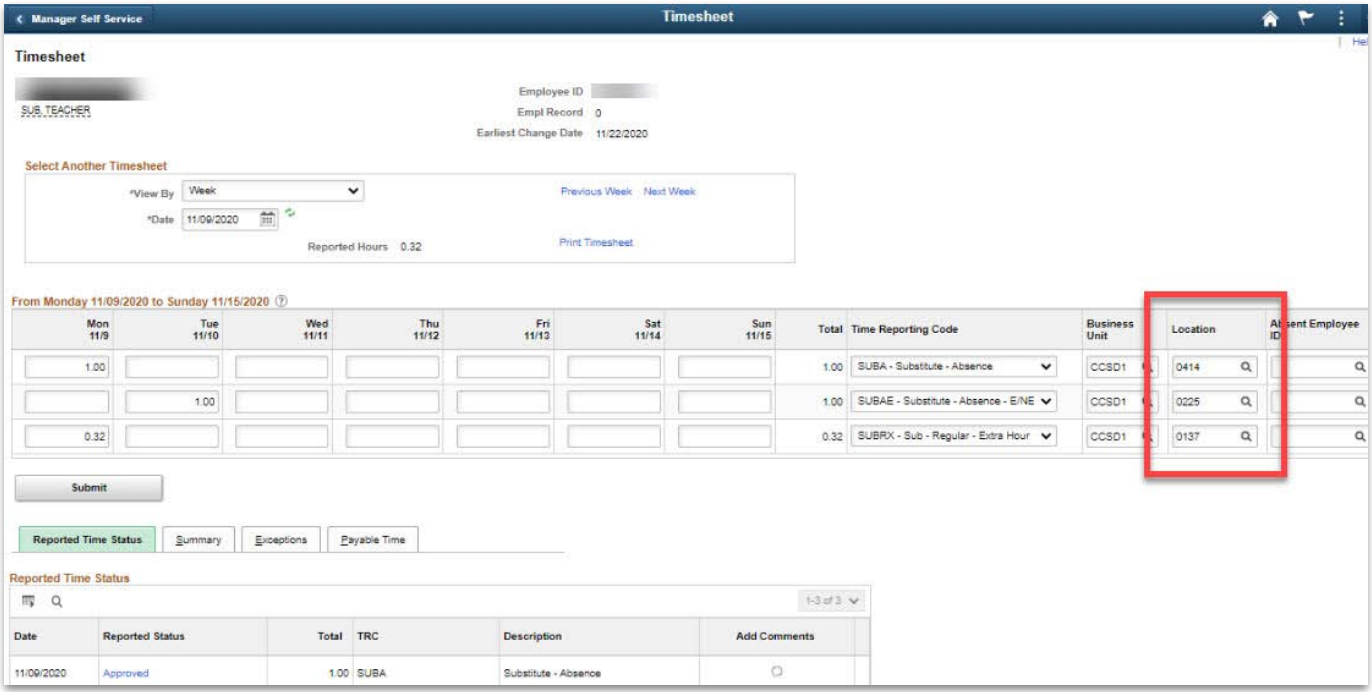
CTT - Partial Day Example (8- hour Support Professional)

Time Entered by Other Locations

Why do I see time from other locations showing on my employees' Timesheets?

- There are certain scenarios in which an employee at your site may be paid for work done at another CCSD location (such as another school, a District department, etc.). When this happens, the Level 1 Reviewer, Level 2 Approver, and/or Timekeeper from the other location will be required to enter time for that employee so that *their* location is charged for the additional time being paid. **A Combination Code for that location's funding MUST be entered.**
- A common example of this is **Substitute employees**. There may be times when a Substitute works days at your site and then works days at another in the same week and/or pay period, and the time for the other site will still show on the Timesheet when you open it for the Substitute.

Example of Time from Other Locations (Substitute Teacher)



How do I process time entered for one of my employees by another location?

- In this instance, *no action is necessary*. The other location is responsible for entering the time, routing it through the approval process, and ensuring that the funds come from the correct funding source/budget.
- **Do NOT delete time entered by another location!** This will likely cause a **retro trigger** that can result in the employee receiving an incorrect paycheck.
- Grants Fiscal Services is currently entering time from electronic and paper C-5's into the HCM system. Please do not delete. See Retroactive Time on Employee Timesheets.
    - This time can easily be recognized by the code **0137** in the Location Code field.

Retroactive Time on Employee Timesheets (via Grants)

What should I do if I see retroactive time (from Grants) on a Timesheet?

