

# P.P.S. Online Extended Responsibility Reporting

- Log into Peoplesoft Database: <https://pshcm.pps.net>



Oracle PeopleSoft  
PEOPLESFT

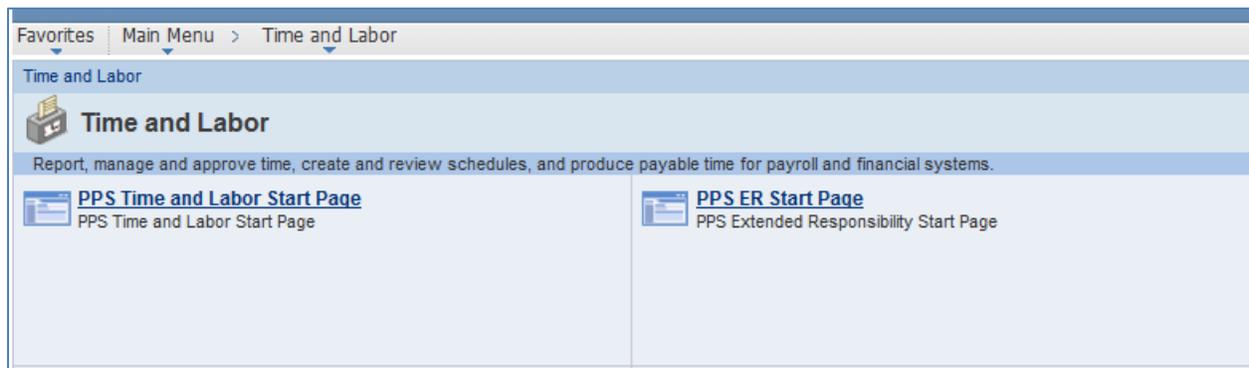
User ID

Password

Select a Language  
English

Sign In

- Click on “PPS ER Start Page” Link:



Favorites | Main Menu > Time and Labor

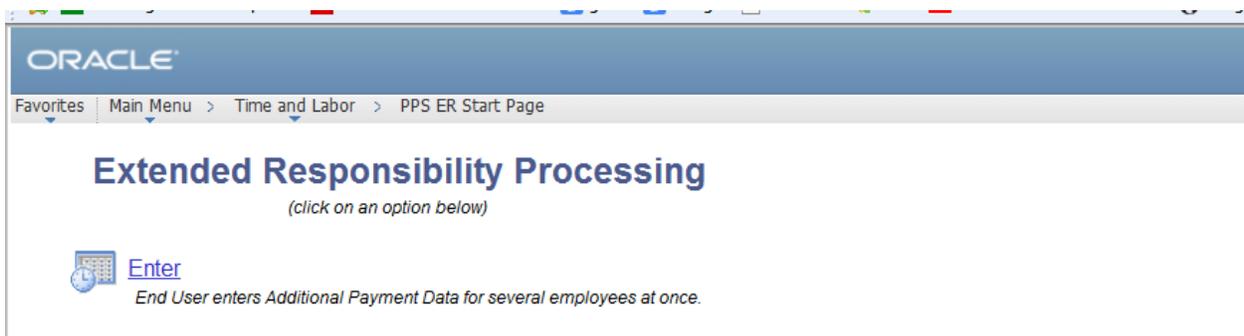
Time and Labor

**Time and Labor**  
Report, manage and approve time, create and review schedules, and produce payable time for payroll and financial systems.

[PPS Time and Labor Start Page](#)  
PPS Time and Labor Start Page

[PPS ER Start Page](#)  
PPS Extended Responsibility Start Page

- Click on “Enter” Link on Extended Responsibility Processing Page:



Oracle

Favorites | Main Menu > Time and Labor > PPS ER Start Page

**Extended Responsibility Processing**  
*(click on an option below)*

 [Enter](#)  
End User enters Additional Payment Data for several employees at once.

# P.P.S. Online Extended Responsibility Reporting

- On PPS Additional Payment Detail page it will automatically default to current fiscal year "2017" "Find an Existing Value".
- If you have already created a form (while in the "Find an Existing Value" tab) you can press the "Search" button to recall all the forms you have already created. You can edit only forms that have not yet been submitted to Finance. All forms created can be viewed from this tab.

