

Human Capital Management (HCM) System Licensed Employee Add-on days

5/17/23 Revised**

Licensed Hourly Employee (Librarian) Add-on days and Absences for All Licensed employees

2022-2023 – See below (non electronic instructions)

2023-2024 – Refer to School Year New Additional Day Process Memo on Page 3 and #4 still applies for all absences

1. Please refer to the annual memo from Licensed Contracting Services for submission requirements.
2. Go to <http://graphics.ccsd.net/> and download 2 forms CCF100 and CCF-100.1, click District Forms and Archives, click CCF 100-199, and click 100-Additional Days Authorization.pdf. and download, click the back button and download CCF-100.1.
3. In the MSS portal the timekeeper is **required** to enter the approved add-on days to the employee timesheet. The add on day TRC is daily which equals **1.0** for 1 add on day and enter your location number. This action is **required** for tracking purposes only for licensed hourly employees. The required forms add the additional compensation.
4. If an employee requires an **absence** for an add-on day that is already entered on the timesheet, the timekeeper **MUST** be notified **to remove the recorded add on day from the timesheet before the absence can be requested**. Once the day is removed from the timesheet, the add on day Absence may be requested. In ESS or MSS go to request an absence, choose **ABS add-on Days** name from the drop down, choose start and end date, additional information must be filled in by indicating which leave is being used, Y or N for personal leave, Y or N for sick leave, comments if necessary, check eligibility and then submit. When utilizing a **flex day**, Y for sick and in the **comments “flex day”** check eligibility and then submit. *For half day absence requests please make sure to select a partial day, check eligibility and then submit.*

Please Note: The half day absence submission will display a duration of 1.0 and the following message will appear:

Eligibility Check completed successfully!
You may now submit your absence request.

Note - When you select the Half day in the Partial Hours, the system will display as 1 day because of No schedule assigned to the employee.
However when the absence calculation is run, the half day will be processed as .5 day
Date Time: June 29,2022 at 11:33

OK

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After check Eligibility, please view the eligibility details which will indicate the duration as 0.50 (half day).

*Absence Name

*Start Date

End Date

Duration Days

Partial Days Start Day Only

Eligibility Details

ABS Add On Days TAKE 07/01/2021 - 06/30/2022	0.50
Forecasting Duration	0.50

Questions regarding Licensed employee add-on days can be directed to, Employee Contracts and Compensation Department, at 702-799-2812.

***Tracking is the responsibility of the timekeeper. If you miss the 90-day window to add the days to the timesheet in the HCM System please make a note for the auditors.



HUMAN RESOURCES DIVISION
Interoffice Memorandum

DATE: May 12, 2023

TO: All CCSD School Administrators, Licensed Employees, School Office Managers, and Administrative School Secretaries

FROM: Stacy A. Smith, Director, Licensed Contracting Services

SUBJECT: 2023–2024 School Year New Additional Day Process

Article 37-2 of the Negotiated Agreement between the District and the Clark County Education Association contains specific provisions for secondary counselors and librarians. Each school year, site administrators must request approval of additional days for their eligible licensed employees. On Tuesday, May 16, 2023, a new tile will be visible to all licensed employees in the Human Capital Management System (HCM) through employee self-service. Eligible licensed employees will utilize the new tile in place of forms CCF-100 (Additional Days Authorization) and CCF 100.1 (Additional Days Authorization Procedures). The new tile provides the same information as the forms. Librarians that utilize hours instead of days must continue to use the documents (ccf-100 & ccf-100.1) for processing. All HCM requests must be completed and approved by June 30, 2023. Additional days for the 2023–2024 school year begin July 1, 2023, ending June 30, 2024.

Compensation for other instructional services and extra duty teaching assignments is provided under Article 37-3 of the Negotiated Agreement. Activities listed under this article are not part of the additional day process. The Negotiated Agreement may be accessed via this link:
<https://ccsd.net/employees/current/employment/information#agreements>.

The new process eliminates paperwork, increases efficiency, and provides an audit trail for employees, timekeepers, supervisors, and the Human Resources Division. The system will prevent employees from requesting contracted days and holidays. Timekeepers are no longer required to track the add-on day entries on the timesheet. The system will automatically add the entries once approved.

Employee instructions may be accessed via this link: [Additional Days Authorization Process](#) Timekeeper instructions for the approval process may be accessed via this link: [Add-On Day Approval Process](#)

- Employees must have prior approval from their site administrator.
- Employees must complete requests for the upcoming school year as soon as possible, even if paper forms were sent into our division.
- Employees have the ability to check the status of their request in the HCM System through the Add on Days Tile.
 - Timekeepers must ensure the eligible employees are completing requests timely.
 - Timekeepers must ensure the requests are routed and approved timely.

If you have any questions regarding this process, please send an e-mail to 0031-Addondays@nv.ccsd.net.