



Clark County School District Human Capital Management (HCM) Payroll Information Guide

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Guide Objectives

- Increase the understanding of responsibilities related to payroll entries and corrections.
- Provide the essential tools to input entries accurately and in a timely manner.
- Identify resources available to provide staff with ongoing support.

Human Capital Management

HCM PeopleSoft is utilized for the following:

- Submit absences.
- Report extra time, overtime, or compensatory time entries.
- View employee absence requests.
- View absences/compensatory balances for individual employees.
- Manage department time reporting exceptions.
- Run payroll audit and exception reports, if necessary.
- Level 2 approval of weekly employee payroll audit reports.
- Run various Manager Self Service (MSS) queries for review.

HCM access must be obtained for Timekeepers, Level 1 Reviewers, Level 2 Approvers by filling out a [HCM Rights Request Form](#) located at [CCSD Support > Forms > All Forms](#). The form is submitted to HCM Provisioning by the site/department administrator. Direct any questions regarding the form to User Support Services at (702) 799-3300.

HCM can be accessed at hcm.ccsd.net or via the HCM icon on the CCSD desktop.



Administrative and Certified Payroll

- Administrators and certified employees are paid twice a month (semimonthly).
- Administrators and certified employees' weekly time summary in HCM (MSS > Team Time/Absence) reflects daily scheduled hours.
- The weekly time summary will display if any extra time has been reported or if an absence has been submitted.
- Absences are recorded in half (0.5) or whole (1.0) days.
- Employee absences should be submitted daily by the employee, Timekeeper, Level 1 Reviewer, or Level 2 Approver.
- Please be sure to approve absences daily. No pay/no pers is critical to approve daily. Please note, days of leave without pay (No Pay/No PERS) may reduce or stop an employee's pay temporarily. Employee's leave balances are displayed in HCM.

Administrators Accrued Leave

- Each year, administrators receive 15 days of sick leave. All 15 days are added to the employee's balance at the beginning of the employee's contract year.

- Administrators receive 2 days of vacation per month. One (1) vacation day shall be earned upon completion of assigned work days beginning with the first (1st) day of the month through the fifteenth (15th) day of the month, and a second vacation day shall be earned upon completion of assigned work days from the sixteenth (16th) day of the month through the last day of the month.
- Each year, administrators receive 6 days of Personal Leave. This is added annually in July to the employee's balance and must be used no later than the end of the employee's contract year.
- Administrators receive one (1) Flex/Universal Leave day per year. Time is deducted from the employee's Sick Leave balance, and must be used no later than the end of the employee's contract year.

Certified Staff Accrued Leave

- Certified staff receive 15 days of Sick Leave per school year. Sick Leave days are added to the employee's balance at the beginning of the employee's contract of each school year.
- Beginning in December of each year, employees accrue 1.5 days per month through May.
- Certified staff have the ability to earn 2 days of Personal Leave based upon Sick Leave usage in the previous year. If earned, the leave is credited annually in August to the employee's balance.
- Certified staff may earn an award of 2 additional Personal Leave days for perfect attendance in the previous school year. Perfect attendance is defined as no sick leave used, exclusive of Flex/Universal Leave, Personal Leave, and Bereavement Leave.
- Certified staff are awarded one (1) Flex/Universal Leave day each school year. If used, it is deducted from the staff's Sick Leave balance. Flex/Universal Leave cannot be used in half-day increments. Employees must have Sick Leave available to submit Flex/Universal Leave.
- If Personal and Flex/Universal Leave is not used by June 30 of each year, it is paid off to the employee at the rate of a short-term substitute teacher on the last pay date of the contract year for Certified Staff.

