CLARK COUNTY SCHOOL DISTRICT

OPERATIONAL SERVICES UNIT

TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION

USER SUPPORT SERVICES

EMPLOYEE BUSINESS TRAINING DEPARTMENT

PeopleSoft-HCM:

Manager Self-Service Essentials

Revised: October 2020

CCSD CLARK COUNTY SCHOOL DISTRICT

Table of Contents

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.

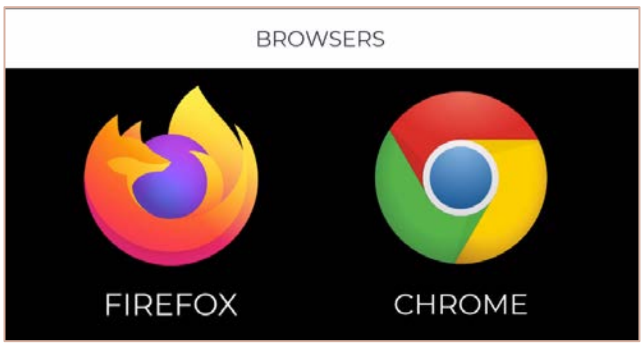
There will be an Add-On Form available at support.ccsd.net in order to request elevated access for eligible users if necessary. (A more detailed explanation of the Standard Roles in the HCM system is available on the CCSD Employee Business Training website.)

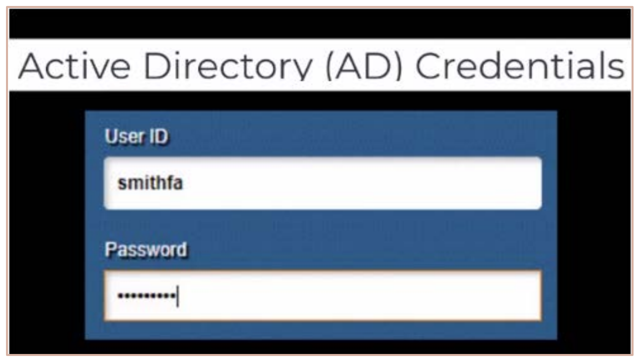
Navigating in Manager Self-Service

Accessing the HCM system

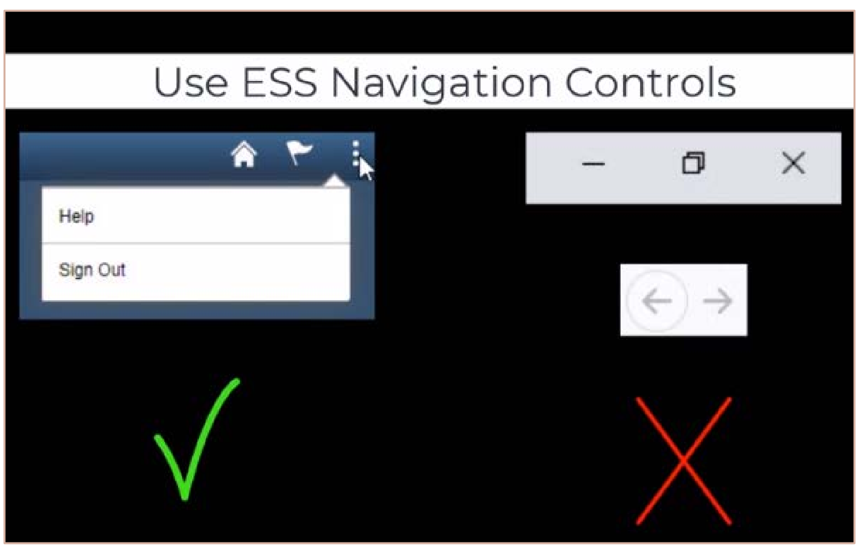
The HCM system provides an Employee Self Service (ESS) portal for CCSD employees as well as the Manager Self Service (MSS) portal for administrators, managers, and reviewers. The system can be accessed via the HCM icon on the desktop or by going to **hcm.ccsd.net**.

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.

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

Home Button

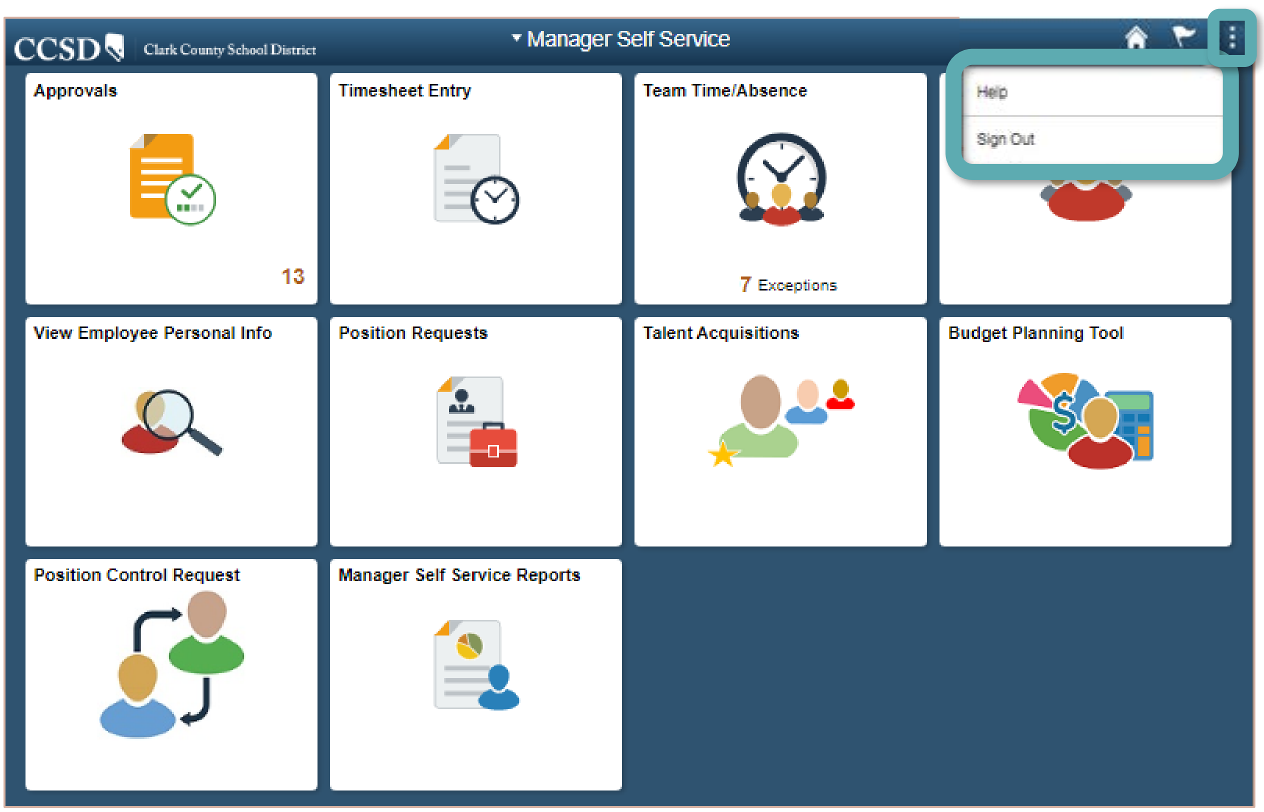
Click the **Home** button from any page/screen to return to the dashboard. 

Notifications Button

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

Actions List Button

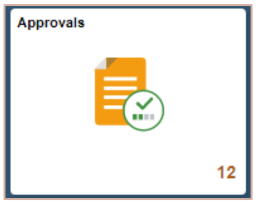
The **Actions List** (3 vertical dots) displays a list of actions the employee can perform. **Help** and **Sign Out** are standard actions in the list; however, other options may appear when visiting a transaction page. The **Help** option links to the CCSD Employee Business Training website (training.ccsd.net) 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.

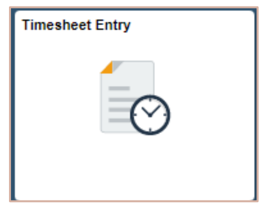
The **Approvals** tile provides access to the following functions:



Absence Requests
Reported Time
Cancelled Requests

The **Timesheet Entry** tile provides access to the following function:

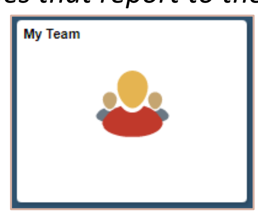
Entering Reported Time on behalf of an employee



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:

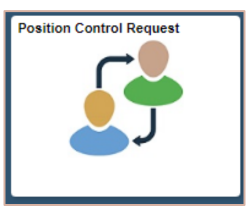
Request new positions
(*departments/regions year round, schools-off cycle only*)

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.

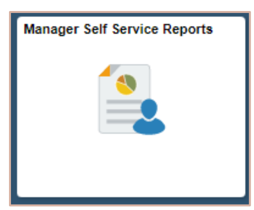
The **Position Control** tile provides access to:



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



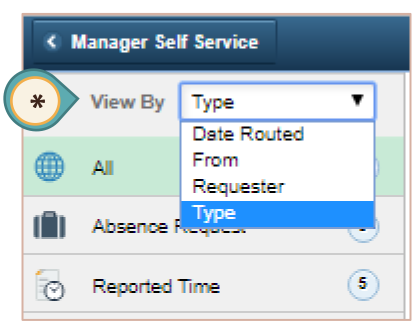
IMPORTANT!
Throughout the HCM system, there are often multiple ways to complete different tasks. The methods shown throughout this guide are considered best practices in MSS, especially when requesting absences, reporting time, etc. Because of this, not all features available on each page will be addressed.

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.

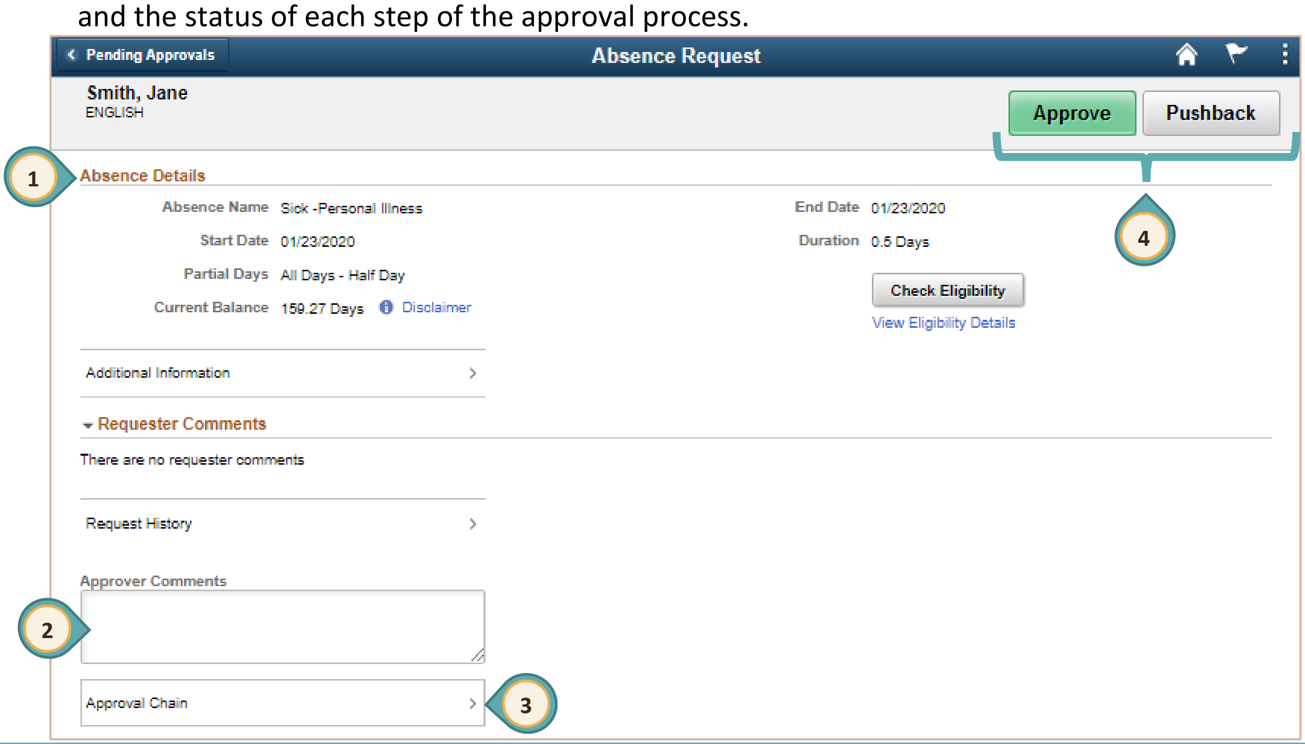
Requester will list all pending approvals by the affected employee in the left side panel. Once a name has been selected, only requests for that employee will be displayed.

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

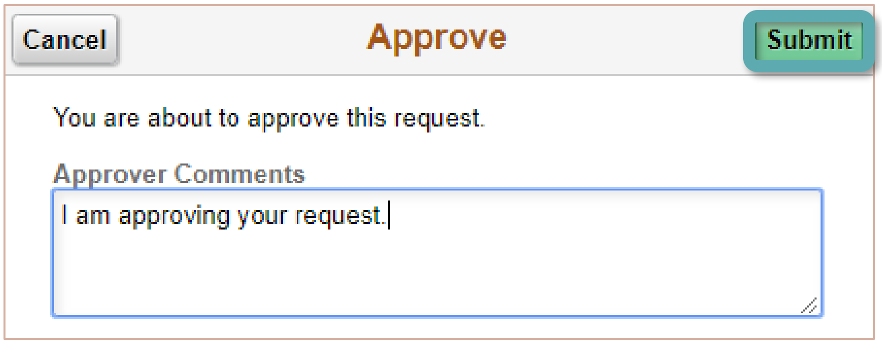
Click the **Absence Request** link from the left side panel, to display only absence requests.

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.

1. 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**.
2. *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.



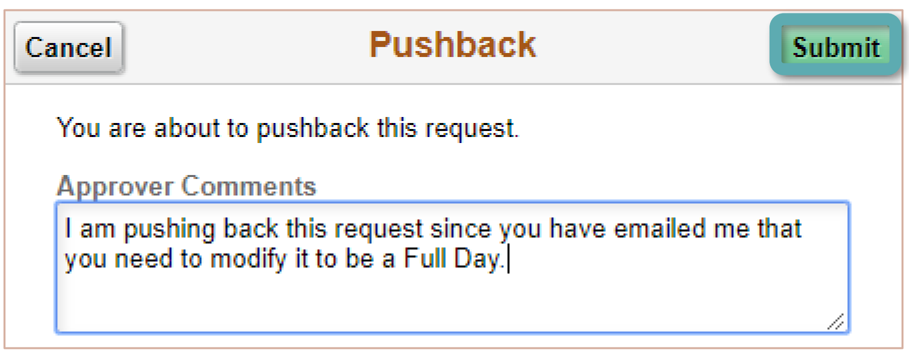
4. Select either **Approve** or **Pushback** using the buttons in the upper right corner.
   a. When the **Approve** button is selected, the following page will display.



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.***

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.

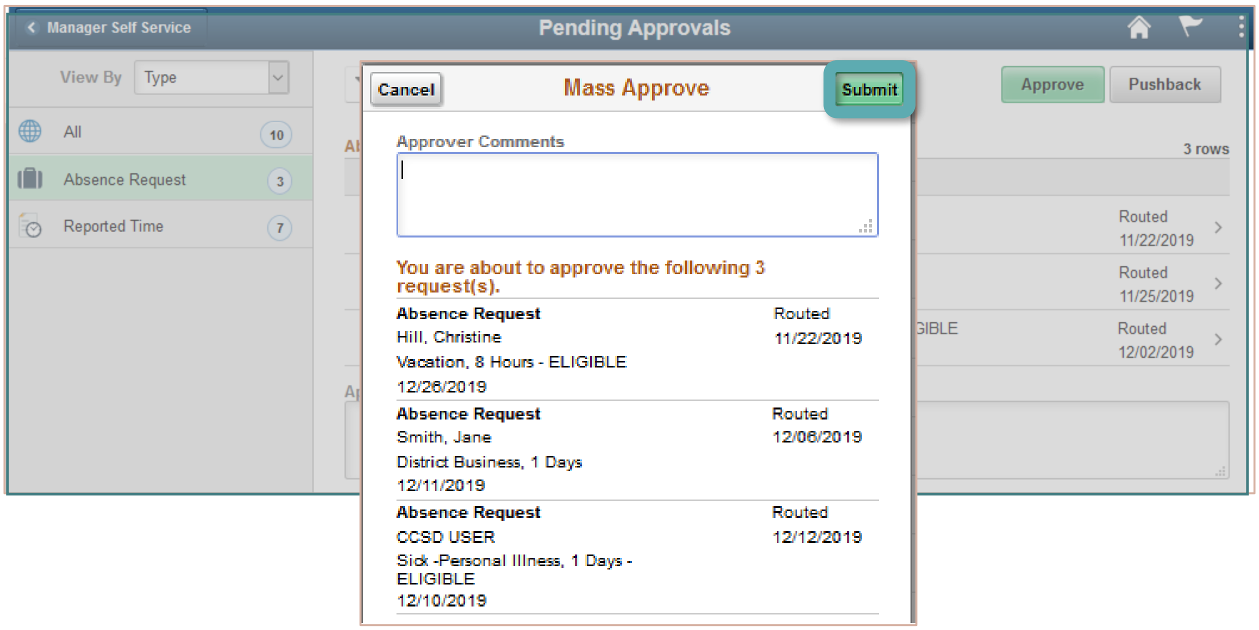
To approve all three (3) **Absence Requests**, click the **Checkbox** in the top gray bar and click the **Approve** button. (Comments can be entered in the **Approver Comments** field on this page or the next.)

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.

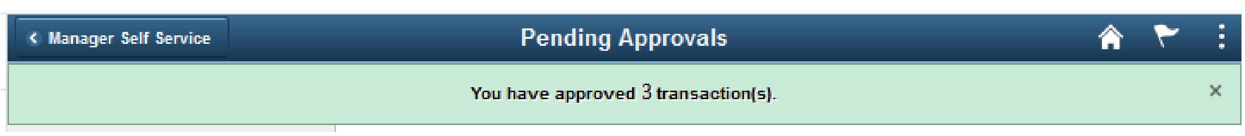
Enter any comments in the **Approver Comments** field if not done on the previous page. (When mass approving requests, the same comment is used for all approved requests.)

> ***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.



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.



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.

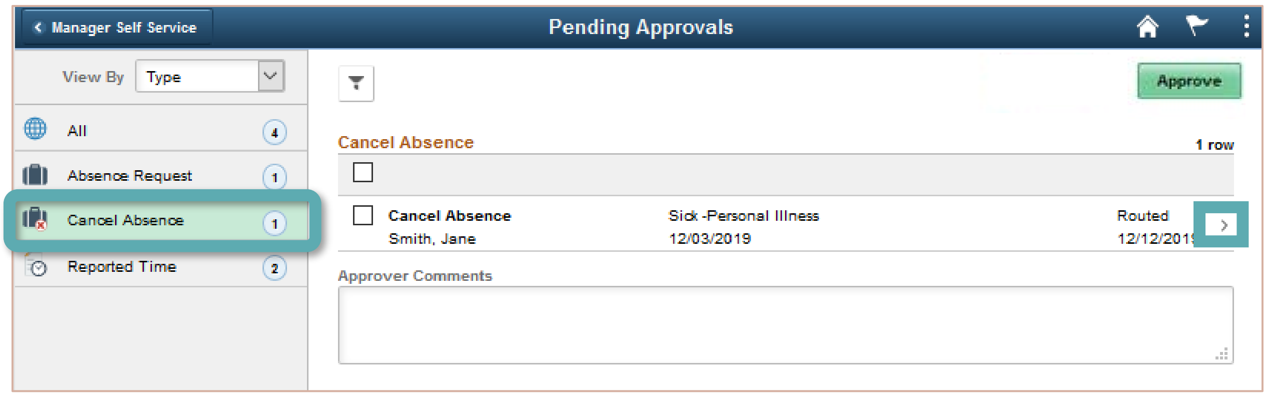
Approving **Cancel Absence** Requests

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.

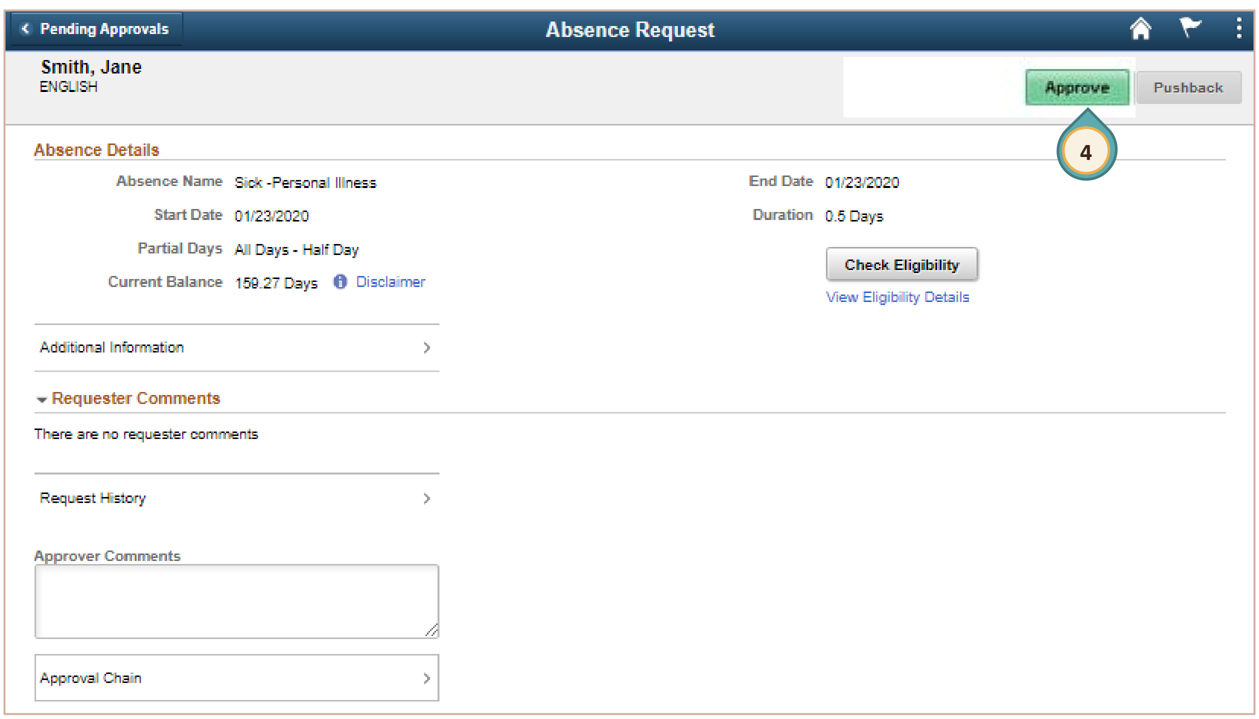
This process does not apply if the Absence Request was submitted by an employee but was never given Level 1 or Level 2 approval.

