



Wilma Marks &lt;wilma.marks@pgcps.org&gt;

## Timekeeper Notice July 18 2022

37 messages

Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 18, 2022 at 4:35 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Bcc: 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>, Joseph Shirley <joseph.shirley@pgcps.org>, Kim Pollard <kim.pollard@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>, Tesa Butler <Tesa.Butler@pgcps.org>, Patricia Hall <phall@pgcps.org>

Hello Timekeepers,

1. Summer School pay issues should be sent to the Summer School office under Toni Brooks([tbrook@pgcps.org](mailto:tbrook@pgcps.org))
2. Assistant Principal (AP) 10 days: If you have an AP approved to work the 10 days at your school, here is information provided from the Budget office for costing: 0100-0-202-1511-6211-0000-5133-XXXXX (school cost center)  
\*\*\*This is for use for AP 10 day pays only. Please do not use this cost string for anything else.
3. The new Bulletins and calendars are attached. Please share these with employees and time approvers.

Sincerely,

*Wilma Marks*

*Supervisor Operations and Procedures*

*Payroll Services*

*301-952-6351*

*Fax: 301-952-6088*

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### 6 attachments

- M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY23.docx**  
224K
- M-4-23 School Year FY23 Extended Pay Option Plan.docx**  
158K
- M-5-23 Payroll Procedures for the 2022-2023 School Year.docx**  
157K
- Withdrawal Form Employee Extended Pay Option Plans FY23 dreaft 4.1.22.docx**  
19K
- Payroll Schedule for 2022-2023.xlsx**  
15K
- M-2-23 Employee Pay Schedule for the 2022-2023 School Year.docx**  
153K

Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>

Mon, Jul 18, 2022 at 4:35 PM

To: wilma.marks@pgcps.org

Hello,

I will be out of the office from July 14, 2022 - July 20, 2022. Emails and voicemails will be responded to when I return on July 21, 2022. If you need urgent assistance please contact Mamadou Sanogo at 301-952-6200 or via email at [Mamadou.Sanogo@pgcps.org](mailto:Mamadou.Sanogo@pgcps.org).

Thanks

--  
Nathaniel Okoroafor  
Payroll Specialist

\*Phone\*: (301) 952-6513  
\*Fax\*: 301-952-6088

**Payroll General Inquiries email:** [payroll@pgcps.org](mailto:payroll@pgcps.org)  
**Payroll Tax and/or W2 Inquiries email:** [payroll.taxesw2s@pgcps.org](mailto:payroll.taxesw2s@pgcps.org)  
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**Garnishment Inquiries:** [payroll.garnishment@pgcps.org](mailto:payroll.garnishment@pgcps.org)  
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Thanks for being #PGCPSPROUD every day!!

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**Akia McNeill** <[akia.mcneill@pgcps.org](mailto:akia.mcneill@pgcps.org)>  
To: [Wilma.Marks@pgcps.org](mailto:Wilma.Marks@pgcps.org)

Mon, Jul 18, 2022 at 4:36 PM

Hello All,

I am on summer break until the next school year 2022/23 and will not be responding to any emails until then.

Have a wonderful summer!

--  
Mrs. Akia McNeill  
Prince Georges County Public Schools  
Secretary  
(301)918-8680  
Thomas Johnson Middle School  
[5401 Barker Place](#)  
[Lanham, MD 20706](#)  
[www.pgcps.org](http://www.pgcps.org)

---

**Donna Holland** <[donna.holland@pgcps.org](mailto:donna.holland@pgcps.org)>  
To: [Wilma.Marks@pgcps.org](mailto:Wilma.Marks@pgcps.org)

Mon, Jul 18, 2022 at 4:37 PM

--  
Ms. Donna Holland  
Secretary II  
Benjamin Stoddert Middle School  
2501 Olson Street  
Temple Hills, Maryland 20748  
301-702-7500  
301-702-7515 fax

[donna.holland@pgcps.org](mailto:donna.holland@pgcps.org)

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**Tamara Wicks-Allen** <[tamara.wicksallen@pgcps.org](mailto:tamara.wicksallen@pgcps.org)>  
To: [Wilma.Marks@pgcps.org](mailto:Wilma.Marks@pgcps.org)

Mon, Jul 18, 2022 at 4:40 PM

Hello,

Please advise, our Vice Principal work her two week this past pay period. How should I move forward? I didn't have this coat code to apply to her time. Our Vice Principal that worked was Vivian Powers.

