Extended School Year (ESY) Pay Procedures in HCM PeopleSoft

Introduction

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

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

Every staff member working the ESY program is assigned a Combo Code for their hired position. Each ESY location has been provided with the Google Sheet link to your school's **2021 ESY Staff Information spreadsheet**, where you can access the Combo Codes for each employee at your location.

Another important thing to note about ESY pay is that, unlike during the regular school year, licensed employees' time is entered as **hours** rather than **days**. You will enter 7.18 hours per day for both licensed and support professionals.

11-month Administrators who work ESY 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. No time will be entered for Administrators on the HCM Timesheet.

Substitute employees (both Licensed and Support Professional) are paid the same way as they would be paid during the regular school year and by entering the ESY Combination Code number **000131986** on the Timesheet. Please refer to the **Substitute TRC codes & Pay Rates** in the reference section**.**

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).

All office employees will have a *daily* 9:30 AM ESY meeting with a Payroll representative to assist with any questions or concerns. To attend, please click the Google Meet link below:
https://meet.google.com/kns-auyw-zfx?hs=224

Entering Extended School Year Time on the Timesheet

To enter ESY 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 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: ESY 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 that will be used for ESY sites. 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

3. 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.

4. Enter the number of hours to report for each day worked in the **value cell(s)**.

A) For *Support Professionals:* **Enter 7.18 hours** (which is equal to **7 hours and 11** minutes) for days worked on the employee's **Primary Job** (if they have more than one job).

B) For *Licensed employees:* **Enter 7.18 hours** (which is equal to **7 hours and 11 minutes**) per day.

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

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

From Monday 06/28/2021 to Sunday 07/04/2021 ⑦								
Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code
			7.18	7.18				00 NASUP - Non-Assigned Time - Sup ⌄

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

From Monday 06/28/2021 to Sunday 07/04/2021 ⑦								
Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code
			7.18	7.18				ESY - Extended School Year ⌄

- To pay a Prep Buyout, add an additional line on the timesheet and select the TRC **PREPB**.

From Monday 06/28/2021 to Sunday 07/04/2021 ⑦								
Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code
			7.18	7.18				SUMSC - Summer School ⌄
			0.83	0.83				PREPB - Preparation Time Buyout ⌄

6. Enter your ESY site's four-digit location code (i.e. **0201**) in the **Location** field. (*See Additional Resources for a list of ESY location codes.*)

Timesheet

GRADE.1

Employee ID ▮▮▮▮
Empl Record 0
Earliest Change Date 07/01/2021

Select Another Timesheet

*View By   Week ⌄   Previous Week   Next Week

*Date   06/28/2021 📅 ⟳   Next Employee

Scheduled Hours 0.00   Reported Hours 0.00

From Monday 06/28/2021 to Sunday 07/04/2021 ⑦										
Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code	Business Unit	Location
			7.18	7.18				SUMSC - Summer School ⌄	CCSD1 🔍	0201 🔍
			0.83	0.83				PREPB - Preparation Time Buyout ⌄	CCSD1 🔍	0201 🔍
								⌄	CCSD1 🔍	🔍

Submit   Apply Schedule

7. Enter the appropriate ESY **Combination Code** to guarantee the correct funding and coding.

A) For *Support Professionals:* Enter the appropriate Combo Code that is located by the employee's name on your school's 2021 ESY Staff Information spreadsheet.

B) For *Licensed Employees:* Enter the appropriate Combo Code that is located by the employee's name on your school's 2021 ESY Staff Information spreadsheet. (If you have entered time for a Prep Buyout, enter the **Preparation Periods** Combo Code number: **000150327**.)

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

9. 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 ESY, 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 ESY). Because new jobs are *not* created for these types of employees, you must instead enter **Responsibility Pay** on their HCM Timesheets.

A list of employees who are eligible for Responsibility Pay will be generated by the ESY Office on **July 1, 2021**. These staff members will be highlighted in **orange** on your school's 2021 ESY Staff Information spreadsheet. After July 1, the ESY School Site will be responsible to enter the responsibility pay for the employee via the HCM Timesheet. To do this:

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 ESY location code in the **Location** field.

6. To locate the **Position Number**, refer to your school's 2021 ESY Staff Information spreadsheet. It will include a list of position numbers to be entered on the Timesheet for Responsibility Pay.

