



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 3/31/2022

24 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 31, 2022 at 10:10 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Viola Lynch <Viola.Lynch@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Daniel Gainer <daniel.gainer@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>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Robynne Prince <robynne.prince@pgcps.org>

Hello Timekeepers,

We continue to have sporadic Oracle issues with time cards and leave processing. Payroll is not able to fix these issues. Any issues we are aware of have been reported to IT. Please double check all approved leave to ensure it is on the timecard and if it is not, please enter it on the timecard.

Employees can locate W2s via Oracle Self Service. If employees say they cannot locate the W2 please ask them to make sure they are not in the Self Service Limited module and that they are checking the menu option Employee W2 instead of W2 consent.

There is going to be a change for processing late time that is sent to the Payroll Office. Late time that is sent to Payroll will be processed once a month. Payroll will no longer be processing late time for the next pay period. Make sure you have all time entered on the time cards. The effective date for the new process will be April 1st, 2022. Any late time sent to the Payroll Office from 4/1/22 to 4/22/22 will be paid on 5/6/22.

The next Timekeeper Q&A session will be on April 6. If you wish to attend, please sign in on the sign-up document which was shared with all school timekeepers.

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!](#)

Valerie Edmondson <valerie.edmondson@pgcps.org>

Thu, Mar 31, 2022 at 10:12 AM

To: Wilma.Marks@pgcps.org

Greetings,

Thank you for your email. I am away from the office. I will respond to your email upon my return. Thank you.

--

Best regards,

Valerie Edmondson

Prince George's County Public Schools

Office of Pupil Personnel Services

7711 Livingston Road, Suite K

Oxon Hill, MD 20745

Office: (301) 780-5910 | Fax: (301) 567-8606

Belief | Input | Positivity | Futuristic | Connectedness



"Outstanding Academic Achievement for All Students"

This e-mail and any information contained in this facsimile transmission, together with any accompanying documents, may contain confidential information belonging to the sender and is intended only for the recipient named above, and may be legally privileged. If you are not the intended or named recipient, you are not authorized to

read, disclose, copy, distribute, disseminate or take any reliance upon the documents or any of its contents. Copying, dissemination, and distribution of these communications and its contents are strictly prohibited. If you have received this communication or facsimile in error, please notify us by telephone immediately, arrange the return of the transmission and documents, delete the original communication and any copy from your computer system. If you are not the named recipient, you are not authorized to reveal any information contained herein.

Ms. Lendel Hough <lendel.hough@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 31, 2022 at 10:13 AM

Thank you.

Please consider completing a Customer Service Survey:

[Click Here to Complete our Customer Service Survey](#)

Thank you in advance.

Ms. Lendel Hough

Prince George's County Public Schools

Principal's Secretary

Ernest Everett Just Middle School

1300 Campus Way North

Mitchellville, MD. 20721

<https://www.pgcps.org/ernesteverettjust/>

Lendel.Hough@pgcps.org

301-808-4040 Office

301-808-4050 Fax

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Kimberly Freeze <kimberly.freeze@pgcps.org>

Thu, Mar 31, 2022 at 10:18 AM

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!](#)

[Quoted text hidden]

Denise Williams <denise2.williams@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 31, 2022 at 10:18 AM

Thank you for the update.

[Quoted text hidden]

--

Denise Edwards Williams

Secretary II

Mount Rainier Elementary School

denise2.williams@pgcps.org

(301) 985-1810

Danielle Darden <danielle.darden@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 31, 2022 at 10:18 AM

Good Morning!

Can Central Office attend the training on April 6 or is there a separate date and time? Thank you!

E. Danielle Darden

Prince George's County Public Schools
Office of Student Engagement and School Support
Oxon Hill Staff Development Center
7711 Livingston Road, Suite K
Oxon Hill, Maryland 20745
301.749.4379 x45533



**Student Referral Google Form
Alternative to Drugs/Alcohol Bulletin**

"The function of education is to teach one to think intensively and to think critically... Intelligence plus character - that is the goal of true education."—Dr. Martin Luther King, Jr.