[Quoted text hidden]

--  
Tamara Wicks-Allen  
Principal Secretary  
Largo High School  
[505 Largo Road](#)  
Upper Marlboro, MD 20774  
(301) 808-8880 Main Office phone  
(301) 808-8134 Fax Number

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**Polatai Matthews** <polata.matthews@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>  
 Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Mon, Jul 18, 2022 at 4:40 PM

Received, thank you.

[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! \*

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**Dorothea Lomax** <dorothea.lomax@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 18, 2022 at 4:44 PM

Hi Ms. Marks,

If ERHS is the 10 day Asst. Principals regular school, I don't need to use this budget code? or I still need to use the code you listed?

[Quoted text hidden]

**Neris Valladares** <neris.valladares@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Hey Wilma-

The student advocate position has last years dates on them FYI.

[Quoted text hidden]

--  
**Neris Valladares**  
*Principal's Secretary*  
 Hollywood Elementary School  
 "Where Everyone's A Star!"  
 301-513-5900 (O)  
 Direct Ext. 54591  
 301-513-5383 (F)

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Tamara Wicks-Allen <tamara.wicksallen@pgcps.org>

Mon, Jul 18, 2022 at 4:50 PM

Hello,

If you entered the time without the correct costing. It will cost incorrectly. What is your correct costing? If you send it to me now, I can correct it.

Sincerely,  
 Wilma Marks  
 Supervisor Operations and Procedures  
 Payroll Services  
 301-952-6351  
 Fax: 301-952-6088

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**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Dorothea Lomax <[dorothea.lomax@pgcps.org](mailto:dorothea.lomax@pgcps.org)>

Mon, Jul 18, 2022 at 4:50 PM

Hello,

If you entered the time without the correct costing. It will cost incorrectly. What is your correct costing? If you send it to me now, I can correct it.

Sincerely,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Neris Valladares <[neris.valladares@pgcps.org](mailto:neris.valladares@pgcps.org)>

Mon, Jul 18, 2022 at 4:52 PM

Thank you Neris.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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**Tamara Wicks-Allen** <[tamara.wicksallen@pgcps.org](mailto:tamara.wicksallen@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Mon, Jul 18, 2022 at 5:02 PM

I did not even enter a cost code for it.... the correct cost code will be

0100-0-202-1511-6211-0000-5133-01314-23  
for Vivian Powers EIN 25375

She worked 7-5 -22 through 7-15-2022

Thank you so much Ms. Marks.

Tamara Wicks-Allen  
Principal Secretary  
Largo High School  
505 Largo Road  
Upper Marlboro, MD 20774  
(301) 808-8880 Main Office phone  
(301) 808-8134 Fax Number

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[Quoted text hidden]

**Neris Valladares** <[neris.valladares@pgcps.org](mailto:neris.valladares@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Mon, Jul 18, 2022 at 5:04 PM

You are welcome! Thank you for the bulletin!

[Quoted text hidden]

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Tamara Wicks-Allen <[tamara.wicksallen@pgcps.org](mailto:tamara.wicksallen@pgcps.org)>

Tue, Jul 19, 2022 at 7:15 AM

Hello,

I don't see any Time Entry Wages hours for 25375 at all.  
Please complete the attached form to fully report and get approval to pay the time you are mentioning.

Sincerely,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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 **Per Diem Time Entry for Assistant Principals - July 2022.xlsx**  
30K

**Estelle Ferguson** <[eferg@pgcps.org](mailto:eferg@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
Cc: Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>

Tue, Jul 19, 2022 at 8:12 AM

Hi Wilma:

The bulletins that were sent out should all be PDF files and not word files with the Chief's signatures on them. Please refrain from sending official documents with signatures unless they are PDF files.