Support Professionals and Police Officer Accrued Leave

- Sick Leave is accrued with each consecutive pay date and is based on the employee's schedule and month of assignment. Sick Leave is accrued up to 15 days annually.
- Vacation Leave is accrued with each consecutive pay date and is based on the employee's schedule, years of service, and month of assignment.
- Personal Leave may be earned dependent upon the Sick Leave usage in the previous school year. Allowances are based upon the month assignment of the primary position.
- Support professionals are awarded one (1) Flex/Universal Leave day per school year. Universal Leave is deducted from the Sick Leave balance, but does not count against earning Personal Leave for the next year. Flex/Universal Leave cannot be used in half-day increments. Employees must have sick leave available to submit Flex/Universal Leave.
- Personal Leave and Flex/Universal Leave must be used before the last assigned work day in June of each year.
- Perfect attendance is defined as no leave used, exclusive of Personal Leave, Universal Leave, Vacation Leave, and Compensatory Time. If earned, the award of one (1) additional day of Personal Leave is granted.

Support Professionals Leave Balance Limits

- Support professionals may accrue a limitless amount of sick leave.
- Vacation Leave accrual limit is 680 hours. Hours in excess of 680 hours must be used on or before June 30 or these hours will be deducted from the employee's balance.
- Compensatory Time limit is 240 hours.
- The maximum amount of Compensatory Time that can be paid to the employee upon separation with the district is 240 hours.

Support Professionals and Police Officer Payroll

- Support professionals and police officers are paid every 2 weeks (biweekly).
- Support professionals and police officers are paid in hours.
- Support Professionals and police officers weekly time summary in HCM (MSS > Team Time/Absence) reflects daily scheduled hours.
- The weekly time summary will display if any extra time has been reported or if an absence has been submitted.
- Absences are recorded in hours or points (fractions) of an hour (ex. 15 minutes = 0.25). Please refer to the [Minutes Conversion to Decimal Matrix](#) for additional information.
- Employee absences should be submitted daily by the employee, Timekeepers, Level 1 Reviewers, or Level 2 Approvers.
- Please be sure to approve absences daily. No Pay/No PERS is critical to approve daily. Please note, hours of leave without pay (No Pay/No PERS) will reduce the employee's hours accordingly.
- Employees' leave balances are displayed in HCM.

Support Professionals Overtime and Compensatory Time

- Support professionals who work or are in a paid status for more than 40 hours in a week are to be paid for the excess hours at the rate of time and one half.
- Extra hours worked are to be reported via the employee's timesheet by the Timekeeper or Level 1 Reviewer to reflect overtime due. Please refer to the [Support Professional Extra Time Entry Guide](#) for guidance on time reporting codes.
- Compensatory Time shall be given at time and one half for all hours worked over 40 hours in a week.
- Extra time worked which does not cause the employees weekly time to exceed 40 hours, shall be compensated at the regular rate of pay.
- If Compensatory Time reported does not cause the employee's weekly time to exceed 40 hours, then it shall be given at regular time.
- Support professionals who work on a scheduled holiday are to be paid double time for the hours worked, as well as given Holiday Pay. This is to be reported with the TRC REG for only hours worked.

HCM Employee Absence and Timesheet Entries

- Submit absences on behalf of employees or report extra time worked.
- Enter absence reason code or TRC.
- Rework all pushback or canceled employee absences the same day.
- Enter a full or half day for administrators or certified employees (administrator Compensatory Time is entered in hours).
- Enter hours for support professional and police officer employees.
- Enter a comment in the timesheet for all extra time worked.
- Approve absences and extra time for all employee groups daily.

Substitute Employee HCM Entries

- Access the positive pay certified substitute or support professional substitute employee's timesheet to report entries daily.
- Certified substitutes are paid in half or whole days.
- Certified substitutes are paid by type of day worked. Please reference the [Substitute Pay Guide and TRC Code Information](#) for daily rates.
- Support professional substitutes are paid in hours.

- Please do not forget to report and approve (both Level 1 and Level 2) substitute employee payroll daily.

Employee Absence Request

- Absences must be submitted by all employees and approved by Level 1 and Level 2.
- In the event the employee fails to submit an absence, the administrator is responsible to submit an absence on the employee's behalf.
- The absence must be entered into HCM prior to payroll authorization deadlines. Please visit ESS > Payroll to view the payroll calendars.
- When an absence is canceled and requires resubmission, please have the requestor resubmit once the cancellation has been approved.
- Absence reports can be located in HCM (MSS > Manager Self Service Reports) and are to be maintained at the site, not at the payroll office.

