



Athletic Timekeeping Training



Washoe County School District
Every Child, By Name And Face, To Graduation™



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:

BP Login | BusinessPlus | PowerSchool x +


Welcome to
BusinessPlus

Username

Password


[Forgot your Password?](#)

Log in

PowerSchool

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Washoe County School District

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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 look like:

AD1001: Athletic Transmittal

Selection Criteria Report Prompts ▼

Enter the Report Date: 

Enter the Department Code:

Enter the Month of Pay:

Cancel Submit



- 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”.

AD1001: Athletic Transmittal

Selection Criteria Report Prompts

Enter the Report Date:

Enter the Department Code:

Enter the Month of Pay:

CancelSubmit

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

BusinessPlus **AD1001: Athletic Transmittal (1)**

Click on the PDF icon to open the full report

WASHOE COUNTY SCHOOL DISTRICT
Athletic Transmittal Instructions

- Please review the transmittal below and check all names of coaches for accuracy.
- If there are coaches that are not returning for the current season, please draw a line through their name on the transmittal sheet.
- Send edited transmittal to Lisa Porsow in Human Resources at lporsow@washoeschools.net
- If you have new coaches not on the transmittal list below, please complete a new Athletic Requisition to Hire Form (HR-F520) and email to positioncontrol@washoeschools.net
- Once all of the pay screens for old coaches have been ended and new pay screens for new coaches have been added, you will be able to run a new transmittal to review before you run a timesheet for payroll.
- Further information about hiring forms and procedures can be found at the web page for student activities and athletics. <http://www.washoeschools.net/page/1154>

Important Please Note!!

- If you see a "750" in the payclass column, that means the pay for this coach is "shut off" due to missing paperwork. Please contact Lisa Porsow at lporsow@washoeschools.net immediately for further clarification on what is needed for this coach's pay.

Please review transmittal for accuracy before running timesheet for payroll, this will avoid any payroll delays or errors.



- 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

BusinessPlus AD1001: Athletic Transmittal (1)

Navigation icons: Link, Previous, **Next** (highlighted with red arrow), Next, Print, Copy, Paste, List.

WASHOE COUNTY SCHOOL DISTRICT
Athletic Transmittal Instructions

- Please review the transmittal below and check all names of coaches for accuracy.



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

AD1001: Athletic Transmittal (2)

WASHOE COUNTY SCHOOL DISTRICT

EDD ATHLETIC TRANSMITTAL

Report Date: 06/30/2021

ORG Key	Object	I.D.	Type	Employee Name	Pay Class	Dept. Code	Job Code	Cert Code	Rec Type	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	HS/AE/02
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 Porsov immediately at lporsow@washoeschools.net for clarification on what items are missing.

510 Location Total:

12.63

27,035.21



WASHOE COUNTY SCHOOL DISTRICT
EDD ATHLETIC TRANSMITTAL

Report Date: 06/30/2021

ORG Key	Object	I.D.	Type	Employee Name	Pay Class	Dept. Code	Job Code	Cert Code	Rec Type	Job Title	FTE	Salary	Index
51009001PB	61690		NONC		750	510	8034	900	C0	HUG ASSIST BASEBALL	0.660	1,487.64	HS/AG/05
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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

- 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 DISTRICT
EDD ATHLETIC TRANSMITTAL

Report Date: 06/30/2021

ORG Key	Object	I.D.	Type	Employee Name	Pay Class	Dept. Code	Job Code	Cert Code	Rec Type	Job Title	FTE	Salary	Index
51009001PB	61690		CERT		350	510	8033	900	C0	HUG HEAD BASEBALL	1.000	2,575.00	HS/AL/02
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51009001PB	61690		CERT		350	510	8041	900	C0	HUG GIRLS HEAD SWIMMING	1.000	1,448.00	HS/AE/02
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
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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

End position

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


The screenshot shows the BusinessPlus web application interface. At the top is a dark blue header with the 'BusinessPlus' logo and name. Below the header is a 'Menu' button. On the left is a 'Complete Menu' sidebar. The main content area is titled 'ATHLETIC DIRECTOR'. Under this title, there is a section 'Athletic Directors's Personal Dashboard' which contains a link labeled 'ATHLETIC DIRECTOR' that is highlighted with a red rectangular box. Below this, there is a section labeled 'ATHDIR' which contains three links: 'AD1001: Athletic Transmittal', 'AD1002: Athletic Timesheet', and '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

AD1002: Athletic Timesheet


Selection Criteria Report Prompts

Enter the Report Date: 



Enter the Employee Name:

Enter the Employee ID:

Enter the Department Code:

Enter the Job Code: 

Enter the Month of Pay:



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

AD1002: Athletic Timesheet (1)

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**WASHOE COUNTY SCHOOL DISTRICT
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 positions 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.	Type	Employee Name	Pay Class	Dept. Code	Job Code	Cert Code	Rec Type	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
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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
\$10 Location Total:											12.87	25,456.57	

This report, to the best of my knowledge, accurately reflects the EDD coaching positions worked at this site.

Prepared By: _____

Contact Phone #: _____

Approver Signature: _____

Date: _____

Print Name: _____

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

AD1002: Athletic Timesheet

Selection Criteria Report Prompts

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

Enter the Job Code:

JOB CODE	LONG_DESC
8000	CLASSIFIED HOURLY
8001	COACH-HS BOYS HD CROSS COUNTRY
8002	COACH-HS GIRLS HD CROSS COUNTRY
8003	COACH-HS BOYS HEAD FOOTBALL
8004	COACH-HS BOYS ASST FOOTBALL
8005	COACH-HS GIRLS HEAD GOLF
8006	COACH-HS BOYS HEAD SOCCER
8007	COACH-HS BOYS ASST SOCCER
8008	COACH-HS GIRLS HEAD SOCCER
8009	COACH-HS GIRLS ASST SOCCER

1 - 10 of 65 Items

Close OK



- 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:

AD1002: Athletic Timesheet

Selection Criteria Report Prompts

Enter the Report Date: 06/30/2021

Enter the Employee Name: *

Enter the Employee ID: *

Enter the Department Code: 510

Enter the Job Code: 8003,8004,8006,8007

Enter the Month of Pay: 05

Cancel Submit

- 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

AD1002: Athletic Timesheet

Selection 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 Submit

- 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