On Thu, Mar 31, 2022 at 10:11 AM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org> Thu, Mar 31, 2022 at 10:20 AM
To: Danielle Darden <danielle.darden@pgcps.org>

Absolutely. I will send you the invite.

*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!](#)

[Quoted text hidden]

Sharon Devonish-Prince <s.devonishprince@pgcps.org> Thu, Mar 31, 2022 at 10:19 AM
To: Wilma Marks <wilma.marks@pgcps.org>

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Viola Lynch <Viola.Lynch@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Daniel Gainer <daniel.gainer@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>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Robynne Prince <robynne.prince@pgcps.org>

Received and understood.

[Quoted text hidden]

Danielle Darden <danielle.darden@pgcps.org> Thu, Mar 31, 2022 at 10:33 AM
To: Wilma Marks <wilma.marks@pgcps.org>

Thank you!

E. Danielle Darden

Prince George's County Public Schools
Office of Student Engagement and School Support
Oxon Hill Staff Development Center
7711 Livingston Road, Suite K
Oxon Hill, Maryland 20745
301.749.4379 x45533



**Student Referral Google Form
Alternative to Drugs/Alcohol Bulletin**

"The function of education is to teach one to think intensively and to think critically... Intelligence plus character - that is the goal of true education."—Dr. Martin Luther King, Jr.

[Quoted text hidden]

Leatrice Wharton <leatrice.wharton@pgcps.org> Thu, Mar 31, 2022 at 10:39 AM
To: Wilma Marks <wilma.marks@pgcps.org>

Good Morning, I am a new timekeeper. Can you please share the April 6 T & Q sign-up sheet with me I would like to attend? Thank you.

On Thu, Mar 31, 2022 at 10:11 AM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Kathryn Williams <kathryn.brooks@pgcps.org> Thu, Mar 31, 2022 at 10:44 AM
To: Wilma Marks <wilma.marks@pgcps.org>

Good Afternoon Wilma,

Thank you for the update. Our school, Nicholas Orem, is virtual today due to sewage issues in our building. I will update time entries as soon as we return to the building.

Thank you!
[Quoted text hidden]

--
Kathryn Williams
Prince George's County Public Schools
301-853-0840 X72247
Nicholas Orem Middle School
6100 Editors Park Drive
Hyattsville, MD 20782
Kathryn.brooks@pgcps.org

Polatai Matthews <polata.matthews@pgcps.org> Thu, Mar 31, 2022 at 10:54 AM
To: Wilma Marks <wilma.marks@pgcps.org>

Thank you Wilma! And so, it begins.

On Thu, Mar 31, 2022 at 10:12 AM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]



Polatai T. Matthews
Administrative Assistant to Sam Stefanelli
Director of Building Services
Louis Wilson Sr. Facilities Administration Building
13300 Old Marlboro Pike Rm 13
Upper Marlboro, Maryland 20772
301-952-6340 - ext: 36340

Be happy*""
..*Be bright,..*"" ..*""
(..* (..* *Be you! *

This e-mail may contain confidential or sensitive information which may be legally privileged information intended solely for the above named entities. If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution of this email or taking of any action/use in reliance on the information contained in this email is strictly prohibited. If you receive this message in error, please immediately notify the sender and delete it and all copies of it from your system. Thank you

Priscilla Gonzalez <pr.hendersongonzalez@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Hi Ms. Marks,

Was the sign-up document the one that was sent on March 8th? I do not see any other dates on that spreadsheet.

Thank you.

[Quoted text hidden]

--

Priscilla González
Principal's Secretary
Main 301-572-6400 Ext. 83755
Fax 301-572-6481
3601 Powder Mill Rd.
Beltsville, MD 20705
High Point High School

HP UNITED



pgcps.org

Marissa Thomas <marissa.thomas@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 31, 2022 at 11:53 AM

Hi Wilma - can you send me the link to the Q&A session you hold? I have 2 brand new Secretaries that would like to attend. I tried looking for it on your payroll website but couldn't find it.