- Grants Fiscal Services is now entering regular hours that coincide with time entered from C-5's using location **0137**.
- Grants Fiscal Services will then approve both the regular hours and the extra hours from the C-5. Please **do not delete.**

Prep Buys

Prep Buyout Information

Site-funded Prep Buyouts

- Processed on the **primary job**

Title I

- Use the Title I line in the timesheet to notate time
- Combo codes are not required please enter your location number.
- Please reach out to your Title I Team for any questions or concerns regarding Title I funded Prep Buyouts

All other Grant-funded Prep Buys

- Use the additional job line in the timesheet to notate time
- Combo codes are not required please enter your location number.
- Funding is built into the job.
- Please reach out to your AA/BA for any questions or concerns regarding grant funded Prep Buyouts 702-799-5224.
- School Locations should be used. Grant funded Prep Buys are NOT approved by Grants Fiscal Services.
- Go to **training.ccsd.net** > **Resources** > **HCM - Human Capital Management** tab > **Time and Absence** heading > **Grant Funded Licensed Extra Job Procedures** for more info

Outstanding Approvals

What do I do if I receive an email stating “Action Required: Approval of Absence/ Time”?

- If and when you receive an automated email stating **Action Required: Approval of Absence/Time**, this means that there are **outstanding approvals** (which are “current,” meaning not yet approved as of today’s date or prior) in MSS. These must be processed as quickly as possible.
    - These emails are sent every **Thursday morning** to **Level 1 Reviewers** and **2 Approvers**.
- Sites should review both **absence** and **time** (via the **Approvals** tile) to determine what needs approval.
- Also, sites should review the **Manager Self Service Reports** > **Payable Time to Approve** and review their location.

Department vs. Location

What is the difference between a “department” and a “location”?

- An employee’s job data has two attributes: **Department** and **Location**.
  - **Department:** Drives **paydata** and **approval** information
  - **Location:** Refers to the employee’s **physical location**
- Although most employees’ Department and Location will be the same (i.e. an Elementary School Principal will show the school as both their department *and* their location), certain employees will have different values.
- **EXAMPLE:** A Food Service employee may show **Food Service** as their **Department** (since Food Service oversees the employee’s payroll information and authorization), but show a **school** as their **Location** (since they are physically working at the school).

Manage Exceptions

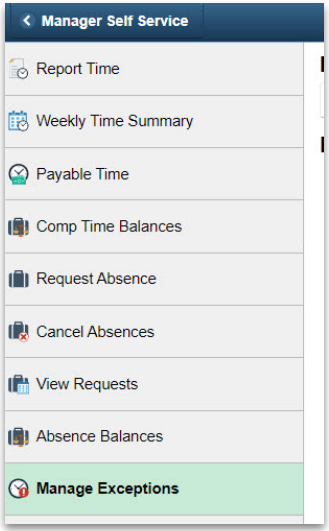
How to manage your site's exceptions?

The Manage Exceptions tool is used to view any **outstanding exceptions** for the site. An exception occurs when time that has been entered may not be valid. The total number of exceptions is displayed on the **Team Time / Absence** tile.

