



Clark County School District
Support Professional Extra Hours
Time Entry Guide

Please follow the below support professional time entry guide for reporting extra hours worked during and after an employee’s assignment, as well as reporting extra hours worked on holidays.

	EXTRA HOURS WORKED DURING BEGIN/END OF ASSIGNMENT EXCLUDES NON ASSIGNED DATES	EXTRA HOURS WORKED DURING BEGIN/END OF ASSIGNMENT NON ASSIGNED DATES ONLY	EXTRA HOURS WORKED AFTER END OF ASSIGNMENT UP TO RETURN DATE OF FOLLOWING SCHOOL YEAR	EXTRA HOURS WORKED ON HOLIDAYS
9-MONTH EMPLOYEES	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
10-MONTH EMPLOYEES	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	N/A	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
11-MONTH EMPLOYEES	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	N/A	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
12-MONTH EMPLOYEES DO NOT USE NASUP	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	N/A	N/A	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
10-MONTH S1 TRACK EMPLOYEES SCHOOL AIDES	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED

	EXTRA HOURS WORKED DURING BEGIN/END OF ASSIGNMENT EXCLUDES NON ASSIGNED DATES	EXTRA HOURS WORKED DURING BEGIN/END OF ASSIGNMENT NON ASSIGNED DATES ONLY	EXTRA HOURS WORKED AFTER END OF ASSIGNMENT UP TO RETURN DATE OF FOLLOWING SCHOOL YEAR	EXTRA HOURS WORKED ON HOLIDAYS
10-MONTH S3 TRACK EMPLOYEES FOOD SERVICE	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
10-MONTH S4 TRACK EMPLOYEES FOOD SERVICE	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
11-MONTH E6 TRACK EMPLOYEES HEALTH SERVICES	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
11-MONTH F1 TRACK EMPLOYEES FOOD SERVICE	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
11-MONTH F6 TRACK EMPLOYEES FOOD SERVICE	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED
11-MONTH S2 TRACK EMPLOYEES TRANSPORTATION	TRC REG: SCHEDULED BASE HOURS TRC REG OR CTE: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC NASUP: EXTRA HOURS WORKED	DO NOT ADD BASE HOURS TRC REG: EXTRA HOURS WORKED

	EXTRA HOURS WORKED DURING BEGIN/END OF ASSIGNMENT EXCLUDES NON ASSIGNED DATES	EXTRA HOURS WORKED DURING BEGIN/END OF ASSIGNMENT NON ASSIGNED DATES ONLY	EXTRA HOURS WORKED AFTER END OF ASSIGNMENT UP TO RETURN DATE OF FOLLOWING SCHOOL YEAR	EXTRA HOURS WORKED ON HOLIDAYS
11-MONTH S5 TRACK EMPLOYEES	TRC REG: SCHEDULED BASE HOURS	DO NOT ADD BASE HOURS	DO NOT ADD BASE HOURS	DO NOT ADD BASE HOURS
TRANSPORTATION (FRONT LINE)	TRC REG OR CTE: EXTRA HOURS WORKED	TRC REG: EXTRA HOURS WORKED	TRC NASUP: EXTRA HOURS WORKED	TRC REG: EXTRA HOURS WORKED

Contact Information

If you have questions regarding entering extra hours, please call the Payroll Department at (702) 799-5351.