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

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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 **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](http://training.ccsd.net)) > **Resources** > **Human Capital Management - HCM** tab > **Time and Absence** heading. Click [HERE](#) to be taken to the site.

## SPED

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### 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:

<b>Fri 8/13</b>	<b>Total</b>	<b>Time Reporting Code</b>	<b>Business Unit</b>	<b>Location</b>	<b>Job Code</b>
0.83		PREPB - Preparation Time Buyout	CCSD1	0201	CE155

## Support

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

## Title I

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:

<b>Fri 8/13</b>	<b>Total</b>	<b>Time Reporting Code</b>	<b>Business Unit</b>	<b>Location</b>	<b>Job Code</b>
0.83		PREPB - Preparation Time Buyout	CCSD1	0201	CE156

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

Fri 8/13	Total	Time Reporting Code	Business Unit	Location	Job Code
0.83		EXDAY - Extended Day	CCSD1	0341	CE156

## 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:

Fri 8/13	Total	Time Reporting Code	Business Unit	Location	Job Code
0.83		PREPB - Preparation Time Buyout	CCSD1	0201	CE153

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:

Fri 8/13	Total	Time Reporting Code ADDMS - Extra Minutes	Business Unit CCSD1	Location 0951	Job Code CE164
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### *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
<b>CE151</b>	Ext Day
<b>CE153</b>	ELL Prep
<b>CE154</b>	CTE Prep
<b>CE157</b>	Grants Prep
<b>CE161</b>	CTE Add'l Minutes
<b>CE163</b>	Grants Minutes
<b>CE164</b>	Magnet Minutes

### *Support*

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