

Athletic Timekeeping Training





The purpose of this training is to provide a better understanding of how the Athletic Timekeeping process works. We want to be able to give Athletic Directors and Secretaries the ability to run transmittals and timesheets when needed. We will be going over:

- BusinessPlus access
- How to run a transmittal/timesheet
- How to end a coach's position
- How to add a new coach
- Where to get an Athletic Requisition to Hire





Each Athletic Director and/or Secretary is going to have access to BusinessPlus to run the needed spreadsheets.

Website link to BusinessPlus https://bpprodlb.washoeschools.net/screens/ui/login

The username and password are going to be the same for all schools and all Athletic Directors. The password cannot be changed. To request the username and password, contact:

- Position Control Supervisor https://www.washoeschools.net/Domain/264
- Administrative Secretary, Inservice and Credits https://www.washoeschools.net/Page/2060

Please visit the Student Activities and Athletics webpage or the BusinessPLUS Tutorials webpage for additional information and frequently asked questions:

- http://washoeschools.net/Domain/74 Student Activities and Athletics
- https://www.washoeschools.net/Page/19636
 BusinessPLUS Tutorials





Your BusinessPlus log on page should look as shown:

Login BusinessPlus PowerScholl X +	
Welcome	to
D Busines	
Busines	SSFIUS
Username	
Username	
·	
Password	
Password Forgot your Password?	
roigot your rassword:	
Log in	
PowerSc	hool
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its attitutes.	





Once you are logged on it will bring you to your home page where you will have access to the Athletic Transmittal (AD1001), Athletic Timesheet (AD1002) and the Athletic Requisition to Hire form

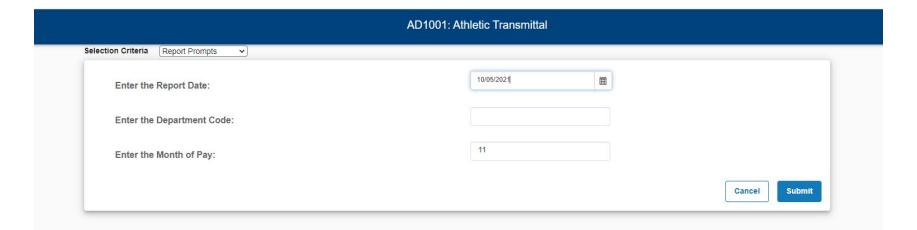
	BusinessPlus	
	■ Menu	
	Complete Menu	ATHLETIC DIRECTOR
•		Athletic Directors's Personal Dashboard ATHLETIC DIRECTOR
		ATHDIR
		AD1001: Athletic Transmittal
		AD1002: Athletic Timesheet
		Athletic Req to Hire Form





Athletic Transmittal

Report Prompt Screen for transmittal will looks like:







- All sports are paid once per season in the month designated by the WEA contract
- Included in the packet is the Athletic Payroll Processing Schedule
- This will tell you in what month a sport will be paid
- Example HS Boys and Girls Head Tennis will be paid in the month of November
- You are going to need this information to enter on your Report Criteria Prompt Screen
- Athletic Transmittal Report- AD1001
- Athletic Timesheet Report- AD1002





 As an example, let us use Hug HS (510) and sports that are paid in the month of November (11). You will need to enter your Department Code (RC Code) and "Month of Pay".

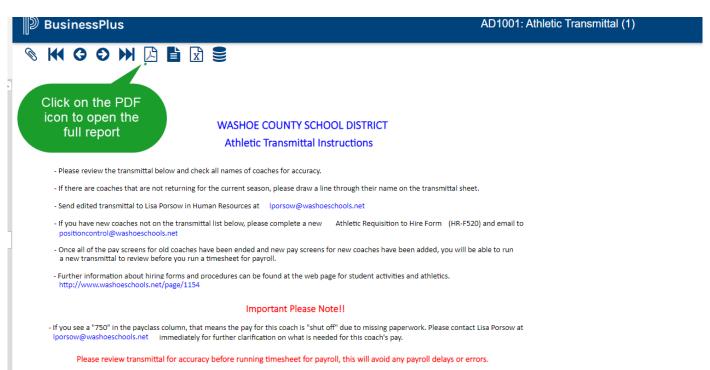


The "Enter Month of Pay" criteria box will always be a two digit number.