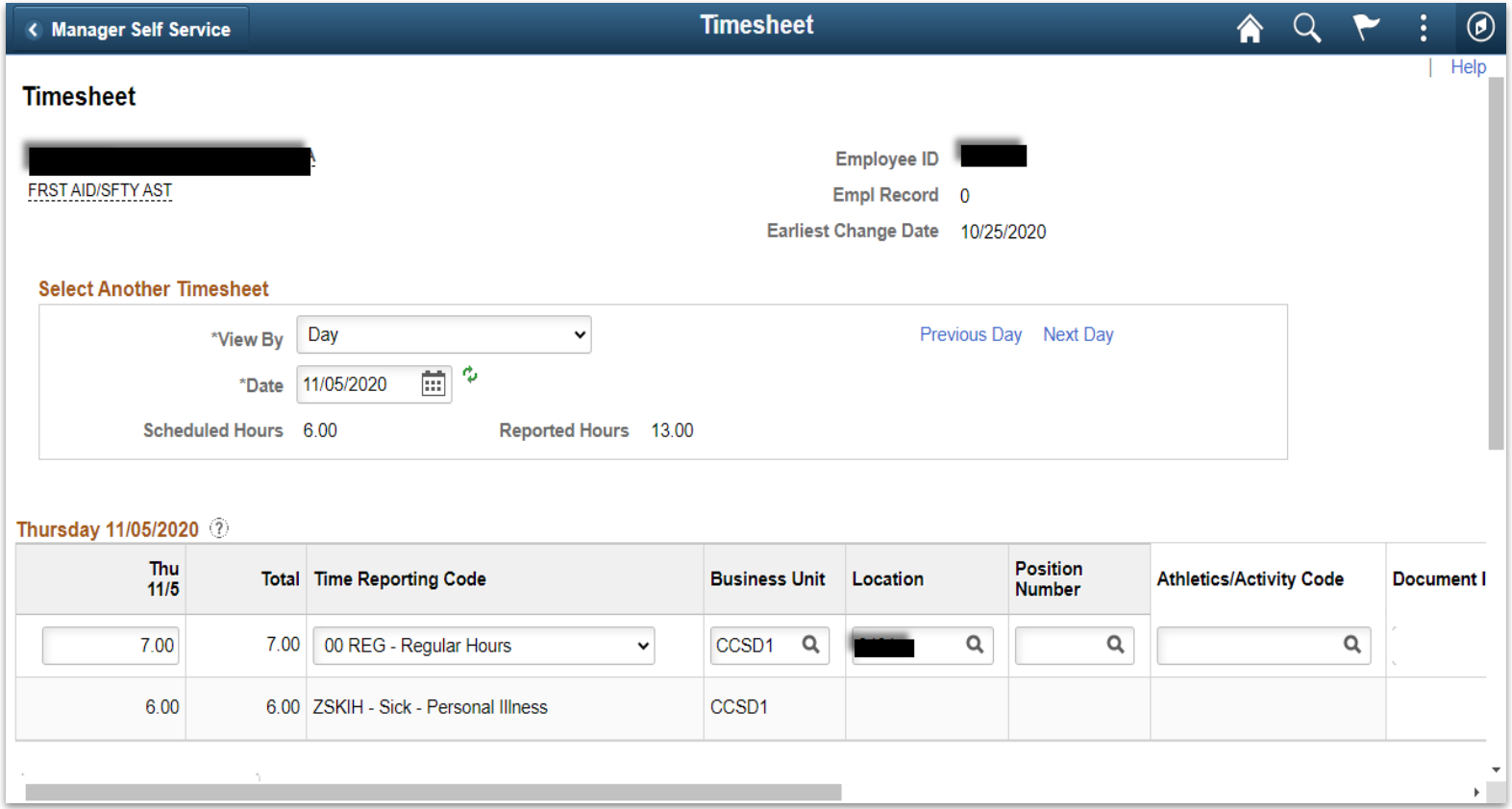
If an exception appears under the **Fix** tab, it must be corrected on the employee's timesheet before the Reported Time can be routed for payroll authorization.

If the exception appears under the **Allow** tab, the Reported Time can be allowed so that it can be routed for payroll authorization.

Although some exceptions are allowed, it is recommended that the supervisors review these before approving potentially questionable requests.