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.

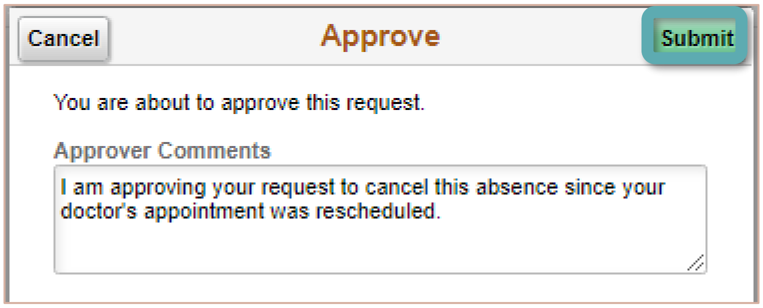
To review and cancel an individual absence, click the **>** right arrow, which is located on the right side of the page. After the arrow has been selected, the Absence Details page will be displayed.



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



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.

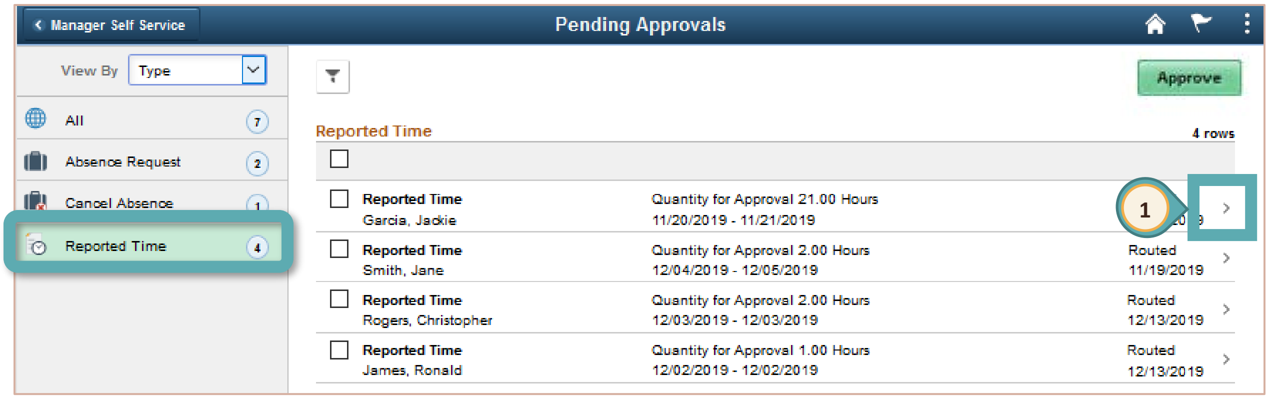
Once comments have been entered, click the **Submit** button.
If approved by a Level 1 Reviewer or a Level 2 Approver, the request is routed back to the person who entered the absence.

Please visit the CCSD Employee Business Training website (training.ccsd.net) > Resources > HCM for additional resources including the Cancelling and Re-submitting 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.



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.

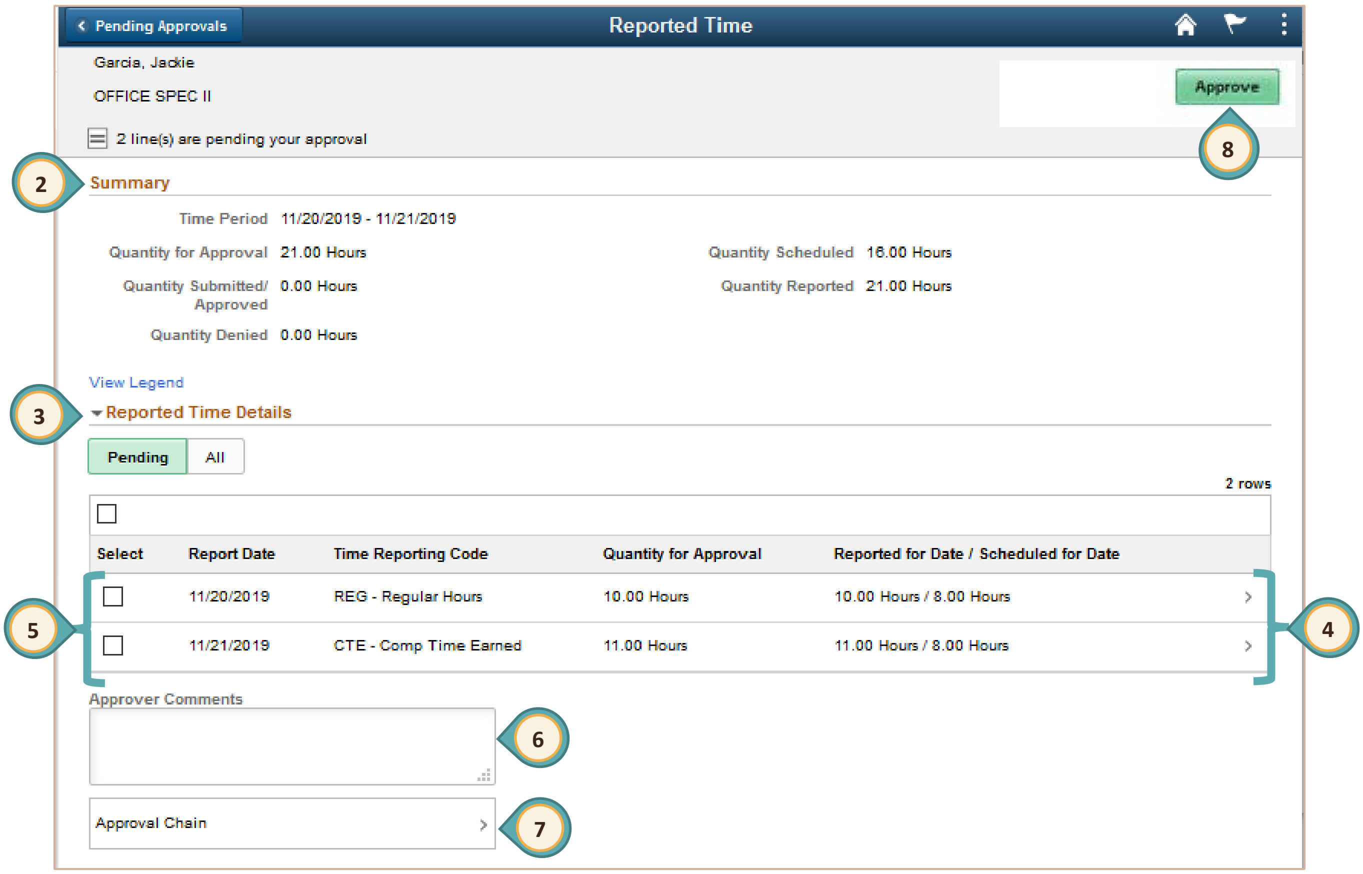
> ***Remember***: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

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).

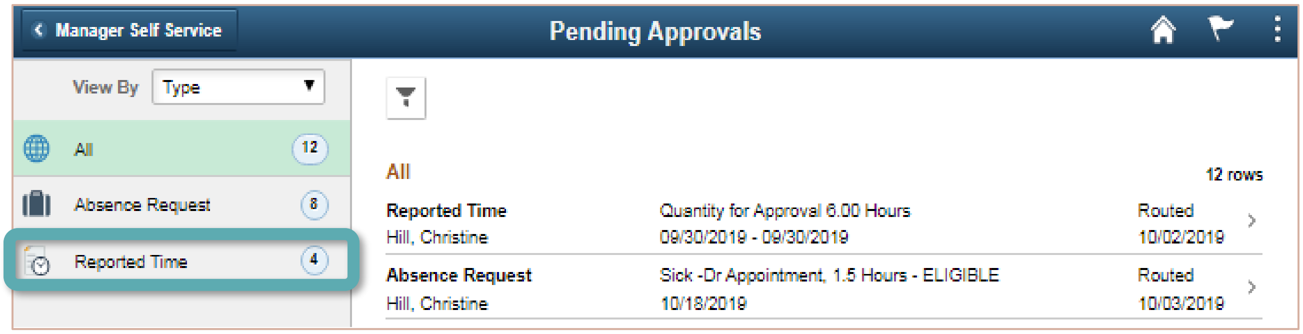
Note: If the Reported Time has an alternate funding source (and therefore is coming from a different location's funding), then the Reported Time will be routed to the Level 1 Reviewer and the Level 2 Approver for that site to enter or verify that the appropriate combination code has been applied.

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.

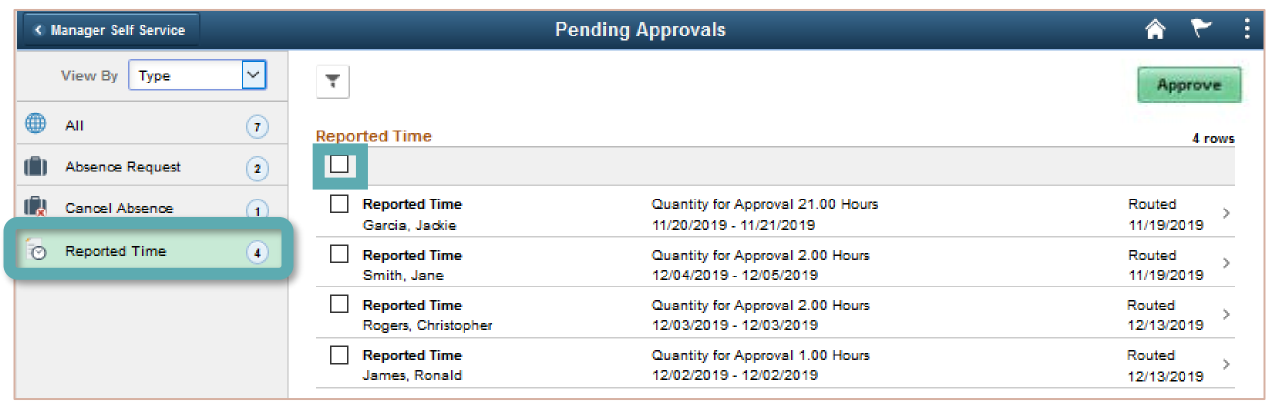


Mass Approval of Reported Time

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.***



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.



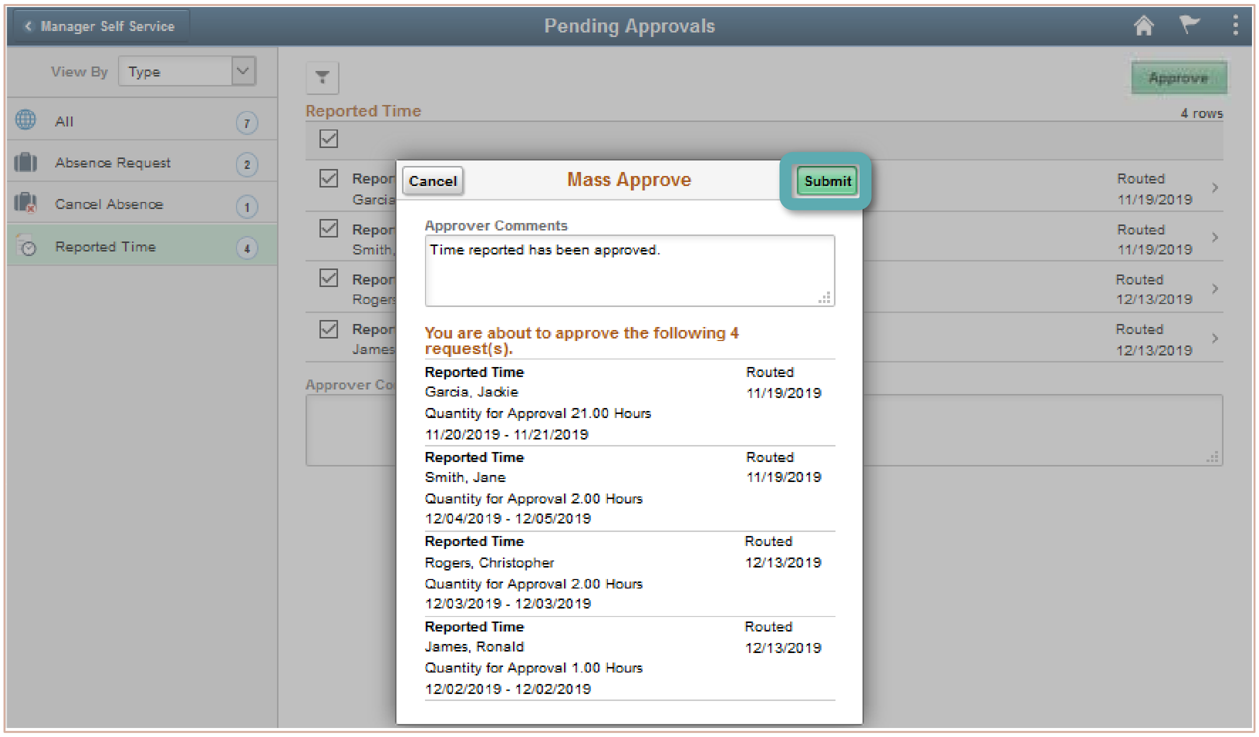
To approve all four (4) **Reported Time** requests, click the **Checkbox** in the top gray bar and click the **Approve** button. (Comments can be entered in the **Approver Comments** field on this page or the next. When mass approving requests, the same comment is used for all requests.)

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.

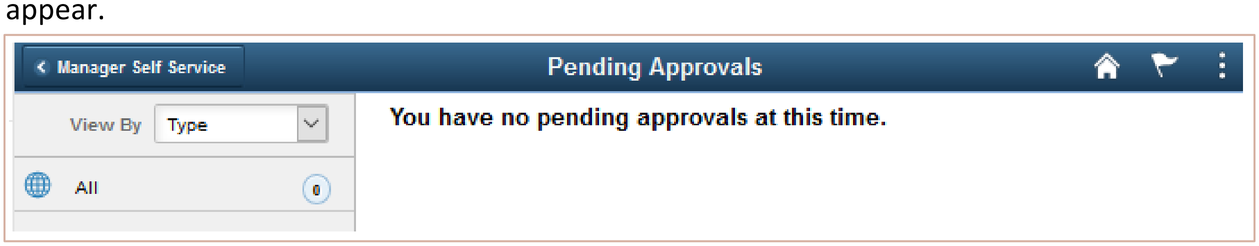
> ***Remember***: Comments are viewable by the employee and any users with access to the Absence Request. Comments **cannot** be modified or deleted once entered.

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.

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



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

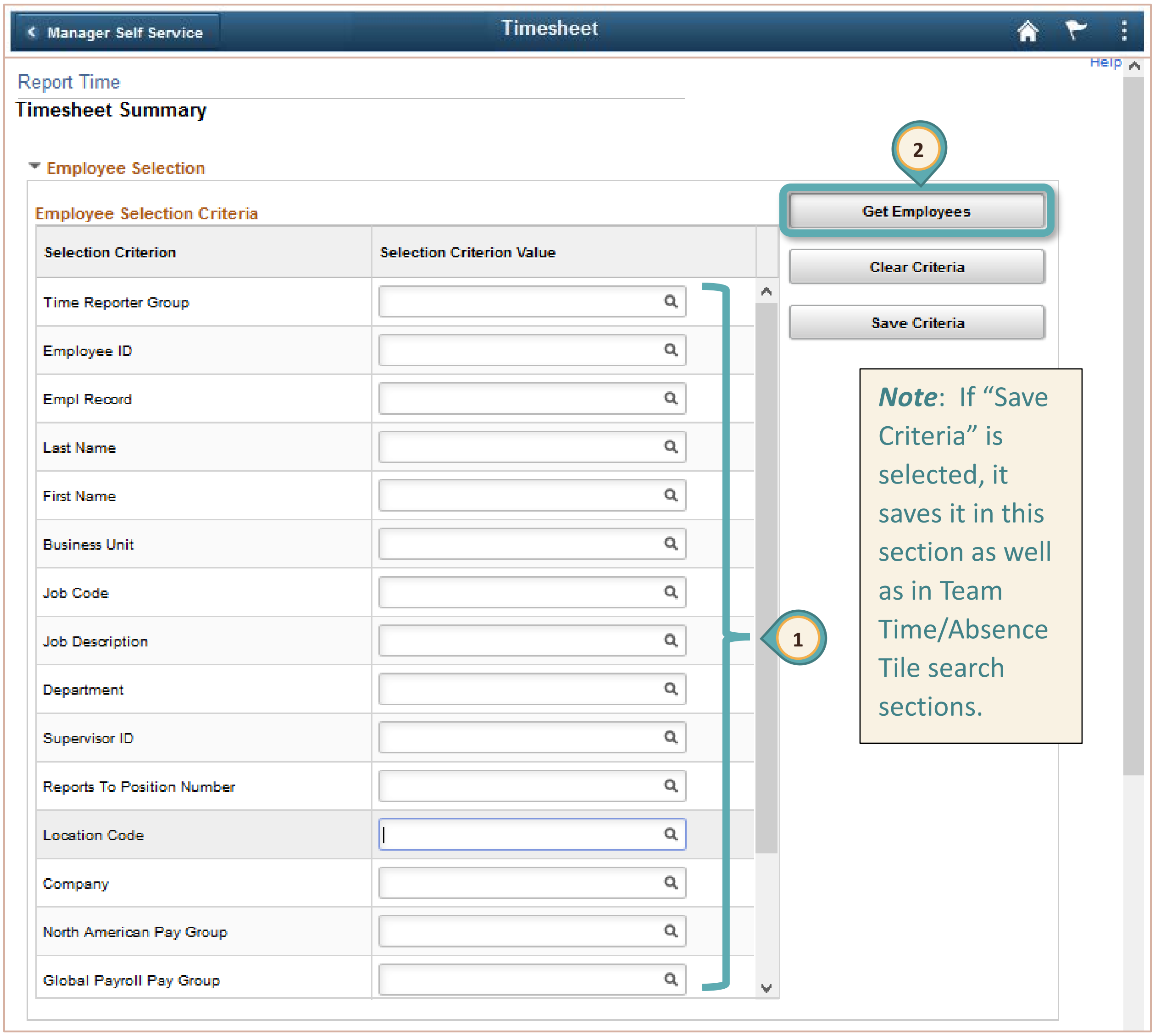
The **Timesheet Entry** tile can be used by both Level 1 Reviewers and Level 2 Approvers in MSS to locate and select an employee at the location in order to enter time on behalf of the employee. Select the **Timesheet Entry** tile from **Manager Self Service** to display the page.

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.



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.

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.

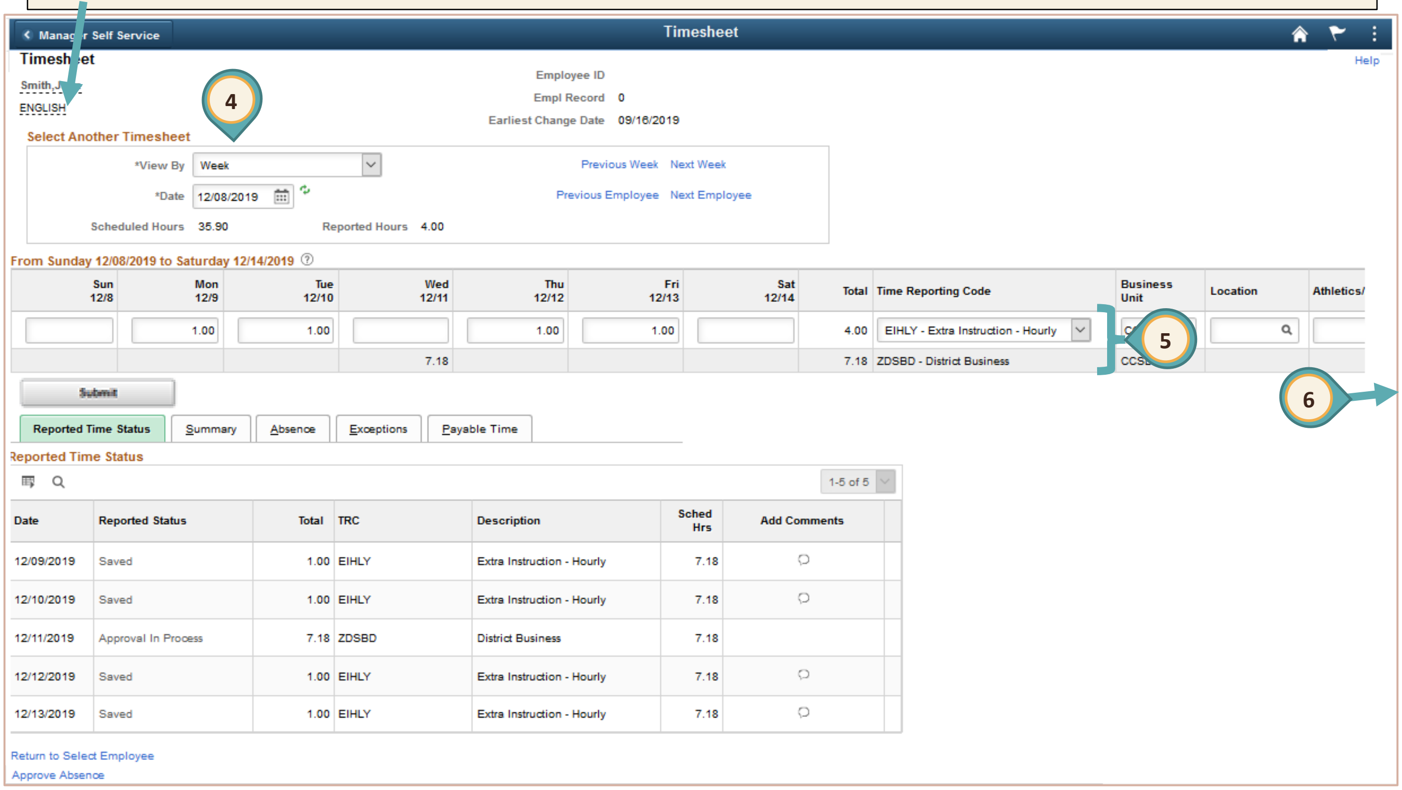
4. The **Select Another Timesheet** area can be used to change the view of the Timesheet, and allows a different date or week in which to view the Timesheet to be selected.

