



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice

22 messages

Wilma Marks <wilma.marks@pgcps.org>

Tue, Jul 19, 2022 at 5:33 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: 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>, Frieda Waithe <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Hello Timekeepers,

The workday bulletin sent yesterday has been revised. The new document is attached. Please use this one instead of the one sent yesterday.

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

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Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

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**M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel
FY23.pdf
361K**

Tue, Jul 19, 2022 at 5:36 PM

Polatai Matthews <polata.matthews@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thank you Wilma!

[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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Cynthia Monk <cynthia.monk@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jul 19, 2022 at 6:45 PM

Thank you and enjoy your evening

[Quoted text hidden]

Malaika Dorn <mdorn@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jul 19, 2022 at 9:30 PM

Hi Wilma,

Thank you for this information; however, there are two additional sections that need to be updated because the information indicated is incorrect.

1.) PARENT ENGAGEMENT ASSISTANTS POSITION TYPE REQUIRED WORKDAYS

Parent Engagement Assistants (PEA)* 190 8 8/19/22 6/15/23

* The required workdays are 190 of the 192 teacher-duty days. **The two (2) designated non-duty days are Friday, November 25, 2022 and Monday, March 27, 2023.**

All staff will be off on Friday, November 25, 2022 because of Thanksgiving break.

2.) STUDENT ADVOCATE POSITION TYPE REQUIRED WORKDAYS

Student Advocate* 220 8 7/18/22 6/22/23

* Student Advocates 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 **2022-2021** school year.

Should state 2022-2023 school year.

[Quoted text hidden]

--

Malaika Dorn, Secretary II
Buck Lodge Middle School
[2611 Buck Lodge Road](mailto:mdorn@pgcps.org)
Adelphi, MD 20783
mdorn@pgcps.org
(301) 431-6290
(301) 431-6294 fax
www.pgcps.org

Wilma Marks <wilma.marks@pgcps.org>
To: Malaika Dorn <mdorn@pgcps.org>

Wed, Jul 20, 2022 at 7:18 AM

Thank you Malaika. I will take a look at these. I appreciate the review.

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

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Joy Cucuzza <joy.cucuzza@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Jul 20, 2022 at 8:22 AM

Good Morning Wilma,

Received, thanks!

Thank you,
Joy Cucuzza

Please take the customer survey <https://docs.google.com/forms/d/e/1FAIpQLSehRkuZokBmG2XtlAYXZaMOexY7ajZQm-GKDUrpwm35QBYs5Q/viewform?c=0&w=1>

Joy Cucuzza
Absence Management
Case Management Clerk
(P) 301-780-6722
(F) 301-760-3593

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Crystal Crier <crystal.crier@pgcps.org>
To: Gary Cunningham <gary2.cunningham@pgcps.org>, Mary Outlaw <mary.outlaw@pgcps.org>

Wed, Jul 20, 2022 at 9:49 AM

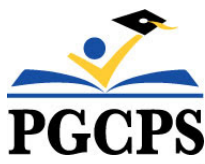
Cc: Wilma Marks <wilma.marks@pgcps.org>, Charoscar Coleman <charosc.coleman@pgcps.org>, Maxine Brown <maxine.brown@pgcps.org>, Curtis Eugene <curtis.eugene@pgcps.org>, Mark Fossett <mark.fossett@pgcps.org>

Good morning Gary,

The attached Bullentin does not include the 10-month Safety and Security Counselors' (SSC's) start date. After speaking with Wilma Marks, Payroll Supervisor, it appears that the information she received for this bulletin categorized all SSC's as 11-month employees, and my understanding is that only the Lead Security Counselors are now 11-month. There are a total of 44 SSC's, and only 22 are Lead Counselors. I'm bringing this to your attention because I believe this might be an oversight that needs to be corrected. Please advise.

[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

 **M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY23.pdf**
 361K

Wilma Marks <wilma.marks@pgcps.org>
 To: Frieda Waithe <frieda.waithe@pgcps.org>, Joy Walters <joy.walters@pgcps.org>

Wed, Jul 20, 2022 at 10:00 AM

Hello,

I added this to the Supervisor Status reports google doc but wanted to share this so you have it for reference. Crystal is the second person to say the workday bulletin is wrong because not all of the 10 month security people will be made 11 month. I told them that Payroll puts together the bulletin based on information provided.