*Estelle Ferguson*

Executive Assistant  
Office of the Chief Financial Officer  
Prince George's County Public Schools

Direct Line | 301-952-6382  
Email | [eferg@pgcps.org](mailto:eferg@pgcps.org)  
Website | [www.pgcps.org](http://www.pgcps.org)

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**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Estelle Ferguson <[eferg@pgcps.org](mailto:eferg@pgcps.org)>  
Cc: Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>, Frieda Waithe <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>

Tue, Jul 19, 2022 at 8:43 AM

Hello Estelle,

Frieda just mentioned that as well. I am sorry for that error. I did not think of that when sending it out.

Thank you,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

**Lindsay Talbert** <[lindsay.brown@pgcps.org](mailto:lindsay.brown@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Tue, Jul 19, 2022 at 8:48 AM

Good Morning Ms. Marks,

Should the bulletins have been sent via PDF since it has the Chiefs' signatures on it?

On Mon, Jul 18, 2022 at 4:37 PM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

--  
Thank you,

Lindsay Talbert



Lindsay Talbert  
 Administrative Secretary to the Chief Human Resources Officer  
 Division of Human Resources | Prince George's County Public Schools  
 Phone: 301-780-5902 | Extension 25902  
<https://www.pgcps.org>  
 14201 School Lane, Upper Marlboro, MD 20772  
 Achiever Intellection Belief Responsibility Adaptability

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**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Lindsay Talbert <lindsay.brown@pgcps.org>

Tue, Jul 19, 2022 at 8:51 AM

Good Morning Ms. Talbert,

Yes, they should have. You are correct.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
 301-952-6351  
 Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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**Theresa Wimbish** <theresa.wimbish@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>, Michele Simon - Payroll Office <michele.simon@pgcps.org>

Tue, Jul 19, 2022 at 9:08 AM

Good Morning,

Where do I enter AP 10-day Summer Coverage Hours, on the OTL Time Card or is there a form I will access to?

Thank you.

On Mon, Jul 18, 2022 at 4:37 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--  
 Theresa Wimbish  
 Waldon Woods Elementary  
 10301 Thrift Road  
 Clinton, MD 20735  
 301-599-2540 Telephone  
 301-599-2544 Fax  
[theresa.wimbish@pgcps.org](mailto:theresa.wimbish@pgcps.org)



**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Theresa Wimbish <theresa.wimbish@pgcps.org>  
 Cc: Michele Simon - Payroll Office <michele.simon@pgcps.org>

Tue, Jul 19, 2022 at 9:16 AM

Hello,  
 Yes, you would enter the time on the employee's normal Oracle timecard.

Just make sure you enter the cost string as well and enter the time as Time Entry Wages.

Sincerely,  
Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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**Theresa Wimbish** <[theresa.wimbish@pgcps.org](mailto:theresa.wimbish@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Tue, Jul 19, 2022 at 9:18 AM

Thank you.  
[Quoted text hidden]

**Charlene Patterson** <[charlene.patterson@pgcps.org](mailto:charlene.patterson@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
Cc: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>

Tue, Jul 19, 2022 at 9:38 AM

Received, thank you.

On Mon, Jul 18, 2022 at 4:37 PM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:  
[Quoted text hidden]

--  
Charlene C. Patterson  
Principal's Secretary  
Hyattsville Middle School  
[6001 42nd Avenue](#)  
Hyattsville, Maryland 20781  
Main Office 301-209-5830  
Fax: 301-209-5849  
[Charlene.Patterson@pgcps.org](mailto:Charlene.Patterson@pgcps.org)

**Crystal Crier** <[crystal.crier@pgcps.org](mailto:crystal.crier@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Tue, Jul 19, 2022 at 9:45 AM

Hi Wilma,

Thank you for the Bulletins. I don't see the return to work date for the 10-month Safety and Security Counselors. I do see that the Leads returned on 7/18. Please advise. Thanks.