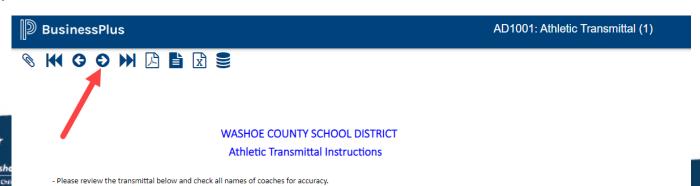
 Once the needed information has been entered the Athletic Transmittal Instruction page will appear





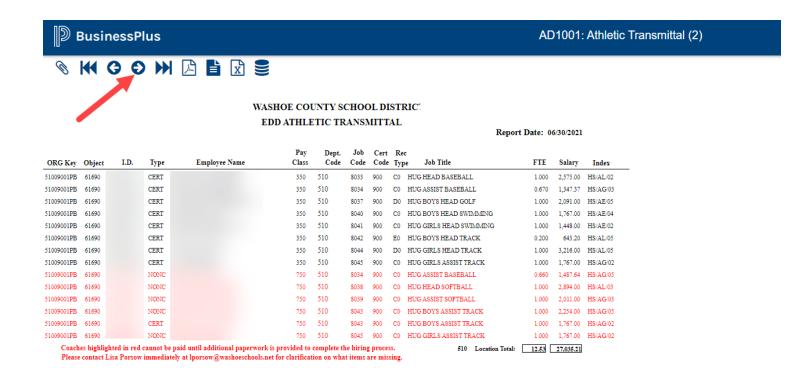


- Athletic Directors and/or Secretaries need to review and check transmittals for the accuracy of the coaches
- If there is a new coach that is not listed on the transmittal, please complete a new Athletic Requisition to Hire Form (HR-F520) and email to positioncontrol@washoeschools.net
- If you see a coach on the transmittal that is not returning for the current season, please draw a line through their name on the transmittal sheet. Edited transmittals with any changes need to be sent to Lisa Porsow at Lporsow@washoeschools.net
- If there is a "750" in the pay class column, that means the pay for this particular coach
 has been "shut off" due to additional hiring documentation needed. Please contact Lisa
 Porsow immediately for further clarification on what is needed for this coach's pay
- To get to the transmittal from the instructions page, click the blue arrow at the top of the screen



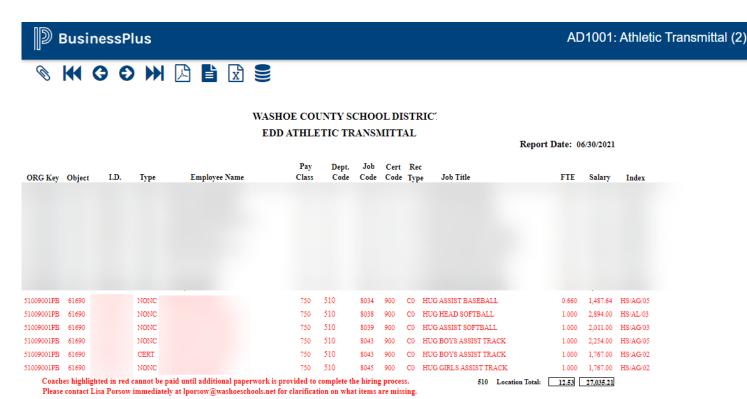


• A sample transmittal is listed below. If there are multiple pages, keep clicking the blue arrow until the last page.









 Above is an example of a "750" pay class, if this is on a transmittal, please contact Lisa Porsow for additional information on what is needed





 Again, if there is a coach that is not returning, a line will need to be drawn through their name and the transmittal emailed to Lisa Porsow.