Recording a Teacher's Absence When a Substitute is Required

- The teacher must call the site to report the absence.
- The teacher must request a substitute through the SmartFind system. In the event the teacher fails to order a sub, the site can request a substitute.
- If the teacher fails to submit an absence request prior to the authorization of payroll, the administrator must submit an absence request on the employee's behalf.
- For further assistance with SmartFind, contact the Substitute Services Help Desk at (702) 799-5420.

Teachers Selling Preparation Period in Lieu of Substitute

- Teachers who are asked to sell preparation period(s) to cover a classroom due to the lack of a substitute teacher are to be paid in HCM. Please reference the [Preparation Period Buyout – Timesheet Coding Guidance](#).
- Time must be reported on the same day the work is performed.
- Contact Substitute Services for further information or reference the [Preparation Period Buyout Protocol](#) guide.

Extra Instruction for Teachers

- Additional pay is set up to establish an Extra Instruction position in HCM for certified staff, if the additional pay is funded by Special Education, Title 1, or Grants.
- Report each date worked and time due for every day.
- If no time is reported and approved, the employee will not receive any extra pay for this position.
- Please reference the guides on additional pay [Additional Pay: School-Funded](#) and [Additional Pay: Special Education, Title I, and Grants](#).
- Contact Licensed Contracting Services at (702) 799-7827 with any questions.

Extended Day Instruction for Teachers

- Extended Day Instruction forms are used to establish an "Early Bird" or "Late Bird" position online for teachers.
- Once the teacher begins the position, report the TRC EXDAY (Extended Day).
- Enter each date worked and time due. (19 minutes = 0.32, 49 minutes = 0.82)
- If no time is reported and approved, no time will be paid to the employee.

Support Professional and Police Officer Schedules

- Support professionals and police officers are exception-based, which are paid according to a schedule unless an exception is reported, i.e., No Pay/No PERS absence is submitted.
- Support professionals and police officers will not be paid during non-assigned dates or periods, i.e., Winter Break, Spring Break and after the end-of-assignment.
- Support professionals and police officers are paid according to a specific schedule assignment which accounts for holidays and non-assigned dates or periods.
- Please refer to the payroll calendars in ESS > Payroll for pay period information and non-assigned dates and periods.

Year-Round Schools and Track Breaks

- Support professional employees with track assignments **will not** require No Pay/No PERS submissions for each day on track break.
- Holidays during track breaks are not to be coded with No Pay/No PERS.
- Teachers with track assignments are never to be coded out during track breaks.
- Refer to the District track calendars for information on track break dates via Google Drive (Shared Drives > Human Resources > Alternative Track Support Professionals Calendars).

Family and Medical Leave Act and Maternity Leave

- Employees on approved Family and Medical Leave Act (FMLA) or Maternity Leave must be coded out for each normally assigned day on leave.
- If no accrued time is available, then No Pay/No PERS must be submitted and approved daily in HCM.
- Office managers should contact the FMLA office for employees on leave for the birth or placement of a child to inquire when non-paid leave should be entered.
- When non-paid leave is submitted, please enter for the duration of the leave (bonding) and approve.
- Follow the instructions provided by the FMLA or Maternity Leave Office regarding dates of eligibility.
- Contact the FMLA office for more information at (702) 799-5325.

Making Timesheet Corrections

- When correcting an employee's timesheet, please add a new row with the correct information (hours, location, combo code, etc.) and delete the incorrect row.
- When correcting an employee's timesheet for a specific duration date (not all reported time requires a correction), please delete the incorrect hours and add a new row with the correct information.
- Same day Level 1 and Level 2 approvals are required for corrections to prevent employee pay issues.
- Add comments to the timesheet when making corrections.
- Contact the payroll office at (702) 799-5351 with any questions.

Memos for Timesheet Corrections After 90 Days

- Memos are not used in place of CCF-125s.
- Special Check Requests must meet minimum requirements and submitted via memo for approval by the payroll administrator.
- Time corrections for all employees after 90 days must be submitted via memo, not CCF-125.
- All memos must include the complete employee identification number and original administrator signatures (signature stamps are not accepted).
- Email attachments are accepted for all memos. The hard copy is not required to be sent via school mail.