5. The Timesheet shown will display any time that may have been reported by or for the employee in the timeframe given.

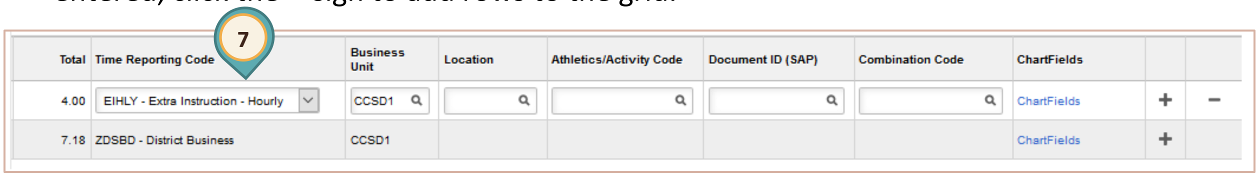
   In this example, a certified teacher worked one hour of Extra Instruction per day in a given work week. Any Absence Requests (in this case a District Business absence) that may have been submitted within this timeframe will also be seen, but they will appear as a non-modifiable row.

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: MSS users can view name, dept, loc and the hourly rate of pay for an employee by selecting the Job Title.



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.



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

Time Reporting Codes (TRC) for Support Professionals:	Time Reporting Codes (TRC) for Certified (Licensed):
CBP - Call Back Pay CLUBH - Clubs - High School CLUBM - Clubs - Middle School COAHF - Coaching/High School/Fall COAHS - Coaching/High School/Spring COAHW - Coaching/High School/Winter COAMW - Coaching/Middle School/Winter CSM - Campus Security Monitor CTA - Comp Time Adjustment CTC - Comp Time Conversion CTD - Comp Time Adjustment - Decr CTE - Comp Time Earned CTT - Comp Time Taken EVENT - Event - Banking/Tickets NASUP - Non-Assigned Time - Support REG - Regular Hours ***Note***: Timekeepers, MSS Level 1 Reviewers, and MSS Level 2 Approvers have access to more TRC codes than employees.	ADDMS - Extra Minutes ADDON - Add-On Day ADULT - Adult Education CLUBH - Clubs - High School CLUBM - Clubs - Middle School COAHF - Coaching/High School/Fall COAHS - Coaching/High School/Spring COAHW - Coaching/High School/Winter COAMW - Coaching/Middle School/Winter CRDIF - Credit Deficient CSM - Campus Security Monitor EIFLT - Extra Instruction - Flat Rate EIHLY - Extra Instruction - Hourly ELMS - Training EXDAY - Extended Day MNTR - Mentor Pay PREPB - Preparation Time Buyout

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 CTT - Comp Time Taken 00 RDO - Regular Day Off (POLICE ONLY) 10 REG - Regular Hours	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

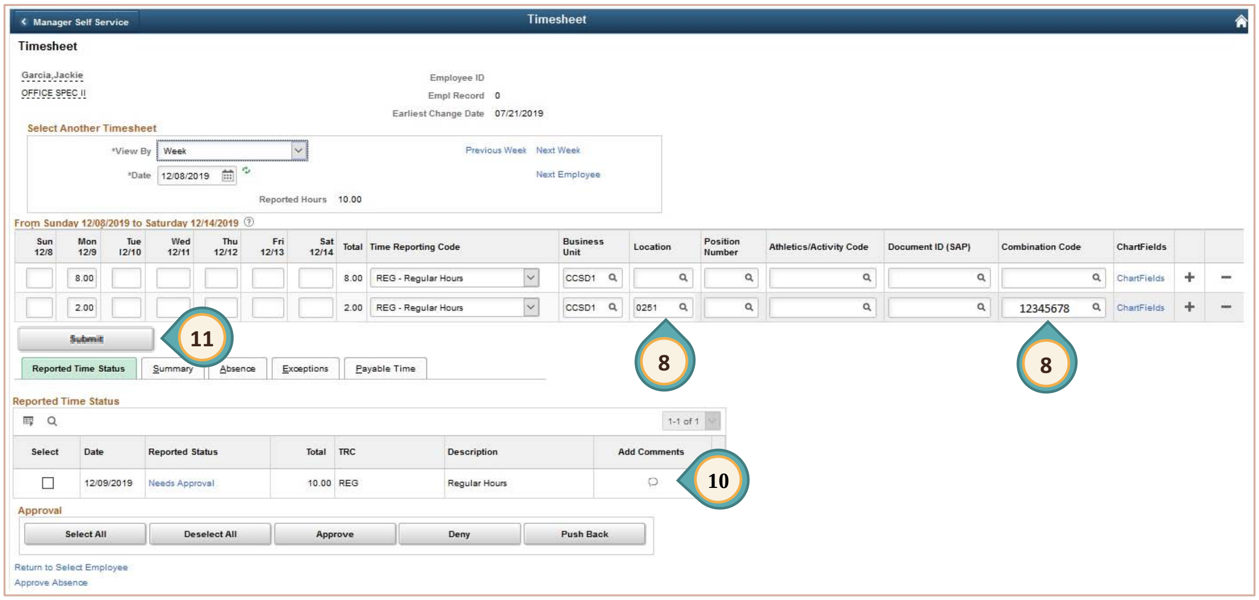
8. If necessary, in the **Location** field enter or select the **Location Code** for the site that will be funding the reported time if the time is to be paid by an alternate funding source. The **Combination Code** is used to enter the appropriate budget coding to ensure that the time is paid by the 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.



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 CCSD Employee Business Training 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).

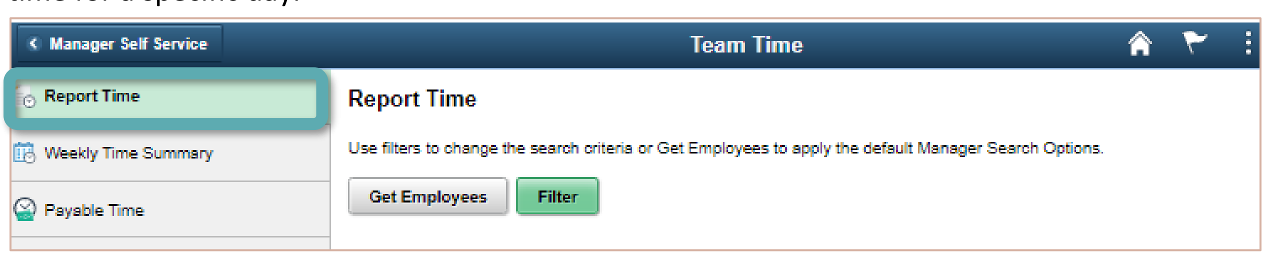
For additional examples of other Time Reporting Codes and information regarding substitute timesheets, please visit the CCSD Employee Business Training website (training.ccsd.net) > Resources > HCM.

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.

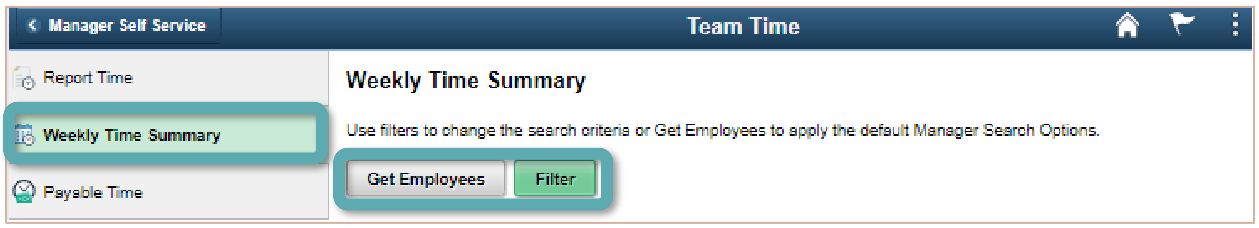
Report Time on Behalf of an Employee Daily View

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.

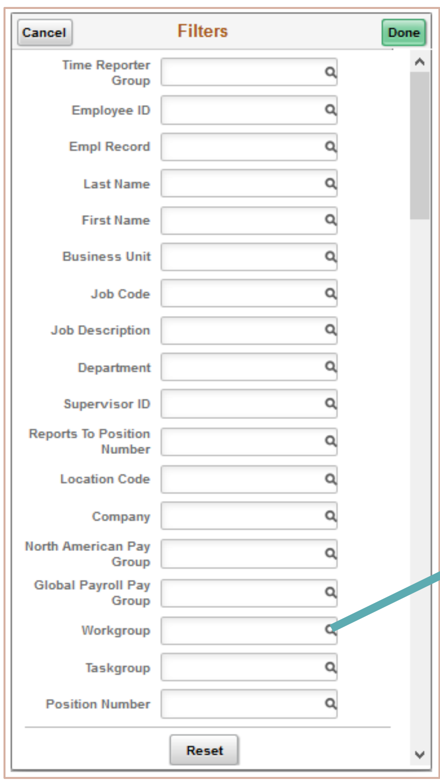


Weekly Time Summary

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.

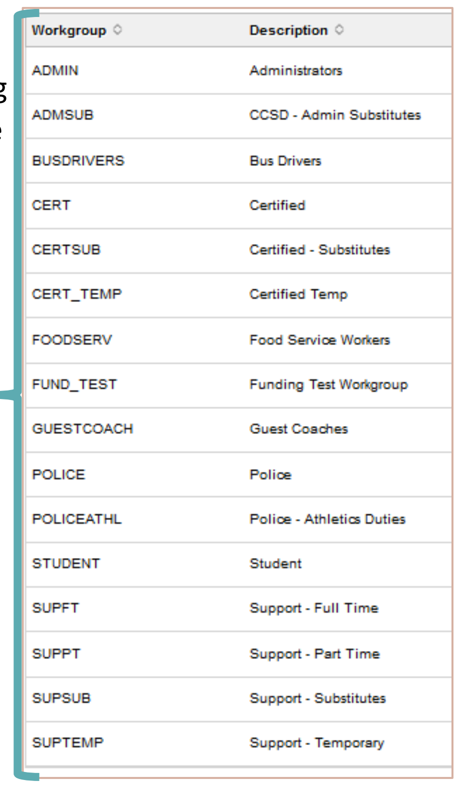


Click the **Get Employees** button or select the **Filter** button to search for specific criteria. (If all the employees are not displayed, the **Filter** may need to be cleared and reset.)

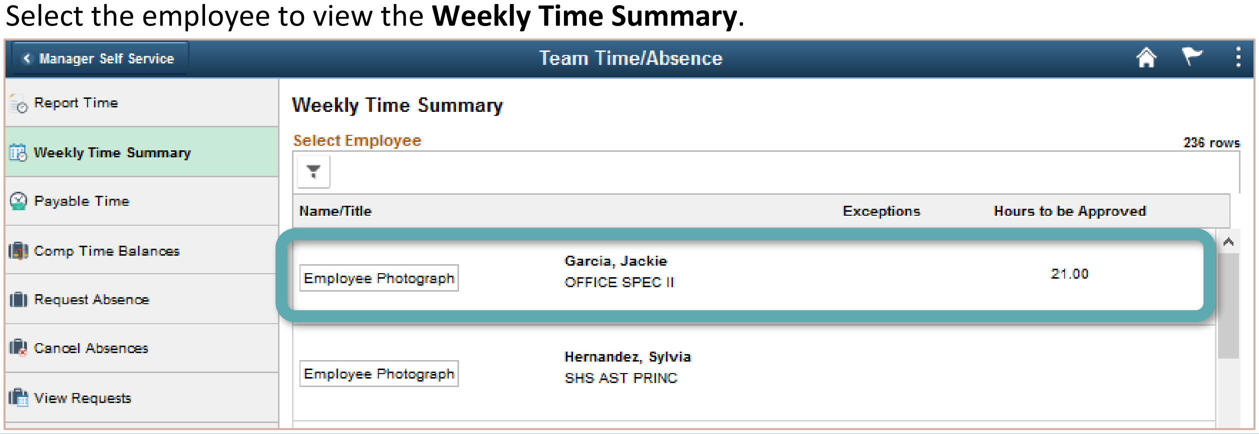


Note: Select the magnifying glass icon next to any of the filter options to search and select an appropriate value for the field.

For example, select the magnifying glass icon next to **Workgroup** and choose CERT (Certified) to display certified employees only.

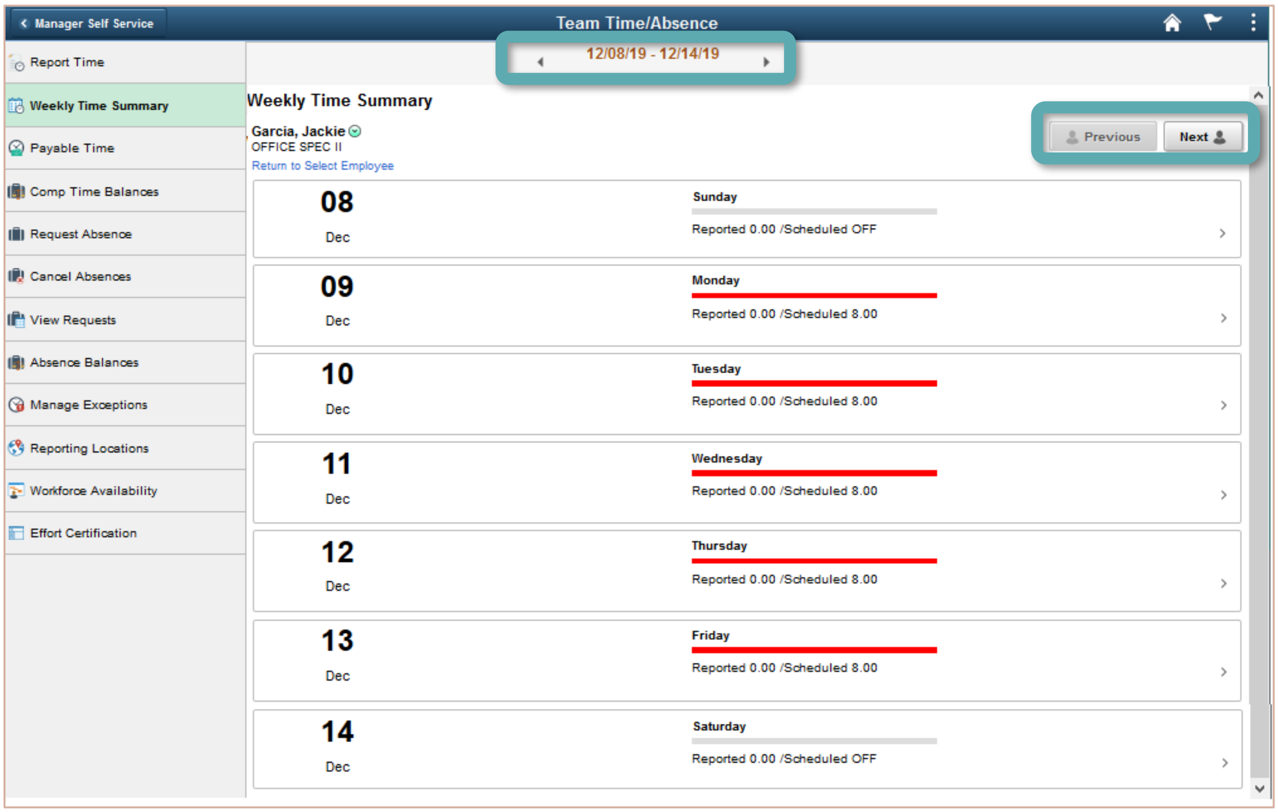


Select the employee to view the **Weekly Time Summary**.



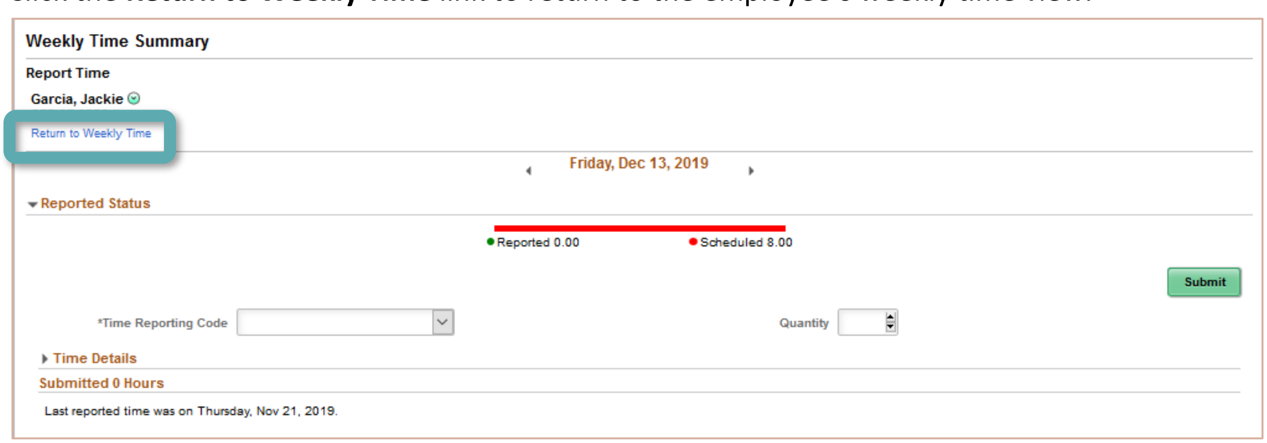
The **Weekly Time Summary** for the current week for the employee will be displayed. The week displayed can be changed by clicking the left or right arrows on either side of the week displayed at the top of the page, or to choose a specific date, click the date range to open a calendar.

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.



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.)

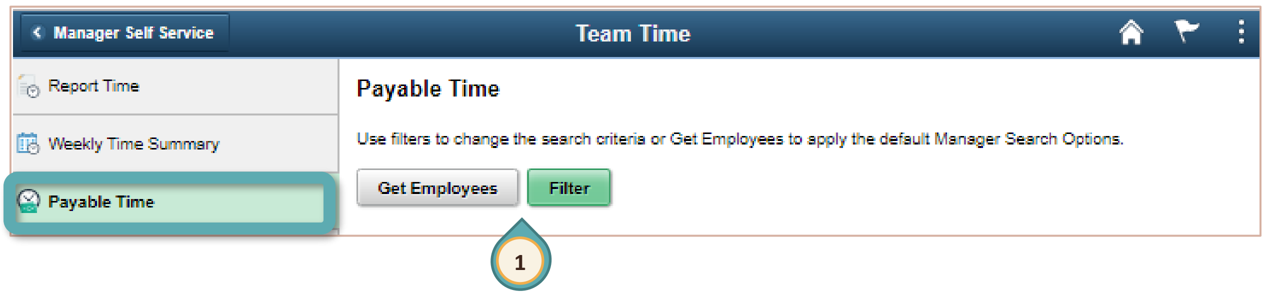
Click the **Return to Weekly Time** link to return to the employee's weekly time view.



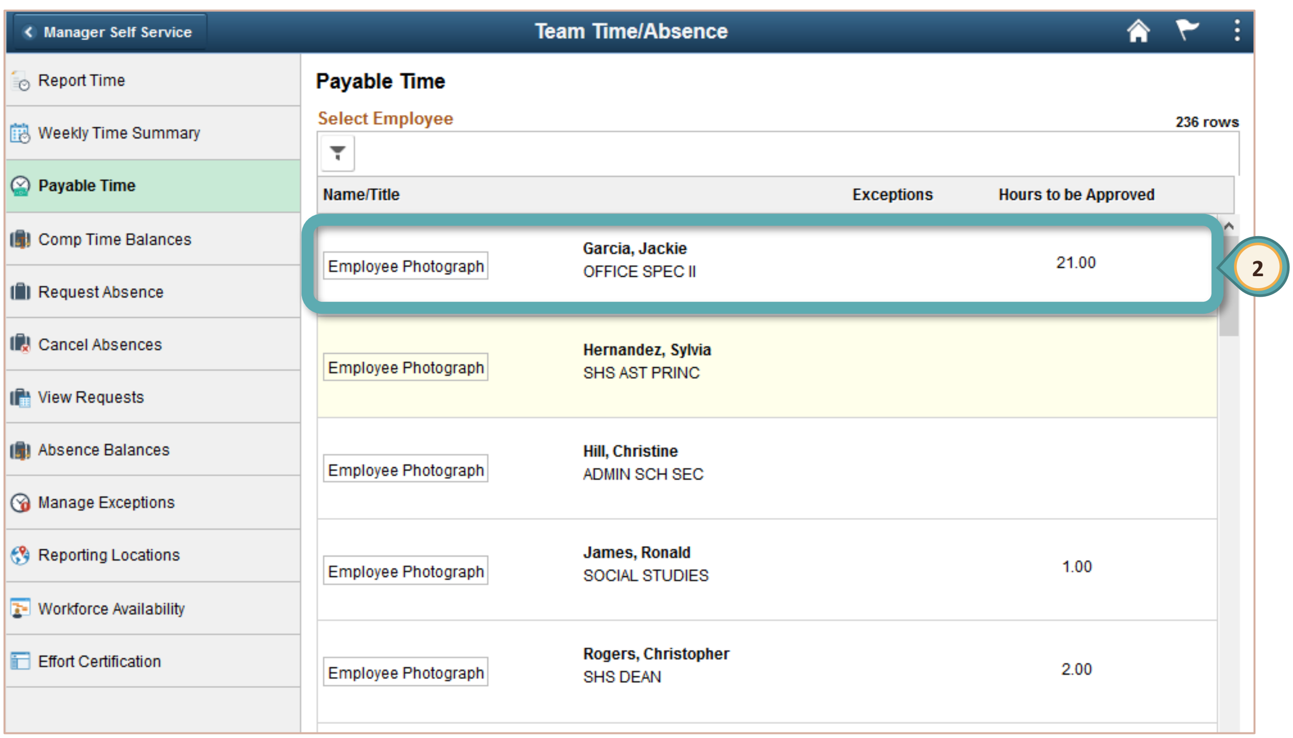
Payable Time

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.

