
Secondary Summer School Pay Procedures in HCM PeopleSoft

Introduction

This guide will provide you with the knowledge you need to enter **Secondary Summer School** employee time in the **Human Capital Management (HCM)** system in order to guarantee correct compensation and funding/coding.

During Secondary Summer School, employees' schedules are **not** pre-loaded in HCM, and therefore any time work must be manually accounted for via the **Timesheet**. Conversely, if an employee is absent from work, the Absence Request module does **not** need to be utilized. Instead, their time simply is not entered into the Timesheet, meaning that they are not paid for the days or hours missed. **Do not enter time until the actual day is worked. As this is positive pay, this will avoid confusion and issues with overpay.**

Another important thing to note about Secondary Summer School pay is that, unlike during the regular school year, **licensed employees' time is entered as hours rather than days.**

The Lead Administrators and Assistant Lead Administrators (Administrators) for the Summer Acceleration Program are paid a stipend. Therefore, the site does not need to report time for the Administrators. Each Region was emailed an Excel spreadsheet for the Summer Acceleration Program to track the Administrators assigned to their Region. Human Resources (HR) will process the administrator stipend, which HR has requested for the Region to submit the spreadsheet by **Friday, June 23, 2023**, so that the stipend can be entered in a timely manner, to be paid on or before the **July 25, 2023** pay date.

If you need to site fund your Assistant Lead Administrator due to enrollment falling below 400, please complete an [Online Budget Transfer](#) from "General Supplies" to "Extra Duty-Administrator." A combo code has been created for Extra Duty-Administrators for each school. If a school has the budget to cover the cost, please provide the combo code to the Administrative Compensation Team in Human Resources.

Finally, **Substitute employees (both Licensed and Support Professional) are paid the same way for Secondary Summer School that they would be paid during the regular school year.**

Therefore, there are no differences in how their time is entered on the Timesheet. See the combo code chart at the end of this document.

For more detailed information on Timesheet Entry, please review the **Timesheet Entry** section of the **Timekeeper Essentials Manual** (located via training.ccsd.net > *Resources* > *Human Capital Management - HCM tab*).

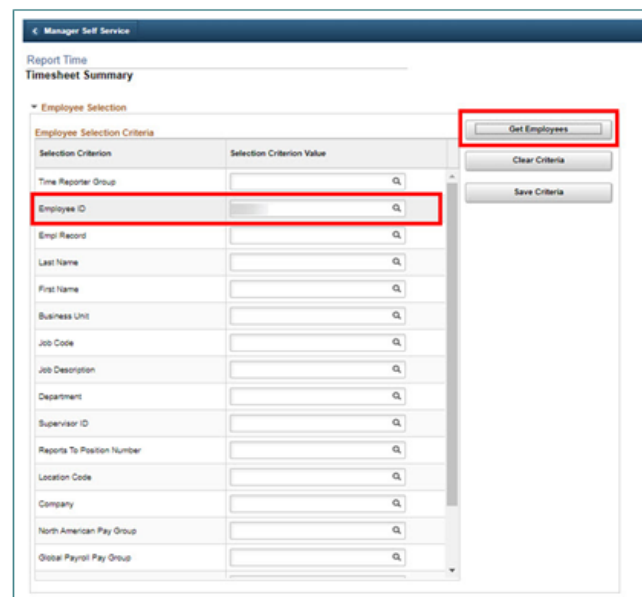
Entering Secondary Summer School Time on the Timesheet

To enter Secondary Summer School time for an employee, you must first locate their Timesheet in HCM.

1. After logging into HCM and selecting the **Manager Self Service (MSS)** dashboard, click the **Timesheet Entry** tile.



2. Use the **Search** area to locate your employees. Enter the **Employee ID**, or you can also enter criteria such as their **First or Last name** in the search field. Click **Get Employees**. Once you have identified the desired employee in the search results click their **Last Name**.

A screenshot of the 'Employee Selection' form in the Manager Self Service interface. The form is titled 'Report Time Timesheet Summary'. It has a table with 'Selection Criterion' and 'Selection Criterion Value' columns. The 'Employee ID' field is highlighted with a red box. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is also highlighted with a red box.

3. The search results are displayed beneath the Search area. To select the desired employee, click their **Last Name**.

Please note: Secondary Summer School compensation must be entered on the employee's **Primary Job**. For example, if a teacher has two employee records (*Grade 4* and *Prep Buyout*), the Primary Job is the *Grade 4* position. For Support Professionals, the Primary Job will be the employee record with the most **hours** assigned.

