Secondary Summer School Pay Procedures in HCM PeopleSoft

Introduction

This guide will provide you with the knowledge you need to enter **Secondary Summer School** employee time in the **Human Capital Management** (**HCM**) system in order to guarantee correct compensation and funding/coding.

During Secondary Summer School, employees' schedules are *not* pre-loaded in HCM, and therefore any time worked must be manually accounted for via the **Timesheet**. Conversely, if an employee is absent from work, the Absence Request module does *not* need to be utilized. Instead, their time simply is not entered into the Timesheet, meaning that they are not paid for the days or hours missed.

Another important thing to note about Secondary Summer School pay is that, unlike during the regular school year, Licensed employees' time is entered as **hours** rather than **days**.

11-month Administrators who work Secondary Summer School are issued a one-month supplemental contract. The one-month supplemental contract amount is then added to the Administrator's contract for the upcoming school year and spread into 24 equal installments.

Finally, Substitute employees (both Licensed and Support Professional) are paid the same way for Secondary Summer School that they would be paid during the regular school year. Therefore, there are no differences in how their time is entered on the Timesheet.

For more detailed information on Timesheet Entry, please review the **Timesheet Entry** section of the **Timekeeper Essentials Manual** (located via *training.ccsd.net* > *Resources* > *Human Capital Management - HCM tab*).

Entering Secondary Summer School Time on the Timesheet

To enter Secondary Summer School time for an employee, you must first locate their Timesheet in HCM.

1. After logging into HCM and selecting the **Manager Self Service** (**MSS**) dashboard, click the **Timesheet Entry** tile.

2. Use the Search area to locate your employees. Enter the employee's name and/or **Employee ID** in the search field. Click **Get Employees**. Once you have identified the desired employee in the search results click their **Last Name**.

Please note: Secondary Summer School compensation must be entered on the employee's *Primary Job*. For example, if a teacher has two employee records (*Grade 4* and *Prep Buyout*), the Primary Job is the *Grade 4* position. For Support Professionals, the Primary Job will be the employee record with the most **hours** assigned.

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
			0	SCHOOL AIDE	0.00	0.00	32.50			0.00	0.00
			1	SCHOOL AIDE	0.00	0.00	2.50			0.00	0.00

4. This brings you to the employee's Timesheet. You can change the view of the Timesheet grid by using the *Select Another Timesheet* area. In the ***View By** drop-down menu, select the **Week** view, and update the ***Date** field to enter the desired date(s). Click the **Refresh** icon next to the *Date field to update the view of the Timesheet.

5. Enter the number of hours to report for each day worked in the **value cell(s)**. For *Licensed employees*, enter **7.18** hours (which is equal to **7 hours and 11 minutes**) per day. Support Professionals will also be working their full scheduled day, so enter the total number of hours worked accordingly on the employee's Primary Job (if they have more than one job).

6. Select the appropriate **Time Reporting Code** (**TRC**) from the drop-down menu.

   A) For *Support Professionals:* Select the TRC **NASUP**.

B) For *Licensed employees:* Select the TRC **SUMSC**.

7. Enter your Secondary Summer School site's four-digit location code (i.e. **0667**) in the **Location** field. (*See Additional Resources for a list of Secondary Summer School location codes.*)

8. Enter the appropriate **Combination Code** for Secondary Summer School to guarantee the correct funding and coding. A complete list of Combo Codes by employee type/purpose can be found in the **Combination Codes** section of this document.
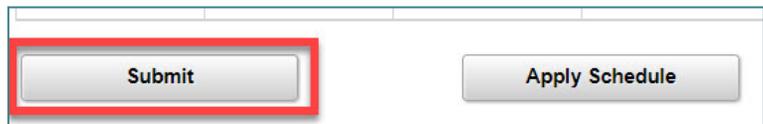
A) For *Support Professionals:* Enter the appropriate Combo Code based on their position type (i.e. Office Staff, Instructional Aide, etc.).

B) For *Licensed Employees:* Enter the appropriate Combo Code based on the type of payment being entered (i.e. for a Teacher or Prep Buyout).

9. When finished modifying the employee's Timesheet, click **Submit**.

10. You can click the **Return to Select Employee** link (beneath the Timesheet grid) to be brought back to the Search area, where you can search for and update other employees' Timesheets accordingly.

Entering Responsibility Pay for Support Professionals

There are some Support Professionals who, during Secondary Summer School, perform the job functions of a different position (such as a School Aide during the regular school year who acts as an Office Manager during Secondary Summer School). Because new jobs are *not* created for these types of employees, you must instead enter **Responsibility Pay** on their Timesheets.

1. From the MSS dashboard, click the **Timesheet Entry** tile.

2. Locate the desired employee using the **Search** area, and select their Timesheet by clicking their **last name** in the search results.