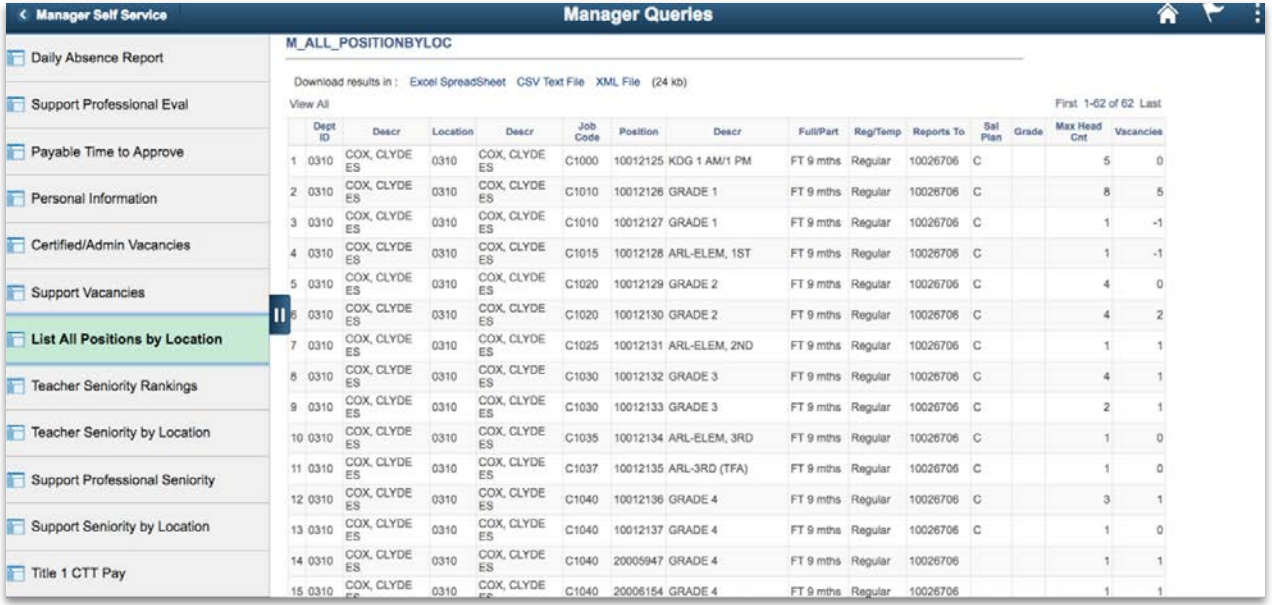
Exception example



Existing Positions For my Location

How Do I Know What Position Numbers Exist at my Location?

Path in HCM: **Manager Self Service Reports** tile > **List All Positions by Location** report



	Dept ID	Descr	Location	Descr	Job Code	Position	Descr	Full/Part	Reg/Temp	Reports To	Sal Plan	Grade	Max Head Cnt	Vacancies
1	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1000	10012125	KDG 1 AM/1 PM	FT 9 mths	Regular	10026706	C		5	0
2	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1010	10012126	GRADE 1	FT 9 mths	Regular	10026706	C		8	5
3	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1010	10012127	GRADE 1	FT 9 mths	Regular	10026706	C		1	-1
4	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1015	10012128	ARL-ELEM, 1ST	FT 9 mths	Regular	10026706	C		1	-1
5	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1020	10012129	GRADE 2	FT 9 mths	Regular	10026706	C		4	0
6	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1020	10012130	GRADE 2	FT 9 mths	Regular	10026706	C		4	2
7	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1025	10012131	ARL-ELEM, 2ND	FT 9 mths	Regular	10026706	C		1	1
8	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1030	10012132	GRADE 3	FT 9 mths	Regular	10026706	C		4	1
9	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1030	10012133	GRADE 3	FT 9 mths	Regular	10026706	C		2	1
10	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1035	10012134	ARL-ELEM, 3RD	FT 9 mths	Regular	10026706	C		1	0
11	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1037	10012135	ARL-3RD (TFA)	FT 9 mths	Regular	10026706	C		1	0
12	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1040	10012136	GRADE 4	FT 9 mths	Regular	10026706	C		3	1
13	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1040	10012137	GRADE 4	FT 9 mths	Regular	10026706	C		1	0
14	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1040	20005947	GRADE 4	FT 9 mths	Regular	10026706			1	1
15	0310	COX, CLYDE ES	0310	COX, CLYDE ES	C1040	20006154	GRADE 4	FT 9 mths	Regular	10026706			1	1