[Quoted text hidden]  
--



*Crystal Crier*  
Administrative Assistant to the Director  
Office of Safety and Security Services  
Prince George's County Public Schools  
507 Largo Road  
Upper Marlboro, MD 20774  
Office: 301-499-7000

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Crystal Crier <[crystal.crier@pgcps.org](mailto:crystal.crier@pgcps.org)>

Tue, Jul 19, 2022 at 9:48 AM



Hi,

It is my understanding those positions won't exist anymore.

Sincerely,  
Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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[Quoted text hidden]

**Crystal Crier** <crystal.crier@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Curtis Eugene <curtis.eugene@pgcps.org>, Gary Cunningham <gary2.cunningham@pgcps.org>, Mary Outlaw <mary.outlaw@pgcps.org>

Tue, Jul 19, 2022 at 9:53 AM

Wilma,

I'm including Curtis Eugene, Director Gary Cunningham and Operations Supervisor Mary Outlaw for a response regarding the Safety and Security Counselors. Thank you for following up.

[Quoted text hidden]

 **M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY23.docx**  
269K

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Crystal Crier <crystal.crier@pgcps.org>  
Cc: Curtis Eugene <curtis.eugene@pgcps.org>, Gary Cunningham <gary2.cunningham@pgcps.org>, Mary Outlaw <mary.outlaw@pgcps.org>

Tue, Jul 19, 2022 at 10:16 AM

Ok. Thank you for letting me know.

Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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[Quoted text hidden]

**Tami Douglas** <tami.douglas@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>  
 Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Received, thank you.



Mrs. Tami Douglas, Principal's Secretary  
 Gwynn Park High School  
 13800 Brandywine Road  
 Brandywine, MD 20613  
 Office Phone: 301-372-0140 ext. 83506

[Quoted text hidden]

**Curtis Eugene** <curtis.eugene@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>  
 Cc: Crystal Crier <crystal.crier@pgcps.org>, Gary Cunningham <gary2.cunningham@pgcps.org>, Mary Outlaw <mary.outlaw@pgcps.org>, Kristi Murphy Baldwin <kristi.murphy@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Pearl Harmon <pearl.harmon@pgcps.org>

Wed, Jul 20, 2022 at 11:39 AM

Good Morning Wilma,  
 For clarification, the 10-month Safety & Security Counselor Positions are not being eliminated. The total FTE number in that position is being reduced. For FY23, there is the addition of 11-month Lead Safety & Security Counselor FTE positions.

The SY22 scheduled workday bulletin should have likely read as below:

**SAFETY AND SECURITY SERVICES**

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Lead Safety & Security Counselors, 11-month*	220	8	7/18/22	6/22/23
Safety & Security Counselors, 10-month**	200	8	8/15/22	6/22/23
Safety & Security Assistants***	190	8	8/19/22	6/15/23

\* 11-month lead personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Monday, July 18, 2022, indicating the 220 workdays they intend to work during the 2022-2023 school year. The required workdays are the 192 teacher-duty days, plus an additional twenty eight (28) days.

\*\* The required workdays are 190 of the 192 teacher-duty days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

\*\*\* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 10, 2022, and Monday, March 6, 2023.

Here to Serve and Please Stay Safe!

Curtis Eugene, MBA, SHRM-SCP  
 Pronouns (He, Him, His)  
 Senior HR Partner, HR Staffing Office - Centrally Managed Support Staffing  
 Prince George's County Public Schools  
 Human Resources Division  
 Sasscer Administration Building - Room 125  
 14201 School Lane  
 Upper Marlboro, MD 20772  
 Phone: 301-952-6136  
 Google Voice: 240-621-0151  
 Fax: 301-952-6785  
 E-mail: [curtis.eugene@pgcps.org](mailto:curtis.eugene@pgcps.org)  
 PGCPS Website Address: [www1.pgcps.org](http://www1.pgcps.org)  
**Gallup Themes/Strengths: Relator / Individualization / Achiever / Intellection / Responsibility**

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View our current career opportunities [HERE](#).

