



Timekeeper Notice Aug 13 2020

1 message

Wilma Marks <wilma.marks@pgcps.org>

Thu, Aug 13, 2020 at 1:23 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, "Hudson, Frieda" <frieda.hudson@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Bonnie Tippet <Bonnie.Tippet@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Lyneshia Woodland <lyneshia.woodland@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Hello Timekeepers,

Just a few notes to cover questions Payroll has been getting lately in case it is helpful to others.

1)ILT days are to be entered on the timecard each pay period as they are worked. Please ensure you are doing this so employees are paid timely. Please do not hold time.

2)Second assignment time is always entered as hours type "Time Entry Wages" and the assignment number must be put in the Job assignment box. Please ensure you are entering your second assignment time by normal timecard deadlines.

3)All new bulletins are on the website at <https://www1.pgcps.org/payroll/bulletins-calendars-forms/>. I have sent most in prior Timekeeper Notice emails but all are now posted on the site.

4)This pay period is the second paycheck for 11 month employees. Please make sure you have turned in calendars and employees are working their appropriate days per the calendar they signed.

5)Next payroll will be the first payroll for 10 month employees. Please make sure you are aware of any who have not returned or who are taking unpaid leave so should not be paid. Please keep your payroll clerk informed as well.

As always, if you have any questions, please let me know and I will help if I can.

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!](#)