CLARK COUNTY SCHOOL DISTRICT

OPERATIONAL SERVICES UNIT TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION USER SUPPORT SERVICES EMPLOYEE BUSINESS TRAINING DEPARTMENT

PeopleSoft-HCM; Manager Self-Service

Manager Self-Service Essentials



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

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

Manager Self-Service Overview

There are several different dashboards/portals when working in the HCM System. This guide will focus on Manager Self Service (MSS).

The HCM System provides a Manager Self Service (MSS) Portal designed to assist administrators, managers, and other designated staff with the ability to:

- Enter Time or submit Absence Requests on behalf of employees at their school or work location.
- View employees' submitted Time, Absences, Absence Balances, etc.
- Access an at-a-glance view of their school or work location's scheduled employees, requested absences, schedule deviations, etc.
- Locate and view personal and employment data for their location's employees.
- Create job requisitions in the HCM System's Talent Overview program, Taleo.
- Request new and make changes to existing positions.
- Access the School Budget Planning Tool.

When it comes to Time and Absence, there are two levels of approval: Level 1 Reviewers and Level 2 Approvers. Level 1 Reviewer and Level 2 Approver access applies only to the Time and Absence workflow in MSS.

Time/Absence and Payroll require a Reviewer and a Final Payroll Authorization Approver.

Reviewers are considered to be Level 1 approvers, and may include employees such as:

- Administrative School Secretaries and Office Managers at a school, department secretaries, location managers or supervisors.
- Employees who have staff who "report to" them as identified in the system's organizational structure. For example, at a school, all employees report to the Principal, so by default, the Principal will have Level 1 Approver rights.

Final Payroll Authorization Approvers are considered Level 2 Approvers. These are Administrators such as Principals and Department Directors.

Reported Time (such as Overtime and Comp Time Earned) and Absence Requests (such as Personal Illness or Vacation) are routed to the Reviewer for initial approval. The Final Payroll Authorization Approver must submit the Reported Time or Absence Requests to Payroll.

It should be noted that, in many cases, a principal, director, or other administrator will be assigned Level 1 rights, as they have employees who report to them, AND Level 2 rights as the Final Payroll Authorization Approver.

There will be an Add-On Form available at <u>support.ccsd.net</u> in order to request elevated access for eligible users if necessary. (A more detailed explanation of the Standard Roles in the HCM system is available on the <u>CCSD Employee Business Training</u> website.)

Navigating in Manager Self-Service

Accessing the HCM system



The HCM system provides an Employee Self Service (ESS) portal for CCSD employees as well as the Manager Self Service (MSS) portal for administrators, managers, and reviewers. The system can be accessed via the HCM icon on the desktop or by going to <u>hcm.ccsd.net</u>.

The HCM system is compatible with Mozilla Firefox, Google Chrome, and most mobile browsers. All employees use their Active Directory (AD) credentials to access the system.



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



The Banner

The Banner provides constant access to the 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 managers, timekeepers, and employees that provide users with quick access to role-based transactions. Employees with Manager Self Service access will automatically be brought to the Employee Self Service (ESS) homepage after logging in. When multiple home pages/dashboards are present, use the drop-down on the banner to select a home page/dashboard.

Use the **Manager Self-Service** home page/dashboard to access a variety of manager self-service transactions.





Home Button

Click the **Home** button from any page/screen to return to the 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 <u>CCSD Employee Business Training</u> 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 the session is properly exited each time.



Tiles

Tiles provide access to transactional pages in **Manager Self Service**. Below are the tiles on the MSS home page/dashboard.

The Approvals tile provides access to the following functions:



Absence Requests Reported Time Cancelled Requests

The **Timesheet Entry** tile provides access to the following function: Entering Reported Time on behalf of an employee



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



Report Time – Daily view Weekly Time Summary Payable Time Comp Time Balances Request and Cancel an Absence on Behalf of an Employee View Requests and Absence Balances Workforce Availability

The My Team tile provides access to the following information:

(Note: Tile will only display information for users who have employees that report to them in the system's organizational structure.)

Summary Information Compensation Information Leave Balances



The View Employee Personal Info tile provides access to the following information:

(Note: Tile will only display information for users who have employees that report to them in the system's organizational structure.)



Home and Mailing Addresses Email Addresses Phone Numbers Emergency Contacts Birthdays The **Position Requests** tile provides access to:

Request new positions (departments/regions year round, schools-off cycle only)



The Talent Acquisitions tile provides access to Taleo (Talent Management Suite) to:



Create requisitions Screen candidates Make job offers

The **Budget Planning Tool** tile will link authorized users to the **Planning and Budgeting Cloud Service (PBCS)** login page to access the CCSD School Budget Planning tool.



The **Position Control** tile provides access to:



Manage current positions at the location (departments/regions year round, schools-off cycle only)

The **Manager Self Service Reports** tile provides access to: Pre-made queries such as Sub Timesheets to Approve





IMPORTANT!

Throughout the HCM system, there are often multiple ways to complete different tasks. The methods shown throughout this guide are considered best practices in MSS, especially when requesting absences, reporting time, etc. Because of this, not all features available on each page will be addressed.

Approvals Tile

Select the **Approvals** tile from **Manager Self Service** to display this page. The number in the bottom right corner indicates the total number of pending approval requests.



Approving Absence Requests

Approval requests can be sorted by selecting an option from the ***View By** drop-down list if desired.



Type (default) will list all pending approvals by either absence request, reported time, or cancel absence in the left side panel.

Date Routed will list all pending approvals by the week in the left side panel and in order of the routed date from oldest to newest.

From will list all pending approvals by the name of the person who created the request in the left side panel. Once a name has been selected, only requests created by that person will be displayed.

Requester will list all pending approvals by the affected employee in the left side panel. Once a name has been selected, only requests for that employee will be displayed.

A filter option T can be selected to filter the list by Type, Requester, From, or Date Period if desired.

Click the **Absence Request** link from the left side panel, to display only absence requests. To review and approve an individual absence, click the **>** right arrow, which is located on the right side of the page. After the arrow has been selected, the **Absence Request** details page will display.

•	Manager Self Service		P	ending Approvals	Â	۲	:
	View By Type	¥	Ŧ				
	All	12	All		,	12 row	s
	Absence Request	8	Reported Time Hill, Christine	Quantity for Approval 6.00 Hours 09/30/2019 - 09/30/2019	Routed 10/02/20	19 >	,
Ø	Reported Time	4	Absence Request Hill, Christine	Sick -Dr Appointment, 1.5 Hours - ELIGIBLE 10/18/2019	Routed 10/03/20	19	,

- The information can be reviewed for accuracy. Information displayed includes the Employee's Absence Details (including Partial Days), Current Balances, Eligibility, Additional Information (including FMLA coding), Requester Comments (if any), and Request History.
- Optional: Enter any Approver Comments. (Comments can also be added in the next step.) Note: Comments are viewable by the employee and any users with access to the Absence Request. Comments cannot be modified or deleted once entered.
- 3. To review the approvers in the **Approval Chain** for this absence, click the **>** right arrow. The **Approval Chain** displays the request's **Absence Approval Paths**, any **Approvers** involved, and the status of each step of the approval process.

< Pending Approvals		Absence Request	
Smith, Jane ENGLISH			Approve Pushba
Absence Details			
Absence Name	Sick -Personal Illness	End Dat	te 01/23/2020
Start Date	01/23/2020	Duratio	n 0.5 Days
Partial Days	All Days - Half Day		Check Eligibility
Current Balance	159.27 Days 🚯 Disclaimer		View Eligibility Details
Additional Information	>		
- Requester Comments			
There are no requester comm	nents		
Request History	>		
Approver Comments			
Approval Chain	>		

- 4. Select either **Approve** or **Pushback** using the buttons in the upper right corner.
 - a. When the **Approve** button is selected, the following page will display.



Enter any **Approver Comments** regarding the approval of the absence. Once comments have been entered, click the **Submit** button.

If approved by a **Level 1 Reviewer**, the request is routed to the **Level 2 Approver**. If approved by a **Level 2 Approver**, the request is routed to Payroll.

Remember: It is possible for one location to have multiple Level 1 Reviewers. If any Level 1 Reviewer screens and approves the request, it will move on to the Level 2 Approver.

Also if a Level 2 Approver, who is also a Level 1 Reviewer, approves the request first, the request will bypass the Level 2 approval review and route directly to Payroll.

b. When the **Pushback** button is selected, the following page will display.



Enter any **Approver Comments** regarding the **Pushback** on the absence. Once comments have been entered, click the **Submit** button.

Clicking the **Pushback** button will route the Absence Request back to the employee (whether it was submitted by the employee or by someone else on their behalf, such as the Timekeeper). The Pushback option can be used if and when the Absence Request contains a mistake, or to communicate to the employee that the Absence Request cannot be approved at this time (such as accounting for minimum staff coverage).

Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

Mass Approval of Absence Requests

After selecting the **Approvals** tile, click the **Absence Request** option from the left side panel. **Level 1 Reviewers** have the ability to select multiple Absence Requests at the same time. However, because **Level 1 Reviewers** are designated to view and screen Absence Requests for accuracy before approving, it is **not** recommended to use Mass Approval at the Reviewer level. *This tool is intended for Level 2 Approver and should always be used with caution.*

٢	Manager Self Service		Pen	ding Approvals	7 🏫	-	:
	View By Type	T	Ŧ				
	All	12	All		12	rows	5
	Absence Request	8	Reported Time Hill, Christine	Quantity for Approval 6.00 Hours 09/30/2019 - 09/30/2019	Routed 10/02/2019	>	
O	Reported Time	4	Absence Request Hill, Christine	Sick -Dr Appointment, 1.5 Hours - ELIGIBLE 10/18/2019	Routed 10/03/2019	>	_

After selecting the **Absence Request** option from the left side panel, the following page will be displayed. In this example, there are three (3) Absence Requests that require approval.

🔇 Man	nager Self Service		P	ending Approvals		â	۲	:
Vi	iew By Type	~	T		Approve	Pushb	ack	
 A	All	10	Absence Request				3 row	/s
(Î) A	Absence Request	3						
R	Reported Time	7	Absence Request Hill, Christine	Vacation, 8 Hours - ELIGIBLE 12/26/2019		Routed 11/22/20	19	>
			Absence Request Smith, Jane	District Business, 1 Days 12/11/2019		Routed 11/25/20	19	>
			Absence Request CCSD USER	Sick -Personal Illness, 1 Days - ELIGIBLE 12/02/2019		Routed 12/02/20	19	>
			Approver Comments					
								.:

To approve all three (3) **Absence Requests**, click the **Checkbox** in the top gray bar and click the **Approve** button. (Comments can be entered in the **Approver Comments** field on this page or the next.)

If an employee's absence needs be corrected, the Absence Request must be returned to the employee. To do this, select the checkbox by the employee's name, then click the Pushback button and enter comments, if desired.

Enter any comments in the **Approver Comments** field if not done on the previous page. (When mass approving requests, the same comment is used for all approved requests.)

Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

Review the absences to be approved. Click the **Submit** button to finalize the approval.

K Manager Self Service		Pending Appro	vals	: ۳
View By Type		Cancel Mass Approv	/e Submit	Approve Pushback
All All Absence Request	10 At	Approver Comments		3 rows
Reported Time	7			Routed > 11/22/2019
		You are about to approve the foll request(s).	owing 3	Routed > 11/25/2019
	Ar	Absence Request Hill, Christine Vacation, 8 Hours - ELIGIBLE 12/28/2019	Routed 11/22/2019 GIBL	E Routed > 12/02/2019
		Absence Request	Routed	
		Smith, Jane District Business, 1 Days 12/11/2019	12/06/2019	н.
		Absence Request	Routed	
		CCSD USER Sidk -Personal Illness, 1 Days - ELIGIBLE 12/10/2019	12/12/2019	

After clicking the **Submit** button, the Absence Requests will no longer appear on the page and a notification that the transactions have been approved will be displayed.