7. Click **Submit** when finished.

From Monday 05/31/2021 to Sunday 06/06/2021 ⓘ											
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 🔍	0667 🔍	10014586 🔍
								⌄	CCSD1 🔍	🔍	🔍
								⌄	CCSD1 🔍	🔍	🔍

Submit		Apply Schedule

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.
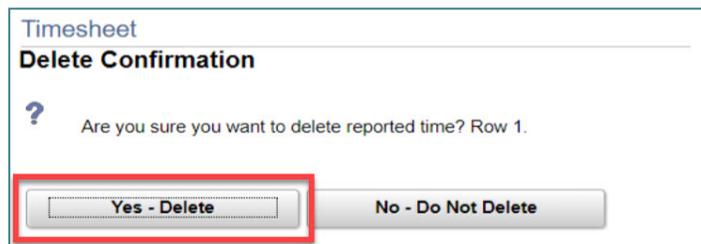
1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.
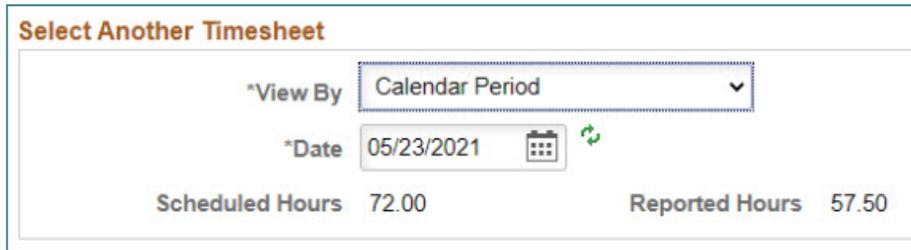
2. Scroll to the far right on the Timesheet and click the **minus** sign next to the affected row.

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 and Other Allowed Licensed Employees

Counselors 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. Add-on days for July will be noted on your school's 2021 ESY Staff Information

spreadsheet under the **Combo Code** column. As such, it is *not* necessary for the ESY School Site to enter any add-on days in the employee's HCM Timesheet.

Additional Resources

If you encounter issues or have questions while entering information on the Timesheet, please document your questions and hold them until the **daily ESY Meeting** (held at **9:30 AM** each day for the duration of ESY). SSD will allot time during each meeting for answering questions.

If you are unable to attend or voice your concerns during the daily meeting, 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.

Click on the following link to view a list of **2021 ESY Payroll FAQs** (which can also be found on the CCSD Training website via *training.ccsd.net* > *Resources* > *Human Capital Management - HCM tab*).

Extended School Year Location Codes
Click the following link for a list of **ESY Sites and Location Codes**.

Substitute Pay Rates
Select the appropriate TRC below for the substitute type and enter Combination Code **000131986** on the Combination Code field of the Timesheet. If you have any substitute employees listed on your site's list, use the Combination Code listed on your school's spreadsheet.

Sub Type	TRC	Combo Code
Daily and Long-Term Subs	**SBASP**	**00131986**
Vacancy	**SUBVL**	**000131986**

11-Month ESY Payroll Clarification
Please see the following page for important information regarding **11-month ESY employees**.

Clark County School District
Payroll Clarification for 11-month Extended School Year Employees

Background

The Extended School Year (ESY) dates are July 1-July 27, 2021. All 11-month employees' start date for the 2021-2022 school year is July 21, 2021. Principals are seeking clarification of whether employees will be returning to their sites on July 21, 2021.

Factors to Consider

Eleven-month employees working ESY will remain at their ESY location through July 27, 2021. If this does not happen, ESY will have a classroom staffing shortage and be out of compliance with the maximum class number allowed mandated by the Nevada Administrative Code. ESY site administrators may need to be flexible with clerical staff who request time during the school day to complete time-sensitive tasks for the administration they are assigned to during the regular school year (example: payroll).

In consultation with Payroll, ESY is not to pay any 11-month employee after July 20, 2021. **All 9-month schools must pay employees, even though they may be working for ESY.** If the school does not handle this responsibility, these ESY employees will be short days when they retire, as ESY pay is not PERS-sensitive. **All 11-month employees working ESY will need to be paid by their regular school site beginning July 21, 2021.**

If an 11-month employee is absent any day on or during July 21-July 27, 2021, the ESY office will notify the school administrator and office manager of the employee's 11-month site.

All employees who are working ESY will return to their 11-month sites on July 28, 2021.

Please direct any questions to Bernadette Hawkins, Director, Extended School Year Program, at 702-799-7455.