Certified Employees Additional Day Contracts

- Teachers with additional day contracts must follow the [Additional Day Approval Process](#) at the beginning of the school year.
- Office Managers must retain a copy of the form, if the CCF-100 is used for librarians working hours to validate each additional day worked, and report to the administrator that all additional days were not completed as scheduled.
- Indicate whether the teacher worked a half or full day for each date, or record an absence if applicable.
- Employees must be able to provide verification of these dates to Human Resources or Payroll if requested.

Half-Contract Teacher Absence Reporting

- Half-Contract Teachers are assigned to work 3.5 hours per day, Monday through Friday.
- If a half-contract teacher does not work one of the assigned 3.5-hour shifts, an absence must be entered into HCM for a full day of leave.
- If a teacher works two 3.5 hour shifts in the same day, the absence must be coded as though the employee were scheduled to work all five days of the week.

Authorization for Extra Pay

- Report employees extra pay via the timesheet, except in the below instances.
- Use the SAP Automated C5 system to report the following extra pay:
 - All Grant-related pay for certified, support professionals
 - ELMS activity pay for certified and support professionals (Used by ELMS Class Creators only)
 - Mentor Log pay (Used by EOD only)
 - Athletics (Campus School Monitor)
 - Extra duty for Student Support Services extra pay which requires attachments.
- The C5 system requires the entry of a Time Reporting Code (TRC) and a Combination Code (to identify the funding) to submit.
- For Grants only, users can also call their Assistant Accountant at 702-799-5224 to request their Combination Code or if they have TRC questions.
- The C5 system allows required supplemental documentation to be attached to the time entries.
- C5 time submittals are routed for approval within SAP.
- Time submitted via the C5 system is not entered on the employee's timesheet in the HCM system; the C5 system automatically sends this information to the HCM system to be paid.
- For information on how to use the SAP Automated C5 System please review the [Automated C5 Quick Reference Guide](#).

Voluntary Vacation Payoff for Support Professionals

- Support Professionals have the option to have any or all of the accrued vacation leave paid off 3 times per year.
- Payoffs are available for submission in HCM for Winter Break, Spring Break, and End of Assignment.
- Employees are responsible to submit the request in HCM no later than the due date. Details are sent to all Support Professionals via CCSD employee email prior to submission.
- Incomplete or late submissions will not be accepted.
- Vacation Payoff pay dates are printed on the "Sup/Sub/Pol Payroll" Calendar that can be found in HCM > Employee Self Service (ESS) > Payroll.

Checking Entries for Accuracy

- Prior to payroll authorization, make sure all entries are correct and all absences are reported/approved.
- Verify all entries against the records when weekly payroll audit and exception reports are received.
- Correct any omissions or mistakes immediately.
- Keep copies of all corrections filed with the appropriate payroll report for reference.

Authorization of Payroll

- Verify the employees included in the payroll reports are actively employed. If employees are no longer employed or are absent without official leave (AWOL), please reach out to Human Resources or Employee Management Relations immediately.
- Notify payroll if terminated employees are active on reports received. No Pay/No PERS absences will need to be submitted and approved to prevent employee overpayment.
- Payroll authorization function must be completed by an approving administrator.
- Payroll calendars are posted in HCM (ESS > Payroll).
- Payroll must be authorized in HCM (MSS > Team/Time Absence > Payable Time Authorization) no later than the due date and time on payroll calendar for each employee group.
- Watch for early authorization dates on the calendar.
- Contact the Payroll office at (702) 799-5351 with any questions.

Time Not Approved by Payroll Deadlines

- If extra time is not reported or approved (Level 1 and Level 2) by the posted payroll deadlines, the employee will receive the payable time on the next payday.
- If substitute or support sub employee's time is not reported or approved (Level 1 and Level 2) by the posted payroll deadlines, the employee will receive the payable time on the next payday.
- Email notifications are distributed to Level 1 and Level 2 every Thursday morning for pending absence and extra time reminders.

Contact Information

For questions regarding the HCM Payroll Information Guide, please call the Payroll Department at (702) 799-5351.