< Manage	er Self Service	Pending Approvals	â	۲	:
-		You have approved 3 transaction(s).			×

Once again, if these are approved by a Level 1 Reviewer, the request is routed to the Level 2 Approver. If approved by a Level 2 Approver, the request is routed to Payroll.

Note: As mentioned before, if a Level 2 Approver, who also has Level 1 access, approves any Absence Request without it first being approved by their designated Level 1 Reviewer, the request will skip the Level 1 Reviewer in the approval process. Additionally, by selecting Absence Requests individually, the Level 2 Approver can click **Approval Chain** to see if their Level 1 Reviewer has approved the request.

Approving Cancel Absence Requests

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.

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

After selecting the **Approvals** tile, click the **Cancel Absence** option from the left side panel. In this example, there is one (1) **Cancel Absence** request that requires approval.

To review and cancel an individual absence, click the > right arrow, which is located on the right side of the page. After the arrow has been selected, the Absence Details page will be displayed.

Manager Self Service		Pending Approvals	🏫 🍸 E
View By Type	Y		Approve
III AII	Cancel Absence		1 row
(Absence Request			
Cancel Absence	1 Cancel Absence Smith, Jane	e Sick -Personal Illness 12/03/2019	Routed 12/12/2011
Reported Time	2 Approver Comments		

Click the **Approve** button in the upper right corner.

Pending Approvals		Absence Request		🏫 🍸 i
Smith, Jane ENGLISH			Approve	Pushback
Absence Details			4	
Absence Name	Sick -Personal Illness	End Date	• 01/23/2020	
Start Date	01/23/2020	Duration	0.5 Days	
Partial Days	All Days - Half Day		Check Eligibility	
Current Balance	159.27 Days 🚯 Disclaimer		View Eligibility Details	
Additional Information	>			
- Requester Comments				
There are no requester com	ments			
Request History	>			
Approver Comments				
	/			
Approval Chain	>			

When the **Approve** button is selected, the following window will be displayed.



Enter any **Approver Comments** regarding the approval of the cancellation.

Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

Once comments have been entered, click the **Submit** button. If approved by a Level 1 Reviewer or a Level 2 Approver, the request is routed back to the person who entered the absence.

Please visit the CCSD Employee Business Training website (training.ccsd.net) > Resources > HCM for additional resources including the Cancelling and Resubmitting an Absence video.

Approving Reported Time Requests

After selecting the **Approvals** tile, click the **Reported Time** option from the left side panel. In this example, there are four (4) **Reported Time** items that require approval.

1. Select the row for the employee to review the time requested.

< Manager Self Service		Pending Approvals	A 🚩 i
View By Type	Ŧ		Approve
() All	Reported Time		4 rows
(Absence Request 2			
Cancel Absence	Reported Time Garcia, Jackie	Quantity for Approval 21.00 Hours 11/20/2019 - 11/21/2019	1, >
Reported Time	Reported Time Smith, Jane	Quantity for Approval 2.00 Hours 12/04/2019 - 12/05/2019	Routed > 11/19/2019
	Reported Time Rogers, Christopher	Quantity for Approval 2.00 Hours 12/03/2019 - 12/03/2019	Routed > 12/13/2019
	Reported Time James, Ronald	Quantity for Approval 1.00 Hours 12/02/2019 - 12/02/2019	Routed > 12/13/2019

Note: Refer to the figure **below** for the following explanations:

- 2. The **Summary** area displays the **Time Period** for which the time has been entered, the quantity of hours or days to be approved, the quantity scheduled, etc.
- 3. The **Reported Time Details** area shows the date on which the time was reported, the Time Reporting Code (TRC) used, the Quantity for Approval, etc.
- 4. If multiple TRCs and/or dates were reported in the same **Time Period** (i.e., two days in the same work week), each TRC and/or date will display as its own individual row. In the example below, a Support Professional employee has reported two (2) hours of Overtime for one day, and three (3) hours of Comp Time Earned on the next. This appears as two different rows.

As another example, a teacher may have reported 15 minutes (.25 hours) of **Extra Minutes** (ADDMS) during each day of the work week, which will display as five different rows.

- 5. Select the record(s) to approve by clicking the **Checkbox** which appears to the left of the date(s).
- 6. Enter any **Comments** in the space provided if desired.

Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

- 7. To review the **Approval Chain**, click the **Approval Chain** box.
- 8. To **Approve** the Reported Time, click the **Approve** button.

Once approved by the Level 1 Reviewer, if the Reported Time does not have an alternate funding source (and therefore is coming from the employee's job location's funding), the Reported Time will be routed to the Level 2 Approver for the site (e.g., the School Principal).

Note: If the Reported Time has an alternate funding source (and therefore is coming from a different location's funding), then the Reported Time will be routed to the Level 1 Reviewer and the Level 2 Approver for that site to enter or verify that the appropriate combination code has been applied.

9. If time is not being approved for the employee, the Level 1 Reviewer or the Level 2 Approver can make adjustments to the Reported Time on the timesheet. Comments can be entered, if desired.

Pending Approvals		Reported Time		🕆 🏠
Garcia, Jackie				
OFFICE SPEC II				Approve
2 line(s) are pend	ng your approval			
Summary				
Time Pe	iod 11/20/2019 - 11/21/2019			
Quantity for Appro	val 21.00 Hours	Quantity Sch	heduled 18.00 Hours	
Quantity Submit	ed/ 0.00 Hours	Quantity Re	eported 21.00 Hours	
Quantity Der	ied 0.00 Hours			
View Legend				
 Reported Time I 	etails			
Ronding All				
Fending An				2 rows
Select Report	Date Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	
11/20/2)19 REG - Regular Hours	10.00 Hours	10.00 Hours / 8.00 Hours	>
11/21/2	019 CTE - Comp Time Earned	11.00 Hours	11.00 Hours / 8.00 Hours	>
Approver Comments				_
	6			

Mass Approval of Reported Time

After selecting the **Approvals** tile, click the **Reported Time** option from the left side panel. Level 1 Reviewers have the ability to approve multiple Time Requests at the same time. However, because Level 1 Reviewers are designated to view and screen Time Requests for accuracy before approving, it is **not** recommended to use Mass Approval at the Reviewer level. *This tool is intended for Level 2 Approvers and should always be used with caution.*

•	Manager Self Service		Pen	ding Approvals	7 🏫	۲ :
	View By Type	T	Ŧ			
۲	All	12	All		12	rows
(11)	Absence Request	8	Reported Time	Quantity for Approval 6.00 Hours	Routed	>
0	Reported Time	4	Absence Request Hill, Christine	Sick -Dr Appointment, 1.5 Hours - ELIGIBLE 10/18/2019	Routed 10/03/2019	>

After selecting the **Reported Time** option from the left side panel, the following page will be displayed. In this example, there are four (4) Time Requests that require approval.

Manager Self Service		Pending Approvals	🏫 🍸 E
View By Type	Ŧ		Approve
() All	Reported Time		4 rows
Absence Request 2			
Cancel Absence	Reported Time Garcia, Jackie	Quantity for Approval 21.00 Hours 11/20/2019 - 11/21/2019	Routed > 11/19/2019
Reported Time	Reported Time Smith, Jane	Quantity for Approval 2.00 Hours 12/04/2019 - 12/05/2019	Routed > 11/19/2019
	Reported Time Rogers, Christopher	Quantity for Approval 2.00 Hours 12/03/2019 - 12/03/2019	Routed > 12/13/2019
	Reported Time James, Ronald	Quantity for Approval 1.00 Hours 12/02/2019 - 12/02/2019	Routed > 12/13/2019

To approve all four (4) **Reported Time** requests, click the **Checkbox** in the top gray bar and click the **Approve** button. (Comments can be entered in the **Approver Comments** field on this page or the next. When mass approving requests, the same comment is used for all requests.)

If an employee's reported time needs to be changed, it can be modified directly.

Enter any comments in the **Approver Comments** field if not done on the previous page.

Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

< Manager Self Service	Pending Approvals	🎓 🏲 i
View By Type	Peported Time	Approve
All (7) Absence Request 2	Repor Cancel Mass Approve Submit	Routed
Cancel Absence (1)	Garcia Gercia Repor Approver Comments Smith. Time reported has been approved.	11/19/2019 Routed > 11/19/2019
	Repor Roger	Routed > 12/13/2019 > Routed > 12/13/2019 >
	Reported Time Routed Approver Co Garcia, Jackie 11/19/2019 Quantity for Approval 21.00 Hours 11/20/2019 - 11/21/2019 11/20/2019 - 11/21/2019 Extended	
	Reported Time Routed Smith, Jane 11/19/2019 Quantity for Approval 2.00 Hours 12/04/2019 - 12/05/2019	
	Reported Time Routed Rogers, Christopher 12/13/2019 Quantity for Approval 2.00 Hours 12/03/2019 12/03/2019 - 12/03/2019 12/03/2019	
	Reported Time Routed James, Ronald 12/13/2019 Quantity for Approval 1.00 Hours 12/02/2019 - 12/02/2019	

Review the **Time** to be approved. Click the **Submit** button to finalize the approval.

After clicking the **Submit** button, the reported time requests will no longer appear on the page and a notification that the transactions have been approved will be displayed.

Manager Self Service	Pending Approvals	â	۲	:
	You have approved 4 transaction(s).			×

If all absence requests and reported time have been approved, the following message will appear.

٠	Manager Self Service		Pending Approvals	Â	۲	:
-	View By Type	~	You have no pending approvals at this time.			
	All	0				

If these are approved by a Level 1 Reviewer, the request is routed to the Level 2 Approver. If approved by a Level 2 Approver, the request is routed to Payroll.

Note: If a Level 2 Approver who also has Level 1 access approves any Time Request without it first being approved by their designated Level 1 Reviewer, the request will skip the Level 1 Reviewer in the approval process. By selecting Time Requests individually, the Level 2 Approver can click **Approval Chain** to see if their Level 1 Reviewer has approved the request.

Timesheet Entry Tile

The **Timesheet Entry** tile can be used by both Level 1 Reviewers and Level 2 Approvers in MSS to locate and select an employee at the location in order to enter time on behalf of the employee. Select the **Timesheet Entry** tile from **Manager Self Service** to display the page.

CCSD 💊 Clark County School District	Manager S	Self Service	🏫 🏲 🗄
Approvals	Timesheet Entry	Team Time/Absence	My Team
View Employee Personal Info	Position Requests	Talent Acquisitions	Budget Planning Tool
Position Control Request	Manager Self Service Reports		

After selecting the **Timesheet Entry** tile, the search page will be displayed (see next page).

1. Search for employees by criteria such as Last Name, First Name, Employee ID or Location Code.

Note: Select the magnifying glass icon next to any of the selection criteria to search and select an appropriate value for that field. A value must be present in at least one field in order for a search to return results. It is recommended to use the **Location Code** along with at least one other search criteria.

2. After entering the desired criteria, click the **Get Employees** button to search. The search results will display beneath the search area at the bottom of the page.

Manager Self Service	Timesheet		Â	۲	÷
Report Time Timesheet Summary				н	elp 🔨
 Employee Selection 		2			
Employee Selection Criteria		Get Employees			
Selection Criterion	Selection Criterion Value	Clear Criteria			
Time Reporter Group	٩	A Save Criteria			
Employee ID	٩	Jave chiefta	J		
Empl Record	٩	Note: If	"Save		
Last Name	٩	Criteria	is		
First Name	٩	selected	, it in thic		
Business Unit	٩	section	as well		
Job Code	٩	as in Tea	im		
Job Description	٩	Time/At	sence		
Department	٩	Tile sear	ch		
Supervisor ID	٩	sections	•		
Reports To Position Number	٩				
Location Code	٩				
Company	٩				
North American Pay Group	٩				
Global Payroll Pay Group	٩	.			

The **Change View** area at the bottom of the page allows viewing by week or by day, changing the date searched, showing or hiding the employee's schedule information, and looking at previous and future weeks.

