



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice June 3 2020

2 messages

Wilma Marks <wilma.marks@pgcps.org>
Bcc: Sherriel.Sullivan@pgcps.org

Wed, Jun 3, 2020 at 1:13 PM

Hello Timekeepers and Time Approvers,

It is coming to the end of the school year and that means rest for some and preparation for the next school year for others.

11 month Calendars:

The 11 month employee calendars are ready. ASASP informed us they sent the Assistant Principal 210 day calendar out to members already. Attached is the same calendar and a second calendar for other 11 month employees who work days as scheduled between them and their supervisor. Please remember to count and make sure the correct number of days are scheduled.

Inactive Employees:

If you have employees who have not been working and either you or the payroll clerk has been entering unpaid leave for many pay periods, please report the employee's status through the EITS system so HR and ELRO can assist with clearing the position.

End of Year Resignations/Retirements:

As the year ends and employees resign or retire, please help cut down on calls/emails to payroll clerks by letting staff know payouts will be done within two pay periods after the pay period in which their last day occurs. End of year is a busy time and it is difficult to get these done earlier.

Workday Bulletin:

The last day for teachers and students has been changed but Payroll has not been instructed to make changes to last days for any employees on the workday bulletin. Please continue to use this bulletin to find last days for employees.

Here is a link to the location of the bulletin and the bulletin is attached.

<https://www.pgcps.org/payroll/bulletins-calendars-forms/>

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

Click [HERE](#) to go to the **Payroll Office** Website!

Click [HERE](#) to go to the **Absence Management** Website!

Click [HERE](#) to go to the **Leave (Use or Lose) Calculator** for all PGCPS unions!




Click [HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator!**

*******Providing excellent customer service is very important to us*******

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

3 attachments

-  **M-4-20 Scheduled Workdays and Allocation for 10-Month Supporting Personnel and 11-Month Personnel for the 2019-2020 School Year REVISED.pdf**
1019K
-  **ASASP 11 Month Calendar (210 Days) 2019-2020 (1).docx**
77K
-  **ASASP 11 Month Calendar 2020-2021.docx**
97K

Wilma Marks <wilma.marks@pgcps.org>
Bcc: Sherriel.Sullivan@pgcps.org

Mon, Jun 8, 2020 at 12:49 PM

Hello all,

I am sorry but the wrong 210 day calendar was included in this email. Please see the attached document to see instead.

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

Strategic, Input, Consistency, Connectedness, Relator

Click [HERE](#) to go to the **Payroll Office** Website!

Click [HERE](#) to go to the **Absence Management** Website!

Click [HERE](#) to go to the **Leave** (Use or Lose) **Calculator** for all PGCPS unions!

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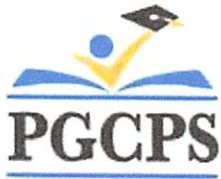
*******Providing excellent customer service is very important to us*******

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

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-
-  **ASASP 11 Month Calendar (210 Days) 2020-2021 (1).pdf**
216K



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-4-20 - Revised
Originator's Serial No.
September 25, 2019
Date
Payroll Services
Originating Office
June 30, 2020
Cancellation Date

TO: All Principals
All Department Heads
All 10-Month Supporting Personnel and 11-Month Personnel

FROM: Chief Financial Officer
Chief Human Resource Officer

SUBJECT: Scheduled Workdays and Allocation for 10-Month Supporting Personnel and 11-Month Personnel for the 2019-2020 School Year – **Revised Last Days of Work per Calendar Amendments Approved by Board of Education September 5, 2019**

1. **PURPOSE:** To publish the scheduled number of workdays and allocation for 10-Month supporting personnel and 11-Month Personnel.
2. **INFORMATION:** During the 2019-2020 school year, ten (10) month supporting personnel listed herein will be paid in 22 equal paychecks and eleven (11) month employees will be paid in 24 equal paychecks, unless the employee completes and returns the twelve (12) month Extended Pay Option enrollment form, available on Oracle Employee Self Service. Employees electing the Extended Pay Option will be paid over 26 paychecks. Please refer to the Employee Pay Schedule for the 2019-2020 School Year.

