Additional Pay in HCM: Special Education, Title I, and Grants

Overview

The purpose of this document is to provide guidance to schools on how to enter **additional pay** for **Special Education**, **Title I**, and **Grants** using the following Time Reporting Codes (**TRCs**):

- PREPB
- EXDAY
- ADDMS (Grants only)



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

SPED

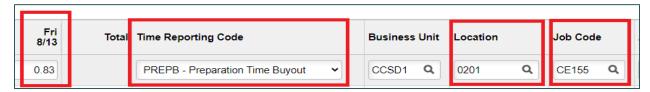
SPED-funded KIDS Prep Buyout

Before you can enter the TRC PREPB for a **KIDS SPED**-funded prep buyout, a completed and signed **CCF-168** needs to be submitted to Julie Kasper. Otherwise, the time cannot be entered.

Time for prep buyouts **MUST** be entered on the Timesheet on the teacher's primary job as follows:

- The appropriate **TRC** (**PREPB**) must be selected.
- The appropriate Job Code must be entered (CE155).
- The teacher's work location must be entered (in the Location field).

In this example, the employee is being paid **.83** of **PREPB** at Bass ES (site code **0201**) with **SPED** as the funding source:



Support

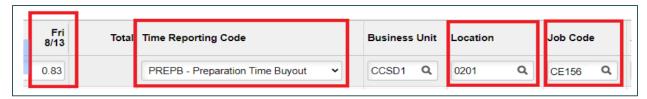
For further assistance with entering SPED-funded additional pay, contact **Student Services Division (SSD)** at **(702) 799-0235**.

Title 1

Time for prep buyouts and extended days **MUST** be entered on the Timesheet on the teacher's primary job. The following steps are required:

- Schools must inform their **Title I Team** which teachers at their site are eligible for additional pay.
- The list of eligible teachers must also be provided to the Manager Self Service (MSS) user(s) and Timekeeper(s) at the school.
- Time must be entered on the Timesheet by the MSS user or Timekeeper at the school.
- The appropriate TRC (PREPB or EXDAY) must be selected.
- The teacher's work location must be entered (in the **Location** field).
- The appropriate **job code** must be entered (**CE156**).

In this example, the employee is being paid **.83** of **PREPB** at Bass ES (site code **0201**) with **Title I** as the funding source:



In this example, the employee is being paid .83 of EXDAY at Petersen ES (site code 0341) with Title I as the funding source:



Support

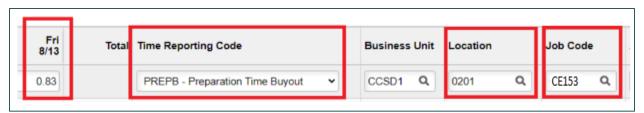
For further assistance with entering Title I-funded additional pay, contact your **Title I Team** at **(702) 799-3850**.

Grants

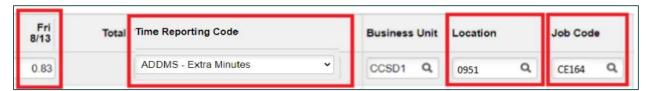
Time for prep buyouts and extended days **MUST** be entered on the Timesheet on the teacher's primary job as follows:

- The Position Control Form must be submitted to the Assistant Account (AA) and Budget Assistant (BA) for grant writer approval before time for additional pay can be entered on the Timesheet.
- The appropriate TRC (PREPB, EXDAY, or ADDMS) must be selected.
- The appropriate **job code** (see below) must be entered.
- The teacher's work location must be entered (in the Location field).

In this example, the employee is being paid **.83** of **PREPB** at Bass ES (site code **0201**) with **ELL** as the funding source:



In this example, the employee is being paid .83 of ADDMS - Extra Minutes at Basic HS (site code 0951) with the Magnet Program as the funding source:



Coding Instructions

Entering the appropriate **Job Code** on the Timesheet will prevent errors and ensure that the correct funding source for the additional pay will be charged.

Job Code	Additional Time Type
CE151	Ext Day
CE153	ELL Prep
CE154	CTE Prep
CE157	Grants Prep
CE161	CTE Add'l Minutes
CE163	Grants Minutes
CE164	Magnet Minutes

Support

For further assistance with entering Grants-funded additional pay, contact the **Grants Department** at **(702) 799-5224 ext. 5221**.