Change View		
*View By	Week 🗸	Show Schedule Information
Date	12/30/2019	Previous Week Next Week

Employees with multiple jobs will be listed multiple times. The **Empl Record** column will display "0" for the primary job. (A job 2 would be displayed as Empl Record "1," a job 3 would be displayed as Empl Record "2," and so on.)

The Demographics tab displays information related to the specific job such as job code, department, workgroup, location code, reports to, etc.

3. Click the employee's **last name** to open the timesheet record for that employee.

E	mployees For Hill, Christine, Totals From 12/08/2019 - 12/14/2019													
l	町 Q 1-1 of 1 V													
l	Time Summary	Demographics III												
	Last Name≜	First Name ▼	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours		
l	Last Name	3		0		0.000000	0.000000	0.000000			0.000000	0.000000		

- 4. The **Select Another Timesheet** area can be used to change the view of the Timesheet, and allows a different date or week in which to view the Timesheet to be selected.
- 5. The Timesheet shown will display any time that may have been reported by or for the employee in the timeframe given.

In this example, a certified teacher worked one hour of Extra Instruction per day in a given work week. Any Absence Requests (in this case a District Business absence) that may have been submitted within this timeframe will also be seen, but they will appear as a non-modifiable row.

6. A Timekeeper, MSS Level 1 Reviewer, or MSS Level 2 Approver has the ability to modify, add, or remove time that is reported. Be sure to scroll to the right side of the page to modify any of the information entered previously or enter any additional information that is required for the transaction (such as a different location code or combination code – see step 8).

Tip:	M	SS use	ers c	an view	name, de	pt, loc an	d the hour	ly ra	ate of pa	ay fo	r an employee by se	lecting	the Job T	itle.
🔇 Manag r	Self S	ervice					Tiı	neshee	ət				Â	۲ ۲
Timesh set <u>Smith</u> ,J <u>ENGLISH</u> Select Ano	t	Timesheet	4			Emp Empl Earliest Char	loyee ID Record 0 Ige Date 09/16/2019							Help
		*View By	Week		~		Previous Week N	ext Week						
		*Date	12/08/20	019 🗰 🍄		F	Previous Employee N	ext Emplo	oyee					
	Sched	luled Hours	35.90	R	eported Hours 4.00									
From Sunday	12/08 Sun 12/8	3/2019 to Sa	Mon 12/9	2/14/2019 ⑦ Tue 12/10	e Wed	Thu 12/12	J Fri 2 12/13		Sat 12/14	Total	Time Reporting Code	Business Unit	Location	Athletics/
			1.00	1.00		1.00	1.00			4.00	EIHLY - Extra Instruction - Hourly	5	٩	
					7.18					7.18	ZDSBD - District Business	ccs		
Su Reported T	tımit Time Sl	tatus S	Bummary	Absence	Exceptions P	ayable Time								6
Reported Tim	e Sta	tus												
⊑; Q					1					1-5 of 5	×			
Date	Repo	orted Status		Total	TRC	Description	:	Sched Hrs	Add Comm	ents				
12/09/2019	Save	ed		1.00	EIHLY	Extra Instruction	- Hourly	7.18	0					
12/10/2019	Save	ed		1.00	EIHLY	Extra Instruction	- Hourly	7.18	0					
12/11/2019	Appr	oval In Proo	ess	7.18	ZDSBD	District Business		7.18						
12/12/2019	Save	ed		1.00	EIHLY	Extra Instruction	- Hourly	7.18	Q					
12/13/2019	Save	ed		1.00	EIHLY	Extra Instruction	- Hourly	7.18	Q					
Return to Selec Approve Absen	t Emp œ	loyee												

7. Select the **Time Reporting Code** (**TRC**) from the drop-down box. The selection will vary based upon the type of employee that is being processed. If different **TRC**s are reported for the same time period, enter the time on the next row. If more than three rows need to be entered, click the **+** sign to add rows to the grid.

Total Time Reporting Code	Business Unit	Location	Athletics/Activity Code	Document ID (SAP)	Combination Code	ChartFields		
4.00 EIHLY - Extra Instruction - Hourly	CCSD1 Q	٩	٩	٩	٩	ChartFields	+	-
7.18 ZDSBD - District Business	CCSD1					ChartFields	+	

Here is a sample list of current Time Reporting Codes (subject to change):

Time Reporting Codes (TRC) for School Police Officers:	Time Reporting Codes (TRC) for Unified/ Admin:
00 ATPOL - Police - Athletics 00 CBP - Call Back Pay 00 CTA - Comp Time Adjustment 00 CTC - Comp Time Conversion 00 CTE - Comp Time Earned 00 CTP - Comp Time Payout 00 CTP - Comp Time Taken 00 RDO - Regular Day Off (POLICE ONLY) 10 REG - Regular Hours	Admini. ADEXD - Admin Extra Time (Days) ADEXH - Admin Extra Time (Hours) ADMST - Admin Stipend (20-6) ADNSH - Admin Outside Schedule (15-15) ADSUD - Admin Substitute (Days) ADSUH - Admin Substitute (Hours) CTAE - Comp Time Earned - Admin CTAT - Comp Time Taken - Admin Only ESYA - ESY Admin NAADM - Non-Assign Day (School Budget) PRINA - Principal Admin Day (15-6-7) RESPA - Responsibility Pay - Admin
	XNINS - Extra Non-Instructional Hours

8. If necessary, in the Location field enter or select the Location Code for the site that will be funding the reported time if the time is to be paid by an alternate funding source. The Combination Code is used to enter the appropriate budget coding to ensure that the time is paid by the correct funding source and the magnifying glass icon in the field can be used to search for and select the appropriate combination code. Including the correct Location and Combination Code not only ensures that the Reported Time is paid by the correct funding source, but that the appropriate Budget Approver receives the Reported Time for Final Payroll Authorization in the approval process.

Example: A full time support professional worked two (2) hours of overtime at another school or work location on Monday. The first row shows the regular hours (8.00). The second row shows the overtime hours worked at the other location. (Overtime still uses "REG" as the TRC.) To the far right, the additional fields **Location** and **Combination Code** have the additional information required in order to indicate an alternate funding source for the overtime hours.

- 9. Once the additional information has been entered, scroll back to the left side of the page to process the transaction.
- 10. Comments can be added using the speech bubble icon located in the **Reported Time Status** area once the time has been saved.

Remember: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

< Manager	r Self Servic	e								Time	esheet											Â
Timeshee	et																					
Garcia, Jac OFFICE SPE Select Ar	kie IC II nother Time	eshee	•t					E Earliest C	Employee ID Empl Record 0 Change Date 07/2*	1/2019												
	*Vi	evv By *Date	Week	9 🛗	\$	~			Previous We	iek Neo Neo	ct Week ct Employee											
					Report	ed Hours	10.00															
From Sunda Sun 12/8	Mon 12/9 I:	9 to Si Tue 2/10	Wed 12/11	14/2019 Thu 12/12	(7) Fri 12/13	Sat 12/14	Total	Time Reporting	g Code		Business Unit	Locati	on	Position Number		Athletics/Activity Code	Document ID (SAP)	Combination Code	{	ChartFields		
	8.00						8.00	REG - Regula	ar Hours	~	CCSD1 Q		٩		۹	٩	٩		Q,	ChartFields	+	-
	2.00						2.00	REG - Regula	ar Hours	~	CCSD1 Q	0251	Q,		٩	٩	٩	12345678	Q,	ChartFields	+	-
Reported	Submit I Time Status		Summary			xceptions	B	ayable Time					в					8				
Reported Ti	me Status																	-				
Select	Date	F	Reported Sta	itus		Total	TRC		Description			Add Comr	nents									
	12/09/201	19 1	Needs Appro-	val		10.00	REG		Regular Hours			Q		10								
Approval																						
S	elect All		Dese	elect All		Арр	rove		Deny		Push Back											
Return to Sel Approve Abse	ect Employee	1 1																				

11. Once the transaction has been completed, click the **Submit** button.

Other information is viewable using the tabs and links at the bottom of the page. The **Payable Time** tab displays the current status of Time entered in an employee's Timesheet at the bottom of an employee's Timesheet. Comparing the Timesheet and Payable Time areas can help to determine whether a problem was caused by an incorrect entry in the Timesheet, or if the information was not correctly routed to Payroll for processing.

However, it is **not** recommended to add, edit, or update items/events from these tabs. Adding, editing or updating items/events should be done under the **Team Time/Absence** tile.

IMPORTANT!

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-Comp Time Taken is used and equals the full regular hours, or additional time 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.

For additional resources regarding Timesheet Entry, please visit the <u>CCSD</u> <u>Employee Business Training</u> website (training.ccsd.net) > Resources > HCM.

Substitute Timesheets

- SmartFind Express will continue to be the absence management system.
- The designated Timekeeper/Level 1 Reviewer must enter the substitute's time on the timesheet. It must be reviewed for accuracy and then processed through the approval chain.
- Substitute employees (both sub teachers and support professional subs) require that a Location be entered on their Timesheet otherwise, the sub will not be paid for the Time that is being entered, as it will not be routed anywhere for approval. Whenever Time is entered for a substitute, the site's four-digit location code must be enter in the Location field. This will not affect your location's budget for the Time being paid.
- When entering Time for support professional substitutes, it is important to select the correct job title since this determines the rate of pay. (All support professional substitutes use the TRC of SUBS Substitute Pay Support.
- When entering Time for substitute teachers, it is important to select the correct TRC since this determines the rate of pay. Refer to the Pay Rate Summary with TRCs for Substitutes chart for more detailed information (available on training.ccsd.net > Resources > HCM > Time and Absence heading).

For additional examples of other Time Reporting Codes and information regarding substitute timesheets, please visit the <u>CCSD Employee Business</u> <u>Training</u> website (training.ccsd.net) > Resources > HCM.

Team Time/Absence Tile

The **Team Time/Absence** tile is where Level 1 Reviewers and Level 2 Approvers can submit Absence Requests on an employee's behalf, cancel existing Absence Requests, view a history of Absence Requests for each employee, access a daily or weekly view of all employees' Reported Time and Requested Absences, etc. Select the **Team Time/Absence** tile from **Manager Self Service** to display the page.

CCSD 💊 Clark County School District	✓ Manager S	Self Service	A 🕈 🗄
Approvals	Timesheet Entry	Team Time/Absence	My Team
13		7 Exceptions	
View Employee Personal Info	Position Requests	Talent Acquisitions	Budget Planning Tool
		**	
Position Control Request	Manager Self Service Reports		

Report Time on Behalf of an Employee Daily View

The **Report Time** tool is used to report time on behalf of an employee on a daily basis. However, it will only allow one date at a time to be entered and does not feature the ability to add multiple rows at once. After selecting the **Team Time/Absence** tile, click the **Report Time** option from the left side panel to display this page then search for the employee and enter the time for a specific day.

K Manager Self Service	Team Time	â	٣	:
💿 Report Time	Report Time			
🔃 Weekly Time Summary	Use filters to change the search oriteria or Get Employees to apply the default Manager Search Options.			
Payable Time	Get Employees Filter			

Weekly Time Summary

The **Weekly Time Summary** tool is used to view the weekly time of employees. After selecting the **Team Time/Absence** tile, click the **Weekly Time Summary** option from the left side panel to display the **Weekly Time Summary** page.

K Manager Self Service	Team Time	â	۲	:
Report Time	Weekly Time Summary			
🔁 Weekly Time Summary	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.			
Payable Time	Get Employees Filter			

Click the **Get Employees** button or select the **Filter** button to search for specific criteria. (If all the employees are not displayed, the **Filter** may need to be cleared and reset.)