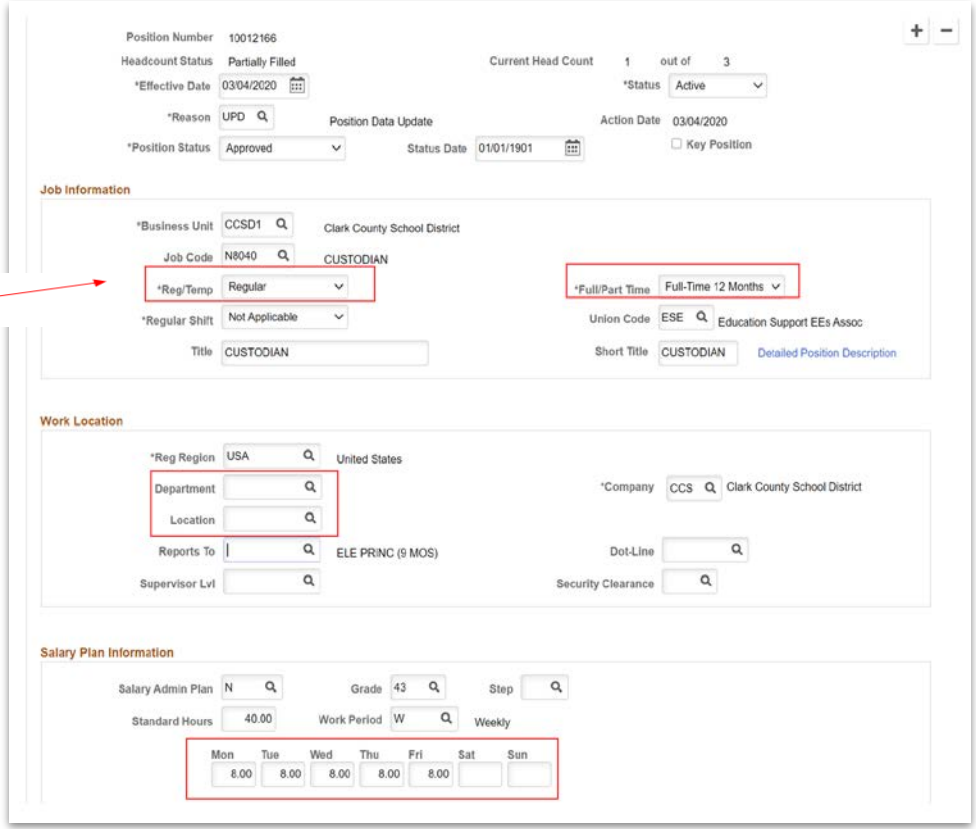
New Position Requests

When do I need to submit a position request?

You need a position with specific ***attributes*** that currently does not exist at your location.

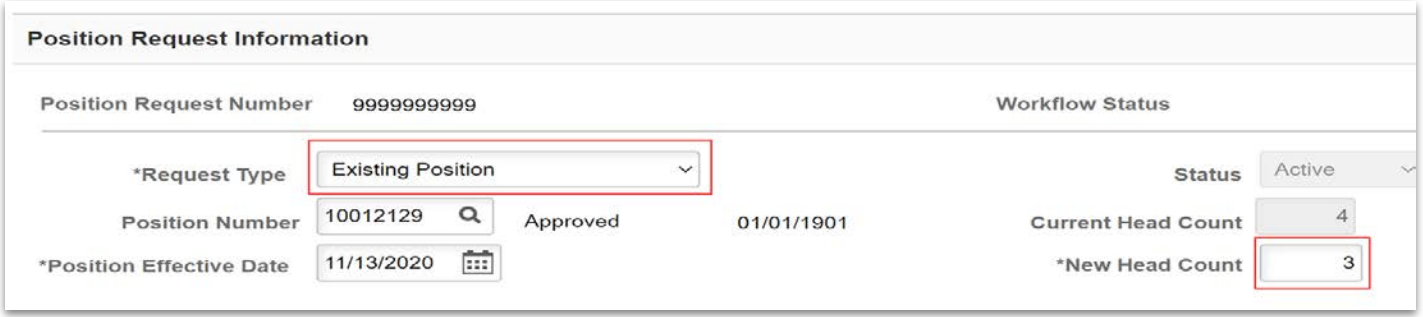
Position attributes also includes how a position is funded i.e. General Fund, Title I, SB178, etc.

A position request is also needed if/when you want to increase the **head count/number of incumbents** for an existing position

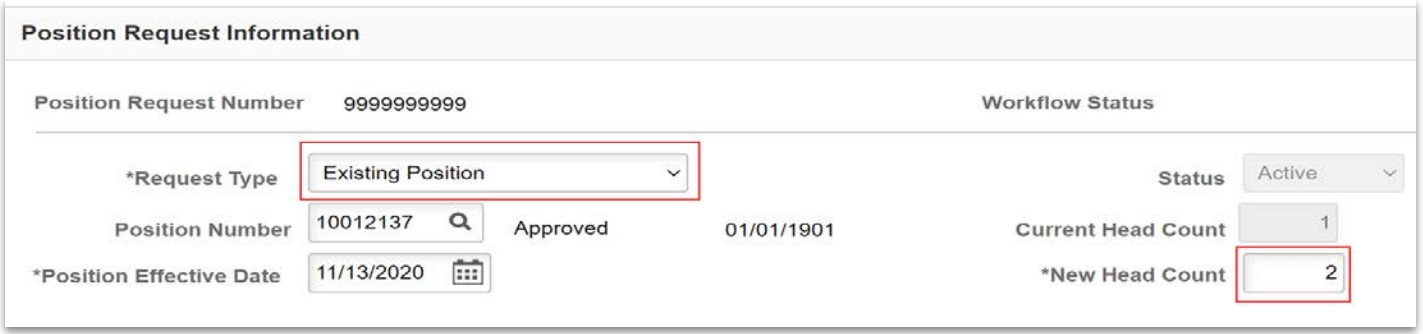


Scenario: Change a position from French to Explorations

Position Request to reduce the headcount of the identified *French* position number:

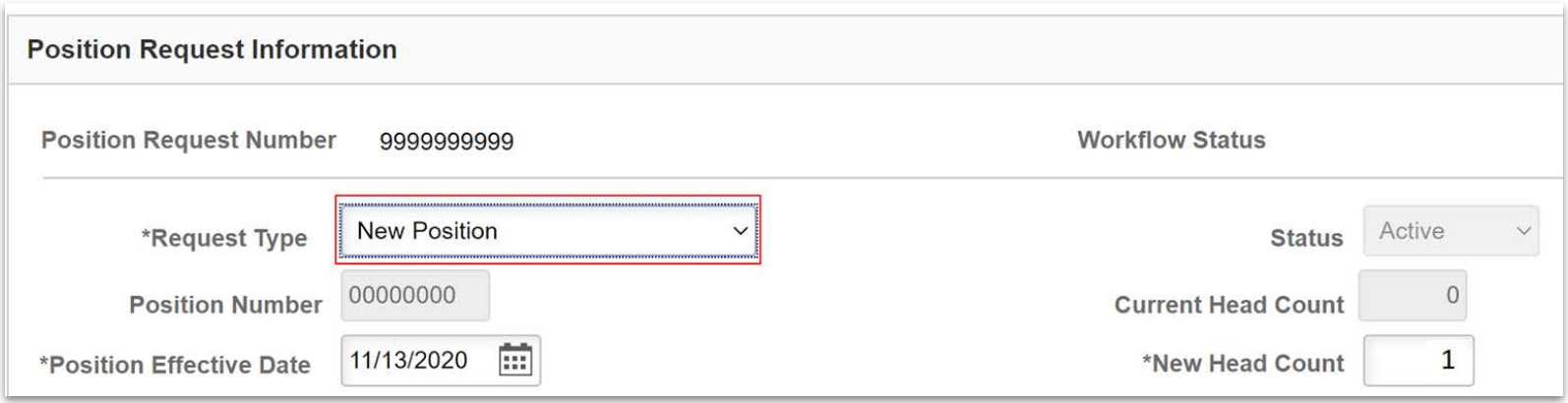


Position Request to increase the headcount of the identified *Explorations* position number, if it already exists at your location:



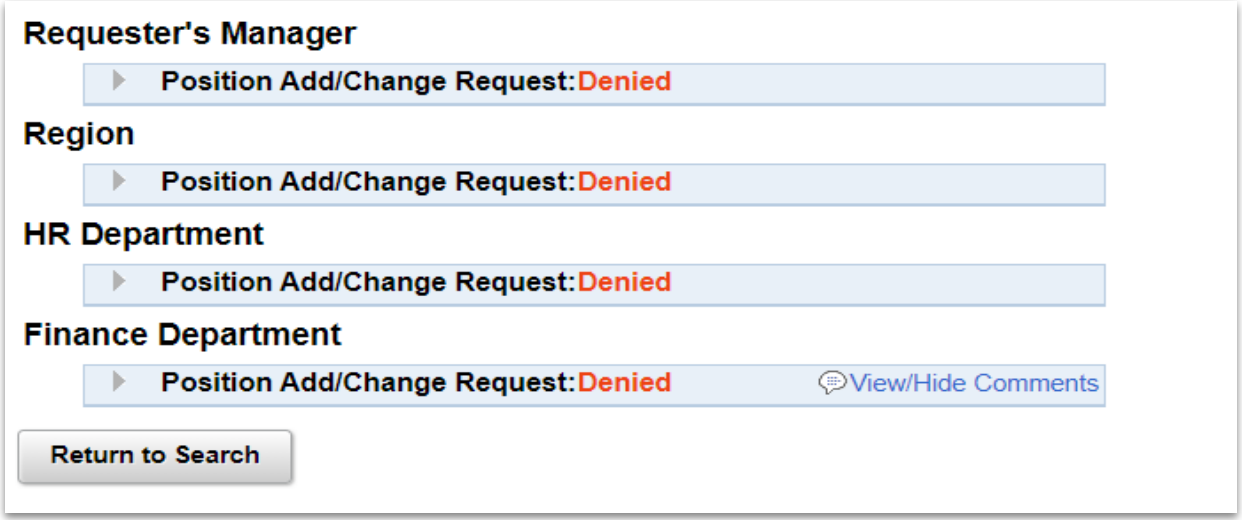
Scenario: Adding a position that is funded differently than the existing position

I have a General Funded Second Grade position and I need an additional Second Grade position that is funded by SB178. I currently don't have any existing Second Grade positions that are funded by SB178, I need to request the position with SB178 funding attributes:



Why was my Position Request Denied?