3. Enter the quantity of hours worked in the **value cell(s)** for the desired date(s).

4. Select **NASUP** from the TRC drop-down list.

5. The **Business Unit** does not change. Enter the appropriate four-digit location code in the **Location** field.
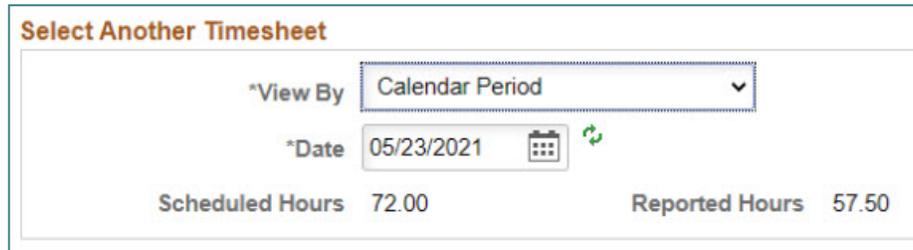
6. Enter the position number (which must be at least *one pay grade higher* than the employee's position) in the **Position Number** field. To view a list of available positions at your location, you can navigate to the **Manager Self Service Reports** tile. Run the *List All Positions by Location* report for your site. Make note of the desired position number from the search results to populate.

7. Click **Submit** when finished.

Timesheet Corrections

Timesheet corrections require that the incorrect time is first **deleted** on the Timesheet. Changes to existing entries on the Timesheet are **not** recognized in the system.
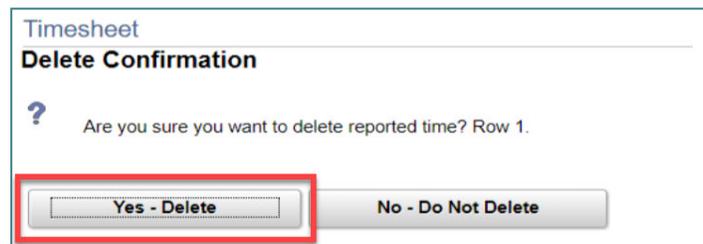
1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.
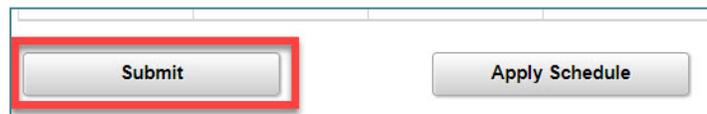

2. Scroll to the far right on the Timesheet and click the **minus** sign next to the affected row.

3. In the confirmation screen that appears, click **Yes - Delete**.

4. You are returned to the Timesheet grid. Click **Submit** to re-submit the Timesheet (now that the deletion has been made).

Please note: If you do not click Submit, the Timesheet will *not* update.

5. Now that the incorrect row has been deleted, you may now add the correct information to the Timesheet, and then submit it for approval.

User tip: You can choose to add the corrected row to the employee's Timesheet (by clicking the **plus** button to add a row) *before* deleting the incorrect row and re-submitting the Timesheet if this is more helpful.

Add-on Days for Counselors, Librarians, and Other Allowed Licensed Employees

Counselors, Librarians, and other allowed Licensed employees (such as a Nurse) receiving add-on days on a CCF-100 and CCF-100.1 should *not* receive Timesheet entry for the days reported

on the CCF-100.1. For example, if a Counselor had an add-on day on June 1st, this would *not* be entered using the TRC of "SUMSC" for the time worked.

Additional Resources

If you encounter issues or have questions while entering information on the Timesheet, please utilize **Quick-IT** (via the **icon** on your CCSD desktop or via **quickit.ccsd.net**) to send a support ticket to the appropriate team. You may also call the **User Support Help Desk** at **(702) 799-3300** for a ticket to be created.

For questions regarding staffing rules, please contact your **Region Leadership** for assistance.

Click on the link to view a list of **2021 Summer Pay Frequently Asked Questions (FAQs)** which can also be found on the CCSD Training website via **Resources** > **Human Capital Management – HCM** tab

Secondary Summer School Location Codes

Secondary Summer School Site	Site Number
Arbor View	0667
Burk Horizon Southwest Sunset	0877
Canyon Springs	0396
Cimarron	0289
Coronado	0295
Desert Oasis	0781
Desert Pines	0501
Morris Sunset East	0815
Foothill	0682
Peterson Academic Center	0439
Valley	0500

Combination Codes

Employee Group	Use for the following:	TRC	Combo Code
Licensed	Teachers	SUMSC	000150225
Licensed	KIDS Prep Buyouts only (still need C5)	SUMSC	000150226
Licensed	Nurses	N/A	Nurses are *not* paid on the HCM Timesheet. They will be paid separately via SSD.
Support	Support Salaries (default) Ex: Instructional Aides, SBTs, Library Aide, PE Aide, etc.	NASUP	000150228
Support	Office Staff Ex: Sec Clerical, OM, etc.	NASUP	000150229
Support	FASAs	NASUP	000150230
Support	Custodians and Campus Monitors	NASUP	000150231
Support	Transportation	NASUP	000150312
Administrator	Lead and Assistant Lead	N/A	Administrators are *not* paid on the HCM Timesheet. They will be paid separately via HR.