The screenshot shows the Oracle HR interface for the PPS Additional Payment Detail page. The breadcrumb trail is: Favorites > Main Menu > Time and Labor > PPS ER Start Page. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right. The page title is 'PPS Additional Payment Detail'. Below the title, there is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown menu. The search criteria is set to 'Fiscal Year' with a value of '2017'. There are 'Search' and 'Advanced Search' buttons at the bottom. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- If you would like to set up the same employee's from the previous year's Extended Responsibility positions, click on the "Reactivate" link

The screenshot shows the Oracle HR interface for the Extended Responsibility Processing page. The breadcrumb trail is: Favorites > Main Menu > Time and Labor > PPS ER Start Page. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right. The page title is 'Extended Responsibility Processing' with the instruction '(click on an option below)'. There are four options listed with icons and descriptions: 'Enter' (End User enters Additional Payment Data for several employees at once), 'Reactivate' (End User reactivates existing employees), 'Approve' (Financial User edits and approves Additional Payment Data), and 'Submit to Payroll' (Payroll User processes and loads Additional Payment Data). A red arrow points to the 'Reactivate' link.

# P.P.S. Online Extended Responsibility Reporting

- Enter your School or Department Number and click “Select Employees”

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > PPS ER Start Page

ORACLE All Search Advanced Search Last Search Results

### Reactivate Existing Employees

**Select From:**

\*Fiscal Year 2016

\*Department 1136 Astor

Select Employees

**Reactivate To:**

\*Fiscal Year 2017

Form Id SCHOOL/PROGRAM\_KeyerLastName\_MMDDYY\_F

Principal Name

Grade Level

ReActivate Employees

- Check the box of employee’s you are setting up for the new school year.
- Enter the “Reactivate To:” information.
  - Pay close attention to the Naming Convention Example given.
- Click “ReActivate Employees”

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > PPS ER Start Page

ORACLE All Search Advanced Search Last Search Results

### Reactivate Existing Employees

**Select From:**

\*Fiscal Year 2016

\*Department 1136 Astor

Select Employees

**Reactivate To:**

\*Fiscal Year 2017

Form Id Astor\_Riopelle\_080916\_#1

Principal Name Karl Newsome

Grade Level K-8

ReActivate Employees

Personalize | Find | View All | First 1-2 of 2 Last

Reactivate	Fiscal Year	Effective Date	Employee ID	Name	Payroll Status	School Number	School Name	Position	Position Lev
<input checked="" type="checkbox"/>	2016	08/16/2015	019210		Active	1136	Astor	Technology Coordinators (PK-8)	Mid Sch
<input checked="" type="checkbox"/>	2016	08/16/2015	019950		Active	1136	Astor	Safety Patrol	Mid Sch

# P.P.S. Online Extended Responsibility Reporting

- Go back to the ER Start Page and click the “Enter” link, then click “SEARCH”
  - The form you just created will show up in your Search Results

The screenshot shows the Oracle PPS ER Start Page. The breadcrumb trail is: Favorites > Main Menu > Time and Labor > PPS ER Start Page. The Oracle logo is on the left, and a search bar with 'All' and 'Search' is on the right. Below the search bar, the page title is 'PPS Additional Payment Detail'. A message says: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below that is a 'Search Criteria' section with a dropdown menu. The search criteria is set to 'Fiscal Year' = 2017. There are 'Search' and 'Advanced Search' buttons. Below the search results, there is a 'View All' link and a table with 9 columns: Fiscal Year, ER Form Name, Department, ER School Name, ER Prepared By, ER Principal Name, ER Grade Level, Submit Status, Approve Status, and Payroll Status. The table contains one row of data for the year 2017.

Fiscal Year	ER Form Name	Department	ER School Name	ER Prepared By	ER Principal Name	ER Grade Level	Submit Status	Approve Status	Payroll Status
2017	Astor_Riopelle_080816_#2	1136	Astor	Riopelle, Jeanette, R	Karl Newsom	K-8	Not Submit	Not Apprvd	Not Apprvd

- Click on the link to open the form
- AGAIN, click the Reactivate button in order to enter new position information.