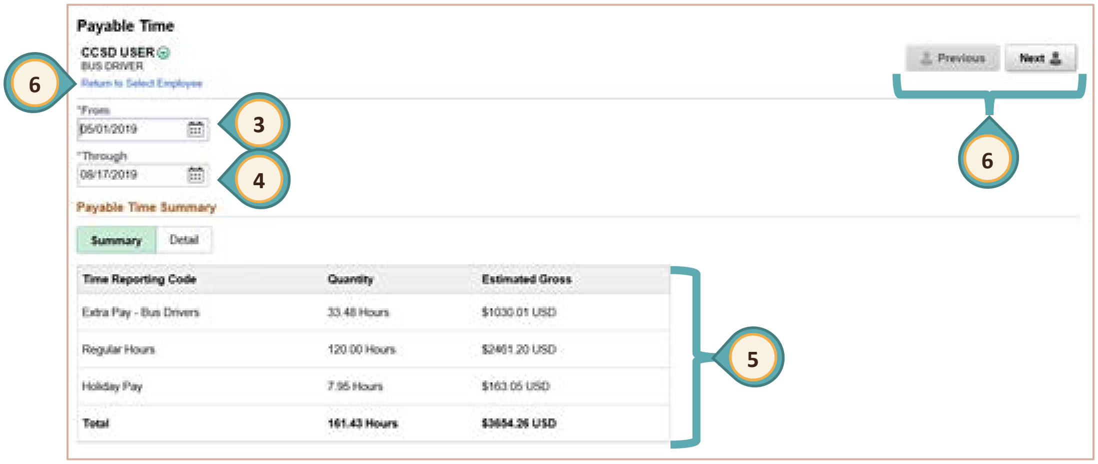
1. Click the **Get Employees** button or select the **Filter** button to search for specific criteria. (If all the employees are not displayed, the **Filter** may need to be cleared and reset.)



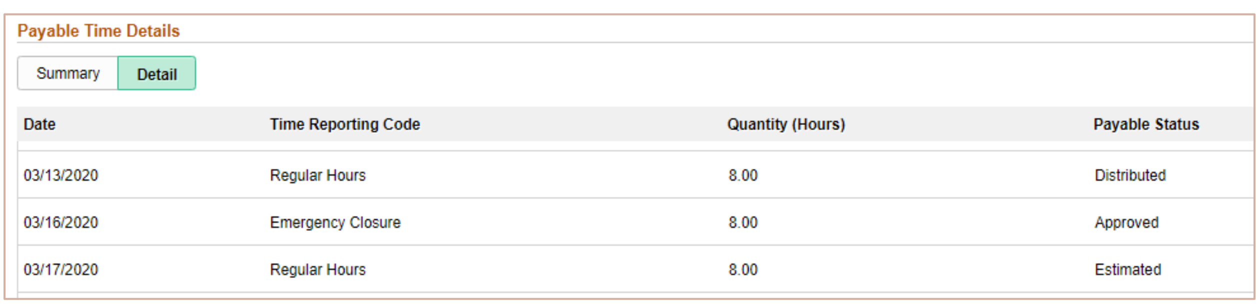
2. To view an employee's **Payable Time,** click the employee's name. The employee's **Payable Time** will be displayed based on the default dates.



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.



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 Payroll	Approved Time is being actively processed by the 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

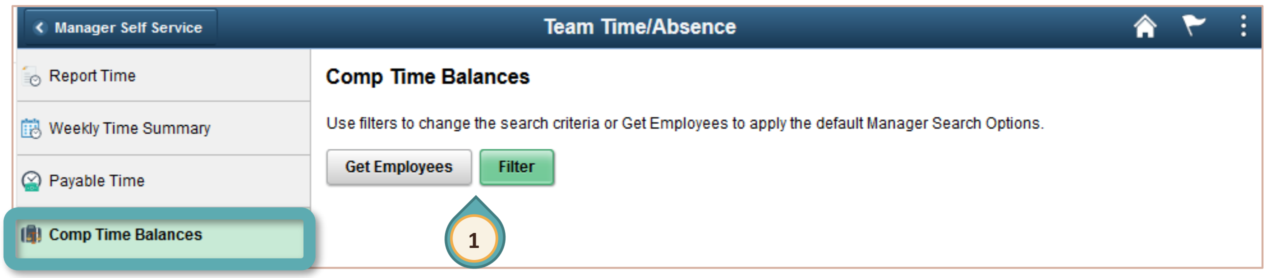
Date	Time Reporting Code	Quantity (Hours)	Payable Status
03/13/2020	Regular Hours	8.00	Distributed
03/16/2020	Emergency Closure	8.00	Approved
03/17/2020	Regular Hours	8.00	Estimated

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.

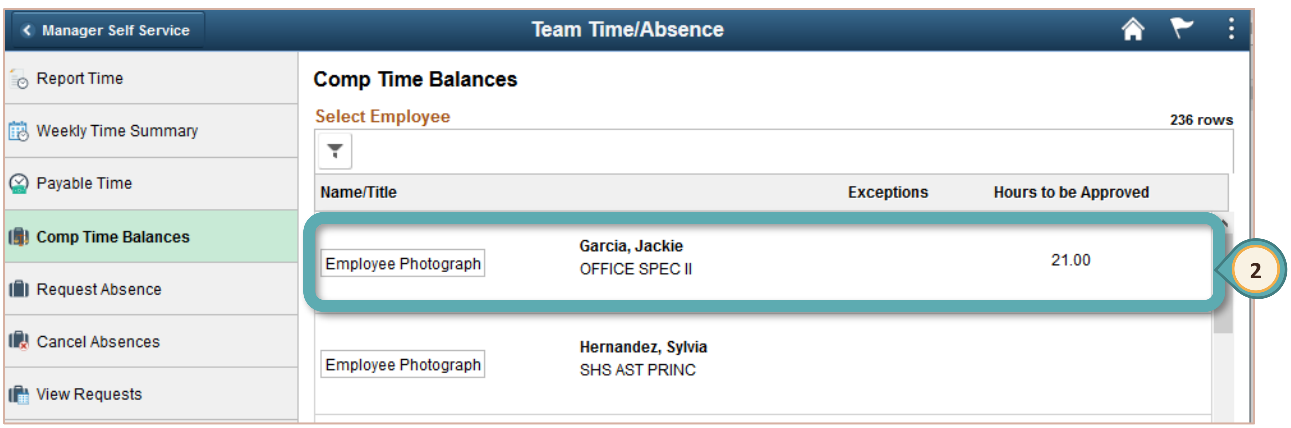
Comp Time Balances

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.

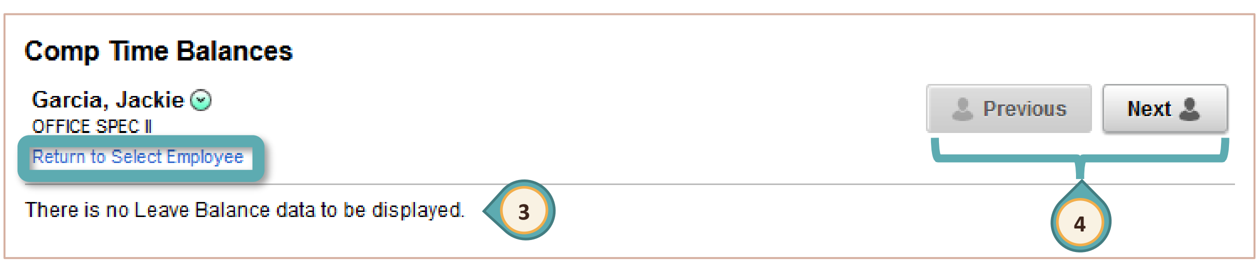
1. Click the **Get Employees** button, or select the **Filter** button to search for specific criteria. (If all employees are not displayed, the **Filter** may need to be cleared and reset.)



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



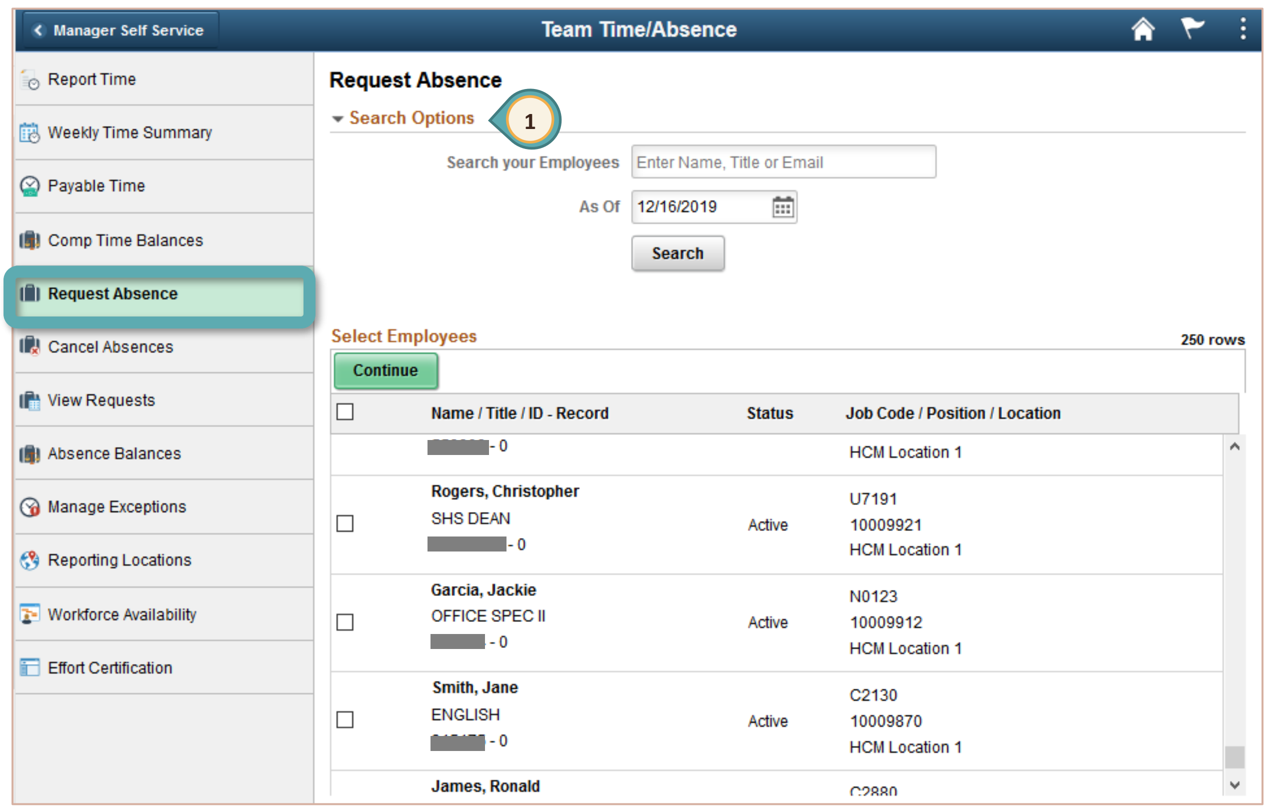
3. The employee's **Comp Time Balance** will be displayed if any is available.
4. The **Previous** and **Next** buttons can be used to scroll through all employees, or click the **Return to Select Employee** link to select another employee from the list.



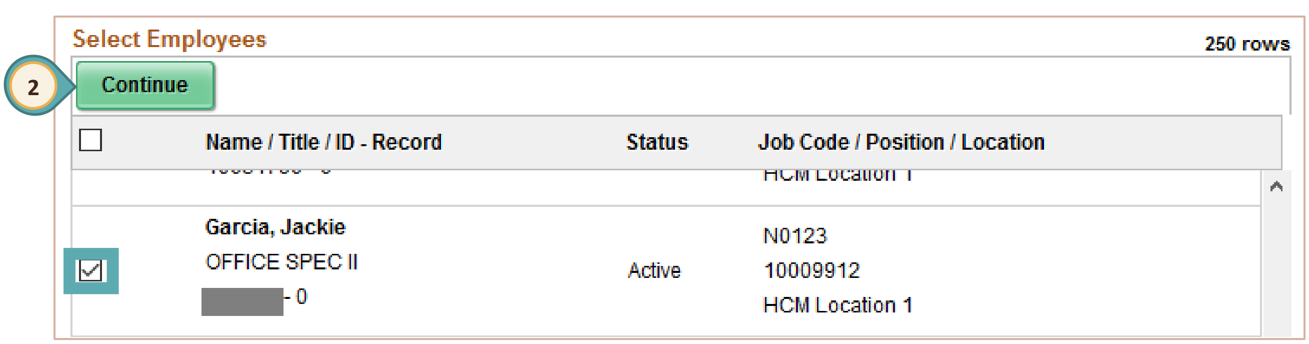
Requesting an Absence on Behalf of an Employee

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.

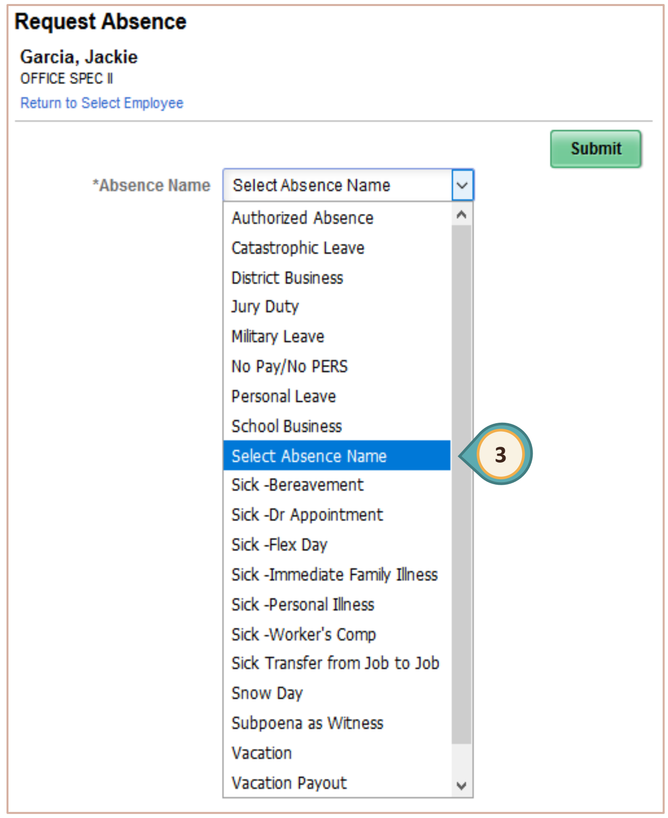


2. Select the checkbox to the left of the employee's name who needs an absence request submitted, and click the **Continue** button. The **Request Absence** screen will be displayed and is similar to the **Request Absence** option that is available in ESS.



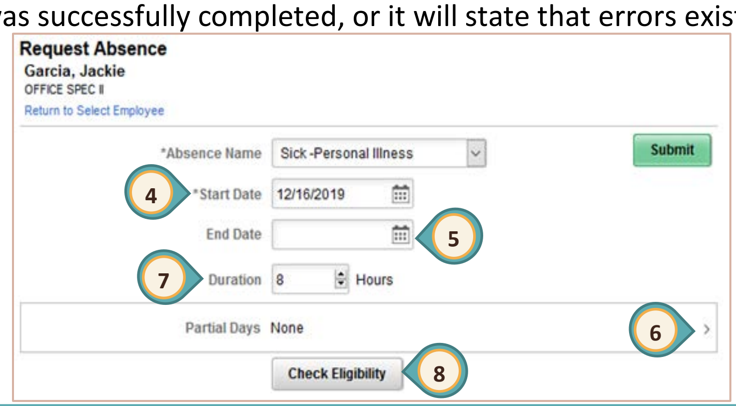
3. From the drop-down box, select the absence name being submitted. Absence names vary by employee group.

   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.
5. 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.)
6. 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 drop-down 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.

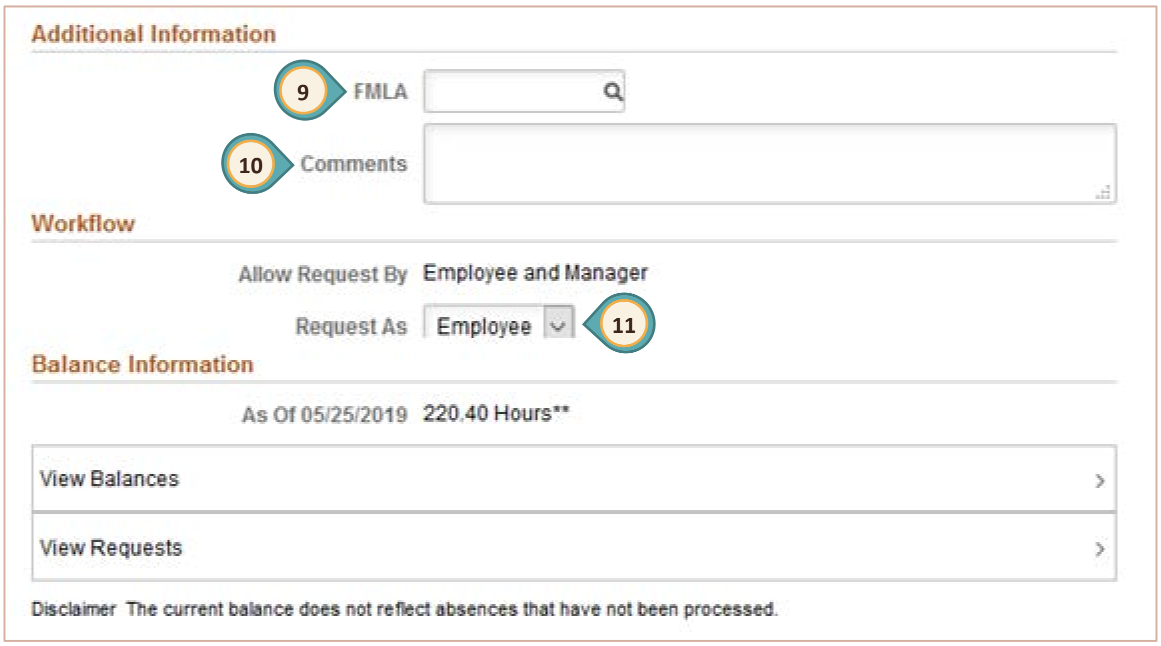
   Note: Some **Absence Names** do not require the **Check Eligibility** step.



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** drop-down box. It is recommended to use the "Employee" option to enter the Absence Request on their behalf.



12. 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.

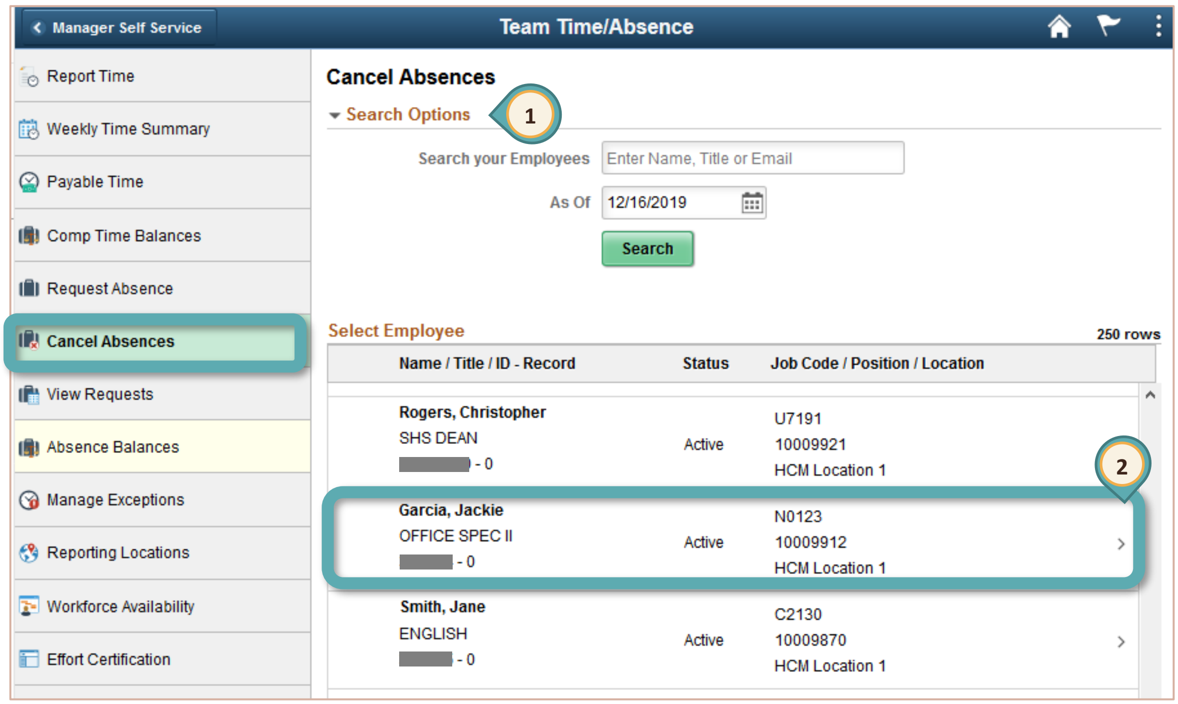
> If the **Submit** button is clicked before the **Check Eligibility** button, a warning message will appear stating, "You must **forecast** [*check eligibility*] this absence before submitting."

Cancelling an Absence on Behalf of an Employee

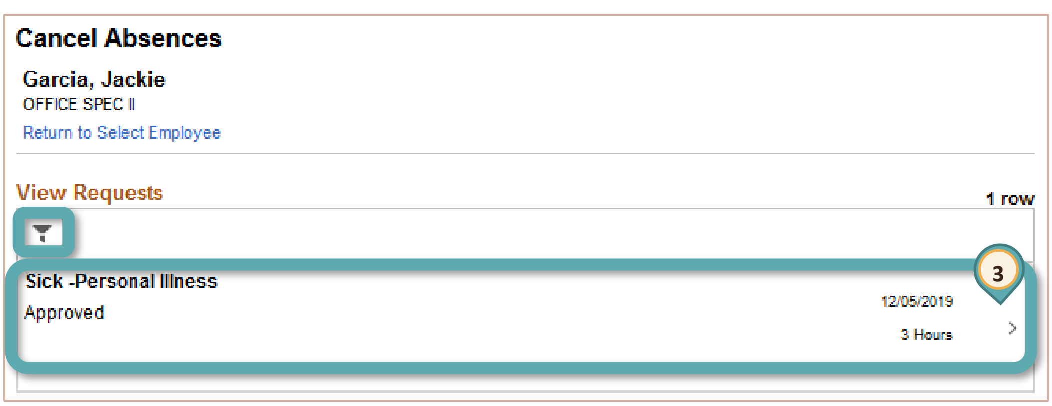
The **Cancel Absence** tool is used to cancel an absence request on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **Cancel Absence** option from the left side panel to display the page.

