



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 12/17/2021

4 messages

Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 17, 2021 at 11:12 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Bonnie Tippet <Bonnie.Tippet@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@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>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Patricia Hall <phall@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>

Bcc: Shaneena McDonnaugh Holland <Shane.Colemcdonnaugh@pgcps.org>, David Brown <david2.brown@pgcps.org>, Natiqua Riley <natiqua.riley@pgcps.org>, Derrell Owens <Derrell.Owens@pgcps.org>

Hello Timekeepers,

It's coming up to the end of the year and our long winter break. Please keep these things in mind going forward and please share information with your time approvers and employees as needed.

1. The pay period ending December 31 will have an early timecard due date. Timecards will be due on December 23rd at noon. Please plan for this to ensure all time is entered and submitted. Please ask time approvers not to approve prior to 3pm on that day.
2. The last payday of the year will be December 24th. There will be no early pay as that day is not a bank holiday which means checks can be cashed and deposits can be made on that date.
3. Please have employees check their address prior to Dec 31 to ensure their 2021 W2 is correct. All changes must be made by Dec 31.
4. We continue to have Oracle R12 upgrade related issues. Payroll has been told to share the information below to clear up system related issues. If this does not work, please contact your respective IT representative for assistance.

Please ask users to clear cache and cookies. Press Ctrl+Shift+Del while on the browser window, select Cache & Cookies options (verbiage differs between browsers) and a time range (e.g. "All Time" will delete all cookies/cache stored in the browser) and delete. Once deleted, close/reopen the browser and retry Oracle Login.

5. Please remember that employees who have to quarantine may be approved to telework by their supervisor. If telework is approved, the employee should be instructed to do a leave request in Oracle Self Service using Other leave - Quarantine Work. This time can only be put on the timecard via employee leave request as time keepers are currently not able to enter this type of leave on the timecard. If the employee is **not** approved for telework, the employee should email quaran.leaverequests@pgcps.org to request approval to be paid using quarantine leave. While requesting Quarantine leave approval, the employee should submit leave requests for their own leave. If quarantine leave is approved, the employee's own leave will be refunded.

6. December 23 is scheduled as an early dismissal day. Please remember that employees taking the whole day off are supposed to use a full day of leave. They may not reduce their leave requested due to the early dismissal hours.

7. PGCEA Sub Coverage will be extended to central office staff in the school locations. The attached form can be used for any prior/missed time. For any Unit 1 member who performs sub coverage duties this pay period, please ensure their time is entered on the timecard today.

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!](#)

 **Request for Unit 1 Member Substitute Coverage Pay.pdf**
516K

Cathleen Rozanski <cathl.rozanski@pgcps.org>
To: Wilma.Marks@pgcps.org

Fri, Dec 17, 2021 at 11:13 AM

Greetings,

I will be out of the office from November 8-December 23,2021 due to a work injury.

If you are inquiring regarding facility use, please submit your request on SchoolDudes. Our next calendar approval meeting for any requests will be held on December 15.

If you need assistance with a 9th or 10th grade student issue, please contact Mr. Brian Makell at brian.makell@pgcps.org or Ms. Quasheba Hardiman at quashe.hardiman@pgcps.org

For staff members and substitutes:
If you need assistance regarding leave, please contact Ms. McNeil.

Thank you in advance.

--
Dr. Cathleen Rozanski-Cruz
Assistant Principal

Strengths Finder: Learner/Achiever/Responsibility/Relator/Self-Assurance

Dr. Henry A. Wise Jr. High School

12650 Brooke Lane
Upper Marlboro, Maryland 20772
301-780-2100

Graciela Rosales <grosales@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 17, 2021 at 11:22 AM

GOOD MORNING MRS. MARKS
THANKS AND HAVE A GREAT WEEKEND.

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Graciela Rosales
Secretary II
Adelphi Elementary School
8820 Riggs Rd.
Adelphi, MD 20783
301-431-6250

Barbara Savory <barbara.savory@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 17, 2021 at 11:30 AM

Received; thank you very much for keeping us updated. Have a blessed weekend!

Regards,
Barbara Savory
Secretary II
Dodge Park Elementary School
3401 Hubbard Road
Landover, MD 20785
Phone: (301) 883-4220
Fax: (301) 883-4223
Email: barbara.savory@pgcps.org

On Fri, Dec 17, 2021 at 11:13 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

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