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# Secondary Summer School Pay Procedures in HCM PeopleSoft

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## Introduction

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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](http://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.

The screenshot shows the 'Timesheet' page for a 'SCHOOL AIDE' employee. The 'Select Another Timesheet' section is highlighted with a red box. It contains a '\*View By' dropdown menu set to 'Week', a '\*Date' field set to '05/31/2021', and a refresh icon. Below this, the 'Scheduled Hours' are 26.00 and 'Reported Hours' are 0.00. The main grid shows the period 'From Monday 05/31/2021 to Sunday 06/06/2021' with columns for each day and a 'Total' column. The 'Time Reporting Code' and 'Business Unit' columns are also visible.

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).

The screenshot shows the Timesheet grid for the period 'From Monday 05/31/2021 to Sunday 06/06/2021'. A red box highlights the first five columns (Mon 5/31, Tue 6/1, Wed 6/2, Thu 6/3, Fri 6/4). The 'Total' column shows 7.18 hours. The 'Time Reporting Code' is 'SUMSC - Summer School' and the 'Business Unit' is 'CCSD1'. The 'Location' is '0411'. There are 'Submit' and 'Apply Schedule' buttons at the bottom.

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

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

The screenshot shows the Timesheet grid for the period 'From Monday 05/31/2021 to Sunday 06/06/2021'. A red box highlights the 'Time Reporting Code' dropdown menu, which is set to '00 NASUP - Non-Assigned Time - Sup'. The 'Total' column shows 6.5 hours. The 'Business Unit' is 'CCSD1'.

B) For Licensed employees: Select the TRC SUMSC.

From Monday 05/31/2021 to Sunday 06/06/2021								Total	Time Reporting Code
Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6			
	7.18	7.18	7.18	7.18				SUMSC - Summer School	

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.)

The screenshot shows the 'Manager Self Service Timesheet' page. At the bottom, there is a table with columns for days of the week, Total, Time Reporting Code, Business Unit, Location, and Position Number. The 'Location' field is highlighted with a red box and contains the value '0667'.

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.

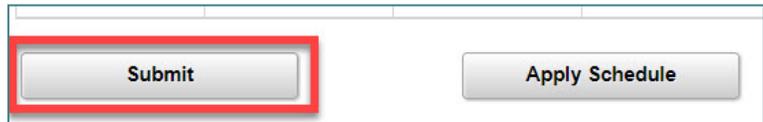
A) For Support Professionals: Enter the appropriate Combo Code based on their position type (i.e. Office Staff, Instructional Aide, etc.).

The screenshot shows the 'Manager Self Service Timesheet' page with a table that includes a 'Combination Code' column. The value '000150229' is entered in this field and is highlighted with a red box. Below the table, there are buttons for 'Submit' and 'Apply Schedule', and a 'Reported Time Status' section with a table for reporting time.

**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).

The screenshot shows the 'Timesheet' entry page. At the top, there are fields for Employee ID, Emp# Record, and Earliest Change Date. Below this is a 'Select Another Timesheet' section with a date picker set to 05/31/2021 and buttons for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. The main grid shows a weekly schedule from Monday 05/31/2021 to Sunday 06/06/2021. The grid has columns for days of the week, Total, Time Reporting Code, Business Unit, Location, Athletics/Activity Code, Document ID (SAP), and Combination Code. The 'Combination Code' column for Monday 5/31 has the value '00150225' entered and is highlighted with a red box. Below the grid are 'Submit' and 'Apply Schedule' buttons. At the bottom, there is a 'Reported Time Status' section with a table showing reported hours and a 'Return to Select Employee' link.

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.