4. This brings you to the employee's Timesheet. You can change the view of the Timesheet grid by using the *Select Another Timesheet* area. In the ***View By** drop-down menu, select the **Week** view, and update the ***Date** field to enter the desired date(s). Click the **Refresh** icon next to the ***Date** field to update the view of the Timesheet.

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit
									CCSD1
									CCSD1
									CCSD1

5. Enter the *number of hours* to report for each day worked in the **value cell(s)**. Licensed employees will enter **7.18** (which is equal to **7 hours and 11 minutes**) to indicate a full day worked. Support Professionals will enter the number of regular scheduled hours.

Schools with additional minutes during the regular school year enter the following values for Licensed employees:

- **15 additional minutes:** Enter **7.43** in the *hours per day* field
- **19 additional minutes:** Enter **7.5** in the *hours per day* field
- **49 additional minutes:** Enter **8** in the *hours per day* field

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location
	7.18	7.18	7.18	7.18				SUMSC - Summer School	CCSD1	0411
									CCSD1	
									CCSD1	

Submit Apply Schedule

6. Select the appropriate **Time Reporting Code (TRC)** from the drop-down menu.

A) For *Support Professionals*: Select the appropriate TRC - **REG** for employees who are assigned during Summer Acceleration and working additional hours over the employees scheduled hours (example: 11 month employees prior to end of assignment 6/16/23 or 12 month employee) or **NASUP** for employees who are non assigned during Summer Acceleration (example: 9 & 10 month employees, or 11 month employees after end of assignment 6/16/23). It is important to include the employees standard hours **if** the employee is assigned during Summer Acceleration and is working additional hours.

B) For *Licensed employees*: Select the TRC **SUMSC**.

From Monday 05/31/2021 to Sunday 06/06/2021 ?

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code
	7.18	7.18	7.18	7.18				SUMSC - Summer School

7. Enter your Secondary Summer School site's four-digit location code (i.e. **0667**) in the **Location** field. (See **Additional Resources** for a list of Secondary Summer School location codes.) This will also ensure that any transfer employees' time is routed to the correct administrator for approval.

From Monday 05/31/2021 to Sunday 06/06/2021 ?

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location
	7.18	7.18	7.18	7.18				SUMSC - Summer School	CCSD1	0411
									CCSD1	
									CCSD1	

Submit Apply Schedule

8. Enter the appropriate **Combination Code** for Summer Acceleration to guarantee the correct funding and coding. A complete list of Combo Codes by employee type/purpose can be found in the **Combination Code** section of this document.

A) For *Support Professionals*: Enter the appropriate Combo Code based on their position type (i.e. Office Staff, Instructional Aide, etc.).

Manager Self Service Timesheet

Timesheet

SCHOOL ADE Employee ID: [redacted] Email Address: 0 Earliest Change Date: 06/06/2021

Select Another Timesheet

View By: Week Date: 05/31/2021 Scheduled Hours: 26.00 Reported Hours: 0.00

From Monday 05/31/2021 to Sunday 06/06/2021 ?

Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Total	Time Reporting Code	Business Unit	Location	Position Number	Athletics/Activity Code	Document ID (SAP)	Combination Code
	6.50	6.50	6.50	6.50				00 NASUP - Non-Assigned Time - S	CCSD1	0411				000150229
									CCSD1					
									CCSD1					

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Exempt Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
05/31/2021	0.00			0.00	

Return to Select Employee Approve Absence

B) For Licensed Employees: Enter the appropriate Combo Code based on the type of payment being entered (i.e. for a Teacher or Prep Buyout).

From Tuesday 06/01/2021 to Monday 06/07/2021

Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5	Sun 6/6	Mon 6/7	Total	Time Reporting Code	Business Unit
6.5	6.5	6.5	6.5	6.5				00 NASUP - Non-Assigned Time - S	CCSD1
									CCSD1
									CCSD1

Submit Apply Schedule

9. When finished modifying the employee’s Timesheet, click **Submit**.

10. It is important to add an *additional row* for any additional hours an employee works over their standard hours. Select the appropriate TRC for the additional time worked, then enter the additional hours worked and site’s funding **Combination Code**. You can utilize the [Combo Code Lookup Tool](#) to view a list of Combination Codes for your location.

The screenshot shows the 'Timesheet' application interface. At the top, it displays 'Employee ID', 'School Site', and 'Earliest Change Date'. Below this is a 'Select Another Timesheet' section with 'View By' set to 'Work' and 'Date' set to '06/31/2021'. The main grid shows data for 'From Monday 06/01/2021 to Sunday 06/07/2021'. A red box highlights an additional row in the grid, indicating the process of adding extra hours. Below the grid are 'Submit' and 'Apply Schedule' buttons. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Enrollment', and 'Editable Time'. The 'Reported Time Status' section shows a table with columns for Date, Total, TRC, Description, Sched Hrs, and Comments, with one entry for 06/01/2021.