Cancel	Filters Done		Workgroup 🛇	Description ◊
Time Reporter Group	٩ ^	Note: Select the magnifying	ADMIN	Administrators
Employee ID	٩	glass icon next to any of the	ADMSUB	CCSD - Admin Substitutes
Empl Record	٩	filter options to search and	BUSDRIVERS	Bus Drivers
Last Name	<u>م</u>	select an appropriate value	CERT	Certified
Business Unit	٩	for the field.	CERTSUB	Certified - Substitutes
Job Code	٥		CERT_TEMP	Certified Temp
Job Description	٩		FOODSERV	Food Service Workers
Department	a		FUND_TEST	Funding Test Workgroup
Reports To Position	d		GUESTCOACH	Guest Coaches
Location Code	٩		POLICE	Police
Company	٥		POLICEATHL	Police - Athletics Duties
North American Pay Group	٩		STUDENT	Student
Global Payroll Pay Group	9	For example, select the	SUPFT	Support - Full Time
Workgroup		magnifying glass icon next	SUPPT	Support - Part Time
Position Number	Q	CEPT (Cortified) to display	SUPSUB	Support - Substitutes
	Reset	certified employees only.	SUPTEMP	Support - Temporary

Select the employee to view the Weekly Time Summary.

< Manager Self Service		Team Time/Absence		â	۲ :
Report Time	Weekly Time Summary				
🔃 Weekly Time Summary	Select Employee				236 rows
Payable Time	Name/Title		Exceptions	Hours to be Approved	
🗐 Comp Time Balances	Employee Photograph	Garcia, Jackie		21.00	^
(Request Absence		OFFICE SPECII			
R Cancel Absences	Employee Photograph	Hernandez, Sylvia			
I View Requests	Employee Photograph	SHS AST PRINC			

The **Weekly Time Summary** for the current week for the employee will be displayed. The week displayed can be changed by clicking the left or right arrows on either side of the week displayed at the top of the page, or to choose a specific date, click the date range to open a calendar.

The **Previous** and **Next** buttons can be used to scroll through all employees or click the **Return to Select Employee** link to select another employee from the list.

< Manager Self Service		Team Time/Absence	🏫 🏲 🗄
Report Time		12/08/19 - 12/14/19	
🔀 Weekly Time Summary	Weekly Time Summary		
Payable Time	Garcia, Jackie ⊗ OFFICE SPEC II Return to Select Employee		2 Previous Next 2
() Comp Time Balances	08	Sunday	
📳 Request Absence	Dec	Reported 0.00 /Scheduled OFF	>
R Cancel Absences	09	Monday	
I View Requests	Dec	Reported 0.00 /Scheduled 8.00	>
() Absence Balances	10	Tuesday	
G Manage Exceptions	Dec	Reported 0.00 /Scheduled 8.00	>
😚 Reporting Locations	11	Wednesday	
T Workforce Availability	Dec	Reported 0.00 /Scheduled 8.00	>
Effort Certification	12	Thursday	
	Dec	Reported 0.00 /Scheduled 8.00	>
	13	Friday	
	Dec	Reported 0.00 /Scheduled 8.00	>
	14	Saturday	
	Dec	Reported 0.00 /Scheduled OFF	>

Individual day and time details can be displayed by clicking the day. (Time can be submitted on behalf of an employee from this page if necessary.)

Click the **Return to Weekly Time** link to return to the employee's weekly time view.

Veekly Time Summary			
Report Time			
Garcia, Jackie 🎯			
Return to Weekly Time			
	Friday	, Dec 13, 2019	
Reported Status			
	Reported 0.00	Scheduled 8.00	
			Submit
*Time Reporting Code		Quantity	
Time Details			

Payable Time

The **Payable Time** tool is used to view the payable time of an employee after the payroll process (time administration) is complete. After selecting the **Team Time/Absence** tile, click the **Payable Time** option from the left side panel to display the page.

1. Click the **Get Employees** button or select the **Filter** button to search for specific criteria. (If all the employees are not displayed, the **Filter** may need to be cleared and reset.)

K Manager Self Service	Team Time 🏫 🍸
Report Time	Payable Time
🔞 Weekly Time Summary	Use filters to change the search oriteria or Get Employees to apply the default Manager Search Options.
Payable Time	Get Employees Filter
<u>ه</u>	1

2. To view an employee's **Payable Time**, click the employee's name. The employee's **Payable Time** will be displayed based on the default dates.

Manager Self Service		Team Time/Absence		â	۲ :
Report Time	Payable Time				
🔃 Weekly Time Summary	Select Employee				236 rows
🔮 Payable Time	Name/Title		Exceptions	Hours to be Approved	
🎒 Comp Time Balances	Employee Photograph	Garcia, Jackie		21.00	Î
📋 Request Absence		OFFICE SPEC II			
🚯 Cancel Absences	Employee Photograph	Hernandez, Sylvia			
👫 View Requests		cherioritate			
🌒 Absence Balances	Employee Photograph	Hill, Christine ADMIN SCH SEC			
G Manage Exceptions					
😚 Reporting Locations	Employee Photograph	James, Ronald SOCIAL STUDIES		1.00	
Workforce Availability					
Effort Certification	Employee Photograph	Rogers, Christopher SHS DEAN		2.00	

- 3. Select the ***From** date from the calendar for the desired date range.
- 4. Select the ***Through** date from the calendar of the time period to view.
- 5. The updated Payable Time will be displayed. (Select the Details tab for a daily list of time.)
- 6. The **Previous** and **Next** buttons can be used to scroll through all employees or click the **Return to Select Employee** link to select another employee from the list.

Bus CRIVER Bus CRIVER			_ Previous N
⁹ rom (55012019 (1) 3			
06/17/2019			6
- speen tone souther,			
Summary Detail			
Summary Detail	Quantity	Estimated Gross	
Summary Detail Time Reporting Code Extra Pay - Bus Drivers	Quantity 33.48 Hours	Estimated Gross \$1020.01 USD	_
Summary Detail Time Reporting Code Extra Pay - Bus Drivers Regular Hours	Quantity 33.48 Hours 120.00 Hours	Estimated Gross \$1030.01 USD \$2401.20 USD	5
Summary Detail Time Reporting Code Extra Pay - Bus Drivers Regular Hours Holday Pay	Quantity 33.48 Hours 120.00 Hours 7.95 Hours	Estimated Gross \$1030.01 USD \$2401.20 USD \$163.05 USD	5

Time can have	the following payable status types:
Estimated	Time has been submitted/approved; not yet picked up by Payroll for processing
Approved	Time has been approved; not yet picked up by Payroll for processing
Taken by	Approved Time is being actively processed by the Payroll
Payroll	*Any changes to Time will affect the employee's paycheck
Distributed	Time was authorized by Payroll and was paid via the employee's paycheck *Any changes to Time will result in retro trigger(s)
Closed	Comp Time Earned or Taken has been authorized by Payroll OR could indicate that there was an error with how the Time was routed or processed. (If an entry shows a status of Closed and was not reflected properly in the employee's paycheck, this issue should be reported to Payroll.)

Payable Time Details Summary Detail			
Date	Time Reporting Code	Quantity (Hours)	Payable Status
03/13/2020	Regular Hours	8.00	Distributed
03/16/2020	Emergency Closure	8.00	Approved
03/17/2020	Regular Hours	8.00	Estimated

Payable Time be used with the Timesheet to ensure accuracy. If something is missing or shows incorrectly in Payable Time, check the employee's Timesheet. Comparing the two areas can determine whether the issue was caused by incorrect entry in the Timesheet, or if the information was not correctly routed to Payroll for processing.

Comp Time Balances

The **Comp Time Balances** tool is used to view any comp time employees may have earned. After selecting the **Team Time/Absence** tile, click the **Comp Time Balances** option from the left side panel to display the page.

1. Click the **Get Employees** button, or select the **Filter** button to search for specific criteria. (If all employees are not displayed, the **Filter** may need to be cleared and reset.)

Manager Self Service	Team Time/Absence	Â	۲	:
🐻 Report Time	Comp Time Balances			
🔞 Weekly Time Summary	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.			
🝚 Payable Time	Get Employees Filter			
(Comp Time Balances				

2. To view an employee's **Comp Time Balance**, click the employee's name.

Manager Self Service		Team Time/Absence	_	â	۲ :
🐻 Report Time	Comp Time Balances				
🔃 Weekly Time Summary	Select Employee				236 rows
Payable Time	Name/Title		Exceptions	Hours to be Approved	
📳 Comp Time Balances	Employee Photograph	Garcia, Jackie		21.00	
Request Absence	Employee Photograph	OFFICE SPEC II			
🚯 Cancel Absences	Employee Photograph	Hernandez, Sylvia			
👫 View Requests	Employee Hotograph	SHS AST PRINC			

- 3. The employee's **Comp Time Balance** will be displayed if any is available.
- 4. The **Previous** and **Next** buttons can be used to scroll through all employees, or click the **Return to Select Employee** link to select another employee from the list.

Comp Time Balances		
Garcia, Jackie ⊗ OFFICE SPEC II	Previous	Next 💄
Return to Select Employee There is no Leave Balance data to be displayed.	4)

Requesting an Absence on Behalf of an Employee

The **Request Absence** tool is used to request an absence on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **Request Absence** option from the left side panel to display the page. Please note that an Absence Request cannot be submitted for multiple employees at the same time.

1. Find the employee who needs an absence request submitted by using the **Search Options** tool at the top of the page, or by scrolling through the list.

Manager Self Service	Team Time	e/Absence		â	۲ :
🕞 Report Time	Request Absence • Search Options				
Payable Time	Search your Employees	Enter Name, Title or Email			
() Comp Time Balances		Search			
(I) Request Absence					
民 Cancel Absences	Select Employees Continue				250 rows
I View Requests	Name / Title / ID - Record	Status	Job Code / Position / Location		
() Absence Balances	- 0		HCM Location 1		^
Manage Exceptions Reporting Locations	Rogers, Christopher SHS DEAN - 0	Active	U7191 10009921 HCM Location 1		
Workforce Availability	Garcia, Jackie OFFICE SPEC II OFFICE - 0	Active	N0123 10009912 HCM Location 1		
Effort Certification	Smith, Jane ENGLISH	Active	C2130 10009870 HCM Location 1		
	James, Ronald		C2880		~

2. Select the checkbox to the left of the employee's name who needs an absence request submitted, and click the **Continue** button. The **Request Absence** screen will be displayed and is similar to the **Request Absence** option that is available in ESS.

2	Select Emp Continue	ployees			250 rows
		Name / Title / ID - Record	Status	Job Code / Position / Location	^
		Garcia, Jackie OFFICE SPEC II - 0	Active	N0123 10009912 HCM Location 1	

 From the drop-down box, select the absence name being submitted. Absence names vary by employee group.

Note: Some **Absence Names** require a **Reason**. The drop-down box will appear when required so a selection can be made.



- 4. Enter the **Start Date** (first day of the leave) of the absence. The **Start Date** can be today's date, a day in the future, or a prior date if entering a past absence that was missed.
- 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.)
- If the absence is for a partial day, click the > symbol on the right side of the Partial Days selection bar. A new window will appear. Select the appropriate option from the dropdown list, and click the Done button.
- 7. The **Duration** will display based upon the length of the absence using the start and the end dates, the position type (e.g. 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.)
- 8. Click the **Check Eligibility** button. During this step the system will check to be sure that the employee has the available leave balance to request the time off. A message will appear stating that the eligibility check was successfully completed, or it will state that errors exist that need to be corrected.



9. Enter FMLA Information if appropriate.

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.

- 10. Enter any comments in the **Comments** field. The Comment field can be used to enter a justification for the submission of the Absence Request if desired. *Once a comment has been entered, it cannot be deleted or modified.*
- 11. In the **Workflow** section, select an option (Employee or Manager) in the **Request As** dropdown box. It is recommended to use the "Employee" option to enter the Absence Request on their behalf.

9 FMLA Q	
Vorkflow	H
Allow Request By Employee and Manager	
Request As Employee V 11	
As Of 05/25/2019 220,40 Hours**	
View Balances	>
View Requests	>

 Click the **Submit** button. As with submitting time on an employee's behalf, submitting an Absence Request for an employee will automatically route the Absence Request to the next level of the approval workflow.

For example, a Principal can submit a day of sick leave on behalf of a teacher. The Principal's Level 2 access would automatically grant final payroll authorization to the Absence Request, and he/she would not need to return to the **Approvals** tile to approve it.