The screenshot shows the Oracle PPS ER Start Page with the 'Enter Additional Payment Data' form. The breadcrumb trail is: Favorites > Main Menu > Time and Labor > PPS ER Start Page. The Oracle logo is on the left, and a search bar with 'All' and 'Search' is on the right. The form contains the following information:

- Form Id: Astor\_Riopelle\_080916\_#1
- Prepared By: Riopelle, Jeanette, R
- Fiscal Year: 2017
- School Year: 2016 / 2017
- Grand Total Amt Owed: 38516.00
- Status: UNSUBMITTED TO FINANCE
- \*School Id: 1136 (Astor)
- \*Principal Name: Karl Newsome
- Grade Level: K-8

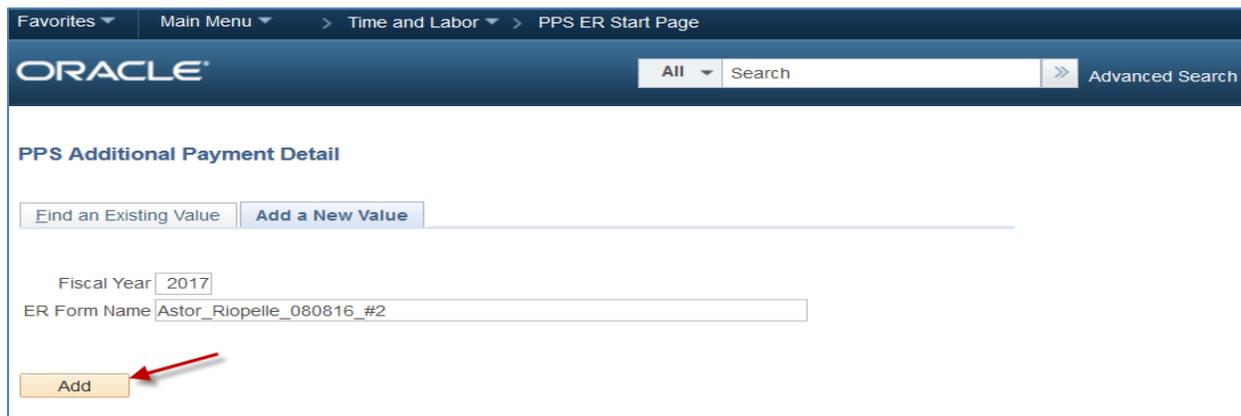
Below the form is a table with 10 columns: Personalize, Find, View All, and a table with columns: Reactivate, Effective Date, Employee ID, Name, Payroll Status, School Number, School Name, and Position. The table contains two rows of data. The first row has a red box around the Employee ID 'R\_019950' and the Position 'REACTIVATED Safety Pat'. The second row has a blue checkmark in the Reactivate column and a yellow background for the entire row.

Reactivate	Effective Date	Employee ID	Name	Payroll Status	School Number	School Name	Position
<input type="checkbox"/>	07/16/2016	R_019950		Active	1136	Astor	REACTIVATED Safety Pat
<input checked="" type="checkbox"/>	07/16/2016	019210		Active	1136	Astor	Technology Coordinators

## P.P.S. Online Extended Responsibility Reporting

- **To create a new form** you will need to click on the “Add a New Value” tab. On the new panel you will see “Fiscal Year” field defaulted to the current year and the “ER Form Name” field where you will need to enter a new file name
  
- **Create a new file name in this format:**
  - **School or Program\_KeyerLastName\_MMDDYY\_File#**
    - (example: “Astor\_Riopelle\_080816\_1”),
- **Then click on the “ADD” button.**

You will continue to enter all employees for the period, who will be processed and loaded once submitted and approved. If you submit your file and need to enter other employees you will need to create a new form. If you are creating a new form on the same day you will need to follow the same naming convention (School or Program\_KeyerLastName\_MMDDYY\_File#) but you will need to change the File number to the next consecutive number (2, 3, 4 ect.). If you are creating a new form on another day you only need to change the date, which will distinguish the forms being processed.



The screenshot shows the Oracle PPS ER Start Page. The breadcrumb trail is: Favorites > Main Menu > Time and Labor > PPS ER Start Page. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right. The main content area is titled 'PPS Additional Payment Detail'. It contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons are two input fields: 'Fiscal Year' with the value '2017' and 'ER Form Name' with the value 'Astor\_Riopelle\_080816\_#2'. At the bottom left, there is an 'Add' button with a red arrow pointing to it.