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.



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.)



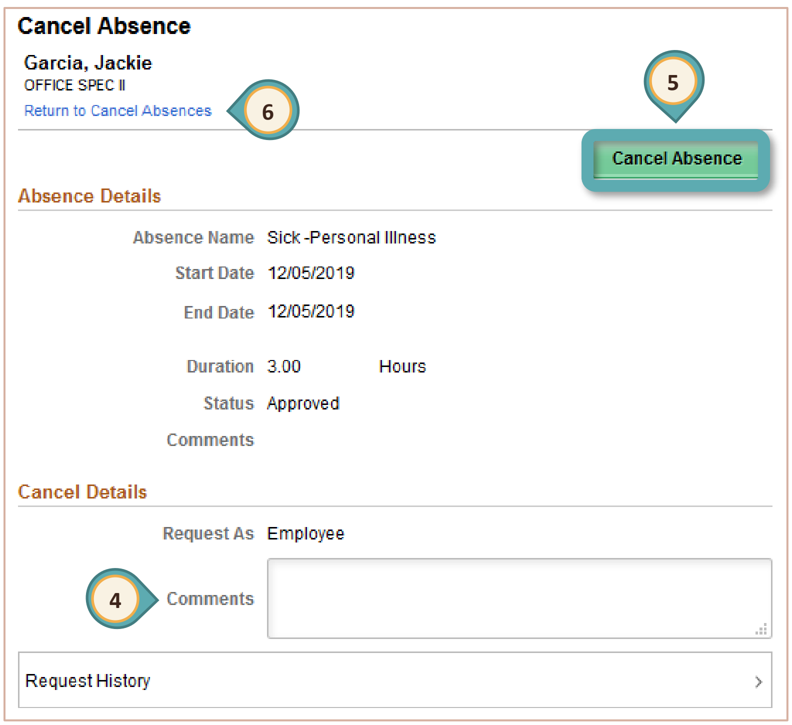
4. Enter comments in the **Comments** field. This field can be used to enter a justification for the cancellation of the Absence Request if desired.

> ***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.



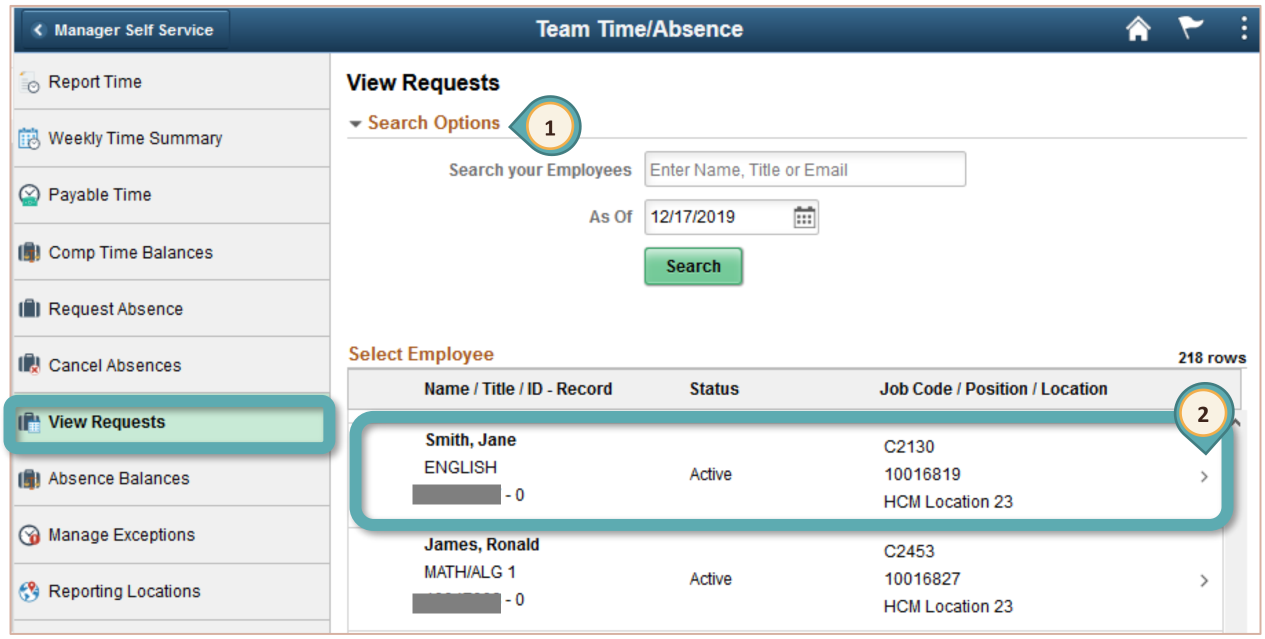
6. Click the **Return to Cancel Absences** link to return to the list of the employee's absence requests.

7. From this page, click the **Return to Select Employee** link to select another employee from the list. 

View Requests

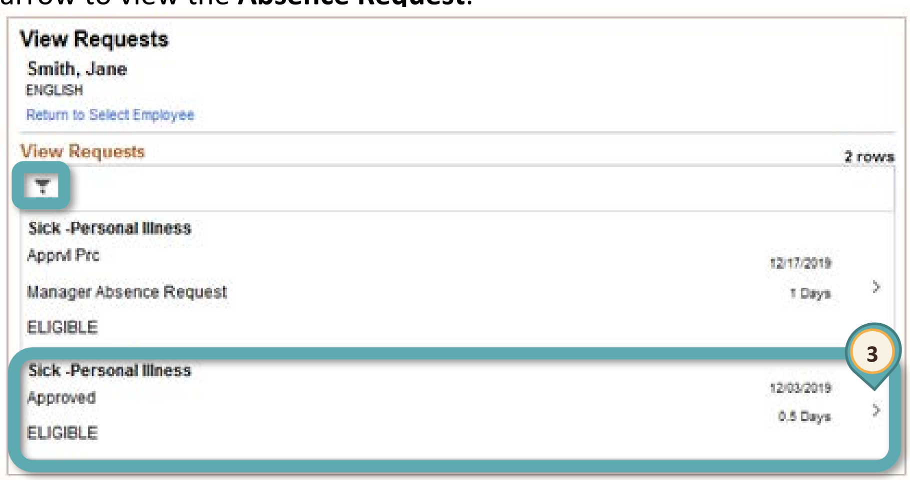
The **View Requests** tool is used to see a history of Absence Requests submitted by, or on behalf of an employee. After selecting the **Team Time/Absence** tile, click the **View Requests** option from the left side panel to display the page. The list will include any requests regardless of the status. 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.
2. Click the **Employee's Name** to view their **Absence Requests**.

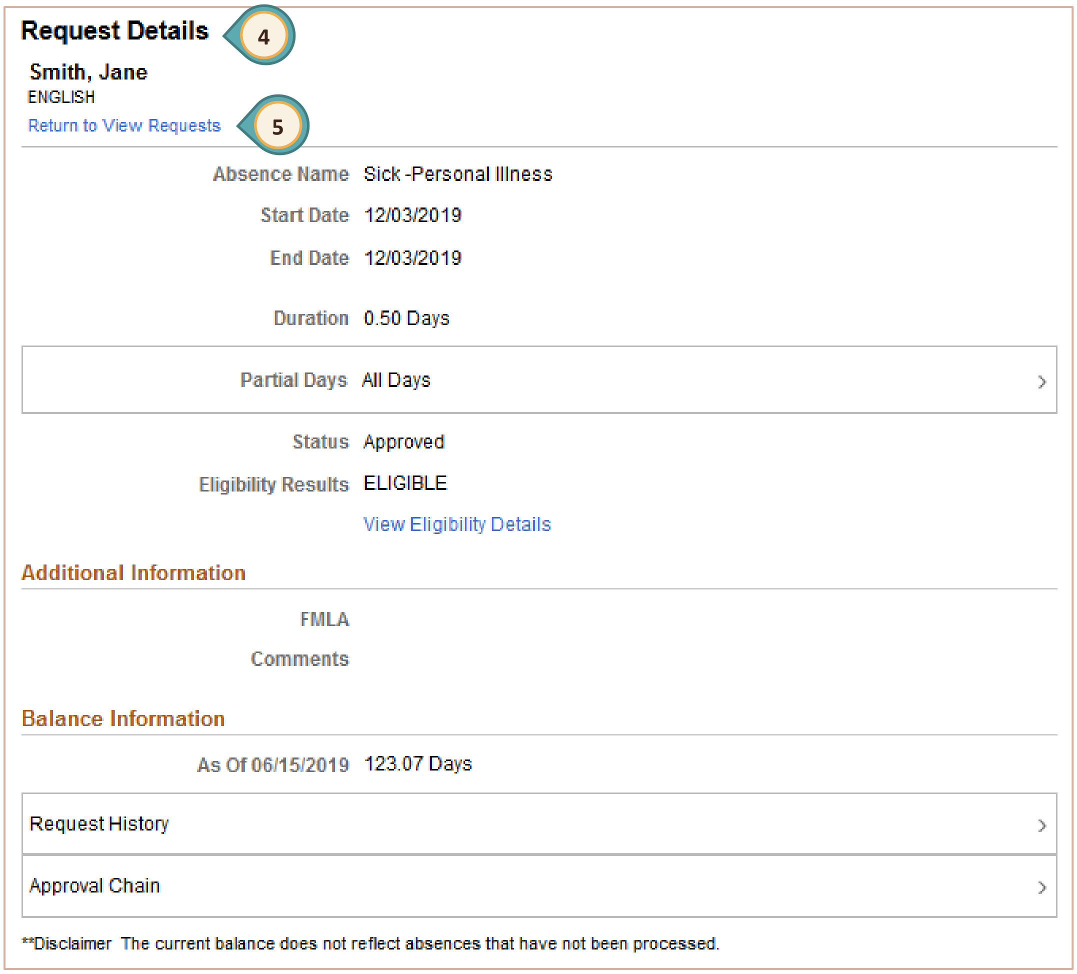


This will display the status of any requests that may have already been submitted, cancelled, or approved, including those from prior pay periods as well. Absences can also be filtered to search for a specific absence name using the filter tool.

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



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.

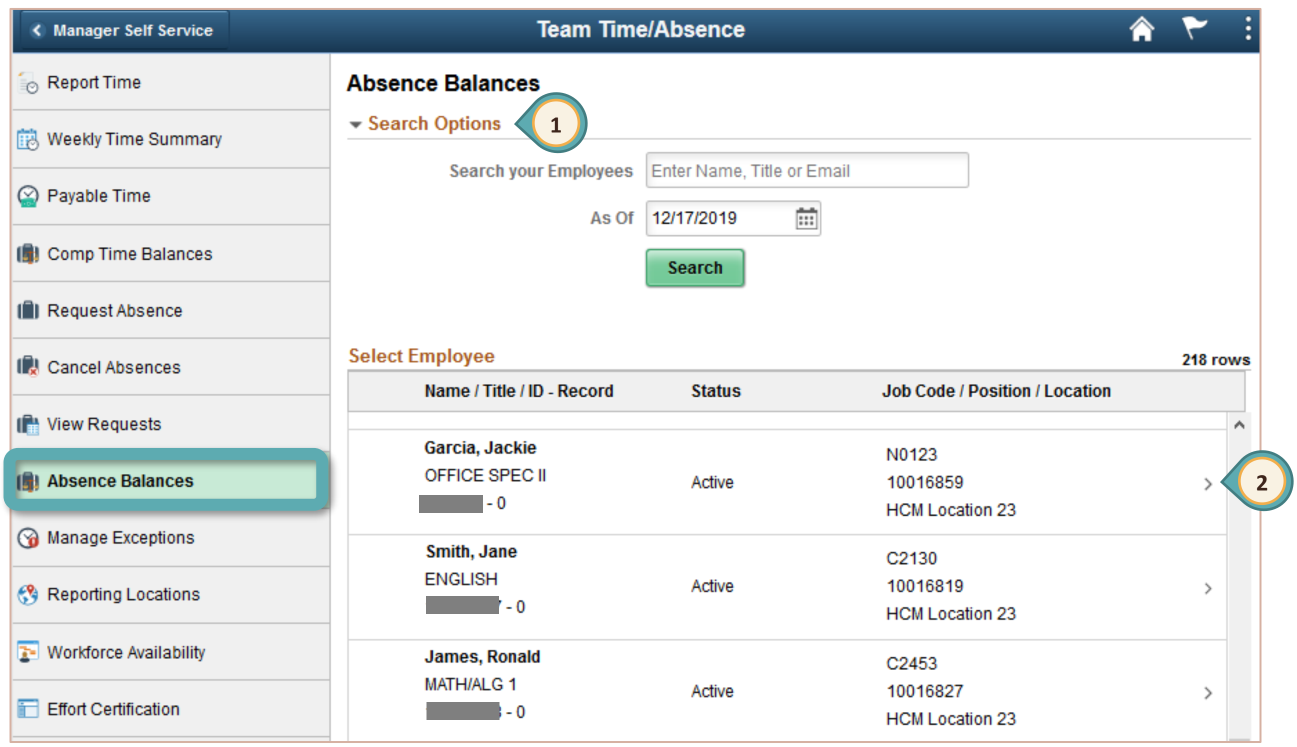
6. From this page, click the **Return to Select Employee** link to select another employee from the list. 

> ***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.)*

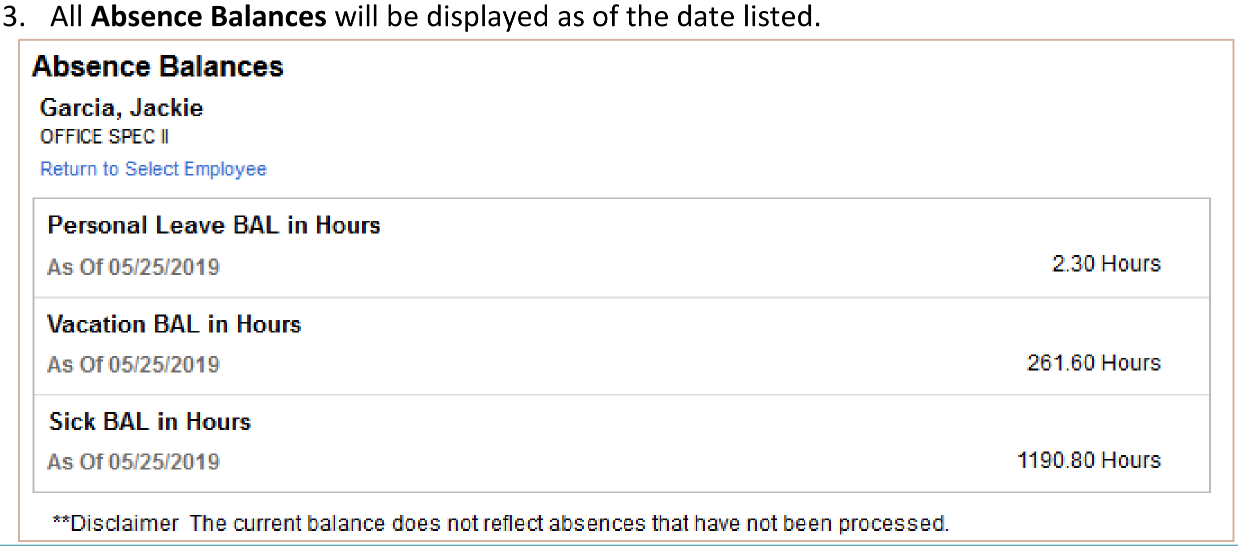
Absence Balances

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.

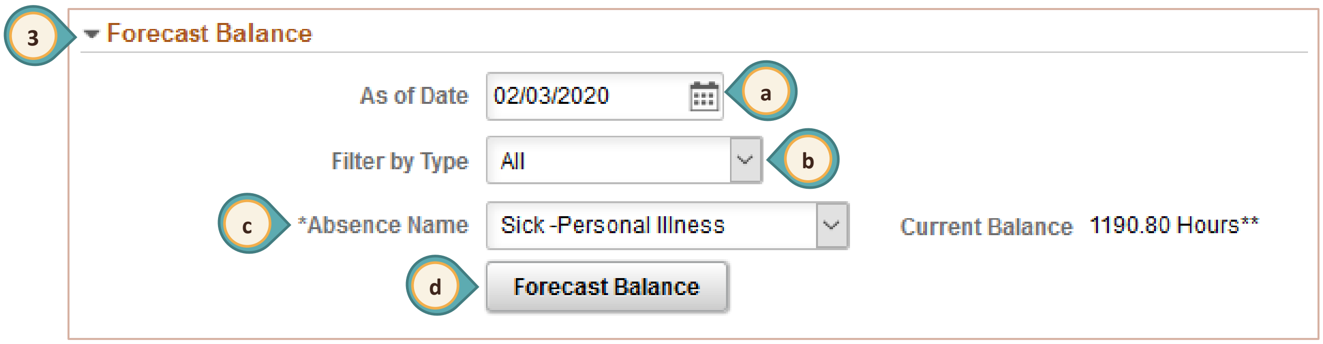
1. Find an employee by using the **Search Options** tool at the top of the page or by scrolling through the list.
2. Click the **>** right arrow which is located on the right side of the page next to the **Employee's Name** to view their **Absence Balances**.



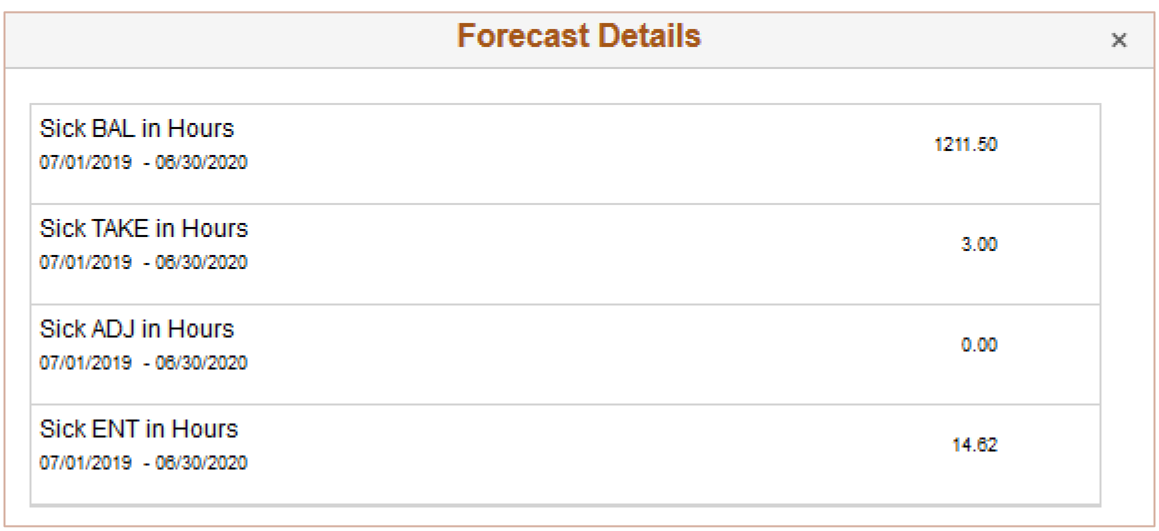
3. All **Absence Balances** will be displayed as of the date listed.



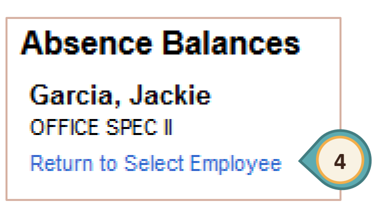
4. The **Forecast Balance** tool is also available to forecast future absence balances for the employee.



   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.



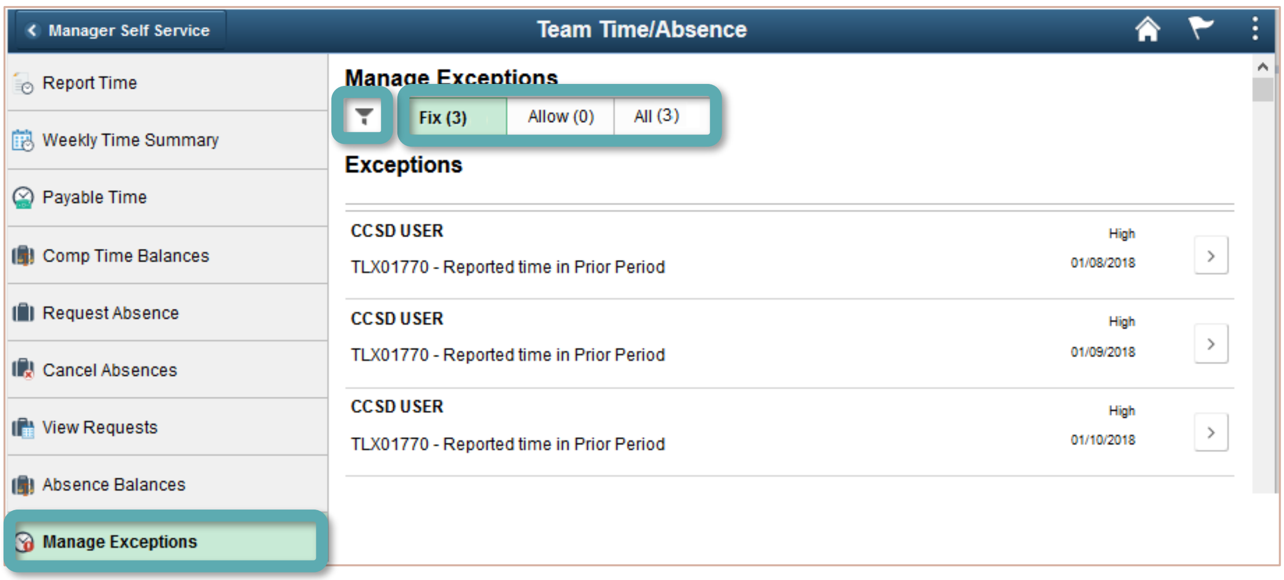
5. Click the **Return to Select Employee** link to select an employee from the list.