WASHOE COUNTY SCHOOL DISTRIC'. EDD ATHLETIC TRANSMITTAL

Report Date: 06/30/2021

					Pay	Dept.	Job	Cert	Re	c				
ORG Key	Object	I.D.	Type	Employee Name	Class	Code	Code	Code	Typ	oe Job Title	FTE	Salary	Index	
51009001PB	61690		CERT		350	510	8033	900	C0	HUG HEAD BASEBALL	1.000	2,575.00	HS/AL/02	
51009001PB	61690		CERT		350	510	8034	900	C0	HUG ASSIST BASEBALL	0.670	1,347.37	HS/AG/03	
51009001PB	61690		CERT		350	510	8037	900	D0	HUG BOYS HEAD GOLF	1.000	2,091.00	HS/AE/05	
51009001PB	61690		CERT		350	510	8040	900	C0	HUG BOYS HEAD SWIMMING	1.000	1,767.00	HS/AE/04	
51009001PB	61690		CERT	_	350	510	8041	900	C0	HUG GIRLS HEAD SWIMMING	1.000	1,448.00	H8/AE/02	End position
51009001PB	61690		CERT		350	510	8042	900	E0	HUG BOYS HEAD TRACK	0.200	643.20	HS/AL/05	
51009001PB	61690		CERT		350	510	8044	900	D0	HUG GIRLS HEAD TRACK	1.000	3,216.00	HS/AL/05	
51009001PB	61690		CERT		350	510	8045	900	C0	HUG GIRLS ASSIST TRACK	1.000	1,767.00	HS/AG/02	
51009001PB	61690		NONC		750	510	8034	900	C0	HUG ASSIST BASEBALL	0.660	1,487.64	HS/AG/05	
51009001PB	61690		NONC		750	510	8038	900	C0	HUG HEAD SOFTBALL	1.000	2,894.00	HS/AL/03	
51009001PB	61690		NONC		750	510	8039	900	C0	HUG ASSIST SOFTBALL	1.000	2,011.00	HS/AG/03	
51009001PB	61690		NONC		750	510	8043	900	C0	HUG BOYS ASSIST TRACK	1.000	2,254.00	HS/AG/05	
51009001PB	61690		CERT		750	510	8043	900	C0	HUG BOYS ASSIST TRACK	1.000	1,767.00	HS/AG/02	
51009001PB	61690		NONC		750	510	8045	900	C0	HUG GIRLS ASSIST TRACK	1.000	1,767.00	HS/AG/02	

Coaches highlighted in red cannot be paid until additional paperwork is provided to complete the hiring process. Please contact Lisa Porsow immediately at lporsow@washoeschools.net for clarification on what items are missing.

510 Location Total: 12.53 27,035.21





 Once everything looks accurate on the transmittal, it is then time to run the timesheet for payroll. The timesheet is located on the BusinessPlus home page, right below the transmittal

	BusinessPlus							
	■ Menu							
	Complete Menu	ATHLETIC DIRECTOR						
•		Athletic Directors's Personal Dashboard ATHLETIC DIRECTOR						
		ATHDIR						
		AD1001: Athletic Transmittal						
		ii AD1002: Athletic Timesheet						
		→ Athletic Req to Hire Form						





- For the timesheet you will need the Location, Job Code and Month of Pay
- Job Codes are listed on the Athletic Processing Schedule handout
- If you want to run the timesheet for all sports paid in a month, you will enter the Month of Pay and Department Code (RC Code), then leave the * in the Job Code field

Enter the Report Date:	06/30/2021	
Enter the Employee Name:	*	
Enter the Employee ID:	*	
Enter the Department Code:	510	
Enter the Job Code:		
Enter the Month of Pay:	5	





Athletic Timesheets appear to look the same as the transmittal except that the last page of the timesheet has signature lines

■ BusinessPlus	AD1002: Athletic Timesheet (1)
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WASHOE COUNTY SCHOOL DISTRIC'. ATHLETIC TIMESHEET