Dept ID	Desor	Location	Desor	Job Code	Position	Desor	Full/Part	Reg/Temp	Reports To	Sal Plan	Grade
1	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1000	10014562	KDG 1 AM/1 PM	FT 9 mths	Regular	10026732	C	
2	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1010	10014563	GRADE 1	FT 9 mths	Regular	10026732	C	
3	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1010	10014564	GRADE 1	FT 9 mths	Regular	10026732	C	
4	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1020	10014565	GRADE 2	FT 9 mths	Regular	10026732	C	
5	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1020	10014566	GRADE 2	FT 9 mths	Regular	10026732	C	
6	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1030	10014567	GRADE 3	FT 9 mths	Regular	10026732	C	
7	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1030	10014568	GRADE 3	FT 9 mths	Regular	10026732	C	
8	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1040	10014569	GRADE 4	FT 9 mths	Regular	10026732	C	
9	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1050	10014570	GRADE 5	FT 9 mths	Regular	10026732	C	
10	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1190	10014571	ART ELEM	FT 9 mths	Regular	10026732	C	
11	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1250	10014572	MUSIC, ELEM	FT 9 mths	Regular	10026732	C	
12	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C1260	10014573	PHYSICAL ED	FT 9 mths	Regular	10026732	C	
13	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C6031	10014574	ECSE AUTISM-KIDS	FT 9 mths	Regular	10026732	C	
14	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C6031	10014574	ECSE AUTISM-KIDS	FT 9 mths	Regular	10026732	C	
15	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C6050	10014575	GEN RR ELEM	FT 9 mths	Regular	10026732	C	
16	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C6130	10014576	GATE ELEM	FT 9 mths	Regular	10026732	C	
17	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8000	10014577	COUNSELOR/ELE	FT 9 mths	Regular	10026732	C	
18	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8040	10014578	LIBRARY ELE	FT 9 mths	Regular	10026732	C	
19	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8111	10014579	LEARN STRAT, ELEM	FT 9 mths	Regular	10026732	C	
20	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8111	20005792	LEARN STRAT, ELEM	FT 9 mths	Regular	10026732	C	
21	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8111	20005792	LEARN STRAT, ELEM	FT 9 mths	Regular	10026732	C	
22	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8111	20006680	LEARN STRAT, ELEM	FT 9 mths	Regular	10026732	C	
23	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8111	20006680	LEARN STRAT, ELEM	FT 9 mths	Regular	10026732	C	
24	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8112	10014580	RBG3 LEARNING STR	FT 9 mths	Regular	10026732	C	
25	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8112	10014580	RBG3 LEARNING STR	FT 9 mths	Regular	10026732	C	
26	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8114	10014581	LRN STRT TTL1 ELE	FT 9 mths	Regular	10026732	C	
27	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8114	10014581	LRN STRT TTL1 ELE	FT 9 mths	Regular	10026732	C	
28	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8114	20004668	LRN STRT TTL1 ELE	FT 9 mths	Regular	10026732	C	
29	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8114	20004668	LRN STRT TTL1 ELE	FT 9 mths	Regular	10026732	C	
30	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8114	20006437	LRN STRT TTL1 ELE	FT 9 mths	Regular	10026732	C	
31	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8114	20006437	LRN STRT TTL1 ELE	FT 9 mths	Regular	10026732	C	
32	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	C8115	20006342	THEME COORD, ELEM	FT 9 mths	Regular	10026732	C	
33	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	N0050	10014583	FRST AID/SFTY AST	PT 9 mths	Regular	10026732	N	43
34	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	N0100	10014563	SCHOOLAIDE	PT 10 mths	Regular	10026732	N	46
35	0411 HOGGARD, MABEL ES	0411	HOGGARD, MABEL ES	N0100	10014564	SCHOOLAIDE	PT 10 mths	Regular	10026732	N	46

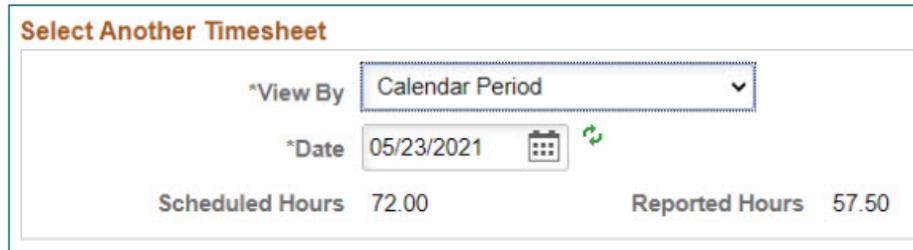
7. Click **Submit** when finished.

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location	Position Number
	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - Sup	CCSD1	0697	10014586
									CCSD1		
									CCSD1		

## 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.

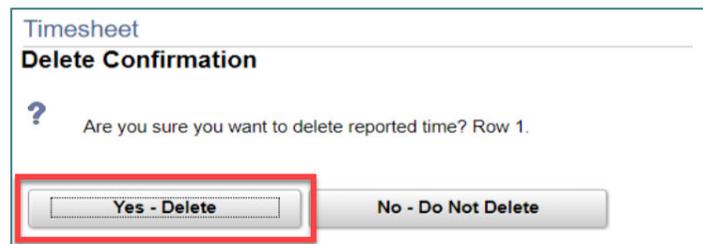
1. You can correct by Day, Week, or Pay Period by changing the **\*View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.



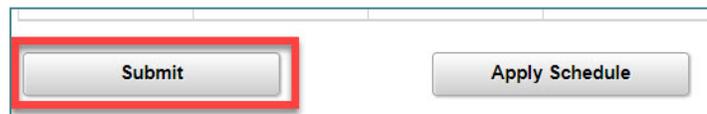
2. Scroll to the far right on the Timesheet and click the **minus** sign next to the affected row.



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 1<sup>st</sup>, this would *not* be entered using the TRC of “SUMSC” for the time worked.

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### *Additional Resources*

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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

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### *Secondary Summer School Location Codes*

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

### 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 <i>not</i> 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 <i>not</i> paid on the HCM Timesheet. They will be paid separately via HR.