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.



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.

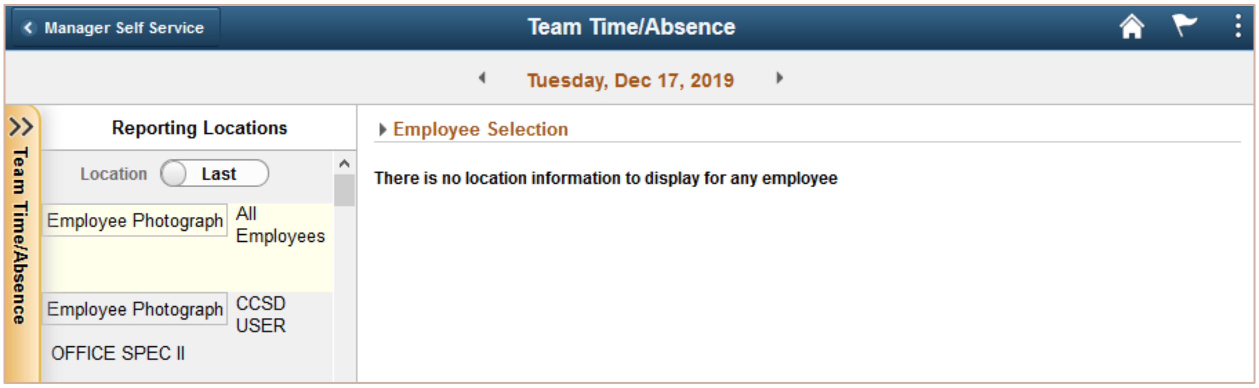
If the **Exception** appears under the **Allow** tab, the Reported Time can be allowed so that it can be routed for payroll authorization.

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.

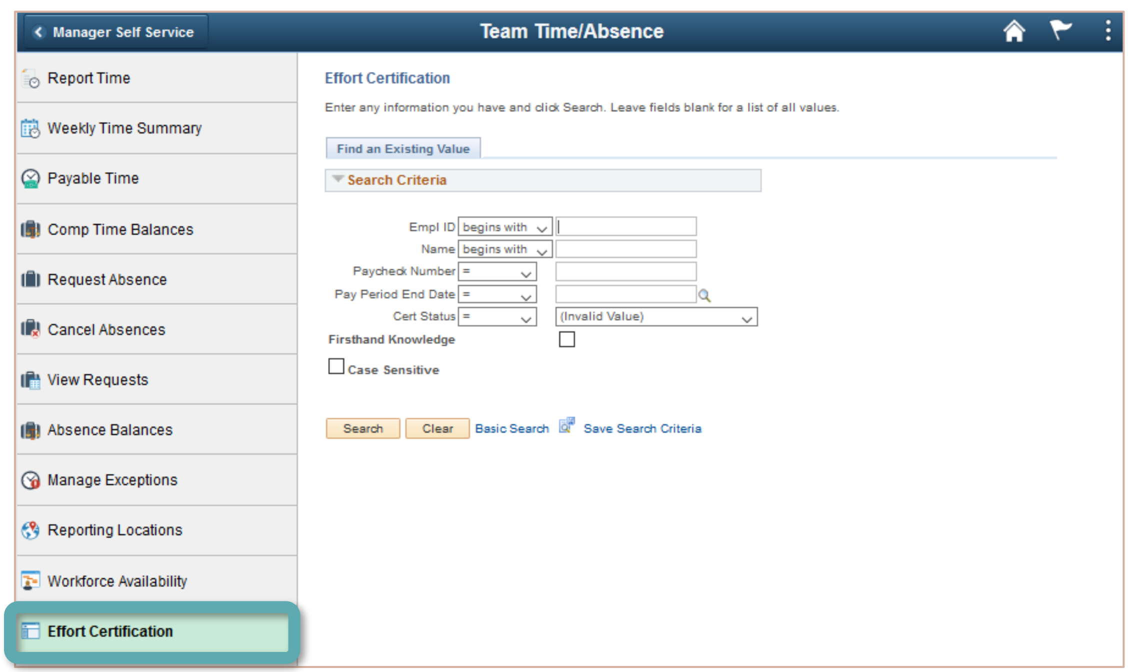


After clicking this option, the **Team Time/Absence** menu on the left will collapse and appear as a yellow ribbon on the left side of the screen, and a new panel of options appears. However, the default **Team Time/Absence** menu is still present. Clicking the yellow ribbon expands the original menu.

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.

Detailed instructions for employees are located on training.ccsd.net > Resources > HCM.

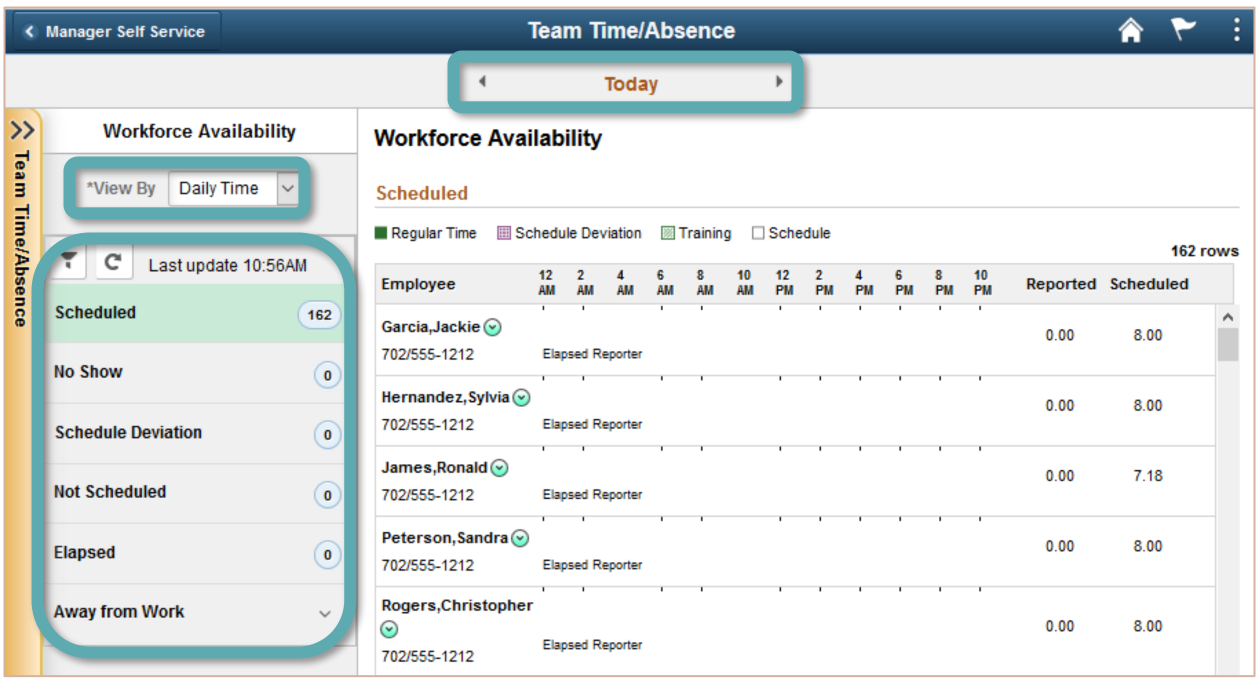


Workforce Availability

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.

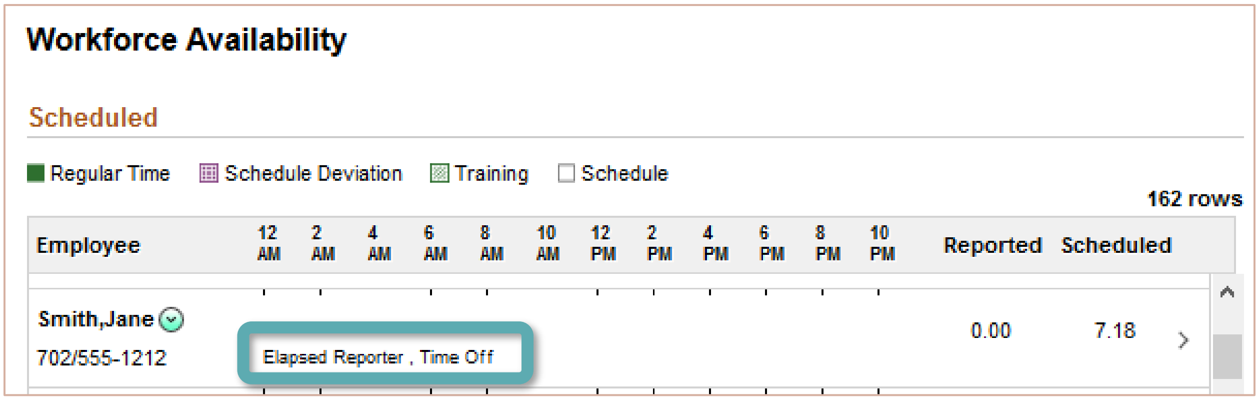


In the additional menu that now appears on the left side of the page, there are options that, when selected, can change the information displayed. **Scheduled** will show the total of all employees that are scheduled to work during the day or week displayed. **Schedule Deviation** will display any differences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

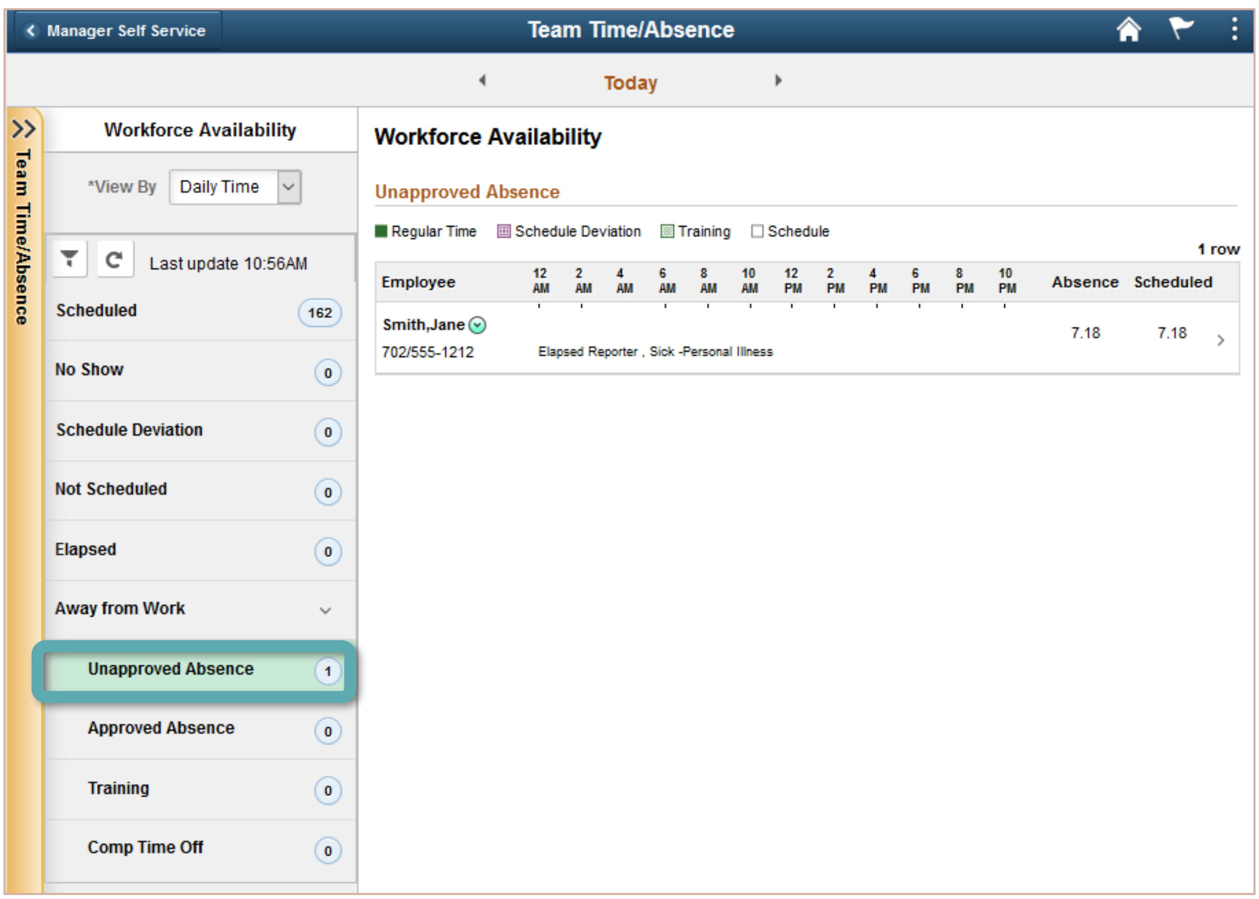
Away from Work is an expandable menu that allows only specific types of absences to be viewed: **Unapproved Absence** (an Absence Request that has been submitted but not approved), **Approved Absence** (any Absence Requests that have already gone through the Level 2 approval process), **Training**, and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

Daily View

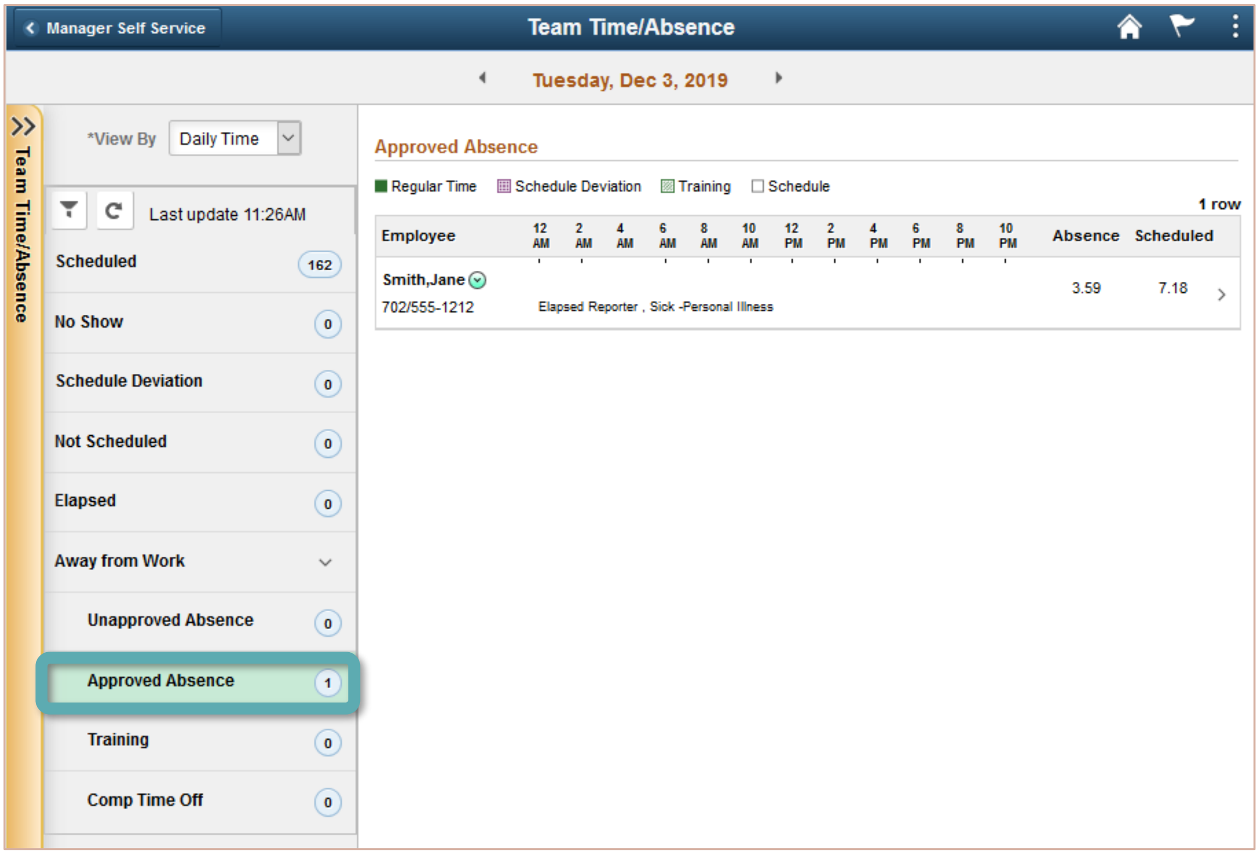
In the **Daily Time** view, a list of all employees at the location for the given date, as well as a timeline at the top of the page, will be displayed. If an employee has any Time Off or Reported Time, there will be verbiage indicating this next to the “Elapsed Reporter” label. Select that particular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



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.

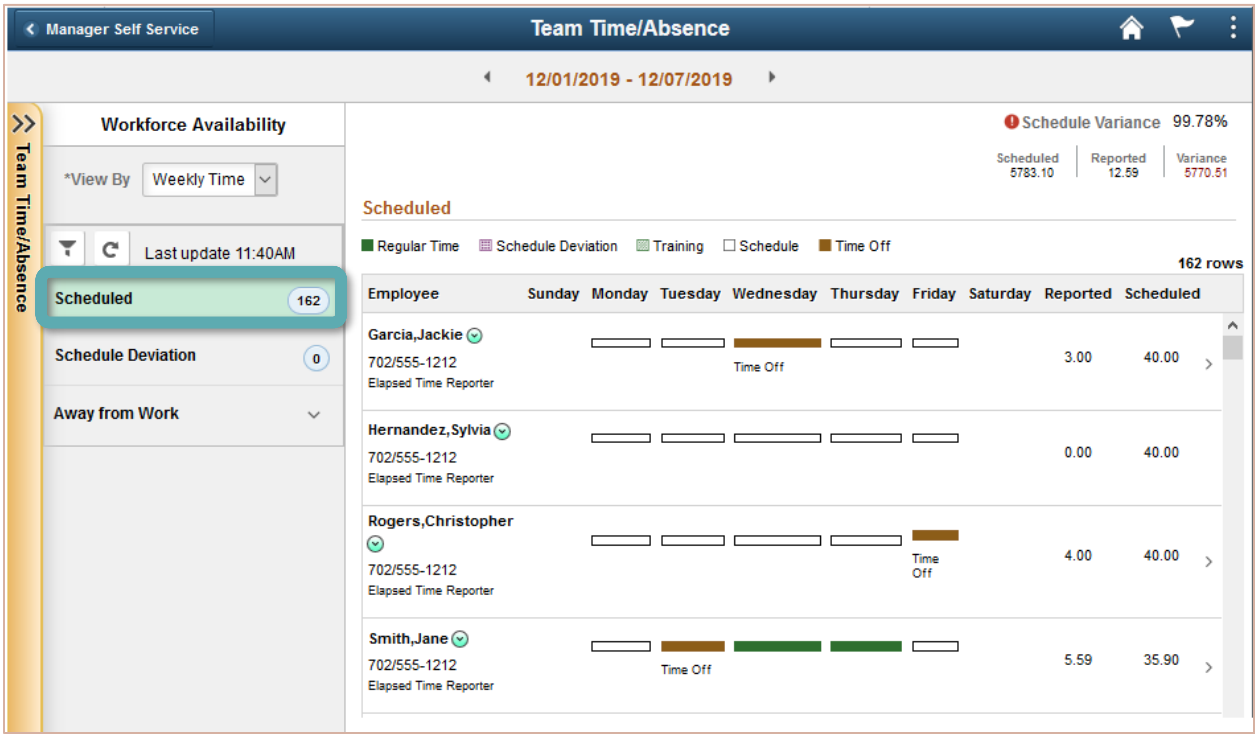


While in the **Daily Time** view, select **Away from Work - Approved Absences** to display all Absence Requests that have been submitted and approved for that day.