Report Date: 06/30/2021

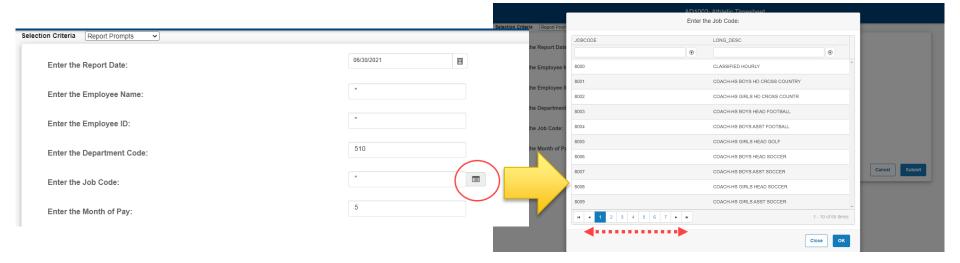
This EDD coaching time sheet is used to submit the timekeeping for your site's EDD Coaching positions. This will not be used for Student Activity funded positions. NO ADDITIONS or CHANGES to postions may be submitted using this timesheet. If you have additions or changes, please submit the appropriate paperwork and work with Position Control. If anyone on this timesheet should not be paid, please make note of this so Payroll will not make payment on this position, and follow up with appropriate paperwork to end or change the position.

ORG Key	Object	I.D.	Туре	Employee Name	Pay Class	Dept. Code	Job Code	Cert Code		Job Title	FTE	Salary	Index
51009001PB	61690		CERT		350	510	8033	900	C0	HUG HEAD BASEBALL	1.000	2,575.00	HS/AL/02
51009001PB	61690		CERT		350	510	8034	900	C0	HUG ASSIST BASEBALL	0.670	1,347.37	HS/AG/03
51009001PB	61690		CERT		350	510	8037	900	D0	HUG BOYS HEAD GOLF	1.000	2,091.00	HS/AE/05
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51009001 PB	61690		CERT		350	510	8042	900	E0	HUG BOYS HEAD TRACK	0.200	643.20	HS/AL/05
51009001PB	61690		CERT		350	510	8044	900	D0	HUG GIRLS HEAD TRACK	1.000	3,216.00	HS/AL/05
51009001 PB	61690		CERT		350	510	8045	900	C0	HUG GIRLS ASSIST TRACK	1.000	1,767.00	HS/AG/02
										510 Location Total:	12.87	25,456.5	7
This r	eport, to t	he best of my	knowle	dge, accurately reflects the EDD coaching p	position	s worked a	t this site						
Pre	pared By			Contact Phone #						orover Signature I	Date Title		





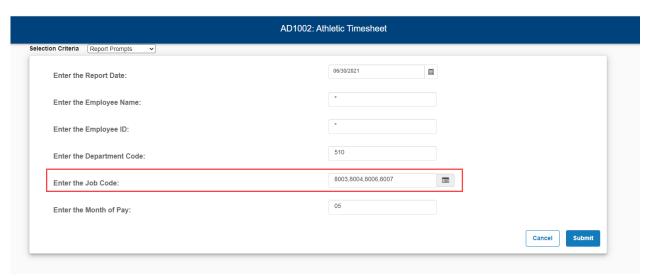
- If you need to run an individual timesheet, you may do so via employee or sport
- There is a data icon symbol next to the Job Code field that will allow you to view all the job codes, if you click on the icon, you will see the description of each job code, and you can then proceed with entering them into Job Code the field







- You can run multiple job codes at once
- As an example, let us say you just want to run Head Football, Assistant Football and Head Soccer and Assistant Soccer for both boys and girls:



- Enter Department Code (RC)
- Enter Job Codes (comma after each job code with no space)
- Enter the Month of Pay for the sport





• If you want to run a transmittal for a specific employee, just enter their Employee ID into the search criteria, along with the Department Code (RC), Job Code and Month of Pay

ion Criteria Report Prompts	
Enter the Report Date:	06/30/2021
Enter the Employee Name:	•
Enter the Employee ID:	e000
Enter the Department Code:	510
Enter the Job Code:	8004
Enter the Month of Pay:	11
	Cancel

 This will allow you to do individual timesheets in cases where a coach did not get paid on the normal pay cycle of the sport





- Once the timesheet has all the needed signatures these will need to be emailed to Payroll, please do not send signed timesheets back to Position Control
- Timesheets can be emailed directly to your Payroll Technician