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

Cancelling an Absence on Behalf of an Employee

The **Cancel Absence** tool is used to cancel an absence request on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **Cancel Absence** option from the left side panel to display the page.

- 1. Find the employee who needs an absence request cancelled by using the **Search Options** tool at the top of the page or by scrolling through the list.
- 2. Click the employee's name to view any Absence Requests that are eligible for cancellation. This will display the status of any requests that may have already been submitted or approved, including those from prior pay periods as well.

Manager Self Service	Team Time/Absence	Â	۲	:
Report Time Weekly Time Summary Payable Time Comp Time Balances Request Absence	Cancel Absences Search Options Search your Employees As Of 12/16/2019 Search Search			
Cancel Absences	Select Employee Name / Title / ID - Record Status Job Code / Position / Location		250 ro	ws
Absence Balances	Rogers, Christopher U7191 SHS DEAN Active 10009921 -0 HCM Location 1		2	
Manage Exceptions Reporting Locations	Garcia, Jackie N0123 OFFICE SPEC II Active 10009912 - 0 HCM Location 1		>	
Workforce Availability	Smith, Jane C2130 ENGLISH Active 10009870 - 0 HCM Location 1		>	

3. Click the absence that needs to be cancelled. More details will be displayed. (Absences can be filtered to search for a specific absence name using the filter tool.)

Cancel Absences		
Garcia, Jackie OFFICE SPEC II		
Return to Select Employee		
View Requests		1 row
Sick -Personal Illness	12/05/2010	3
Approved	2/03/2019	
	3 Hours	

4. Enter comments in the **Comments** field. This field can be used to enter a justification for the cancellation of the Absence Request if desired.

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

5. Click the **Cancel Absence** button to cancel the absence.

Cancelling an Absence Request follows the same approval workflow as entering Reported Time or submitting an Absence Request on an employee's behalf. Once the request has been cancelled by a Level 1 or Level 2 user, the cancellation is routed back to the person that entered the absence.

Cancelling a request may be a useful alternative to using "Pushback" in the **Approvals** tile since "Pushback" sends the Absence Request back to the employee. If the employee is unable to make the changes through their ESS, a Level 1 or Level 2 user may cancel the Absence Request and resubmit it on the employee's behalf.

Cancel Absence			
Garcia, Jackie			
Return to Cancel Absences	6		
			Cancel Absence
Absence Details			
Absence Name	Sick -Person	al Illness	
Start Date	12/05/2019		
End Date	12/05/2019		
Duration	3.00	Hours	
Status	Approved		
Comments			
Cancel Details			
Request As	Employee		
\frown			
4 Comments			
Request History			

- 6. Click the **Return to Cancel Absences** link to return to the list of the employee's absence requests.
- From this page, click the Return to Select Employee link to select another employee from the list.
 Return to Select Employee

View Requests

The **View Requests** tool is used to see a history of Absence Requests submitted by, or on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **View Requests** option from the left side panel to display the page. The list will include any requests regardless of the status. Because this is a view-only tool, Absence Requests cannot be approved, pushed back, or cancelled from the **View Requests** area.

1. Find an employee by using the **Search Options** tool at the top of the page or by scrolling through the list.

Manager Self Service	Team Time	e/Absence		â	۲	:
ᡖ Report Time	View Requests					
🔃 Weekly Time Summary	Search Options					
Payable Time	- Search your Employees	Enter Name, Title or Email				
📳 Comp Time Balances		Search				
🗐 Request Absence						
Real Absences	Select Employee				218 ro	ws
	Name / Title / ID - Record	Status	Job Code / Position / Location			
(P View Requests	Smith. Jane		00100		2	~
() Absence Balances	ENGLISH	Active	C2130 10016819 HCM Location 23		>	
G Manage Exceptions	James, Ronald		C2452			1
Reporting Locations	MATH/ALG 1	Active	10016827 HCM Location 23		>	

2. Click the Employee's Name to view their Absence Requests.

This will display the status of any requests that may have already been submitted, cancelled, or approved, including those from prior pay periods as well. Absences can also be filtered to search for a specific absence name using the filter tool.

3. Click the arrow to view the **Absence Request**.

View Requests Smith, Jane ENGLISH	
Return to Select Employee	
View Requests	2 rows
Sick -Personal Illness Approl Prc Manager Absence Request ELIGIBLE	12/17/2019 1 Deys →
Sick -Personal Illness Approved ELIGIBLE	12/03/2019 0.5 Days >

Smith, Jane	
Return to View Requests 5	
Absence Name	Sick -Personal Illness
Start Date	12/03/2019
End Date	12/03/2019
Duration	0.50 Days
Partial Days	All Days
Status	Approved
Eligibility Results	ELIGIBLE
	View Eligibility Details
Additional Information	
FMLA	
Comments	
Balance Information	
As Of 06/15/2019	123.07 Days
Request History	
Approval Chain	

4. The **Request Details** of the absence request are displayed.

- 5. Click the **Return to View Requests** link to return to the list of the employee's absence requests.
- From this page, click the Return to Select Employee link to select another employee from the list.
 Return to Select Employee

Note: 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.)

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.)

Absence Balances

The **Absence Balances** tool is used to view an employee's current leave balances, or forecast how much of a certain leave type the employee will have accrued by a future date. After selecting the **Team Time/Absence** tile, click the **Absence Balances** option from the left side panel to display the page.

- 1. Find an employee by using the **Search Options** tool at the top of the page or by scrolling through the list.
- 2. Click the > right arrow which is located on the right side of the page next to the **Employee's** Name to view their Absence Balances.

Manager Self Service	Team Time/Absence	^ '	۲	:
Beport Time	Absence Balances Search Options			
Payable Time	As Of 12/17/2019			
 Comp Time Balances Request Absence 	Search			
R Cancel Absences	Select Employee	:	218 ro	ws
👫 View Requests	Garcia, Jackie N0123			^
Absence Balances	OFFICE SPEC II Active 10016859 - 0 HCM Location 23		>	2
Reporting Locations	Smith, Jane C2130 ENGLISH Active 10016819 - 0 HCM Location 23		>	
Workforce Availability	James, Ronald C2453 MATH/ALG 1 Active 10016827 - 0 HCM Location 23		>	

3. All **Absence Balances** will be displayed as of the date listed.

Absence Balances	
Garcia, Jackie	
Return to Select Employee	
Personal Leave BAL in Hours	
As Of 05/25/2019	2.30 Hours
Vacation BAL in Hours	
As Of 05/25/2019	261.60 Hours
Sick BAL in Hours	
As Of 05/25/2019	1190.80 Hours

4. The **Forecast Balance** tool is also available to forecast future absence balances for the employee.

3	✓ Forecast Balance			
	As of Date	02/03/2020 💼 💿		
	Filter by Type	All		
	c *Absence Name	Sick -Personal Illness 🗸	Current Balance	1190.80 Hours**
	d	Forecast Balance		

- a. To forecast a balance, in the **As of Date** field, enter the future date to forecast an absence balance.
- b. In the **Filter by Type** field, select the type of absence to forecast if desired, or leave the default setting "All".
- c. In the **Absence Name** field, select the absence name.
- d. 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.

Forecas	t Details	×
Sick BAL in Hours 07/01/2019 - 08/30/2020	1211.50	
Sick TAKE in Hours 07/01/2019 - 08/30/2020	3.00	
Sick ADJ in Hours 07/01/2019 - 08/30/2020	0.00	
Sick ENT in Hours 07/01/2019 - 08/30/2020	14.62	

5. Click the **Return to Select Employee** link to select an employee from the list.



Manage 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.



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

K Manager Self Service	Team Time/Absence	â	۲	:
🐻 Report Time	Manage Exceptions			^
🔃 Weekly Time Summary	Fix (3) Allow (0) All (3)			
🙆 Payable Time				
() Comp Time Balances	CCSD USER High TLX01770 - Reported time in Prior Period 01/08/2010	h B	>	
🗐 Request Absence	CCSD USER Hig	h		
R Cancel Absences	TLX01770 - Reported time in Prior Period 01/09/2011	8	>	
View Requests	CC SD USER Higi TLX01770 - Reported time in Prior Period 01/10/2010	h B	>	
() Absence Balances				
G Manage Exceptions				

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.

Exceptions can also be filtered to search for specific criteria using the filter tool.

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

Reporting Locations

The **Reporting Locations** tool is used by MSS users with employees at *multiple locations*. After selecting the **Team Time/Absence** tile, click the **Reporting Locations** option from the left side panel to display the page.

۲	Manager Self Service	Team Time/Absence	â	۲	:
		 Tuesday, Dec 17, 2019 			
>>	Reporting Locations	Employee Selection			
Team	Location Last	There is no location information to display for any employee			
Time/Abs	Employee Photograph All Employees				
ence	Employee Photograph CCSD				
	OFFICE SPEC II				

After clicking this option, the **Team Time/Absence** menu on the left will collapse and appear as a yellow ribbon on the left side of the screen, and a new panel of options appears. However, the default **Team Time/Absence** menu is still present. Clicking the yellow ribbon expands the original menu.

Effort Certification

The Effort Certification option is used to monitor federally-funded CCSD employees who are required to use the Employee Effort Certification feature in ESS. After selecting the Team Time/Absence tile, click the Effort Certification option from the left side panel to display the

page.	Manager Self Service	Team Time/Absence	Â	۲	:
page. Detailed instructions for employees are located on training.ccsd.net > Resources >	Manager Self Service Report Time Veekly Time Summary Payable Time Comp Time Balances Request Absence Cancel Absences	Team Time/Absence Effort Certification Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Empl ID begins with v Name begins with v Name begins with v Paycheck Number v Paycheck Number v Cert Status v Firsthand Knowledge Invalid Value)	^	~	:
HCM.	View Requests Absence Balances Manage Exceptions Reporting Locations Workforce Availability Effort Certification	Case Sensitive Search Clear Basic Search 🗭 Save Search Criteria			

Workforce Availability

The **Workforce Availability** tool provides both a daily and weekly view of all scheduled employees at the site, as well as any Reported Time and/or Absence Requests that they may have in the HCM System. After selecting the **Team Time/Absence** tile, click the **Workforce Availability** option from the left side panel to display the page.

After clicking the option, the **Team Time/Absence** menu on the left will collapse and appear as a yellow ribbon on the left side of the screen, and a new panel of options appears. However, the default **Team Time/Absence** menu is still present. Clicking the yellow ribbon expands the original menu.

By default, the calendar shown is set to a **Daily Time** view, but this can be changed to **Weekly Time**. Once the daily or weekly view is chosen, toggle through the different dates or date ranges shown by clicking the left and right arrow buttons at the top of the screen. A specific date can be chosen by clicking the word **Today** while in the daily view, or a date range can be selected while in the weekly view.

۲	Manager Self Service		Tea	m T	ime/	Abs	enc	e								â	~	:
		4			Toda	ay			•									
>>	Workforce Availability	Workforce Ava	ilab	ility														
feam Ti	*View By Daily Time 🗸	Scheduled	Scheduled															
me//		Regular Time 🖩 So	📕 Regular Time 🛛 Schedule Deviation 🖾 Training 🗌 Schedule														62 ro	ws
bser	Last update 10:56AM	Employee	12 AM	2 AM	4 AM	6 AM	8 AM	10 AM	12 PM	2 PM	4 PM	6 PM	8 PM	10 PM	Reported	Schedule	d	
ICe	Scheduled 162	Garcia,Jackie ⊙ 702/555-1212	Elaj	, psed Ri	eporter	1	•		1	I	1	I	1	•	0.00	8.00		^
	No Show	Hernandez, Sylvia 📀)			'			'	'	'	'	'		0.00	8.00		
	Schedule Deviation	/02/555-1212	Ela	psed R	eporter													
	Not Scheduled	James,Ronald 702/555-1212	Elaj	psed R	eporter										0.00	7.18		
	Elapsed	Peterson,Sandra 702/555-1212	Elaj	psed R	eporter		•		'		'				0.00	8.00		
	Away from Work	Rogers,Christopher 702/555-1212	r Elaj	psed R	eporter	1			1		ı	I	1		0.00	8.00		

In the additional menu that now appears on the left side of the page, there are options that, when selected, can change the information displayed. **Scheduled** will show the total of all employees that are scheduled to work during the day or week displayed. **Schedule Deviation** will display any differences between scheduled and actual hours.