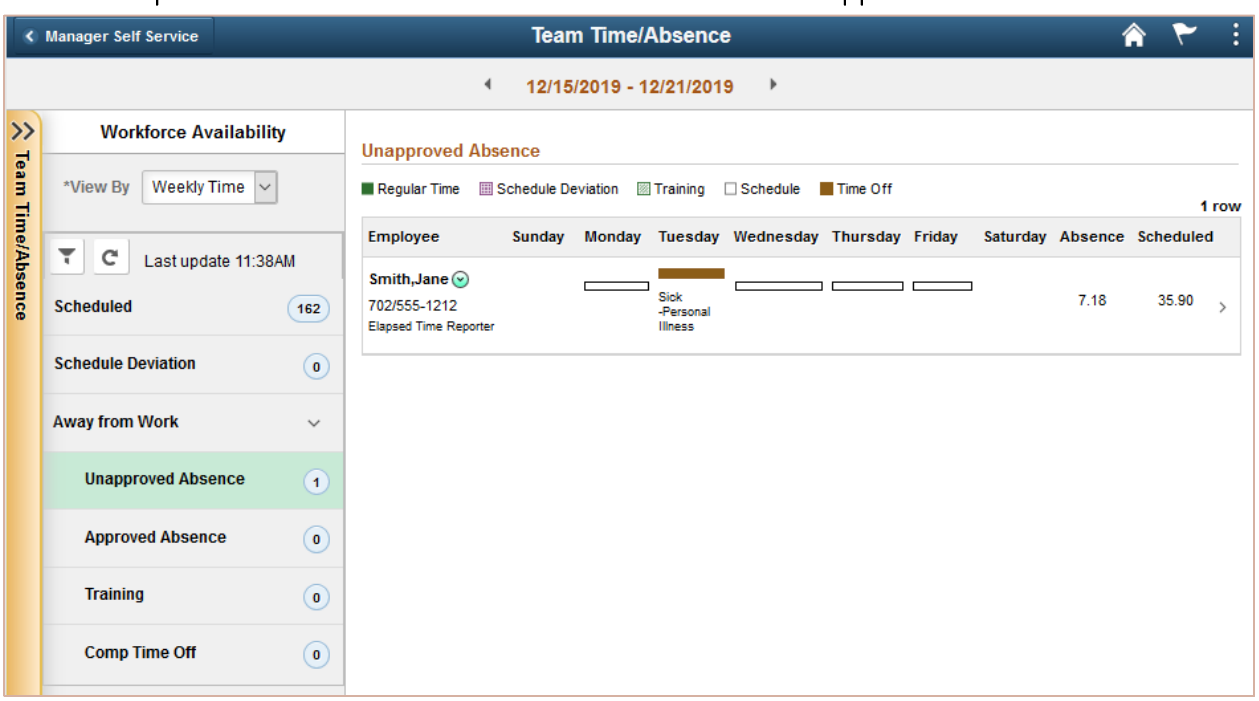


Weekly View

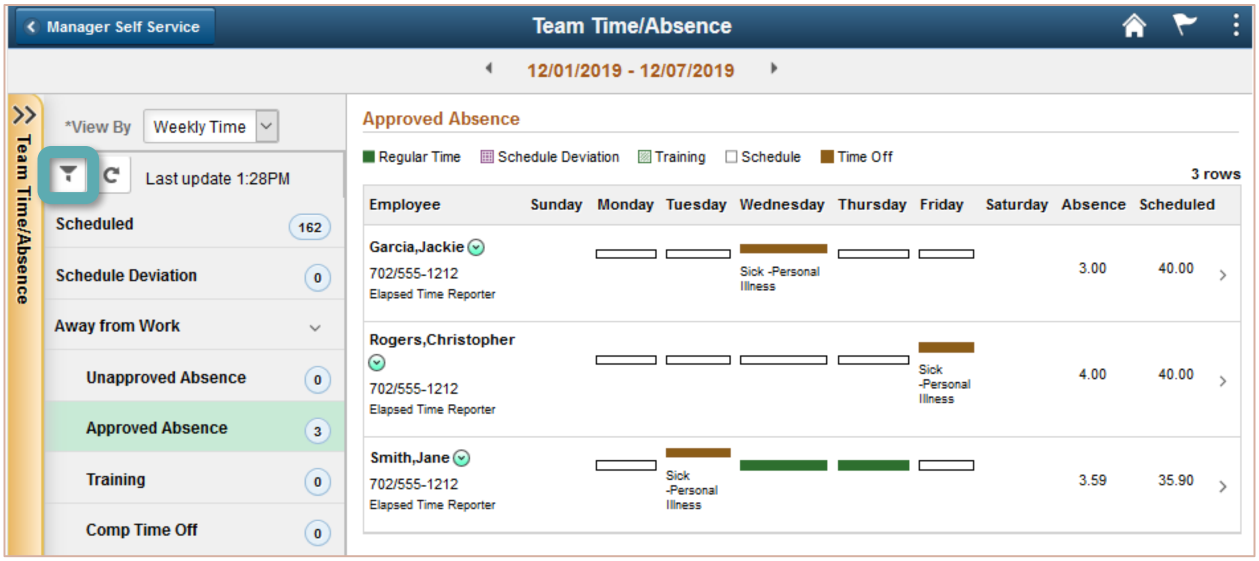
In the **Weekly Time** view, the employees at the site will still display on the left, but instead of times, the days of the week are displayed. Color coding in each row corresponds to the time or absence being indicated (for example, green for Regular Time and brown for Time Off).



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.

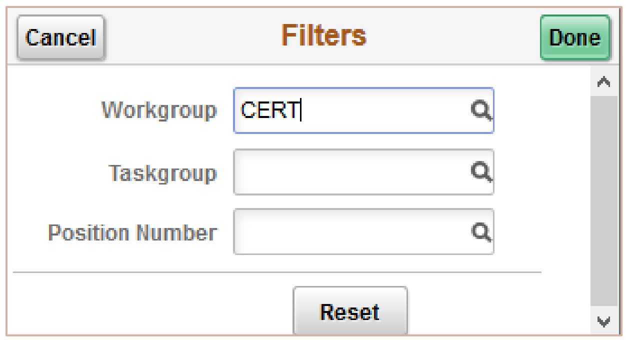


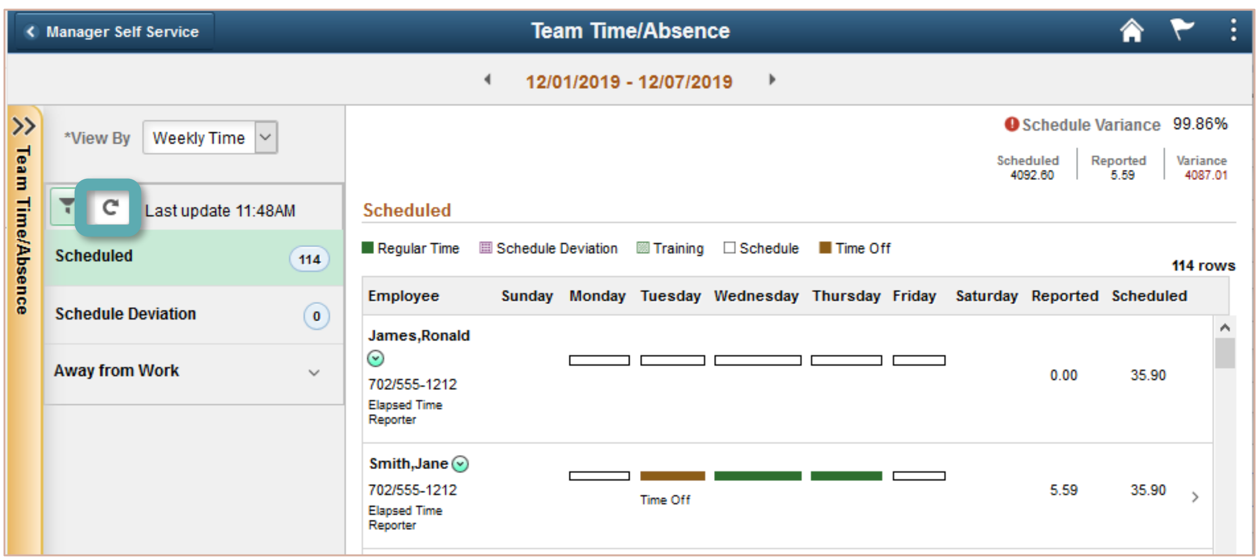
While in the **Weekly Time** view, select **Away from Work - Approved Absences** to display all Absence Requests that have been submitted and approved for that week.



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.





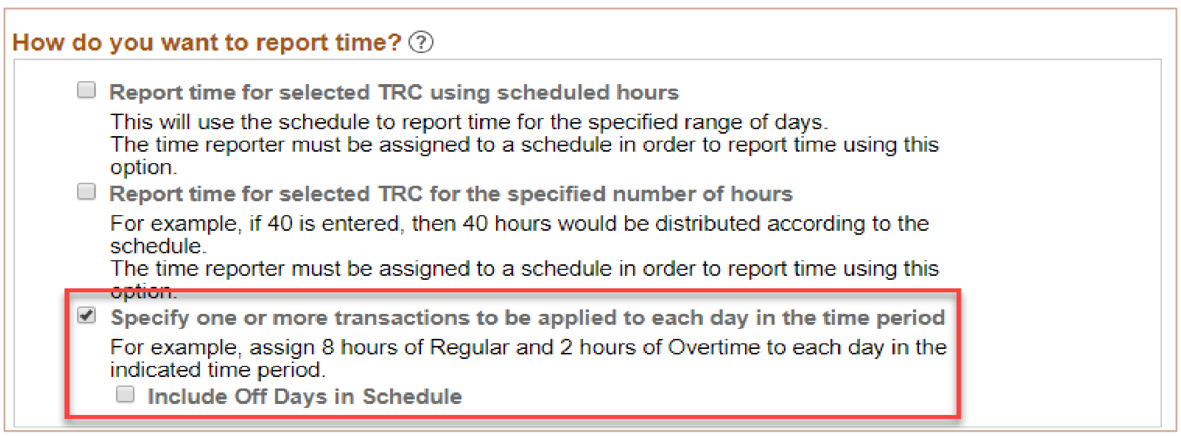
The **Refresh** button can be selected to ensure any newly submitted Absence Requests and/or Reported Time are reflected on the **Workforce Availability** screen.

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)
   - o 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.**
   - o Note: Do NOT check Include Off Days in Schedule.



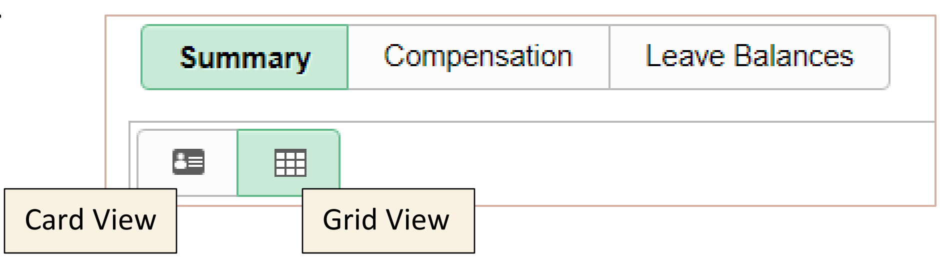
6. Click **Next**.
7. Taskgroup **NOT** required.
8. Choose the appropriate Time Reporting Code (for example **PREPB-Preparation Time Buyout**) from the drop-down.
9. Add a quantity in hours.
   - o For a normal prep time of 50 minutes, enter 0.83.
   - o Any prep time over 1 hour, use the **Decimal 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

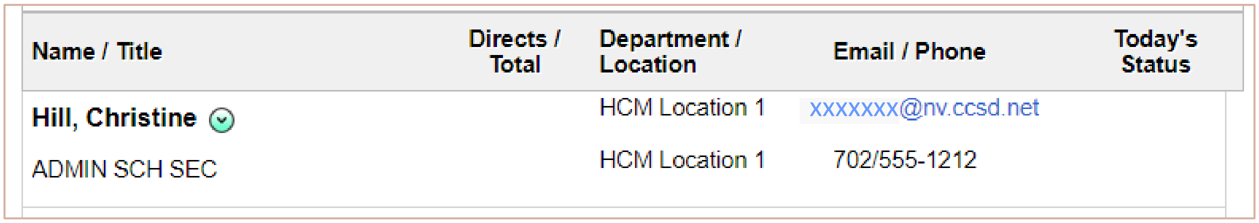
The **My Team** tile can only be accessed by MSS users who have **Direct Reports** (managers who have employees that report to them in the system's organizational structure) in the HCM System. This tile will display general employee information (such as their department and location, contact information, 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

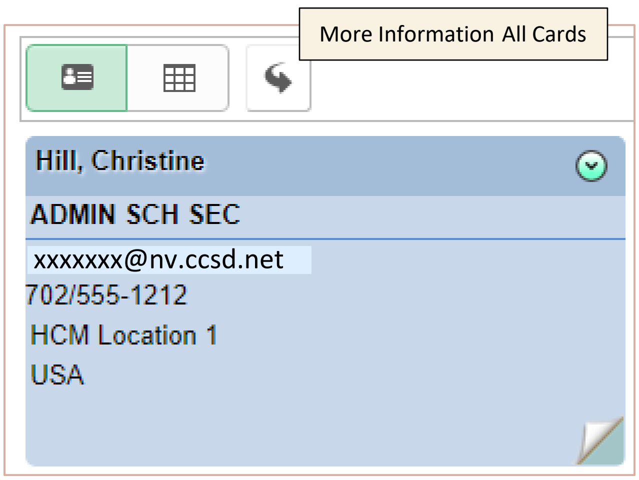
When the **My Team** tile has been selected, it displays the **Summary** information of the manager's direct reports in the **Grid View**. This information can also be displayed in a **Card View**.

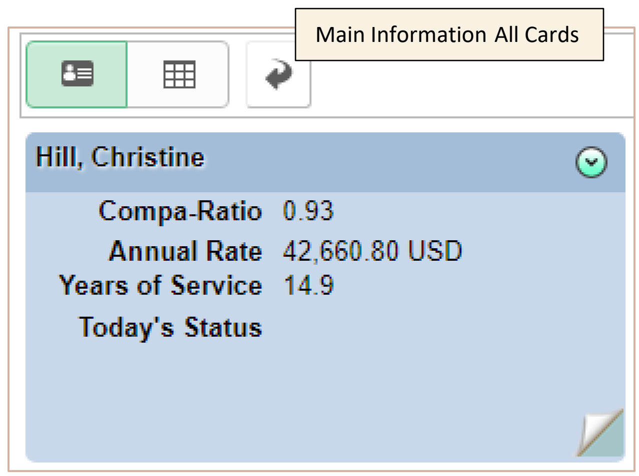


The **Grid View** displays the following:



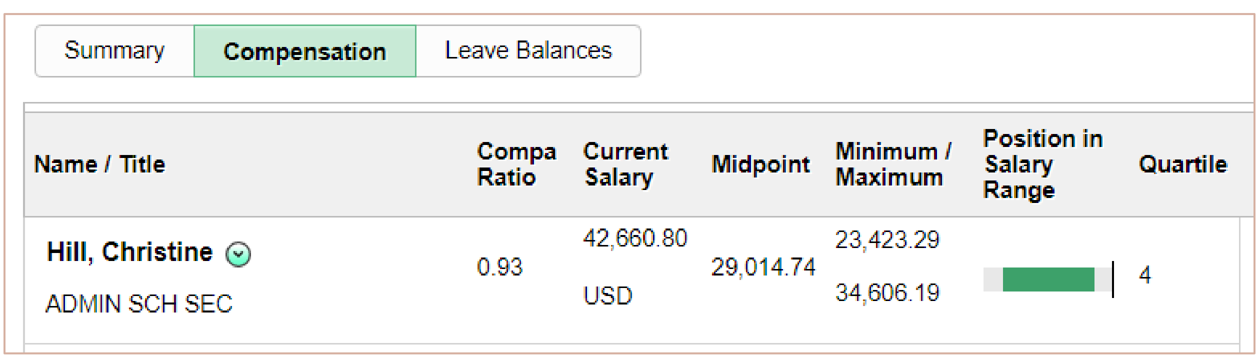
From the **Card View**, click the **More Information All Cards** button to display compensation information.





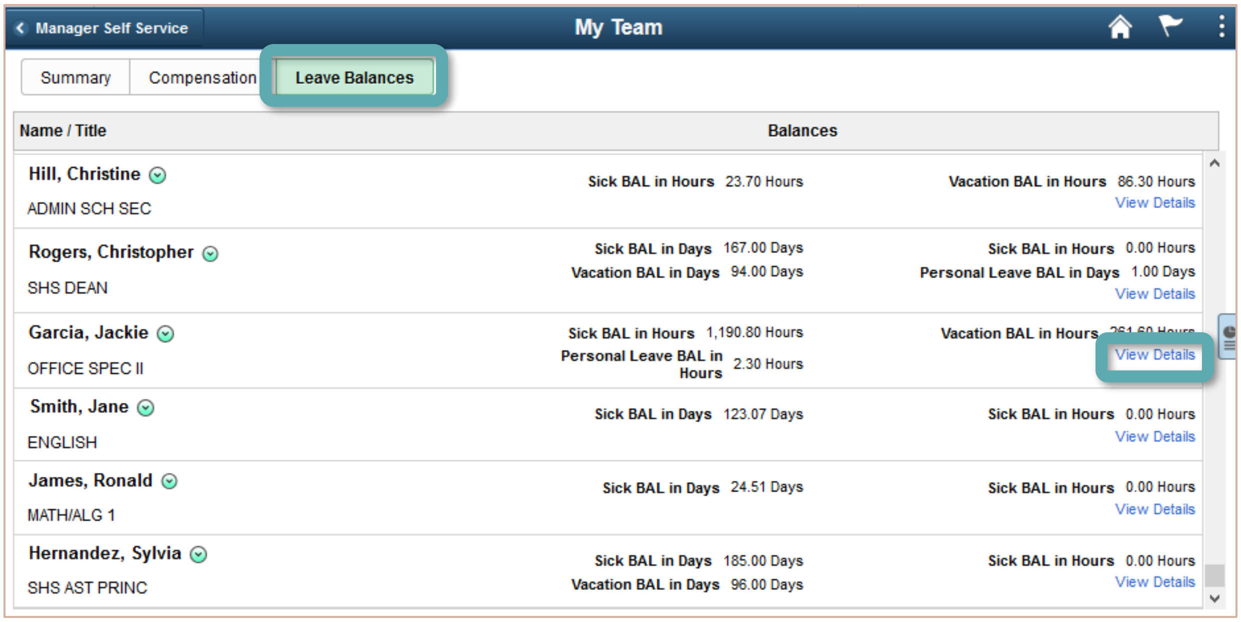
My Team Compensation Information

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

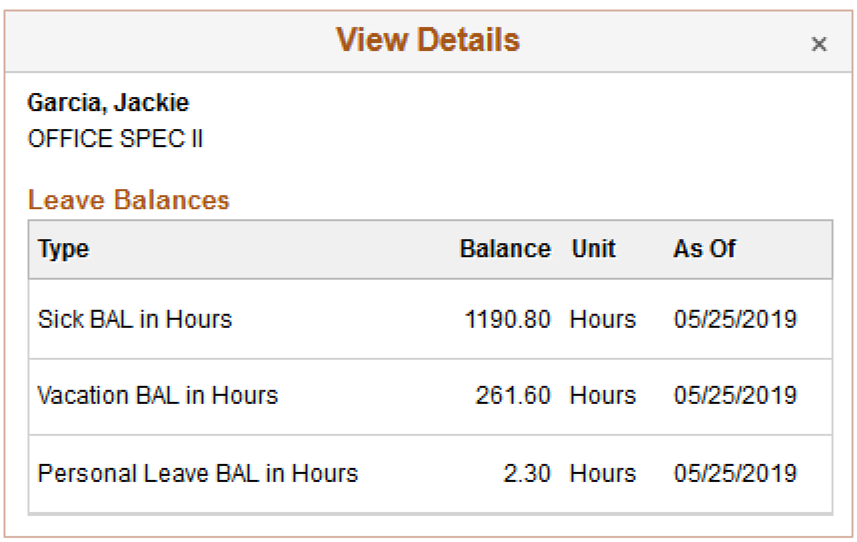


Viewing Leave Balances

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**.



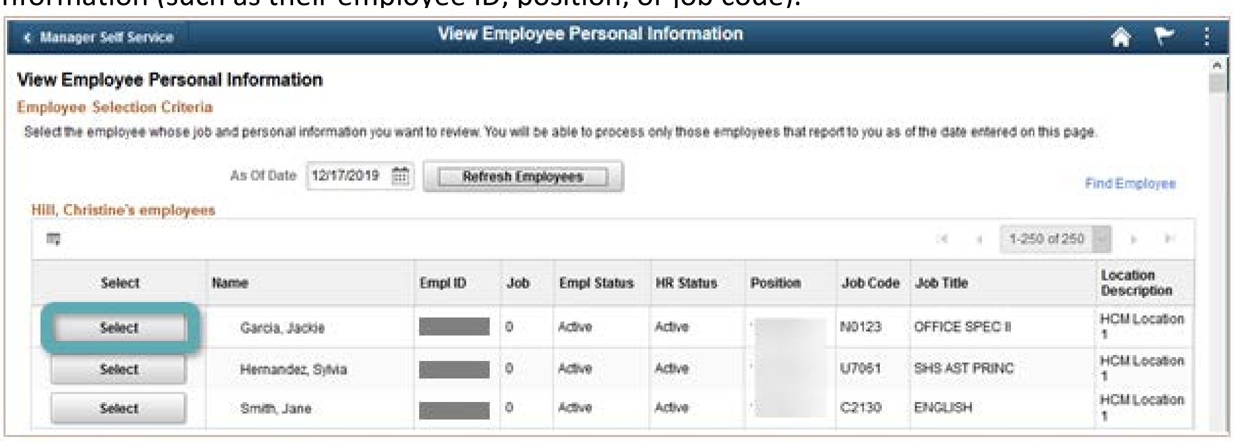
Click the **View Details** link to display the employees' leave balances.



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).