Respectfully,

Marissa M. Thomas

Administrative Assistant to

Dr. Niki Newman-Brown (Area 1 - Elementary Schools, Cluster 4)

"Achieving More With Cluster 4"

Office of The Associate Superintendent

Area 1 Office - Elementary Schools

John Eager Howard Building

4400 Shell St. Capitol Heights, MD 20743

301-952-6583 ext. 42031

Responsibility ~ Developer ~ Positivity ~ Discipline ~ Consistency



www1.pgcps.org

Area 1 Website and University: <https://sites.google.com/pgcps.org/area1/home>

[County Dates & Deadlines](#)

To Request signatures please use the link below:

[Cluster 4 - SY22 - Signature Request Google Form](#)

To Track your signature requests or obtain the signed documents use the link below:

[Cluster 4 - SY22 - Signature Tracker](#)

Cluster 4 - Qtr 4 - Communication Log

[SY22 - Cluster 4 - Qtr 4 Communication Log](#)

Submit your Field Trip Requests below

[SY22 - Field Trip Submissions HERE](#)

Track your Field Trip & Obtain Signed packets below

[SY22 - Field Trip Tracker](#)

On Thu, Mar 31, 2022 at 10:11 AM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Leatrice Wharton <leatrice.wharton@pgcps.org>

Thu, Mar 31, 2022 at 12:37 PM

Certainly. You will get a separate email shortly.

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!](#)

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Priscilla Gonzalez <pr.hendersongonzalez@pgcps.org>

Thu, Mar 31, 2022 at 12:40 PM

No, it is a separate one. I will send you an email to access it.

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!](#)

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Marissa Thomas <marissa.thomas@pgcps.org>

Thu, Mar 31, 2022 at 12:40 PM

Certainly. It will come to you shortly in a separate email.

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!](#)

[Quoted text hidden]

Priscilla Gonzalez <pr.hendersongonzalez@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 31, 2022 at 1:01 PM

Thank you!

[Quoted text hidden]

Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Apr 1, 2022 at 11:27 AM

Happy Friday Ms Marks,
Hope all is well with you and family. Can you please share the sign-up document again with me? I was looking but couldn't find it.

Thank you I appreciate it!!

On Thu, Mar 31, 2022 at 10:11 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Thanks and Have a good day!!

Zaidy Rosario
School Guidance Secretary
Judith P. Hoyer Montessori School
"Committed to Excellence"
zaidy.rosario@pgcps.org
Office# 301 808-4420 ext. 57572
Fax# 301-808-8270
[SCHOOL WEBSITE](#)

Wilma Marks <wilma.marks@pgcps.org>
To: Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>

Fri, Apr 1, 2022 at 11:59 AM

No problem. Will do so shortly.

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!](#)

[Quoted text hidden]

Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Apr 1, 2022 at 12:23 PM

Received and Thanks Ms Marks. I sign up.

[Quoted text hidden]

Nancy Gagnon <nancy.gagnon@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Apr 4, 2022 at 11:34 AM

Hi Ms. Marks,

Could you please send the link to Wednesday's Q&A. The last one we see is for March 8th.

Thanks,
Nancy

On Thu, Mar 31, 2022 at 10:11 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--
Nancy Gagnon

School Business Accounting Technician
College Park Academy
5751 Rivertech Court
Riverdale Park, MD 20737
240-696-3206



Wilma Marks <wilma.marks@pgcps.org>
To: Nancy Gagnon <nancy.gagnon@pgcps.org>

Mon, Apr 4, 2022 at 11:37 AM

No problem. I just sent it to you in a separate email.

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!](#)

[Quoted text hidden]

Nancy Gagnon <nancy.gagnon@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Apr 4, 2022 at 11:39 AM

Thank you!

Nancy
[Quoted text hidden]