Away from Work is an expandable menu that allows only specific types of absences to be viewed: **Unapproved Absence** (an Absence Request that has been submitted but not approved), **Approved Absence** (any Absence Requests that have already gone through the Level 2 approval process), **Training**, and **Comp Time Off**.

Daily View

In the **Daily Time** view, a list of all employees at the location for the given date, as well as a timeline at the top of the page, will be displayed. If an employee has any Time Off or Reported Time, there will be verbiage indicating this next to the "Elapsed Reporter" label. Select that particular employee to view the details such as Absence Name, Duration, and Balance.

Workforce	Availab	ility														
Scheduled																
Regular Time	💷 Schedu	ule Dev	viation	**	Trainin	g 🗆	Sche	dule						1	162 r	ows
Employee	12 AM	2 AM	4 Am	6 Am	8 AM	10 Am	12 PM	2 PM	4 PM	6 PM	8 PM	10 PM	Reported	Schedule	ed	
Smith,Jane 😒 702/555-1212	Ela	psed R	eporter	, Time	Off)	•	'				'	0.00	7.18	>	^

While in the **Daily Time** view, select **Away from Work** - **Unapproved Absences** to display all Absence Requests that have been submitted but have not been approved for that day.

۲	Manager Self Service			Tea	ım T	īme	Abs	ence									۲	:
			4			Toda	ay		۲									
>>	Workforce Ava	ilability	Workforce Av	ailat	oility	,												
eam Ti	*View By Daily T	ïme 🗸	Unapproved Abs	sence														
ne/At	T C Last updat	e 10:56AM	Regular Time 📖	Sched	ule De	viation	I III	raining (Sche	dule							1	row
senc	Scheduled	(100)	Employee	12 AM	AM	4 AM	AM	AM AM	12 I PN	I PM	PM	6 PM	PM	10 PM	Absenc	e Sc	hedule	d
ë	Scheudieu	162	Smith, Jane 😪	Flar	nsed Re	enorter	Sick -F	ersonal IIIn							7.18		7.18	>
	No Show	0	102/333-1212	2.0,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-ponter		ersonar nin										
	Schedule Deviation	0																
	Not Scheduled	0																
	Elapsed	0																
	Away from Work	~																
	Unapproved Abser	nce 1																
	Approved Absence	e ()																
	Training	0																
	Comp Time Off	0																

While in the **Daily Time** view, select **Away from Work - Approved Absences** to display all Absence Requests that have been submitted and approved for that day.

٢	Manager Self Service		Теа	am T	īme/	Abs	ence	9							1	â	۲	:
		4	Tue	esda	y, De	c 3, :	2019		Þ									
	*View By Daily Time 🗸	Approved Abse	ence Sched	ule De	viation	⊠ T	raining	a 🗆 :	Sched	ule								
Time	C Last update 11:26AM	Employee	12	2	4	6	8	10	12	2	4	6	8	10	Absence	Sch	1 Iedule	row d
/Abse	Scheduled 162	Smith, Jane 🕑	AM	AM	AM	AM	AM	AM	РМ	PM	PM	РМ	PM	РМ	2.50		7 10	_
nce	No Show 0	702/555-1212	Ela	psed Re	eporter ,	Sick -F	Persona	il Illness	5						3.35		7.10	>
	Schedule Deviation 0																	
	Not Scheduled 0																	
	Elapsed 0																	
	Away from Work 🗸 🗸 🗸																	
	Unapproved Absence 0																	
	Approved Absence 1																	
	Training 0																	
	Comp Time Off 0																	

Weekly View

In the **Weekly Time** view, the employees at the site will still display on the left, but instead of times, the days of the week are displayed. Color coding in each row corresponds to the time or absence being indicated (for example, green for Regular Time and brown for Time Off).

۲	Manager Self Service			Team Tin	ne/Absenc	e					^ \	~ :
			4	12/01/2019	- 12/07/201	9 🕨						
>>	Workforce Availab	oility							🕕 So	chedule Var	iance 9	99.78%
Team	*View By Weekly Time	~							Schedu 5783	uled Repo	orted 1 2.59	Variance 5770.51
Tim			Scheduled									
e/Abs	TC Last update 11:	:40AM	Regular Time 🔲 Sch	edule Deviation	🕅 Training	□ Schedule	Time Off					162 rows
ence	Scheduled	162	Employee	Sunday Mor	nday Tuesday	Wednesday	Thursday	Friday	Saturday	Reported	Schedu	led
	Schedule Deviation	0	Garcia, Jackie 702/555-1212 Elapsed Time Reporter			Time Off				3.00	40.00	>
	Away from Work	~	Hernandez, Sylvia 702/555-1212 Elapsed Time Reporter				1			0.00	40.00	, ,
			Rogers,Christopher 702/555-1212 Elapsed Time Reporter]		Time Off		4.00	40.00	, >
			Smith,Jane 702/555-1212 Elapsed Time Reporter		Time Off					5.59	35.90	>

While in the **Weekly Time** view, select **Away from Work - Unapproved Absences** to display all Absence Requests that have been submitted but have not been approved for that week.

<	Manager Self Service			Tear	n Time//	Absence	9				1	â	۲	:
			4	12/15	5/2019 - 1	2/21/201	9 🕨							
>> =	Workforce Availabi	lity	Unapproved Abse	ence										
am Ti	*View By Weekly Time	~	Regular Time 🖩 S	chedule D	eviation 🛛] Training	Schedule	Time Off					1	row
ne/A	T C		Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Absence	Sche	eduled	I
bse	Last update 11:3	38AM	Smith, Jane 🕑]				1				
nce	Scheduled	162	702/555-1212 Elapsed Time Reporter			Sick -Personal Illness					7.18	3	5.90	>
	Schedule Deviation	0												
	Away from Work	~												
	Unapproved Absence	1												
	Approved Absence	0												
	Training	0												
	Comp Time Off	0												

While in the **Weekly Time** view, select **Away from Work - Approved Absences** to display all Absence Requests that have been submitted and approved for that week.

٢	Manager Self Service		Team Time/Absence	1	7	:
			12/01/2019 - 12/07/2019			
≫ Team	*View By Weekly Time V		Approved Absence Regular Time Schedule Deviation Internation Content		3	rows
Time/	Scheduled	162	Employee Sunday Monday Tuesday Wednesday Thursday Friday Saturday	Absence	Schedule	ed
'Absence	Schedule Deviation	0	Garcia,Jackie ⊙	3.00	40.00	>
	Away from Work	~	Rogers,Christopher			
	Unapproved Absence	0	Sick Sick 702/555-1212 Illness	4.00	40.00	>
	Approved Absence	3	Elapsed Time Reporter			
	Training	0	Smith,Jane (*) 702/555-1212 - Personal	3.59	35.90	>
	Comp Time Off	0	Liapsed Lime Reporter Liness			

To view **Time/Absences** for a specific group, use the **Filter** button at the top of the menu to enter additional filter criteria, such as a specific **Workgroup**.

In this example, the magnifying glass icon was selected next to **Workgroup** and the **CERT (Certified)** option was chosen to display certified employees only.

Cancel	Filters		Done
Workgroup	CERT	Q	^
Taskgroup		Q	
Position Number		Q	
	Reset		

٢	Manager Self Service	Team Time/Absence	â	۲ :
		12/01/2019 - 12/07/2019		
🔉 Teau	*View By Weekly Time 🗸	Schee 400	chedule Variance	99.86% Variance 4087.01
m Time/Abs	C Last update 11:48AM Scheduled 114	Scheduled Regular Time Schedule Deviation Training Schedule Time Off		114 rows
sence	Schedule Deviation 0	Employee Sunday Monday Tuesday Wednesday Thursday Friday Saturday	Reported Schedu	led
	Away from Work \sim	James,Ronald	0.00 35.90)
		Smith,Jane S 702/555-1212 Time Off Elapsed Time Reporter	5.59 35.90) >

The **Refresh** button can be selected to ensure any newly submitted Absence Requests and/or Reported Time are reflected on the **Workforce Availability** screen.

Mass Time Entry

The **Mass Time** option is used to enter for Licensed Employee Preparation Buyouts. After selecting the **Team Time/Absence** tile, click the **Mass Time** option from the left side panel to display the page.

- 1. Click **Get Employees**. Employees will appear at the bottom of the page.
- 2. Choose employees from the list by clicking on the clear box next to the employee names. Make sure you are choosing the correct empl record (example prep buyout job)
 - To view additional employees, click the View link or the left and right arrow buttons to move to the next page of the list.



- 3. Click Next.
- 4. Choose your date range by clicking on the calendar in the **Date** field or **From** and **To** fields.
- 5. In the box labeled "How do you want to report time?" window ONLY CHOOSE Specify one or more transactions to be applied to each day in the time period.
 - Note: Do NOT check Include Off Days in Schedule.



- 6. Click Next.
- 7. Taskgroup **NOT** required.
- 8. Choose the appropriate Time Reporting Code (for example **PREPB-Preparation Time Buyout**) from the drop-down.
- 9. Add a quantity in hours.
 - For a normal prep time of 50 minutes, enter 0.83.
 - Any prep time over 1 hour, use the **Decimal Matrix** to enter time.
- 10. Click Submit.
- 11. Go to the **Timesheet Entry** tile, review the employee timesheet to verify that time entered is correct. Make necessary changes and submit. Approval required by Level 1 and 2.

My Team Tile

The **My Team** tile can only be accessed by MSS users who have **Direct Reports** (managers who have employees that report to them in the system's organizational structure) in the HCM System. This tile will display general employee information (such as their department and location, contact information, etc.), as well as compensation information and leave balances. (If the tile is selected by an MSS user who does not have any Direct Reports, no employee data will be shown and a message stating, "No direct reports" will be displayed.) Select the **My Team** tile from **Manager Self Service** to display the page.



My Team Summary

When the **My Team** tile has been selected, it displays the **Summary** information of the manager's direct reports in the **Grid View**. This information can also be displayed in a **Card View**.



The Grid View displays the following:

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Hill, Christine 🕑		HCM Location 1	xxxxxxx@nv.ccsd.net	
ADMIN SCH SEC		HCM Location 1	702/555-1212	

From the **Card View**, click the **More Information All Cards** button to display compensation information.

More Information All Cards	Main Information All Cards
Hill, Christine	Hill, Christine
ADMIN SCH SEC	Compa-Ratio 0.93
xxxxxx@nv.ccsd.net	Annual Rate 42,660.80 USD
702/555-1212	Years of Service 14.9
HCM Location 1	Today's Status
USA	

My Team Compensation Information

When the **My Team** page is displayed, click the **Compensation** tab at the top of the page to view detailed compensation information.

Summary Compensation	Leave Balar	nces				
Name / Title	Compa Ratio	Current Salary	Midpoint	Minimum / Maximum	Position in Salary Range	Quartile
Hill, Christine 💿	0.93	42,660.80	29,014.74	23,423.29		4
ADMIN SCH SEC		USD		34,606.19		

Viewing Leave Balances

When the **My Team** page is displayed, click the **Leave Balances** tab at the top of the page. The page now displays the manager's direct reports' **Leave Balances**.

