



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice 3/24/2021

1 message

Wilma Marks <wilma.marks@pgcps.org>
 To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>
 Bcc: Sherriel.Sullivan@pgcps.org

Wed, Mar 24, 2021 at 5:06 PM

Hello Timekeepers,

1. A notification from the Office of Chief of Human Resources has been sent to Associate Superintendents to reiterate the rules for which employees can be used to cover for an absent teacher. Some important points in the notice are noted below. Please read the attached notice carefully and share with your time approvers to ensure all are aware of these rules.

- * Teachers, paraprofessionals and secretaries can be used to cover for absent teachers in emergency situations.
- * Emergencies are "a set of unexpected and non-recurring circumstances of short duration."
- * The positions listed below are **not** to be used to cover for absent teachers and are not eligible to be compensated for covering for a teacher:
 - Interpreters
 - In-School Suspension Monitors (ISSM)
 - Itinerant Special Education Assistants (ISEA)
 - Parent Engagement Assistants (PEA)
 - Dedicated Aides (Temporary Employees)
 - Security Assistants (SA)
 - School Nurses

2. The next Timekeeper Q&A session will be held on April 15. Please go to MyPPS to sign up.

3. Time Approvers are asked to please not approve timecards prior to 3pm on Friday timecard due date. Late time cannot be added to the timecard once it is approved. Approval of timecards can be done by noon on Monday following the pay period end date if the time approver needs additional time. Submission of timecards by Timekeepers must still be done by midday on Friday timecard due date.

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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