## P.P.S. Online Extended Responsibility Reporting

- Once you add the new form name the system will open up the “Enter Additional Payment Data” panel.
- Begin by completing the boxes on the right. First enter your School or Department ID number, the Principal or Director’s first and last name, and the grade level (for example: PK-5, PK-8, Middle School, High School, or BESC).

The screenshot shows the Oracle PPS ER Start Page. The breadcrumb trail is: Favorites > Main Menu > Time and Labor > PPS ER Start Page. The Oracle logo is on the left, and a search bar with 'All' and 'Search' is on the right. Below the search bar are links for 'Advanced Search' and 'Last Search Results'. The main content area is titled 'Enter Additional Payment Data'. It contains a form with the following fields:

*Form Id	Astor_Riopelle_080816_#2	Status	UNSUBMITTED TO FINANCE
Prepared By	Riopelle,Jeanette,R	*School Id	<input type="text"/>
Fiscal Year	2017	*Principal Name	<input type="text"/>
School Year	2016 / 2017	Grade Level	<input type="text"/>
Grand Total Amt Owed			

The fields on the left will be automatically populated. The form ID is the one you created earlier, your name will be reflected in the “prepared by” field. The fiscal and school year will default based on the current school year, and the “Grand Total Amt Owed” field will reflect the total ER payments that will be paid to all employees on the form. The final field that is defaulted will be the “Status” field. Until you submit this form the field will reflect “Unsubmitted to Finance”, when you complete the submit the form it will reflect “FINANCE”, once Finance approves it will transfer to payroll and once loaded into payroll will reflect as “PAYROLL”.

# P.P.S. Online Extended Responsibility Reporting

- The bottom section will be the first row to enter employee data (you should see row number 1 and a default date) enter an employee number for the employee who is to receive the extended responsibility pay. The system will return the name, payroll status, school number, and school name as it is reflected in the HR database. *Very important: If the employee is not active (as reflected in the payroll status column) you will need to contact the HR staffing department to resolve possible missing paperwork issues. **Any employee who is inactive will not process pay.***

### Enter Additional Payment Data

<p>*Form Id <input type="text" value="Astor_Riopelle_080816_#2"/></p> <p>Prepared By Riopelle, Jeanette, R</p> <p>Fiscal Year 2017</p> <p>School Year 2016 / 2017</p> <p>Grand Total Amt Owed</p>	<p>Status UNSUBMITTED TO FINANCE</p> <p>*School Id <input type="text" value="1136"/> Astor</p> <p>*Principal Name <input type="text" value="Newsom"/></p> <p>Grade Level <input type="text" value="K-8"/></p>
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Personalize | Find | View All | First 1 of 1 Last

#	Effective Date	Employee ID	Name	Payroll Status	School Number	School Name	Position
1	07/16/2016	000180		Active	1136	Astor	

- Next, you will select the employee's position. Click on the magnifying glass to get a list of available positions. Once you click on the glass a "Look Up Position" window will pop up with all the positions listed in alphabetical order.

*Position	Position Level	Compensation Frequency
<input type="text"/>		

- Select the position name of the position the employee will be working. Once you select the position, you will notice that the position level and compensation frequency fields are automatically populated.

### Look Up Position

Search by: ER Position begins with

[Advanced Lookup](#)

**Search Results**

View 100

ER Position	ER Position Level	Compensation Frequency	Percent of Base 1st Year	Percent of Base 2nd Year	Percent of Base 3rd Year
AV Coordinator	Other	Percentage	2.5	3	3.5
Activities Director	High Sch	Percentage	8	9	10
Activity Advisor	Other	Hourly	0	0	0

# P.P.S. Online Extended Responsibility Reporting

Activity	Hours	% of Base 1st, 2nd, 3rd Year

➤ “Activity” Field

Next, type in the actual activity being performed. For hourly positions you will be required to type the type of activity into this field, for example student advisors would have an activity like the name of a specific club (Spanish club, chess club, homework club, ect). For percentage positions the activity data could be for the gender of a team (for athletic positions) or any information that further clarifies the activity being performed in that position. This column is a free form entry field.

➤ “Hours” Field

If the position is an hourly position you will need to enter total hours expected to work for the current school year in the “Hours” field. The hours entered will be used to calculate the total value of the ER pay for this employee. For a percentage position this field will be automatically blocked for entry.