< Manager Self Service	My Team	🏫 🍸 E
Summary Compensation Leave Balances		
Name / Title	Balances	
Hill, Christine ⓒ ADMIN SCH SEC	Sick BAL in Hours 23.70 Hours	Vacation BAL in Hours 86.30 Hours View Details
Rogers, Christopher ⓒ SHS DEAN	Sick BAL in Days 167.00 Days Vacation BAL in Days 94.00 Days	Sick BAL in Hours 0.00 Hours Personal Leave BAL in Days 1.00 Days View Details
Garcia, Jackie 💿 OFFICE SPEC II	Sick BAL in Hours 1,190.80 Hours Personal Leave BAL in 2.30 Hours Hours	Vacation BAL in Hours
Smith, Jane 📀 ENGLISH	Sick BAL in Days 123.07 Days	Sick BAL in Hours 0.00 Hours View Details
James, Ronald ⊗ MATH/ALG 1	Sick BAL in Days 24.51 Days	Sick BAL in Hours 0.00 Hours View Details
Hernandez, Sylvia 📀 SHS AST PRINC	Sick BAL in Days 185.00 Days Vacation BAL in Days 96.00 Days	Sick BAL in Hours 0.00 Hours View Details

Click the **View Details** link to display the employees' leave balances.

View	Details		
Garcia, Jackie			
OFFICE SPEC II			
Leave Balances			
Туре	Balance	Unit	As Of
Sick BAL in Hours	1190.80	Hours	05/25/2019
Vacation BAL in Hours	261.60	Hours	05/25/2019
Den en la compañía de			05/05/0040
Personal Leave BAL IN Hours	2.30	Hours	05/25/2019

View Employee Personal Info Tile

The View Employee Personal Info tile can only be accessed by MSS users who have Direct Reports (managers who have employees that report to them in the system's organizational structure) in the HCM System. This tile provides access to view information for employees at the school or work location including: home and mailing addresses, email addresses, phone numbers, emergency contacts, and birthdays. Select the View Employee Personal Info tile from Manager Self Service to display the page. (MSS Users without Direct Reports can view most of this information (especially the emergency contact information) from the Personal Information Report in the Manager Self-Service Reports tile.)



Click the **Select** button next to an employee's name to see their basic job and personal information (such as their employee ID, position, or job code).

Manager Self Service		View E	mploy	ee Personal	Informatio	n			â	۲
w Employee Per	sonal Information									
ployee Selection Cr	iteria									
ect the employee who	se job and personal information yo	u want to review. Y	d lifw ud	e able to process	only those em	ployees that re	port to you as	of the date entered on this pa	ge.	
II, Christine's emple	As Of Date 12/17/2019	Refr	ish Emp	loyees					FindEm	ployee
π	last co							1-250 of 25	0	×
Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Code	Job Title	Locat	ion iption
Select	Garcia, Jackie		0	Active	Active		N0123	OFFICE SPEC II	HCM L	ocation
Select Select	Garcia, Jackie Hernandez, Sylvia		0	Active Active	Active Active		N0123 U7061	OFFICE SPEC II SHS AST PRINC	HCM U 1 HCM U 1	ocation

Information showing the employee's home and mailing addresses, email addresses, phone numbers, emergency contacts, or birthday can be viewed.

Employee Information Garcia, Jackie OFFICE SPEC II	n				
Personal Information					
Empl ID	9999 9999		First Start Date	09/13/ ××××	
Position	OFFICE SPEC II		Department	HCM Location 1	9999
Job Code	OFFICE SPEC II	N0123	Location	HCM Location 1	9999
Company	Clark County School District	CCS	Regular/Temporary	Regular	
Business Unit	Clark County School District	CCSD1	Full/Part Time	Full-Time 10 Months	
Additional Information					
	Home and Mailing Addresses Email Addresses Phone Numbers Emergency Contacts		Birthday		

Samples:

Employee Information	Employee Information					
Home and Mailing Addresses	Email Addresses					
Garcia, Jackie Actions - Home Address	Garcia,Jackie Actions+ Email Addresse	S				
Country United States	Email Type Email Address Preferred					
Address 555 MAIN ST LAS VEGAS, NV 89143	Business	xxxxxxx@nv.ccsd.r	et			
	Other	xxxxxx@aol.com				
Mailing Address Country Address	Employee Infor Phone Numbe Garcia,Jackie Actions+	mation rs				
Employee Information	Phone Numbers					
Birthday	Phone Type	Telephone	Extension	Preferred		
Garcia, Jackie Actions	Mobile	702/123-4567				
Birthday November 00	Home	702/555-1212				

Position Requests Tile

The **Position Requests** tile is to be used when requesting a new position that currently doesn't exist at the location **or** the position exists and you are requesting to increase/decrease the *Max Head Count* which equals the maximum number of incumbents that can occupy the position. This tile is to be used by departments year round and schools when they are off-cycle from budget planning. Select the **Position Requests** tile from **Manager Self Service** to display the **Position Requests** page.



1. After selecting the **Position Requests** tile, click the **Add New Value** tab.

Position Requests

Find an Existing Value					
 Search Criteria 					
Position Request Number	= •	l			
Position Number	begins with \checkmark	Q			
Department	begins with 🖌	Q,			
Job Code	begins with 🖌	Q			
Location Code	begins with 🖌	Q			
Full/Part Time	- •	~			
Workflow Status = 🗸					

2. Click the **Add** button.

< Manager Self Service	Position Requests	â	۲	:
Position Requests				Help
Find an Existing Value Add a New	Value			
Position Request Number 9999999999				
Add 2				
Find an Existing Value Add a New Valu	e			

3. The following page will be displayed.

sition Request Number	000000000		Workflow Status		
*Request Type Position Number	New Position		Sta D Current Head Co *New Head Co	tus Active ~	
Job Information					
*Job Code	Q F				
*Description		G	Union Code	Q L	
Short Description	н		*Full/Part Time		M
Reg/Temp			N *FTE	Job S	haring Permitted
400.00			<u> </u>		
"shirt [(o)	
*Reports To Posn	К			0	
*Reports To Posn	C K			0	
*Reports To Posn				0	
*Snift [*Reports To Posn [Work Location *Department [*Location Code [0	
*Shift [*Reports To Posn [Work Location *Department [*Location Code [Salary Information				0	
*Reports To Posn [*Reports To Posn [Work Location *Department [*Location Code [Salary Information			Minimum	Midpoint	Maximum
*Reports To Posn (*Reports To Posn (*Department (*Location Code (Salary Information Salary Admin Plan		Annual	Minimum	Midpoint	Maximum
*Snift [*Reports To Posn [Work Location *Department [*Location Code [Salary Information Salary Admin Plan Salary Grade		Annual Monthly	Minimum	Midpoint	Maximum
*Shift [*Reports To Posn [Work Location Uppartment [*Location Code [Salary Information Salary Admin Plan Salary Grade Step Hours Per Day Worke		Annual Monthly Hourty	Minimum	Midpoint	Maximum

4. Enter the following information on the page.

Fieldname	Description
(A) Request Type	Select from the drop-down: New Position – the position does not exist at your location (you can view a list of existing positions and its funding source by navigating to your <i>budget planning tool / PS Report/Query</i> .
	Existing Position – select this option to increase/decrease the Max Head Count of an existing position (i.e. you have a position for two math teachers funded through your general strategic budget funds and you would like to increase to three). If this option is selected, the only field open for editing is field <i>E New Head Count</i> .
(B) Position Number	If you selected New Position in field A, position number will be greyed out as the system will generate the new position number once your request goes through the approval workflow. If you selected Existing Position in field A, click on the magnifying glass. A list of positions for <i>your</i> location will display, select the Position you want to update Max Head Count.
(C) Position Effective Date	This field auto-populates to the current date. Submit your request with the default date.
(D) Current Head Count	This field is greyed out and for display only. If you selected New Position in Field A, this field will display a zero. If you selected Existing Position in Field A, this field will display the current <i>Max Head Count</i> (the total number of incumbents that can occupy the position).
(E) New Head Count	If you selected New Position in field A, enter the number of positions being requested. If you selected Existing Position in field A, enter the total new number of positions. (i.e. if the Current Head Count in field D is two and you want to increase that by one, you would enter a three in this field).
(F) Job Code	Click on the magnifying glass and select the Job Code from the drop- down list. If you know the Job Code, you may type directly into the field.
	<i>Power User tip</i> : Use the Description option to search by the position title rather than the position code. The percent sign (%) can be used as a "wildcard" when searching. (Example: Search %comp% to yield results for Comp Tech I, Comp Tech II, etc.) In addition, you can select from the Description drop-down list to select other search values such as " contains " would yield the same results as typing %comp%.
(G) Description	The position Description will default in from the Job Code selected.
(H) Short Description	The Short Description will default in from the Job Code selected.

Fieldname	Description					
(I) Reg/Temp	This field d	lefaults ⁻	to Regular. Select Temporary from the dr	op-down		
	list if the re	equest is	s for a summer position, ESY, or Prep-Buy			
(J) Shift	The position	on Shift	defaults to "Non-Applicable". Select the a	appropriate		
	shift for Su	ipport P	rofessional positions.			
	Months		Position	Shift		
	10	School Aides (Temporary or Regular status) S1				
	10	Food Service Central Kitchen StaffS3				
	10	Food Service Warehouse Staff S4				
	11	Transp	ortation Bus Drivers	S2		
		Transp	ortation Office Staff and Front Line			
	11	Superv	risors	S5		
	11	Select	SSD and ELL Division employees	E6		
(K) Reports To Posn	Click on th	e magni	fying glass and select the Position Numbe	er this		
	position w	ill repor	t to (administrator authorizing Payroll). U	lse the		
	search fiel	ds to fin	d the appropriate position number. Subn	nitting your		
	request wi	th the ir	ncorrect Reports to Posn number can resu	ult in a		
(1) Union Codo	denial.	(*				
(L) Union Code	Leave this		Ink. Union Code will default in from the J	ob Code		
(M) Full/Part Time	Selected of	nce the	position is approved.			
	Select the	ruii/Par				
	Daily		Applies to Substitutes			
			Licensed: select "Full-Time 9 Months" re	gardless of		
	Full-Time		add-on days if 7.18 hours/day			
			Support: select Full-Time regardless of n	nonths if		
			hours are 8 hours per day			
			Licensed: select "Part-Time 9 Months" if	3.59		
	Part-Time		hours/day			
			Support: select part time if between 4 ho	ours to 7.9		
			hours per day			
	Hourly		Select "Hourly" if "Temporary" Support			
	On Doman		Projessional			
(N) ETE	The positic		of pults to "1" Enter the Full Time Equiv e	longy of		
	the positio	n FIEU	eradits to 1. Enter the Full Time Equiva	nency of		
	Licensed: e	nter "1'	" if Full-Time 9 Months or " 5" if Part-Time	≏ 9 Months		
	Review FT	F Conve	rsion Table for correct non-licensed posit	ion FTF		
	value (see	next par	ge). The FTE value may not exceed "1".			
(O) Job Sharing	Click the Ch	eckbox i	f Job Sharing is permitted.			
Permitted			C .			
	1					

(P) Department (Q) Location Code	 Click on the magnifying glass and select the responsible Department from the drop-down list. This field is the equivalent of "Variance Location" in the old system. A school will select their own location. You may type directly into the field. Click on the magnifying glass and select the responsible Location Code from the drop-down list. (For example, a School Nurse may select Health Services as their Department, but their assigned school as their Location Code.)
(R) Salary Admin Plan	The Salary Admin Plan will default in from the Job Code. This field is greyed out for <i>Licensed</i> positions no information <i>needs to be entered</i> .
(S) Salary Grade	Enter the position's Salary Grade or click on the magnifying glass for a list of options. The Human Resources Department will verify the entry. This field is greyed out for <i>Licensed</i> positions - no information <i>needs to be entered</i> . Salary Grade must be entered for all other employee groups.
(T) Step	Leave this field blank. The Salary Step is determined upon hire. This field is greyed out for <i>Licensed</i> positions - no information <i>needs to be entered</i> .
(U) Hours Per Day Worked	 Enter the Hours Per Day worked each day by the position. This field is greyed out for <i>Licensed</i> positions - no information <i>needs to be entered</i>. Hours need to be entered for all other employee groups. For <i>temporary</i> Support Professionals and police, please enter "1" hour per day.

