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Timekeeper Notice July 24

1 message

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Bcc: Sherriel.Sullivan@pgcps.org

Fri, Jul 24, 2020 at 12:46 PM

Hello all,

Timecards are due July 31. This pay period is the first pay for 11 month employees. Please ensure their calendars have been sent to your payroll clerk. If you have no calendar, they have worked no days or you have not heard from them, please enter unpaid leave and notify your payroll clerk.

One of your colleagues asked these two excellent questions which would be good for you all to see:

1. 11 month timecard - timecard in working status, does not have any time on it, should I submit it anyway?

It depends on which timecard. The two we just finished in July had no hours because the 11 month employees do not receive regular paychecks in July. You do not need to submit these two. The new pay period which started this week is the first paycheck for 11 month employees for the new school year. This timecard will have hours and will need to be carefully checked and submitted. You are supposed to ensure that all employees on this timecard who are 11 or 12 month are actually working. Any discrepancies are to be reported on the employee roster.

2. 11 month employee working the start of her 11 month assignment - do I need to submit a copy of her scheduled work days? or do I place the time on the timecard and submit?

The 11 month employees are able to work their days from July 1 to June 30 the next year. Their hours will be pre-populated. You do not need to enter hours for them. You do need to make sure the 11 month calendars have been sent to the payroll clerk and that all employees being paid are actually working at your location.

Sincerely,
Wilma Marks
Supervisor Operations and Procedures
Payroll Services
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Strategic, Input, Consistency, Connectedness, Relator

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