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# Additional Pay in HCM: School-Funded

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## Overview

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The purpose of this document is to provide guidance to schools on how to enter **additional pay** for **school-funded** pay using the Time Reporting Codes (TRCs) such as:

- PREPB;
- EXDAY;
- And more.



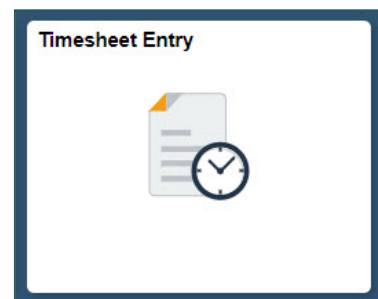
If you are entering additional pay that is funded by **Special Education, Title I, or Grants** (such as a KIDS SPED-funded Prep Buyout), you should **NOT** utilize this document. This guide outlines instructions for school-funded additional pay **only**. For information on how to enter Special Education-, Title I-, or Grants-funded additional pay, please go to the Training website ([training.ccsd.net](http://training.ccsd.net)) > **Resources** > **Human Capital Management - HCM** tab > **Time and Absence** heading. Click [HERE](#) to be taken to the site.

## Instructions

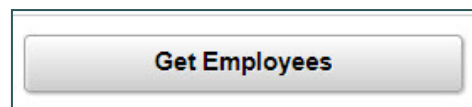
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To enter a school-funded prep buyout in the HCM Timesheet:

1. Through the **Manager Self Service (MSS)** portal, click the **Timesheet Entry** tile.

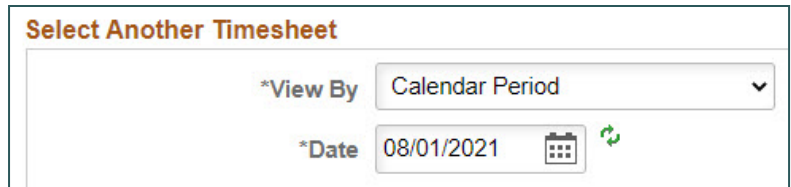


2. Enter any desired search criteria (or simply your four-digit location code in the **Location Code** field to view all employees), and then click **Get Employees** in the Search area.

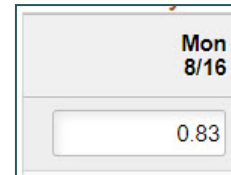


3. From the search results that appear at the bottom of the page, choose the desired employee from the list by clicking on their **last name**.

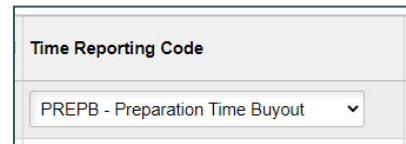
4. By default, the current date appears. You may change the date in the **Select Another Timesheet** area if desired, and then click the **Refresh** button to update the Timesheet grid. You also have the option to view the Timesheet as a **Calendar** period, **Week**, or **Day**.



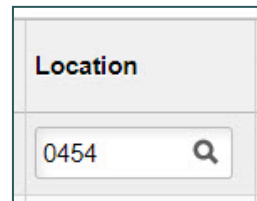
5. Enter the appropriate quantity (in **hours**) in the **value** cell on the desired date(s). (For example: With a regular prep period of 50 minutes, enter as **0.83**.)



6. Choose the appropriate **TRC** (such as **PREPB**) from the TRC drop-down menu.

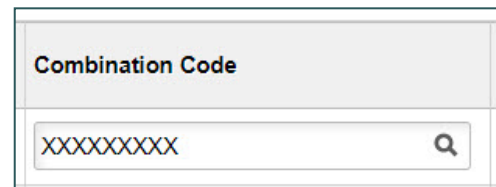


7. Enter your four-digit **location code** in the Location field.

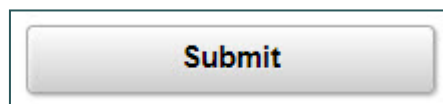


8. Enter your site's **Combination Code** in the Combination Code field.

*\* **Please note:** The Combination Code is **required** for school-funded additional time in HCM. Without this, an **exception** will be triggered when the Timesheet is routed for approval.*



9. Click **Submit** when finished.



## *Support*

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For further assistance with school-funded additional time in HCM, please contact **(702) 799-2812**.