FTE Conversion Table:	Full Time Equivalents Calculation - Non-Licensed					
		E	mployme	nt Months		
	Hours Per					
	Day	Nine	Ten	Eleven	Twelve	
	1.0	0.09	0.11	0.11	0.13	
	1.5	0.14	0.16	0.17	0.19	
	2.0	0.19	0.21	0.23	0.25	
	2.5	0.23	0.26	0.29	0.31	
	3.0	0.28	0.32	0.34	0.38	
	3.5	0.33	0.37	0.40	0.44	
	4.0	0.37	0.42	0.46	0.50	
	4.5	0.42	0.47	0.52	0.56	
	5.0	0.46	0.53	0.57	0.63	
	5.5	0.51	0.58	0.63	0.69	
	6.0	0.56	0.63	0.69	0.75	
	6.5	0.60	0.68	0.75	0.81	
	7.0	0.65	0.74	0.80	0.88	
	7.5	0.70	0.79	0.86	0.94	
	8.0	0.74	0.84	0.92	1.00	

- 5. A combination code may be needed. Enter your combination code by clicking on the ChartField Details hyperlink. The combination code is a nine-digit account code string made up of *Fund, Cost Center, Internal Order, Grant, GL Account, Program, Function, and Work Location*. The combo code is used to enter the appropriate budget coding to ensure that the position is paid by the correct funding source. Click the magnifying glass icon in the field to search for and select the appropriate combination code or you can type directly into the field if you looked it up on the <u>Combo Code Lookup Tool</u>. Including the correct combo code can expedite your position request approval. Please contact your budget analyst for appropriate combination code if necessary.
- 6. If you need to split fund the position with additional combo codes, click the + (plus sign) to add an additional row. Enter the percentage split in the Percent of Distribution field (i.e. split funding between two combo codes; combo code 123456789 60% and the second combo code 234567891 40%). Your percent total needs to equal 100%.
- 7. In the **Route to Reviewers**, select the **Role Name** where the position request will be routed to for notification only not approval routing. If Grants, Special Ed, Title 1, Bond Funds are funding your request, etc. selecting the appropriate role can notify the department to provide the combo code for the position.
- 8. After the position information has been entered, click the **Save** button. This does not submit your request. This function only saves the data you have entered.
- 9. When the position is ready to be submitted for approval, click the **Submit for Approval** button.
- 10. To cancel a request, click the **Cancel** button.



Checking the Approval Chain & Status of Position Requests

A. After selecting the **Position Requests** tile, click the green **Search** button.



B. The search results of previously submitted items will be displayed. Click on the position to see the details.

	Search Basic Search 🖾 Save Search Criteria									
:	Search Results									
	View All								1-2	of 2 🗸 🕨 🕨
Ш	Originator OperID	Position Request Number	Position Number	Position Effective Date	Position Description	Department	Job Code	Location Code	Full/Part Time	Workflow Status
	SMITHMX	9997	0000000	02/24/2020	EAR CHLDHD SP ED	9999	C6030	9999	FT 9 mths	In Process
	SMITHMX	9998	0000000	02/24/2020	TI SP PROG TA III	9999	N0158	9999	PT 9 mths	In Process

C. Scroll to the bottom. The steps in the approval chain will be displayed as well as their status (Approved, Pending, Awaiting Further Approvals, or Denied). Click on the arrow in the blue bar under **each** step to expand the section and view the approver and comments if any.

proval Status Requester's Manager	https://prod.hem.cosd.net/pse/cshp92.14/EMPLOYE
Employee Position Add/Change Request: Approved SView/Hide Comments	prod.hcm.ccsd.net/psc/cshp92_14/EMPLOYEE/HR
Reports to Approver Self Approved CHRISTINE HILL Level 1 Approver - Reports To 100/120 - 6.52 AM Comments HR Department Employee Position Add/Change Request: Pending Talent Acquisition Approval	Approver #1 Name: JANE DOE Empl ID: 999999999 Last Name: DOE First Name: JANE Display Name: JANE Country Code: Telephone: Phone Extension:
Pending Multiple Approvers TAT Director - Team X Compensation Department Employee Position Add/Change Request: Awaiting Further Approvals Compensation Approval Not Routed JOHN DOE Support Approval -Posn Cntl	Approver #2 Name: TOM JONES-SMITH Empl ID: 888888888 Last Name: JONES-SMITH First Name: TOM Display Name: TOM Display Name: TOM JONES-SMITH Gountry Code: Telephone: Phone Extension:

If a step displays "Pending", click on the "Multiple Approvers" link to display a list of approvers.

If the Request has been denied at any point in the approval chain, **all** the steps will display "Denied". Click on the arrow in the blue bar under **each** step to expand the section to view the approver and denial comments.

Approva	I Status	
Req	uester's Manager	
	Position Add/Change Request: Denied	
	Manager Approval	
	Approved MARY SMITH Requester's Manager 09/10/20 - 12:46 PM	
Regi	on	
	Position Add/Change Request: Denied	
	Regional Approval	
	Approved CHRISTOPHER HILL Regional Approval 09/11/20 - 5:24 PM	
HR	Department	
	Position Add/Change Request: Denied	View/Hide Comments
	HR Approval	
	Denied JOHN DOE HR Approvers 09/14/20 - 2:01 PM	
	Comments	
	JOHN DOE at 09/14/20 - 2:01 PM please resubmit with principal's position number.	
Fina	nce Department	
	Position Add/Change Request: Denied	
1	Budget Approval	
	Multiple Approvers Budget Approvers	
Ret	urn to Search	

For questions regarding Position Requests, contact the Budget Department at 702-799-2666.

If you need assistance with creating a position request for a special education position, you can contact the Student Services Division, Personnel and Finance Office, at 702-799-0235.

Talent Acquisitions Tile

The Talent Acquisitions tile allows users to access Taleo (Talent Management Suite).



Administrators/Hiring Managers can create requisitions, screen candidates, or make job offers, etc. on the Taleo website.

For detailed training information about using Taleo, please visit the <u>CCSD Employee Business Training</u> website (training.ccsd.net) > Resources > HCM.

Budget Planning Tool Tile

Selecting the **Budget Planning Tool** tile will link authorized users to the **Planning and Budgeting Cloud Service (PBCS)** login page to access the School Budget Planning tool.

CCSD 💊 Clark County School District	Manager S	Self Service	i 🌱 🏫		
Approvals	ovals Timesheet Entry		My Team		
	\odot	\bigcirc	&		
13		7 Exceptions			
View Employee Personal Info	Position Requests	Talent Acquisitions	Budget Planning Tool		
		** *			
Position Control Request	Manager Self Service Reports				

Administrators can access and manage their school budget.

The CCSD Budget Planning Tool Essentials training is available on <u>Enterprise Learning Management System-ELMS</u> website (learn.ccsd.net).

Position Control Request Tile

The **Position Control Request** tile is to be used to modify positions currently at the location. For example, a position may need to be modified due to a change in the position's hours. This tile is to be used by departments year round and schools when they are off-cycle from budget planning. Select the **Position Control Request** tile from **Manager Self Service** to display the **Position Control** page.

Prior to starting this process, ensure that the position number being utilized for the **Position Control Request has been approved. If not approved, it will not be allowed.



 After selecting the Position Control Request tile, click the Add a New Value tab to display the following page.

Position Control
Enter any Information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Search by: Request ID V begins with
Search Advanced Search
Find an Existing Value Add a New Value

- 2. To enter the **Empl ID**, select the magnifying glass icon and select the Empl ID for the position to be modified.
- 3. The **Empl Record** defaults to "0," which is typically the primary job. (A job 2 would typically be displayed as Empl Record "1," a job 3 would typically be displayed as Empl Record "2," and so on.) Select the magnifying glass icon to view the available Empl Record values.
- 4. Click the **Add** button.

	Manager Self Service	•	Position	o Contro	I Reques	t	â	۲	:
	Position Control Request	:	7				New	Window	Help
3	Empl Record	a New Value							
	Add 4 Find an Existing Value Add a N	ew Value							

- 5. Enter the **Effective Date** of the request.
- 6. Enter the **Position Number** that the employee is being assigned to, or search by selecting the magnifying glass. (The "%" is the wild card search.)
- 7. Enter the following information on the position if the attributes of the existing position are changing:

Field Name	Description	
Regular Shift	Leave as " Not Applicable " - these are specialized calendars developed by the Human Resources Division. It is only applicable for hiring managers in year-round schools, the Transportation Department, and the Food Services Department or any others that use these specialized calendars for identified employees.	
Hours Per Day	Enter the hours worked per day.	
	Full-time employees work 8 hours per day, or if a teacher, 7 hours and 11 minutes per day (7.18 hours).Part-time employees work 4.1 hours per day up to 7.9 hours per day.Temporary positions are hourly and are listed as 1 hour per day.	
Days Per Week	Enter the days per week that the position works.	
Salary Plan	Select the Salary Plan . (For licensed positions, salary plan must not be filled in.)	
Salary Grade	Select the Grade . (For licensed positions, grade must not be filled in.)	
Step	DO NOT enter Step as that is determined by the incumbent filling the position.	

Position Control Request

Request ID NEW	Employee ID 99999999 JANE DOE	Employee Record 0
Employee Request Effecti	ve Date 12/18/2019 Effective Seque	nce 0 Workflow Status New Request. Not submitted
	*Employee Change Effective Date 12/18/2019	11 5
Current Position Number	00000000 BIOLOGICAL SCIENC	*To Position Number Q 6
Position Status	Active	Position Status
Job Code	C0000	Job Code
Description	BIOLOGICAL SCIENC	Description
Department ID	0000	Department ID
Reports To Position	0000000	Reports To Position
Current Headcount	3	Headcount 0
Max Head Count	3	Max Head Count
Location	SCHOOL NAME	Location
Full/Part Time	Full-Time 9 Months	Full/Part Time
Regular Shift	Not Applicable	Regular Shift
Hours Per Day		*Hours Per Day
Days Per Week		*Days Per Week
Salary Plan	C Certified	Salary Plan
Salary Grade		Salary Grade
Step		Step

- 8. Scroll down the page. Enter **Requestor Comments** regarding the Position Control Request.
- 9. Click the **Save for later** if the request is not ready to be submitted.
- 10. Click **Submit Request** when the request is ready to be submitted.

8 Requestor Comments		ei.
Request Submitted By	Last Updated By	Last Update Date/Time
	9 Save for later Submit R	Request 10

The Position Control Request will be routed to the Human Resources Department for approval. Once the Position Control Request has either been approved or denied, the location will be notified.

To Check the Approval Chain & Status of Position Control Requests:

(see pp 61-62 for directions with screen shots)

- A. After selecting the **Position Requests** tile, click the green **Search** button.
- B. The search results of previously submitted items will be displayed. Click on the position to see the details.
- C. Scroll to the bottom. The steps in the approval chain will be displayed as well as their status (Approved, Pending, Awaiting Further Approvals, or Denied). Click on the arrow in the blue bar under **each** step to expand the section and view the approver and comments if any.

If a step displays "Pending", click on the "Multiple Approvers" link to display a list of approvers.

If the Request has been denied at any point in the approval chain, **all** the steps will display "Denied". Click on the arrow in the blue bar under **each** step to expand the section to view the approver and denial comments.

For questions regarding Position Control Request, contact the Human Resources Talent Acquisition Team at 702-799-2992.

Please visit the CCSD Employee Business Training website (training.ccsd.net) > Resources > HCM for additional resources.

Manager Self Service Reports Tile

The Manager Self Service Reports tile will contain custom reports. Select the Manager Self Service Reports tile from Manager Self Service to display the page.





These are examples of custom reports. Additional custom reports will be added as needs are identified. Be sure to check this tile periodically for new custom reports.

Appendix - Additional Resources

Please visit the <u>CCSD Employee Business Training</u> website (training.ccsd.net) > Resources > HCM for additional resources such as:

- Timekeeper and MSS Roles Defined
- Timekeeper and MSS Roles Matrix
- Payroll Minutes Conversion to Decimal Matrix
- Timesheet Entry Videos and Scenarios
- Substitute Timesheet Information
- Time and Absence supporting documentation
- Taleo supporting documentation
- CCSD School Budgeting Tool supporting documentation