It is the responsibility of the principal or supervisor to ensure that personnel are paid only for those days worked or authorized as leave with pay and that the number of required workdays are met. When an individual is absent from work and not on authorized leave, the appropriate Unpaid Leave entry must be made on the payroll timecard. If assistance is needed, timekeepers should contact their assigned payroll clerk via e-mail.

To provide consistency and accountability, workdays have been scheduled as follows: The principal or supervisor may deviate from the scheduled workdays required for 10-month and 11-month personnel when necessary based on work requirements in the school or work location. In these situations, it is still management's responsibility to ensure that the total number of required workdays are scheduled.

3. **FIRST AND LAST PAYDAYS:**
 - The first payday for 10-month employees is Friday, September 6, 2019, and the last payday is Friday, June 26, 2020. The 10-month salary will be divided evenly for twenty-two (22) paydays.
 - The first payday for 11-month employees is Friday, August 9, 2019, and the last payday is Friday, June 26, 2020. The 11-month salary will be divided evenly for twenty-four (24) paydays.

The first payday for 12-month employees is Friday, July 12, 2019, and the last payday is Friday, June 26, 2020. The 12-month salary will be divided evenly for twenty-six (26) paydays.

4. **REQUIRED WORK DAYS BY POSITION TYPE:**

BEFORE AND AFTERCARE SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Group Activity Assistants*	190	8/22/2019	6/16/2020
Floating / Field Coordinators**	220	7/22/2019	6/26/2020

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 18, 2019, and Monday, November 11, 2019.

** Must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 220 workdays they intend to work during the 2019-2020 school year.

FOOD AND NUTRITION SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Food Service Managers	190	8/19/2019	6/16/2020
Food Service Field Specialists	262	7/01/2019	6/30/2020
Food Service Records Technician	262	7/01/2019	6/30/2020
Food Service Satellite Leaders*	187	8/21/2019	6/15/2020
Food Service Assistants*	187	8/21/2019	6/15/2020

* The required workdays are 187 of the 192 teacher-duty days. The two (2) designated non-duty days for Food Service Satellite Leaders and Food Service Assistants are Friday, October 18, 2019, and Monday, November 11, 2019.

HEALTH SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
School RNs, 10-month*	190	8/22/2019	6/16/2020
School RNs, 11-month**	220	7/22/2019	6/25/2020
School LPNs, 10-month*	190	8/22/2019	6/16/2020
School LPNs, 11-month**	220	7/22/2019	6/25/2020
Records Assistants*	190	8/22/2019	6/16/2020
Vision and Hearing Screening Technicians*	190	8/22/2019	6/16/2020

* Required workdays are 190 of the 192 teacher-duty days. The three designated training days for 10-month RNs, 10-month LPNs, and Vision and Hearing Screening Technicians are Monday, August 26, 2019, Tuesday, August 27, 2019, and Wednesday, August 28, 2019. The two (2) designated non-duty days for 10-month RNs, 10-month LPNs, 10-month Records Assistants, and Vision and Hearing Screening Technicians are Friday, October 18, 2019, and Monday, November 11, 2019.

** Must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 220 workdays they intend to work during the 2019-2020 school year.

HEARING IMPAIRED SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Interpreters	185	8/27/2019	6/12/2020

Required workdays are 185 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 18, 2019, and Monday, November 11, 2019.

MEDIA SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Media Aides	200	8/16/2019	6/22/2020

Required workdays are the 192 teacher duty-days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

210 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Assistant Principals**	210	7/01/2019	6/30/2020
Instructional Specialist**	210	7/01/2019	6/30/2020
Wing Coordinators**	210	7/01/2019	6/30/2020

** 11-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 210 workdays they intend to work during the 2019-2020 school year.