➤ “% of Base 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year” Field

This field opens for all percentage positions and will require you to select the number of years that the employee has worked in this position. The percentage amounts automatically populate based on the position and year selected. This percentage will be used to calculate the total value of the ER pay for this employee.

B or G Teams Only	Prorate ?	Total Days Position covers	Actual Days Expected to work	Prorate %
<input type="checkbox"/>	<input checked="" type="checkbox"/>	192	82	42.71

➤ “B or G Teams Only” Field

This field is available for entry based on the contract ER positions that reduce the total amount of ER by 2%, if the position serves only a Boy or Girls group or team. You will only be able to click the box on those positions that allow for this reduction.

➤ “Prorate” Field

Click the box in this field if the pay for this position needs to be pro-rated. This field is to be used to allow for a calculation to pro-rate the total ER amount paid. This could be the case when an employee is hired too late to work the full period of time the position is open. For example, an athletic position that covers 90 days, but the employee is hired to work the last 30 days. Once you click the “Prorate” Field box it will open the next two fields for entry of days

# P.P.S. Online Extended Responsibility Reporting

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➤ “Total Days Position Covers” Field

In the “total days position covers” field **enter** the total days the position covers.

➤ “Actual Days Expected to Work” Field

In the “Actual Days Expected to Work” field **enter** the actual days the employee is expected to work.

*As a note: you could use months as a method of prorate measurement as well.*

➤ “Prorate %” Field

This field automatically calculates the percent that will be used to calculate the final value of the ER pay to be paid to the employee.

Job Share / FTE Adjust	Job Share / FTE% (ex 25.50)	TOSA %	Flat Dollar Amount	ER Calculated Value	Total ER Amount Owed
<input checked="" type="checkbox"/>	50.00			3466.44	1733.22

➤ “Job Share/FTE Adjust” Field

The box in this field should be checked if the position is being shared between multiple employees. This box should also be checked if the employee is less than a 1.0 FTE (for example a Music Teacher who is only .5 FTE)

➤ “Job Share/ FTE %” Field

If you checked the “Job Share” box it will open this field for entry. You need to **enter** the percentage that the employee will work in the job using **##.##** for the percent value (for example 25.5% should be entered as 25.50). In the example mentioned above, if the music teacher is a .5 FTE they should have 50.00 entered so it will calculate 50% of the total ER amount to pay to the employee.

➤ “TOSA %” Field

This field is only open for entry if a “TOSA - Special Projects” position is entered. That position allows between 1% and 16% based on the project. If you select this position (in the position field) you will not be able to submit until the percentage amount is entered.

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### ➤ “ER Calculated Value” Field

Based on all the position entered in the previous position field, and the percentage assigned based on the years in the “% of Base...” or “TOSA %” field, the system will automatically calculate the true ER Calculated Value using the base annual rate prior to any adjustments. For hourly positions it will use the hours multiplied by the base salary hourly rate to calculate this value.

### ➤ “Total ER Amount Owed” Field

This field will reflect the Actual ER that will be paid to the employee after all adjustments for B or G teams and prorating or job sharing percentages are applied.

ER Calculated Value	Total ER Amount Owed	Lump Payment Option	Number of Pays	Earns Code	Pay Per Month	Period Hours	Earns End Dt
3466.44	1733.22	<input type="text"/>	10	812	173.32	6.65	06/15/2017

### ➤ “Number of Pays” Field

Select the number of pays that the Total ER Amount Owed should be paid over. This number will be used to divide the total ER amount owed.

### ➤ “Earns Code” Field

This field will automatically assign the earnings code that will be used in payroll to pay the employee the earnings that are calculated.

### ➤ “Pay Per Month” Field

This field will reflect the actual monthly payment that will appear on the employee’s paycheck. It is the calculated value of the total ER amount owed divided by the number of pays selected.

### ➤ “Period Hours”

This field will reflect the actual monthly hours that will appear for this earnings type on the employee’s paycheck. It is calculated by taking the total ER amount owed and dividing by the base annual hourly rate of pay.

### ➤ “Earns End Date” Field

This field reflects the last pay period date based on the number of pays selected. It is used in payroll for confirming the pay period when the final payment will be made.