11. You can click the **Return to Select Employee** link (beneath the Timesheet grid) to be brought back to the list of results and continue updating other employees’ Timesheets accordingly.

A close-up of the 'Return to Select Employee' link, which is highlighted with a red box. Below it is the 'Approve Absence' link.



Timesheet Corrections

Timesheet corrections require that the incorrect time is first **deleted** on the Timesheet.

1. You can correct by Day, Week, or Pay Period by changing the ***View by** section on the Timesheet. Choose the desired date, click the **refresh** arrows, and then the Timesheet will update to the requested view accordingly.

Select Another Timesheet

*View By

*Date  

Scheduled Hours 72.00 Reported Hours 57.50

2. Scroll to the far right on the Timesheet and click the **minus** sign next to the affected row.

Destination Code	ChartFields		
	ChartFields	+	-

3. In the confirmation screen that appears, click **Yes - Delete**.

Timesheet
Delete Confirmation

? Are you sure you want to delete reported time? Row 1.

4. You are returned to the Timesheet grid. Click **SUBMIT** to re-submit the Timesheet. (now that the deletion has been made).

Please note: If you do not click Submit, the Timesheet will **not** update.

5. Now that the incorrect row has been deleted, you may now add the correct information to the Timesheet, and then submit it for approval. **IMPORTANT:** *If the incorrect time reported is deleted from the timesheet and a corrected TRC is not reported, please notify the employee of the appropriate payroll docking. If the incorrect time reported is deleted and replaced with the correct TRC, please ensure the new TRC is approved by level 1 and level 2 immediately to prevent any pay related issues.*

User tip: You can choose to add the corrected row to the employee’s Timesheet (by clicking the **plus** button to add a row) *before* deleting the incorrect row and re-submitting the Timesheet if this is more helpful.

Add-on Days for Counselors, Librarians, and Other Allowed Licensed Employees

Counselors, Librarians, and other allowed Licensed employees (such as a Nurse) receiving add-on days on a CCF-100 and CCF-100.1 should **not** receive Timesheet entry for the days reported on the CCF-100.1. For example, if a Counselor had an add-on day on June 1st, this would *not* be entered using the TRC of “SUMSC” for the time worked.

Additional Resources

If you encounter issues or have questions while entering information on the Timesheet, please utilize **Quick-IT** (via the **icon** on your CCSD desktop or via **quickit.ccsd.net**) to send a support ticket to the appropriate team. You may also call the **User Support Help Desk** at **(702) 799-3300** for a ticket to be created.

Secondary Summer School Location Codes

CCEU Site	Site Number
Foothill High Summer School	0682
Green Valley High Summer School	0288
Las Vegas High Summer School	0487
Mojave High Summer School	0697
Shadow Ridge High Summer School	0290
Sierra Vista High Summer School	0690
Spring Valley High Summer School	0296
Rancho High Summer School	0490

Combination Codes for	
Licensed	
Support Professional/ Police Services	
Administrator	<i>Stipend</i>

Employee Group	Use for the following:	TRC	Combo Code
Licensed	Teachers/Substitutes	SUMSC	000215281 May 31 Activation
	Nurses	N/A	Nurses are <i>not</i> paid on the HCM Timesheet. They will be paid separately via SSD.
Support Professional	Support Salaries (default) Ex: Instructional Aides, SBTs, Library Aide, PE Aide, Sec, Clerical, OM, SHA, Custodians, Campus Monitors and Transportation	NASUP	000215282 May 31 Activation
Police Services	Police Services	NAPOL	000215282 June 20 Activation
Administrator	Lead and Assistant Lead (Stipend)	N/A	Administrators are <i>not</i> paid on the HCM <i>Timesheet</i> . They will be paid separately via HR.
	Additional Assistant Lead (Stipend) <i>Site-funded</i>	N/A	The school site's <i>Extra Duty - Admin</i> combo code: Combo Code Lookup Tool

2022-2023 Support Professional Assignment/Police Services Dates and TRC Coding Guide:

9-Month: Assignment ends 5/22/23. Code all Summer Acceleration hours to TRC- NASUP

10-Month: Assignment ends 5/31/23. Code any Summer Acceleration hours worked on May 30 and 31st to TRC-REG and all hours worked in June to TRC- NASUP.

11-Month: Assignment ends 6/16/23. Code all Summer Acceleration hours to TRC-REG.

11- Month Police: Assignment begins 6/20/23. Code all Summer Acceleration hours to TRC-NAPOL

12-Month: Assignment ends 6/30/23. Code all Summer Acceleration hours to TRC-REG.