On occasion, a position request or position control request may be denied. When this happens, the person denying should leave a comment explaining the reason. Simply click on View/Hide Comment to read the dialogue at the bottom of your request to find out why the request was denied, and what your next steps should be. If there are no comments, then expand the arrows next to each step of the workflow to determine the step denied and who in order to make contact on next steps.



Position Control Requests

When do I need to submit a Position Control Request (PCR)?

Position Control Requests are used to move employees internally and/or laterally within one location.

Examples:

- Moving a Grade 3 teacher to a Learning Strategist position
- Moving a History/Geography teacher to an Explorations teaching position
- Moving a 6-hour Support Professional to an equivalent 7 or 8 hour position (Lateral Only) - e.g.: Custodian to Custodian, FASA to FASA, etc.)

Remember: Position Control Requests ***cannot be used to promote an employee in range of pay.***

What information do I need to complete a Position Control Request?

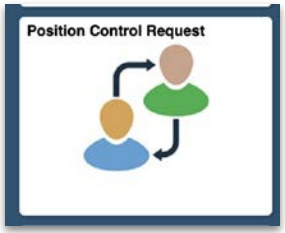
Hiring Managers or Office Managers may submit Position Control Requests.

You will need the following:

- Empl ID (Unique Empl ID for the employee you are transferring)
- Position Number you will transfer employee into (unique to your location)
- Effective Date
- Which type of Transfer (Lateral - support only, or voluntary/involuntary - internal)

Steps to Complete a Position Request:

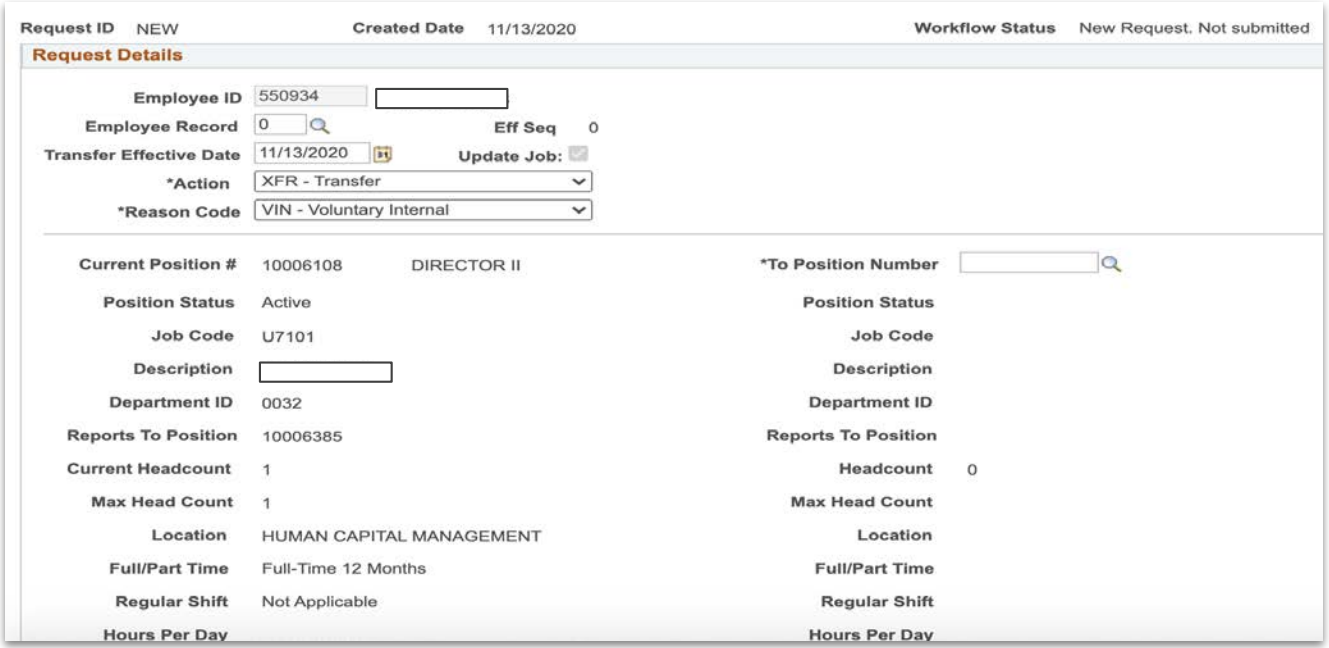
hcm.ccsd.net > Manager Self Service (MSS) > Position Control Request tile:



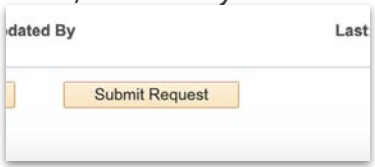
Select “Add a New Value” and enter the Empl ID of the employee you are moving, then select “add”:

Steps to Complete a Position Request (cont'd):

Required Fields: **Transfer Effective Date**, **Action**, **Reason Code**, and **New Position Number**



Then, enter any necessary comments, and click **Submit Request** button at the bottom.