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AR	Dept	Account	Program	Class	Fund	Project / Grant	Combination Code			Comment	Validate
<input type="text"/>				<input type="text"/>	<input type="button" value="Validate"/>						

## ➤ “AR” Field

This field is to be used only when the position is being paid through a third party. The use of this field is restricted with approval from Finance department staff, you should always confirm whether you need to enter into this field in advance. This field requires a three digit number. If you use this field you will be required to also enter a comment into the “comment” field before you can save. If you enter data into this field it will automatically block entry into the next 6 combination code fields. Please be aware that any unapproved use of this field will result in the rejection of your entry.

## ➤ “Dept”, “Account”, “Program”, “Class”, “Fund”, and “Project/Grant”

These fields are required if you do not enter numbers into the AR field. The data to use in these fields can be requested through the Finance office. If you enter any unapproved information it could result in the rejection of your entry or delay in the payment.

## ➤ “Combination Code” Field

This field will be automatically populated when the “Validate” field is clicked. Only successful accounts will be populated. It is important to understand the validated codes only mean that the combination code is valid, but it does not guarantee that it will be approved through Finance. **Before adding a new row, confirm that this field is populated which will mean the current row was validated.**

## ➤ “Comment” Field

This field is for free form entry of detailed comments regarding your entry. It is required on any entry that adjusts the ER Calculated value. We suggest that you type meaningful details that can be used if needed by the audit team.

## ➤ “Validate” Button

**VERY IMPORTANT** - This button must be clicked on any row that is entered prior to entering any new row. If you enter a new row without validating the previous row you have a high probability of getting an error. You can confirm you clicked the button when the “combination code” field has data.



Submit

Print

## “Save” “Submit” and “Print” Buttons

## P.P.S. Online Extended Responsibility Reporting

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You can use the print button to print the data saved on forms you have created. You can print any saved form at any time to preview the data you have entered. When you print we suggest that you print in “landscape” orientation, it will be easier to read the data. The submit button will transfer the data that you entered into Finance and Payroll for processing. When you click the submit button you will receive a pdf copy of the form to print. That form must be approved and signed by the Principal in order for payroll to complete the load into the payroll system. Once it is signed you will need to forward a copy of the form via email to [payroll@pps.net](mailto:payroll@pps.net). **If payroll does not receive the approved and signed copy we will not load your file for payment.**

*IMPORTANT NOTE: Once a form has been submitted it cannot be unsubmitted by you. If a form is unsubmitted, by Payroll, the form must go through the complete approval process again.*

### ➤ ADJUSTMENTS TO PREVIOUSLY CREATED ROWS:

Once a form is submitted you will need to create a new form to report additional employees. It is best to hold open your form until the ER cutoff date (based on the payroll calendar) to add as many employees as possible to each form, there is a maximum number of 50 employees per form allowed. If you create a new form on a new date, start your file number count (at the end of your new file name) at 1. For additional forms created on the same day, after you have already submitted a form with number 1, continue the file number count at 2, then 3, ect. Each form submitted must have a unique name.

The only time you will need to adjust a previous row is either to adjust the amount of pay or to stop the ER.

Modify Record	Modify Amount	Stop ER
<input type="checkbox"/>		

### “Modify Record” Field

To modify a record you will need to click the box in the Modify Record field.

### “Modify Amount” Field

It should be very rare to make an adjustment to a previously submitted employee. To increase or decrease an amount to be paid you would enter a negative or positive dollar amount. *Modification of amounts should be limited to only one time per school year.*

### “Stop ER”

If a previous submitted ER needs to be stopped enter the date the payment should be stopped. In the case of a terminated employee, enter the termination date.

## P.P.S. Online Extended Responsibility Reporting

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Extended Season	Extended Season Option	Extended Season Weeks
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="1"/>

### “Extended Season” Field

Certain positions are eligible for extended season pay, if you have an employee who is working an extended season check this box. This box will only open for those positions that allow for extended season pay.

### “Extended Season Option” Field

Select the appropriate group for the number of students the coach is coaching or if the position is an activity advisor. If you have a coaching position over 5 or more students they will receive 8% of their ER pay per week. For those coaching positions with less than 5 students they will receive 4% per week. The other eligible positions are Athletic Activity Advisors in Band, Cheer, and Forensics which are also paid 4% per week.

### “Extended Season Weeks” Field

This field automatically defaults to one week, if the season has been extended more than 1 week you will need to enter the total number of weeks that the season has been extended. The total ER Owed amount will be based on the number of weeks entered.