
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 Delilah Krasch. 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:

| Fri 8/13 | Total | Time Reporting Code | Business Unit | Location | Job Code |
|----------|-------|---------------------------------|---------------|----------|----------|
| 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:

| Fri 8/13 | Total | Time Reporting Code | Business Unit | Location | Job Code |
|----------|-------|---------------------------------|---------------|----------|----------|
| 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 | Business Unit | Location | Job Code |
| 0.83 | | ADDMS - Extra Minutes | CCSD1 | 0951 | CE164 |

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**.