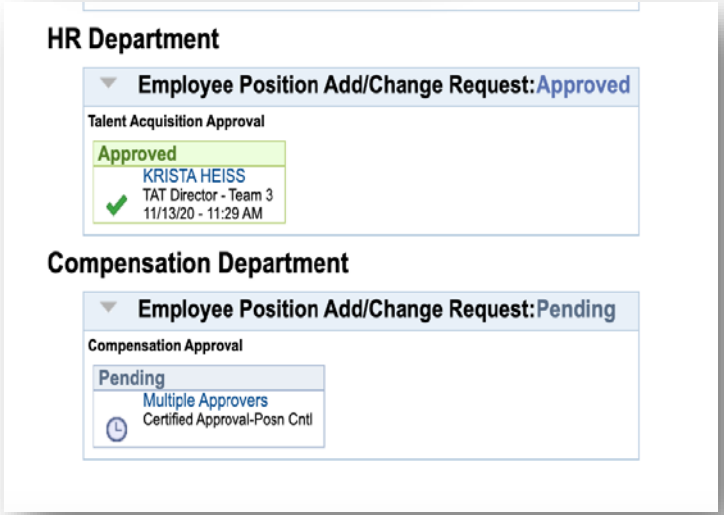


Checking the Status of a Position Control Request:

hcm.ccsd.net > Manager Self Service (MSS) > **Position Control Request** tile:

Select the yellow "Search" button at the bottom and all Position Control Requests you've submitted will populate in a list. You can click on each request and see where the request is in the approval process - this information will be at the bottom of the page.

- Green check marks will appear next to the name of the person who approved the request.
- A clock will appear where the request is pending. By clicking on "Multiple Approvers" you will see a list of all of the people who can approve your request.
- If denied, a comment may be added indicating your next steps.



Level 1 vs. Level 2 Access

What are the differences between Level 1 and Level 2 access in MSS?

- In HCM, MSS users with Level 1 access are known as **Reviewers**. These often include School Office Managers, Department Administrative Secretaries, and their backups.
- MSS users with Level 2 access are known as **Approvers**. These often include School Principals, Department Managers/Supervisors, and their backups.
- One key thing to note is that many MSS users will also sometimes have **Direct Reports** in the HCM system. This can vary depending on the location.
    - A **Direct Report** is an employee who reports directly to someone else (i.e. a Teacher reporting directly to a Principal); therefore, this user appears as the "next step" in the hierarchy/approval chain for the employee in HCM's **Org Structure**
- Because HCM's Org Structure does not always "mirror" the Org Structure used at a site (i.e. a school requiring Teachers to report to the Assistant Principal regarding their time/absence or evaluations), some users with Level 2 Approver access may not see employees in HCM because they are not actual Direct Reports.

What is a “backup” in MSS?

- A **backup** is someone who is given either Level 1 Reviewer or Level 2 Approver rights in HCM and acts in that role in the event of the main Reviewer or Approver’s absence.
- It is important to remember that, once a user is given rights as a backup, their access is **equal** to their counterpart in HCM.
    - **For example:** If an OS-II is given Level 1 Reviewer rights in order to act as the School Office Manager’s backup, they are **still** able to view and modify the site’s Time and Absences (at Level 1) even if the Office Manager is present.
- This means that communication between L1 Reviewers, L2 Approvers, and their backups is **key** so that Time/Absences are **not** approved or otherwise modified without the knowledge of the site’s main Reviewer/Approver.
    - The **Absence Report** can be used to determine who has approved Absences for the site.

Resources

Training Website

There are a number of useful HCM resources available via **training.ccsd.net** > **Resources** > **HCM - Human Capital Management** tab. Some of these resources include:

- The **ESS** and **MSS Manuals** (up-to-date)
- **Grant Funded Licensed Extra Job Procedures (Additional Minutes and Prep Buyouts)**
- **Cancelling and Re-submitting an Absence in ESS** (video/guide)
- **ESS Time and Absence Examples**
- **Timesheet Entry Videos**
- And more!

Questions?

Please type any questions you have in the Chat area of the Saba session.