



Sherriel Sullivan &lt;sherriel.sullivan@pgcps.org&gt;

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**Timekeeper Notice July 1 2020**

1 message

Wilma Marks &lt;wilma.marks@pgcps.org&gt;

Wed, Jul 1, 2020 at 10:08 AM

Bcc: Sherriel.Sullivan@pgcps.org

Hello all,

As a reminder, you are now responsible for your own timecards, please remember time submission for regular biweekly time for 10-month employees is not required during the summer. Summer school time entry is the only entry that should be made for 10-month employees. Starting with the Pay Period Ending July 3, 10-month employees' timecards will not be prepopulated with regular hours so timecard submittal not required. If you submit and approve a blank timecard, summer school hours can not be completed and will delay payment to the employee for any summer school time worked.

The following time pay elements can be entered for 10-month employees: ILT hours; guidance hours, summer school time, and scheduler hours. Please enter the hours/time but do not submit the timecards. Submission of the timecards too early will prevent all time worked to be entered.

Extended Option enrollment and withdrawal will be available starting July 1, 2020, excluding PGCEA employees hired July 1, 2014, or after. Please inform employees to go on Oracle self-service to enroll. Withdrawal from the extended option program is by form to be sent to the following email: [wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org). The withdrawal form is located on our website <https://www1.pgcps.org/payroll/extended-pay-options/> and is attached to this email.

Leave accrual process for the new school year will be run after the last payroll with June dates, July 3, 2020. The new leave accruals will post after the first pay date in July. The payroll and the accrual processes will run this weekend. The new July 1 leave will be available and visible to employees in Oracle Self Service next week. This year the accrual process will include use or lose annual leave which will roll over into the employee's sick balances. No use or lose leave will be lost.

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**!

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**Withdrawal Form Employee Extended Pay Option Plans FY21 fillable.pdf**

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# WITHDRAWAL FORM

## 2020-2021

### EMPLOYEE EXTENDED PAY OPTION PLANS

The withdrawal form is to be completed by eligible employees currently participating in the Extended Pay Option Plan who elects to revert to a regular 10-month or 11-month pay status. PGCEA employees hired on or after July 1, 2014 are not eligible to withdrawal from the Extended Option Program at any time.

**WITHDRAWAL:** I am currently a 10-month or 11-month employee participating in the Extended Pay Option Plan and elect to revert to a regular 10-month or 11-month pay status. I understand that withdrawal is IRREVOCABLE during the school year and may only be changed during the specified withdrawal period. The deadlines for withdrawing from the pay option plans are listed below.

#### PRINT INFORMATION LEGIBLY

_____	_____	_____	_____	_____
EIN	First Name	M.I.	Last Name	Organization
_____				_____
Date of Hire				Bargaining Unit (Union)
_____				_____
Employee Signature				Date

**THIS WITHDRAWAL FORM MUST BE RECEIVED IN PAYROLL & BENEFITS SERVICES BY**  
**July 31, 2020 FOR 11-MONTH EMPLOYEES**  
**August 28, 2020 FOR 10-MONTH EMPLOYEES**

All 10-month or 11-month employees currently participating in the Extended Pay Option Plan will automatically be included in the Extended Pay Option Plan unless a **WITHDRAWAL FORM** is completed and received in Payroll & Benefits Services by the dates shown above. Negotiated agreement requirements prohibit withdrawals during the pay year therefore no withdrawals will be allowed during the school year to include withdrawals for hardships.

**SEPARATION AND LEAVE WITHDRAWALS:** Upon Human Resources notice of termination, resignation, retirement, suspension, promotion, or approved leave of absence, the total accumulated contributions will be refunded to the employee subject to the disclosure statement below. Employees on an approved leave of absence will be removed from the Extended Pay Option Plan for the remainder of the fiscal year and **WILL NOT** be automatically enrolled in the plan for succeeding years. A new enrollment form will be required during the next enrollment period if affected employees wish to resume participation in the plan.

**EXTENDED OPTION DISCLOSURE:** Prince George's County Public Schools' regular 10-month and 11-month pay period calendar is scheduled so that employees receive a full paycheck for 10 days on their first paycheck even though they may not have worked a full pay period. Ten and 11-Month employees also receive full pay checks during holiday periods such as Thanksgiving, Winter Break/Christmas, and Spring Break/Easter. These payments also contribute to this overpayment situation. This benefits employees immediately with a full paycheck, but results in the receipt of a portion of their salary before it is earned. Therefore, if employees leave employment anytime during the year, they will have to return any funds paid in advance of the days worked. The amount that must be repaid decreases as the school year progresses, but the break-even point is only reached with the last regular paycheck.

Therefore, when employees who have opted to enroll in the Employee Extended Pay Option Plan leave employment, are approved for any extended leave, are terminated or suspended, or are promoted to a new position during the school year, the money deducted from each biweekly paycheck for the summer payments may be applied against any amount that must be repaid to Prince George's County Public Schools in producing their final paycheck. Any refund payment is a lump-sum payment and is supplemental subject to be taxed at the rate which is approximately 22% for Federal; 6.2% for Social Security; 1.45% for Medicare; and 5.75 plus county for Maryland State, 5.75% for Virginia, or regular tax for District of Columbia.

**NOTE:** Payroll Services will return a date stamped copy of this withdrawal form for your record.

**Return this form to Payroll Services**  
**Via First Class or Certified mail, hand delivery, or fax**  
**Payroll Services, Sasser Administration Building, 14201 School Lane, Room 132**  
**Upper Marlboro, MD 20772**  
**Phone: 301-952-6200 Fax: 301-952-6088 Email: Payroll.Benefits@pgcps.org**