For employee questions regarding COVID-19 please click the link below:  
<https://www.pgcps.org/coronavirus/for-employees>

[Quoted text hidden]

---

Wilma Marks <wilma.marks@pgcps.org>  
To: Michael Herbstman <Michael.Herbstman@pgcps.org>

Wed, Jul 20, 2022 at 12:04 PM

Hello Chief Herbstman,

Here is the email from Curtis regarding the security positions.

Sincerely,  
Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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---

Vanessa Smith <vanessa3.smith@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 25, 2022 at 8:33 AM

Good day Mrs. Marks,

How would one handle a situation to receive bereavement during the time frame while working summer school?

On Mon, Jul 18, 2022 at 4:36 PM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

--  
**Thank you in advance,**

**Ms. Vanessa Smith**  
Main Office/ School Secretary  
Dr. Henry A. Wise High School  
301.780.2100 ext. 81751  
[vanessa3.smith@pgcps.org](mailto:vanessa3.smith@pgcps.org)

---

Wilma Marks <wilma.marks@pgcps.org>  
To: Vanessa Smith <vanessa3.smith@pgcps.org>

Mon, Jul 25, 2022 at 10:14 AM

Good Morning,

I am sorry to hear you had a loss. However, leave is only for your regular job. Summer school is based on hours worked for pay.

Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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[Quoted text hidden]

**Vanessa Smith** <[vanessa3.smith@pgcps.org](mailto:vanessa3.smith@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Mon, Jul 25, 2022 at 10:23 AM

Thank you and thank you for your clarification

[Quoted text hidden]

**Kathleen D' Aria** <[kathy.daria@pgcps.org](mailto:kathy.daria@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Mon, Jul 25, 2022 at 3:10 PM

Good afternoon Ms. Marks,

I just wanted to double check on ILT extra hours.....

Does extra ILT time worked still need to be paid in full days or can I enter just a few hours if they don't work a full day at one time?

Thank you!

Kathy

Kathy D'Aria  
Montpelier Elementary  
Secretary II  
301-497-3670  
FAX 301-497-5431

Adaptable, Developer, Empathetic, Includer, Positive

[Quoted text hidden]

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Kathleen D' Aria <[kathy.daria@pgcps.org](mailto:kathy.daria@pgcps.org)>

Mon, Jul 25, 2022 at 5:31 PM

Hello,

ILT days are supposed to be worked and paid in whole day increments.

Sincerely,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
301-952-6351  
Fax: 301-952-6088

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Kathryn Williams <kathryn.brooks@pgcps.org>

Wed, Sep 7, 2022 at 1:01 PM

Hello,  
Here is the AP 10 days costing information.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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**6 attachments**

-  **M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY23.docx**  
224K
-  **M-4-23 School Year FY23 Extended Pay Option Plan.docx**  
158K
-  **M-5-23 Payroll Procedures for the 2022-2023 School Year.docx**  
157K
-  **Withdrawal Form Employee Extended Pay Option Plans FY23 dreaft 4.1.22.docx**  
19K
-  **Payroll Schedule for 2022-2023.xlsx**  
15K
-  **M-2-23 Employee Pay Schedule for the 2022-2023 School Year.docx**  
153K

Kathryn Williams <kathryn.brooks@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Sep 7, 2022 at 1:30 PM

Thank you so much!!!

[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](mailto:Kathryn.brooks@pgcps.org)

Michele Simon - Payroll Office <michele.simon@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Apr 12, 2023 at 10:53 AM

Michele Simon  
Payroll Specialist  
Email address:[michele.simon@pgcps.org](mailto:michele.simon@pgcps.org)  
Telephone #:(301)952-6207

**Payroll General Inquiries email:** [payroll@pgcps.org](mailto:payroll@pgcps.org)

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----- Forwarded message -----

From: **Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
Date: Mon, Jul 18, 2022 at 4:35 PM  
Subject: Timekeeper Notice July 18 2022  
To: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>

[Quoted text hidden]

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**6 attachments**

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