Teachers and Instructional Aides generally receive their pay on a 10-month or 11-month pay cycle.

If a district provides a Summer School session, there are options for paying Summer School employees outside of their designated primary pay cycle.

Pay these employees using a 12-month Pay Cycle such as 1VAR-Certificated Various or 2VAR-Classified Various using one of the Options from the examples below. Or the new Pay Cycle 1SUM – Summer School for pay in June, July, or August for summer school.

OPTION 1	*HR/Payroll – Employment – Employee Management – Addon Tab*

- Select which Addon to use.
    - Use existing Addons already setup for certificated or classified daily or hourly time and input a 12-month Pay Cycle; or
    - Use existing Addons already setup for certificated and input the Summer School Pay Cycle; or
    - Create an Addon specifically for summer school.
- Attach the existing or Summer School Addon to employees working the session.

OPTION 2	*HR/Payroll – Employment – Additional Pay* *(input data directly into Additional Pay)*

- Add summer school employees into the Additional Pay-Batch Info Tab screen with a 12-month Pay Cycle or the Summer School Pay Cycle (not the employees' 10-month or 11-month primary pay cycle).
- Setup the employees' applicable Addons and Budget accounts in advance to reduce the amount of data entry necessary in June, July, or August.

OPTION 3	*HR/Payroll – Employment – Additional Pay* *(using a spreadsheet to import data)*

- Create an Additional Pay spreadsheet for the summer school time. Use the template provided by Escape. Use a 12-month Pay Cycle or the Summer School Pay Cycle (not the employees' 10-month or 11-month primary pay cycle).
- Test the spreadsheet format by importing a small amount of data into the Additional Pay activity.
- Populate the spreadsheet with each summer school employee's information including Addons and Budget accounts in advance to minimize data entry in June, July, or August.
- In June, July, or August input time units for each employee into the already prepared spreadsheet.
- Import the completed spreadsheet into the Additional Pay activity.

Example

Pay Cycle in *Additional Pay/Batch Info Tab* must be a 12-month Pay Cycle or the Summer School Pay Cycle when manually inputting or importing employee data

(Verify correct Fiscal Year, Pay Date, and Pay Cycle before inputting or importing data)

Example

Additional Pay Batch import results

Example

Certificated Summer School Addon

HR / Payroll - Setup - Payroll - Addons

All Orgs | Tools

Search | List | **Form**

Delete | Prev | Next | Save/Close | Cancel

Pay Addon Table | History

Addons

1 - Addons
Org	
Addon Id	SUMM SCH
Description	Summer School Certificated
Earnings Table	REGULAR {Regular}
Description on Check	Summer School
Group Code	S {Stipends}
Date From	7/1/2016
Date Through	
Note	

2 - Retirement Information
Default Retirement Plan	STRS
Pre 2013 STRS Contribution Code	1 {Normal, current cont}
Pre 2013 STRS Pay Rate Code	4 {Hourly}
Pre 2013 STRS Assignment code	55 {Part-time Employees}
STRS Contribution Code	1 {Normal, current cont}
STRS Pay Rate Code	4 {Hourly}
STRS Assignment code	55 {Part-time Employees}
STRS Days Per Year	185.00
STRS Hours Per Day	7.25
Pre 2013 PERS Contribution Code	11 {Normal/Current Tax Deferred}
Pre 2013 PERS Pay Rate Code	4 {Hourly}
PERS Contribution Code	11 {Normal/Current Tax Deferred}
PERS Pay Rate Code	4 {Hourly}
PERS Days Per Year	0.00
PERS Hours Per Day	0.00
PERS Special Comp Category	
PERS Special Comp Type	

3 - W2 and Account Numbers
W2 Box	
W2 Category	
Object 1	
Object 2	
Account Num/Mask	
Account Required	No

Calculation and Other Information

4 - Calculation
Sequence	50
Rate 1 Amount	0.0000
Rate 1 Option	H {Use an hourly rate}
Rate 2 Amount	1.0000
Rate 2 Option	{Rate2Amt is open for editing}
Rate 2 %	{Rate 2 represents just a simple factor to multiply rate 1 by}
Rate 2 Compound Pcts	No
Units Amount	0.0000
Units Option	A {Automatic Adjustment will be generated}
Salary Schedule	CERT HR {CERT HOURLY}
Sched Cell	?/ ? {Emp setup requires valid value}
Use Position	No
Dues Group	
Days/Year	0.00
Hours/Day	0.00
Set Adjusted Rate	No
Use Adjusted Rate	No
Set Rate Option	{Does not affect the position pay rates}
Use Compound Rate	No
Use Rate Option	0 {Existing payroll calculation}
Affect Position Pay	No
Affect Base Pay	No
Prorate on FTE	No
Charge Benefits	No

5 - Other Addon Information
Print on Timesheet	No
Portal Timesheet Style	0 {Do not show}
Print On Contract	Yes
Include in Budget	No
Pay Cycle	1VAR {Certificated Various}
Job Category	
Job Class	
Job Class Required	No
Affect ACA Hours	Yes
Number of ACA Hours	0.00
Affect Seniority	No
Affect Leaves	No

6 - Active Months

7 - History