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

Personal Information

Empl ID	9999 9999		First Start Date	09/13/ xxxx	
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
Home and Mailing Addresses

Garcia, Jackie
Actions

Home Address

Country United States
Address 555 MAIN ST
LAS VEGAS, NV 89143

Mailing Address

Country
Address

Employee Information
Email Addresses

Garcia,Jackie
Actions

Email Addresses

Email Type	Email Address	Preferred
Business	xxxxxxx@nv.ccsd.net	☑
Other	xxxxxxx@aol.com	☐

Employee Information
Phone Numbers

Garcia,Jackie
Actions

Phone Numbers

Phone Type	Telephone	Extension	Preferred
Mobile	702/123-4567		☑
Home	702/555-1212		☐

Employee Information
Birthday

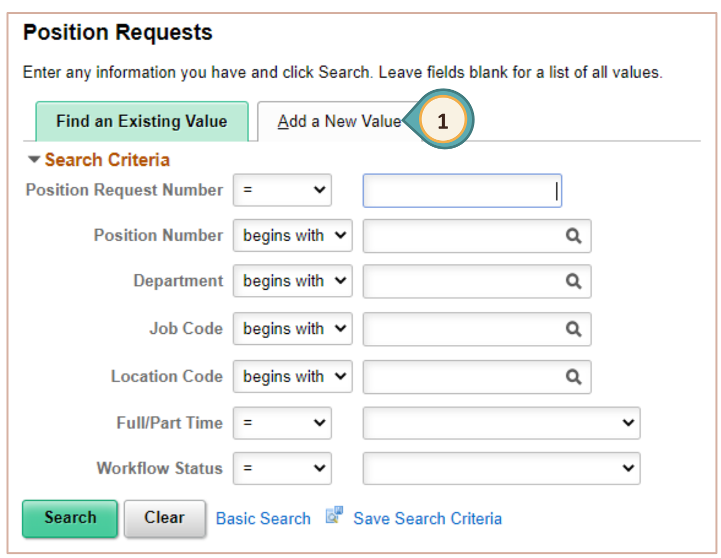
Garcia,Jackie
Actions

Birthday November 00

Position Requests Tile

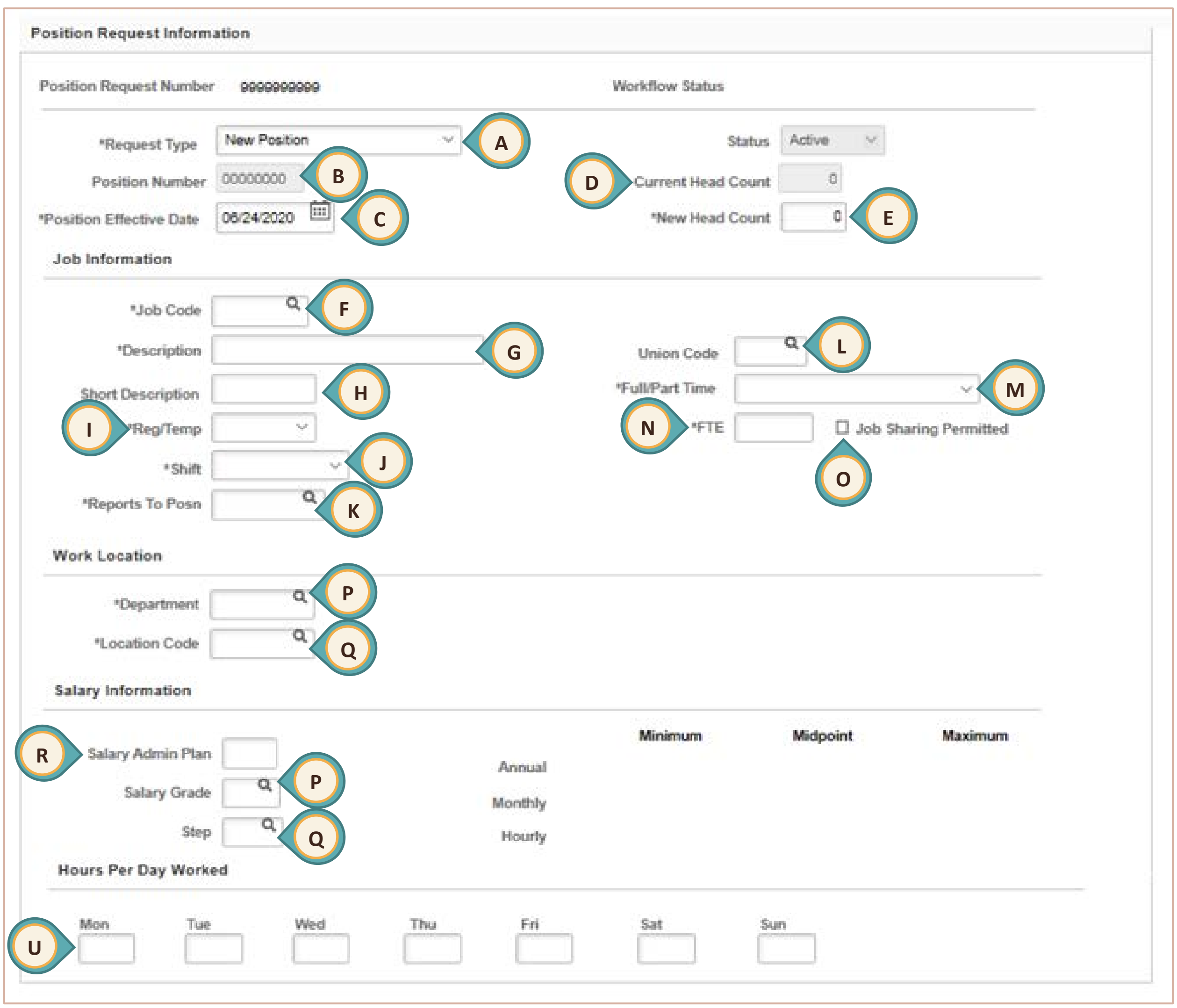
The **Position Requests** tile is to be used when requesting a new position that currently doesn't exist at the location **or** the position exists and you are requesting to increase/decrease the *Max Head Count* which equals the maximum number of incumbents that can occupy the position. This tile is 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.



2. Click the **Add** button.

3. The following page will be displayed.



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 ***budget planning tool / PS Report/Query***. **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 *E New Head Count*.
(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 *your* 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 *Max Head Count* (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. *Power User tip*: 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.

<table>
<tr><th>Fieldname</th><th colspan="2">Description</th></tr>
<tr><td>(I) Reg/Temp</td><td colspan="2">This field defaults to Regular. Select Temporary from the drop-down list if the request is for a summer position, ESY, or Prep-Buy.</td></tr>
<tr><td>(J) Shift</td><td colspan="2">The position Shift defaults to “Non-Applicable”. Select the appropriate shift for Support Professional positions.
<table>
<tr><th>Months</th><th>Position</th><th>Shift</th></tr>
<tr><td>10</td><td>School Aides (Temporary or Regular status)</td><td>S1</td></tr>
<tr><td>10</td><td>Food Service Central Kitchen Staff</td><td>S3</td></tr>
<tr><td>10</td><td>Food Service Warehouse Staff</td><td>S4</td></tr>
<tr><td>11</td><td>Transportation Bus Drivers</td><td>S2</td></tr>
<tr><td>11</td><td>Transportation Office Staff and Front Line Supervisors</td><td>S5</td></tr>
<tr><td>11</td><td>Select SSD and ELL Division employees</td><td>E6</td></tr>
</table></td></tr>
<tr><td>(K) Reports To Posn</td><td colspan="2">Click on the magnifying glass and select the Position Number this position will report to (administrator authorizing Payroll). Use the search fields to find the appropriate position number. Submitting your request with the incorrect Reports to Posn number can result in a denial.</td></tr>
<tr><td>(L) Union Code</td><td colspan="2">Leave this field blank. Union Code will default in from the Job Code selected once the position is approved.</td></tr>
<tr><td>(M) Full/Part Time</td><td colspan="2">Select the Full/Part Time status from the drop-down list.</td></tr>
<tr><td rowspan="5"></td><td>Daily</td><td>Applies to Substitutes</td></tr>
<tr><td>Full-Time</td><td>Licensed: select “Full-Time 9 Months” regardless of add-on days if 7.18 hours/day
Support: select Full-Time regardless of months if hours are 8 hours per day</td></tr>
<tr><td>Part-Time</td><td>Licensed: select “Part-Time 9 Months” if 3.59 hours/day
Support: select part time if between 4 hours to 7.9 hours per day</td></tr>
<tr><td>Hourly</td><td>Select “Hourly” if “Temporary” Support Professional</td></tr>
<tr><td>On Demand</td><td>Not being used by CCSD at this time</td></tr>
<tr><td>(N) FTE</td><td colspan="2">The position FTE defaults to “1”. Enter the Full Time Equivalency of the position.
Licensed: enter “1” if Full-Time 9 Months or “.5” if Part-Time 9 Months
Review FTE Conversion Table for correct non-licensed position FTE value (see next page). The FTE value may not exceed “1”.</td></tr>
<tr><td>(O) Job Sharing Permitted</td><td colspan="2">Click the Checkbox if Job Sharing is permitted.</td></tr>
</table>

(P) Department	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.
(Q) Location Code	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 *Licensed* positions no information *needs to be entered*.
(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 ***Licensed*** positions - no information *needs to be entered*. 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 ***Licensed*** positions - no information *needs to be entered*.
(U) Hours Per Day Worked	Enter the Hours Per Day worked each day by the position. This field is greyed out for ***Licensed*** positions - no information *needs to be entered*. Hours need to be entered for all other employee groups. For ***temporary*** Support Professionals and police, please enter "1" hour per day.

FTE Conversion Table:

Full Time Equivalents Calculation - Non-Licensed

	Employment 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 Combo Code Lookup Tool. Including the correct combo code can expedite your position request approval. Please contact your budget analyst for appropriate combination code if necessary.

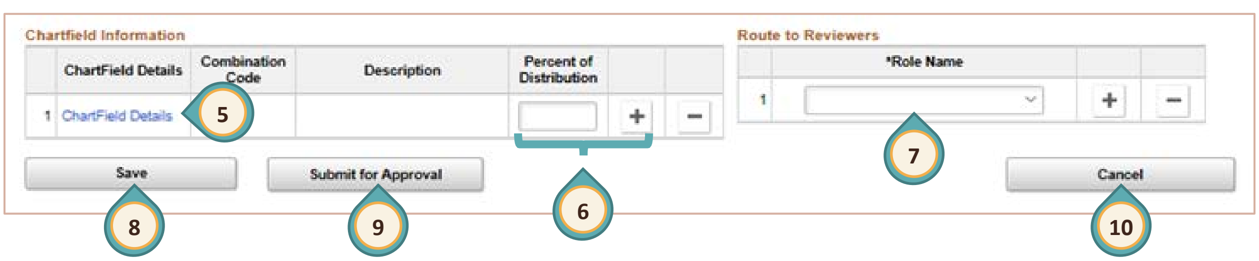
6. If you need to split fund the position with additional combo codes, click the **+ (plus sign)** to add an additional row. Enter the percentage split in the **Percent of Distribution** field (i.e. split funding between two combo codes; combo code 123456789 60% and the second combo code 234567891 40%). 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.

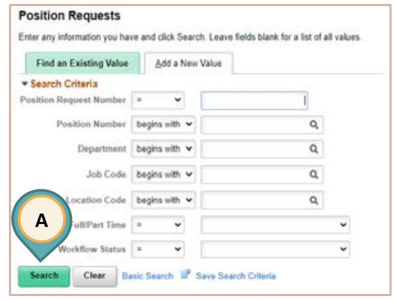
9. When the position is ready to be submitted for approval, click the **Submit for Approval** button.

10. To cancel a request, click the **Cancel** button.



Checking the Approval Chain & Status of Position Requests

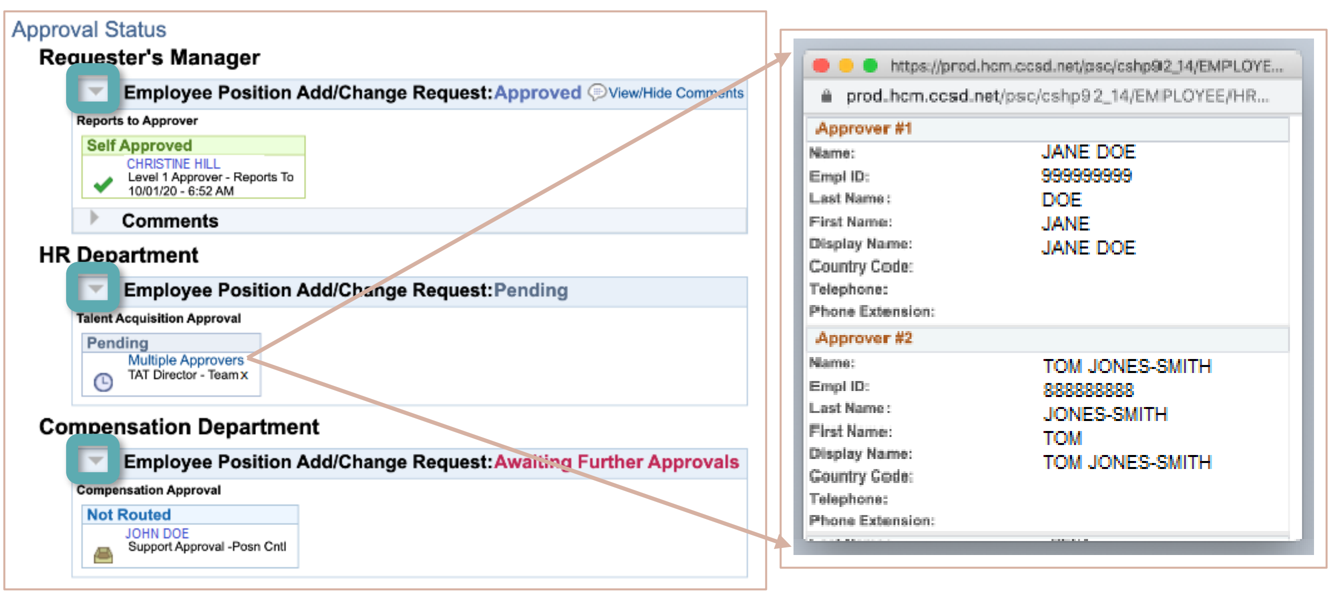
A. After selecting the **Position Requests** tile, click the green **Search** button.



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

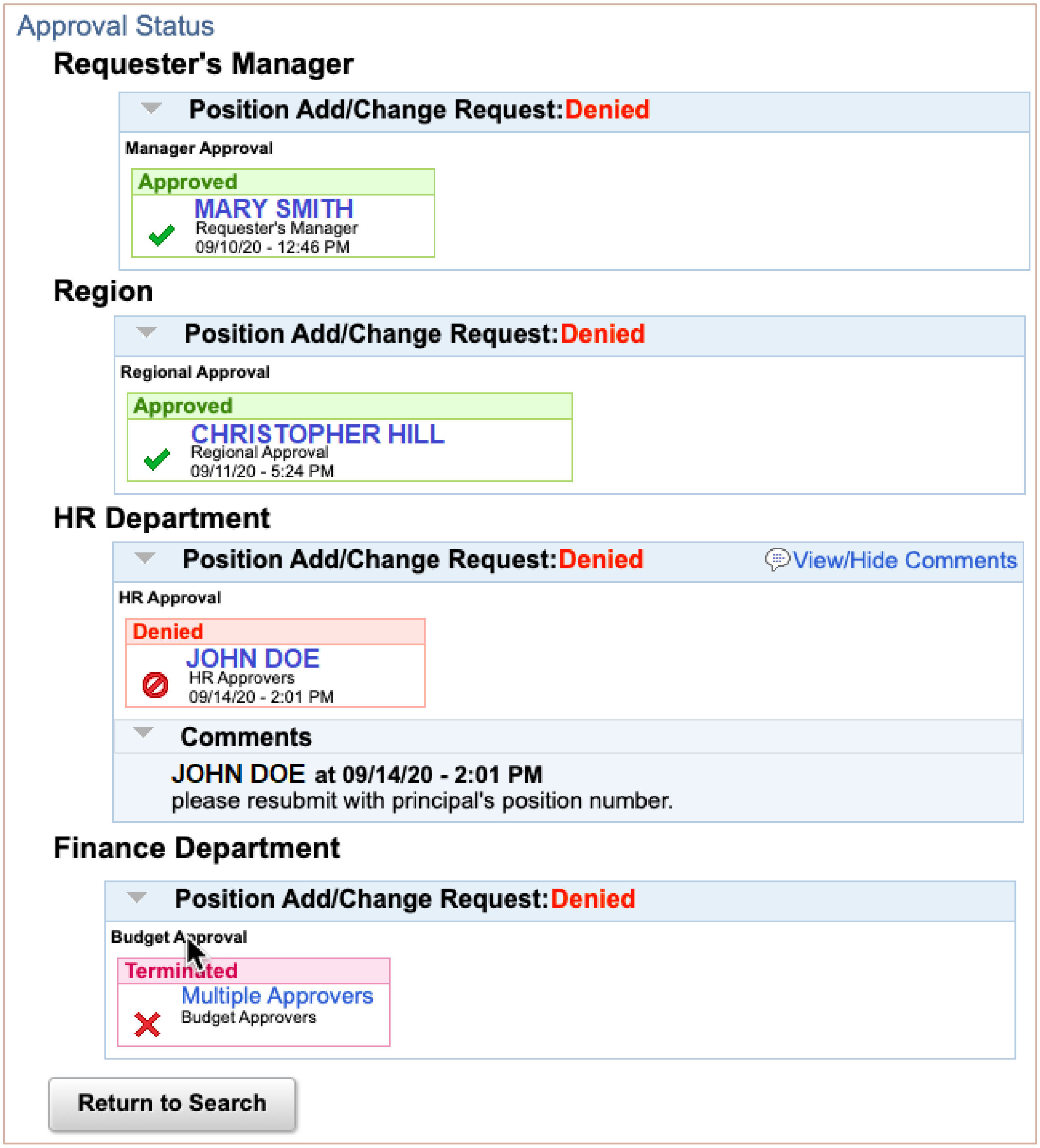
Originator OperID	Position Request Number	Position Number	Position Effective Date	Position Description	Department	Job Code	Location Code	Full/Part Time	Workflow Status
SMITHMX	9997	00000000	02/24/2020	EAR CHLDHD SP ED	9999	C6030	9999	FT 9 mths	In Process
SMITHMX	9998	00000000	02/24/2020	TI SP PROG TA 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.



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 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
CCSD Employee Business Training 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.

Administrators can access and manage their school budget.

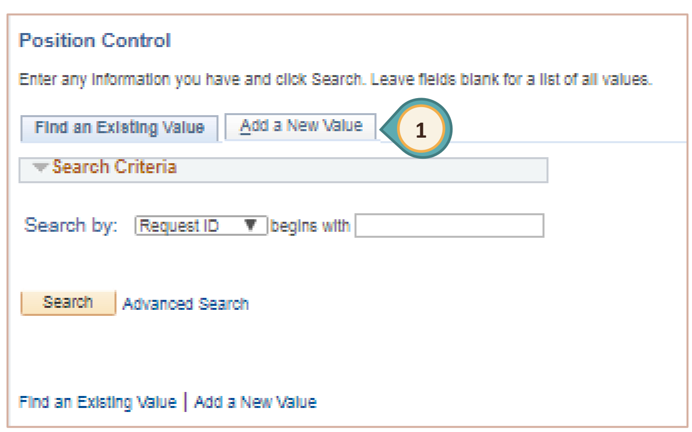
The CCSD Budget Planning Tool Essentials training is available on [Enterprise Learning Management System-ELMS](learn.ccsd.net) website (learn.ccsd.net).

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.

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



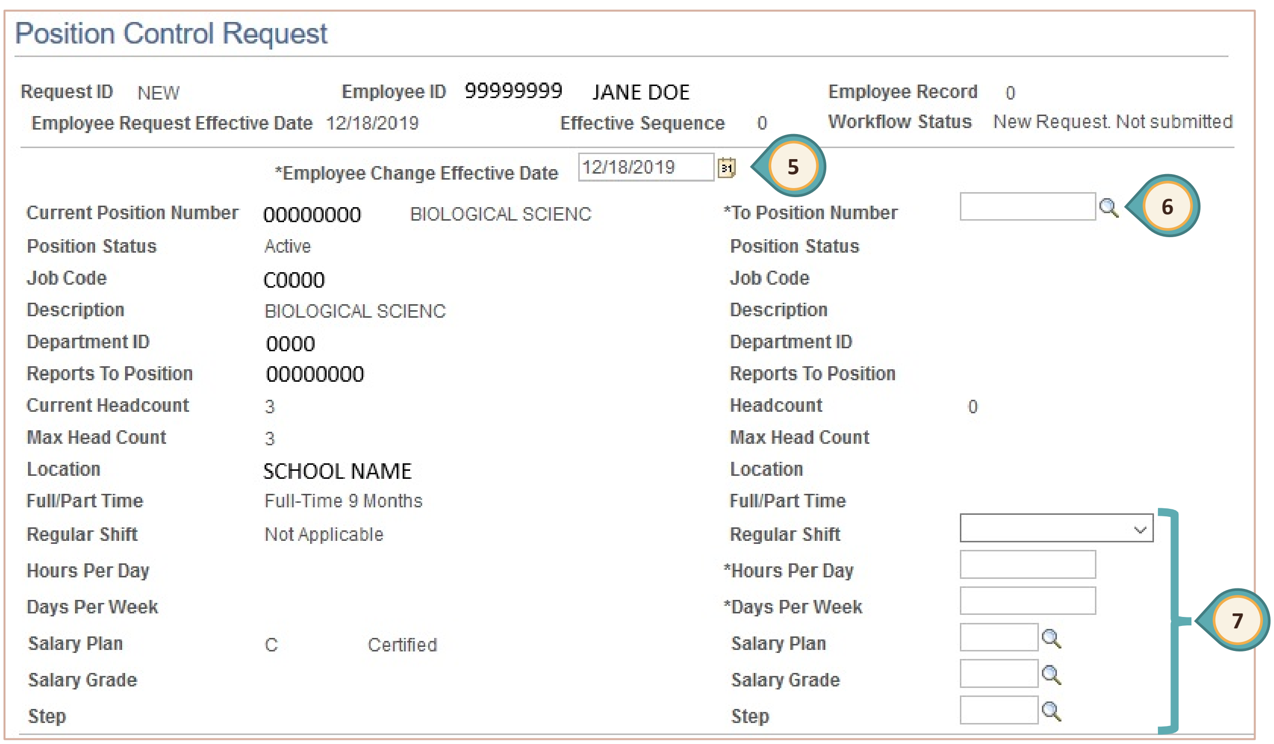
2. To enter the **Empl ID**, select the magnifying glass icon and select the Empl ID for the position to be modified.

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.

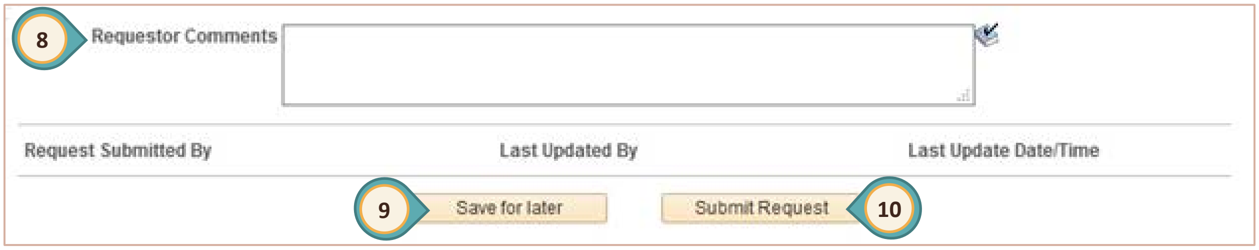
4. Click the **Add** button.

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.



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.



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.

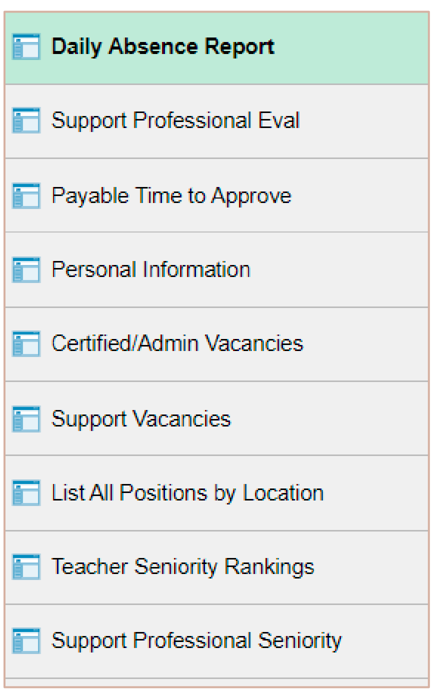
   If the Request has been denied at any point in the approval chain, **all** the steps will display “Denied”. Click on the arrow in the blue bar under **each** step to expand the section to view the approver and denial comments.

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 CCSD Employee Business Training 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