212 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Coordinators*	212	8/05/2019	6/26/2020
School Psychologists**	212	8/05/2019	6/26/2020
Mentor Teachers**	212	8/05/2019	6/26/2020
Consulting Teachers**	212	8/05/2019	6/26/2020

Required workdays are the 192 teacher-duty days, plus an additional twenty (20) days: twelve (12) days before teachers report and eight (8) days after teachers leave.

* 10-month Instructional Coordinators follow the 192-day school year.

** 11-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 212 workdays they intend to work during the 2019-2020 school year.

PARAPROFESSIONALS

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Paraprofessional Educators	190	8/22/2019	6/16/2020
Paraprofessional Educators, Special Education	190	8/22/2019	6/16/2020

Required workdays are 190 of the 192 teacher-duty-days. The two (2) designated non-duty days are Friday, October 18, 2019, and Monday, November 11, 2019.

ISEA / ISSM / ILT / SUCCESS COACHES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Itinerant Special Education Assistant (ISEA)	190	8/22/2019	6/16/2020
In-School Suspension Monitors (ISSM)	190	8/22/2019	6/16/2020
Instructional Lead Teachers (ILT)	192	8/22/2019	6/16/2020
Success Coaches	190	8/22/2019	6/16/2020

Required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 18, 2019, and Monday, November 11, 2019.

PARENT ENGAGEMENT ASSISTANTS

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Parent Engagement Assistants (PEA)	190	8/22/2019	6/16/2020

Required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 18, 2019, and Monday, December 2, 2019. The three designated training days for 10-month Parent Engagement Assistants are Monday, August 26, 2019, Tuesday, August 27, 2019, and Wednesday, February 12, 2020.

SCHOOL-BASED CLERICAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
School Secretary I, 10-month	200	8/16/2019	6/22/2020
School Secretary II, 12-month	262	7/01/2019	6/30/2020
School Business Accounting Technicians, 12-month	262	7/01/2019	6/30/2020
School Accounting Secretary, 10-month	200	8/16/2019	6/22/2020
School Accounting Secretary, 12-month	262	7/01/2019	6/30/2020
Registrar, 12-month	262	7/01/2019	6/30/2020
School Guidance Secretary, 10-month	200	8/16/2019	6/22/2020
School Guidance Secretary, 11-month*	220	7/22/2019	6/26/2020
School Guidance Secretary, 12-month	262	7/01/2019	6/30/2020

School Secretary I, School Accounting Secretary, and School Guidance Secretary, 10-month

The first day of work for 10-month school-based secretaries for the 2019-2020 school year is four (4) duty-days before teachers report. The last day of work is four (4) duty-days after teachers leave, exclusive of snow days. The required number of 200 workdays authorized may not be exceeded. 10-month school-based secretaries will be paid twenty-two (22) equal paychecks.

School Guidance Secretary, 11-month

11-month school-based secretaries are scheduled to work 220 days and will work all 192 teacher duty-days, plus an additional twenty-eight (28) days: twenty (20) days before teachers report and eight (8) days after teachers leave, exclusive of snow days.

- * 11-month School Guidance Secretaries must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 220 workdays they intend to work during the 2019-2020 school year.

School Secretary II, School Accounting Secretary, Registrar, and School Guidance Secretary, 12-month

12-month school-based secretaries are scheduled to work 262 days and will be paid twenty-six (26) equal paychecks.

SAFETY AND SECURITY SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Investigator Counselors, 10-month*	200	8/16/2019	6/22/2020
Security Assistants**	190	8/22/2019	6/16/2020

- * Required workdays are 190 of the 192 teacher-duty days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

- ** Required workdays are 190 of the 192 teacher duty-days. The two (2) designated non-duty days are Friday, October 18, 2019, and Monday, November 11, 2019.

STUDENT ADVOCATE

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	7/22/2019	6/26/2020

- * Student Advocates must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 220 workdays they intend to work during the 2019-2020 school year.

