



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice 12/17/2020

1 message

Wilma Marks <wilma.marks@pgcps.org>

Wed, Dec 16, 2020 at 1:30 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Bcc: Sherriel.Sullivan@pgcps.org

Happy Holidays to you all! I hope you all enjoy your upcoming break! Before we take off... please note the following:

- 1) Timecards for this pay period are **due midday (12 pm) Friday, December 18, 2020 (12/18/2020)** be sure all time is submitted and approved by December 18th for the December 24th paydate.
- 2) **The Payroll Office** (this includes Payroll staff and Absence Management staff) **will not be working** (teleworking) from **December 24, 2020 to January 3, 2021**).
- 3) Be mindful, **the Holiday break starts 12/23/2020**, any **missed or late time will not be processed until the Payroll Office returns** to work (or telework) on **January 4, 2021**. Once the time is received and processed, your payroll representative will notify you and any impacted employee of the date of payment. **Due to the short week, payments for late and/or missed cannot be made by the January 8th paydate.**
- 4) Timecards for the next payroll period ending January 1, 2021 (1/1/2021) will be **due early, Wednesday, December 23, 2020 (12/23/2020) by 12 pm**. You will be able to submit on this day. The deadline to approve the timecard will remain unchanged - January 1, 2021, by 5 pm. **Time approvers should not approve timecards early as it will prevent any additional updates by the Payroll Office.**
- 5) In **preparation for issuing the 2020 W2s**, we ask that you please inform employees to check their addresses in Oracle to ensure it is correct. If not, they need to make any necessary updates **by December 31, 2020**. **Failure to do so will result in a delay in receiving their W2 in the mail.**

Thank you and Happy Holidays to all!

Wilma Marks
 Supervisor Operations and Procedures
 Payroll Services
 301-952-6351
 Fax: 301-952-6088

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