STUDENT COACHES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Coaches	190	8/22/2019	6/16/2020

TRANSPORTATION

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Assistant Bus Driver Foremen / Trainers	262	7/01/2019	6/30/2020
Bus Drivers	185	8/19/2019	6/12/2020
Bus Aides	185	8/19/2019	6/12/2020
Auxiliary Bus Drivers*	220	7/22/2019	6/26/2020

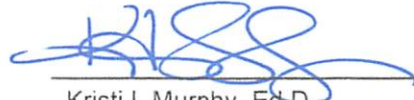
The days designated as In-Service/Bid Days are Monday, August 19, 2019, and Tuesday, August 20, 2019. Dry-run days are Monday, August 26, 2019, and Friday, August 30, 2019. Orientation day is Wednesday, August 28, 2019.

* Auxiliary Bus Drivers must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Friday, July 19, 2019, indicating the 220 workdays they intend to work during the 2019-2020 school year.

5. **DISPOSITION OF BULLETIN:** Please ensure all affected employees receive and read this bulletin. Retain until June 30, 2020.



Michael Herbstman
Chief Financial Officer



Kristi I. Murphy, Ed.D.
Chief Human Resources Officer

Oracle Self-Service and Payroll Services

Employees can access many payroll services online through Oracle Self-Service and the Payroll Services webpage. These tools, and the services available, are listed below:

ORACLE SELF-SERVICE

- **Log on** to www1.pgcps.org/
- **Click on** Options (Upper left of the page)
- **Click on** Staff Portal
- **Click on** Oracle Self-Service
- **Log on** using your Username and Password assigned to all PGcps employees
- **Click on** PGcps Employee Self-Service if you wish to access:
 - **Personal Information** to change your address or personal data
 - **Annual Salary** to view salary and pay information
 - **View ePayslip** to view and print payslips
 - **Federal Tax Form** to submit Federal tax withholding changes
 - **State Tax Form** to submit Maryland, Virginia, and District of Columbia tax withholding changes
 - **Benefits** to enroll or make changes to benefits during open enrollment periods
 - **Direct Deposit** to selecting or changing direct deposit authorization
 - **Leave Balances and Leave Request** to check annual, sick, and personal leave balances
 - **My Information** to see a real-time employment summary
 - **Employee W-2** to view and print W-2 statements
 - **Employment Verification** to release employment information and, optionally, salary information to an external organization or person.
 - **Extended Pay Option Enrollment** to enroll in the Extended Pay Option Plan

PAYROLL SERVICES WEBPAGE

- <https://www1.pgcps.org/payroll/>
- Announcements
- Quicklinks
- Absence Management
- Bulletins, Calendars and Form
- ePayslip
- Extended Pay Options
- Frequently Asked Questions
- Oracle Employee Self Service for Payroll
- Sick and Safe Leave Information
- Tax and W-2 Information
- Timekeepers & Approvers
- Training
- W-2 Scam: Be aware

Check out the Bi-weekly Pay Calculator in the Extended Pay Plan Section.

PAYROLL SERVICES

Sasscer Administration Building - 14201 School Lane, Room 132

Upper Marlboro, MD 20772

Payroll: 301-952-6200 | FAX: 301-952-6088

<https://www1.pgcps.org/payroll/>

ASASP 11 Month Calendar (210 Days) 2019-2020 School Year

Directions for Completion: Place an "X" or circle all selected work days. Principals and Assistant Principals should work collaboratively as an administrative team to determine the actual 210 days the Assistant Principal will work.

The calendar should be completed by June 15th

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Schools/Offices Closed-Holiday

Name (Please Print): _____ EIN #: _____

Assistant Principal Signature: _____ Dated: _____

Principal Signature: _____ Dated: _____

ASASP 11 Month Calendar 2020-2021 School Year

Directions for Completion: Place an "X" or circle all selected work days. Principals and Assistant Principals should work collaboratively as an administrative team to determine the actual 210 days the Assistant Principal will work.

The calendar should be completed by June 15th

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Schools & Offices Closed

Name (Please Print): _____ EIN #: _____

Employee Signature: _____ Dated: _____

Principal Signature: _____ Dated: _____