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

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Payroll Director <frieda.waithe@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>
Cc: Joy Walters <joy.walters@pgcps.org>

Wed, Jul 20, 2022 at 10:09 AM

So she's saying they are keeping the regular safety and security counselors... and adding lead safety and security counselors. Please tell her to reach out to Curtis for clarification.

Frieda Waithe
Director of Payroll services
301-952-6219

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Payroll Director <frieda.waithe@pgcps.org>
Cc: Joy Walters <joy.walters@pgcps.org>

Wed, Jul 20, 2022 at 10:11 AM

Thanks Frieda. She emailed Curtis yesterday and today again.

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

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[Quoted text hidden]

Payroll Director <frieda.waithe@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>
 Cc: Joy Walters <joy.walters@pgcps.org>

Wed, Jul 20, 2022 at 10:13 AM

Ok Joy... can you reach out to Ashlyne?

[Quoted text hidden]

[Quoted text hidden]

Kristi Baldwin <kristi.baldwin@pgcps.org>

Wed, Jul 20, 2022 at 11:03 AM

To: Joy Walters <joy.walters@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>

Cc: Michael Herbstman <michael.herbstman@pgcps.org>, Mark Fossett <mark.fossett@pgcps.org>, Gary Cunningham <gary2.cunningham@pgcps.org>

Good morning,

Joy and Wilma, the bulletin needs to be revised for Security Services, there are three levels and one is missing:

1. New for 22-23: Lead Safety and Security Counselors are identified appropriately. They are 11 months at 200
2. **Please ADD: Safety and Security Counselors should be added to the bulletin - 10 months**
3. Safety and Security Assistants are identified appropriately.

Who can fix this?

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

From: **Gary Cunningham** <gary2.cunningham@pgcps.org>

Date: Wed, Jul 20, 2022 at 10:48 AM

Subject: Fwd: Timekeeper Notice

To: Kristi Baldwin <kristi.baldwin@pgcps.org>

Good morning,

For discussion, please see the attached document. Crystal has been communicating with Ms. Marks.

Thank you,

Gary E. Cunningham
 Director
 Safety and Security Services
 Prince George's County Public Schools
 507 Largo Road
 Largo, Maryland 20774
 Phone: 301-499-7000
 Email: gary2.cunningham@pgcps.org

Begin forwarded message:

From: Crystal Crier <crystal.crier@pgcps.org>
Date: July 20, 2022 at 9:49:54 AM EDT
To: Gary Cunningham <gary2.cunningham@pgcps.org>, Mary Outlaw <mary.outlaw@pgcps.org>
Cc: Wilma Marks <wilma.marks@pgcps.org>, Charoscar Coleman <charosc.coleman@pgcps.org>, Maxine Brown <maxine.brown@pgcps.org>, Curtis Eugene <curtis.eugene@pgcps.org>, Mark Fossett <mark.fossett@pgcps.org>
Subject: Fwd: Timekeeper Notice

[Quoted text hidden]



M-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel

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Joy Walters <joy.walters@pgcps.org>

Wed, Jul 20, 2022 at 11:10 AM

To: Kristi Baldwin <kristi.baldwin@pgcps.org>

Cc: Wilma Marks <wilma.marks@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Michael Herbstman <michael.herbstman@pgcps.org>, Mark Fossett <mark.fossett@pgcps.org>, Gary Cunningham <gary2.cunningham@pgcps.org>

Good morning Dr. Baldwin,
Thank you! We are revising now and we will follow back up once completed.

Thank you,
Joy

On Jul 20, 2022, at 11:04 AM, Kristi Baldwin <kristi.baldwin@pgcps.org> wrote:

[Quoted text hidden]



M-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel

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Kristi Baldwin <kristi.baldwin@pgcps.org>

Wed, Jul 20, 2022 at 11:13 AM

To: Joy Walters <joy.walters@pgcps.org>

Cc: Wilma Marks <wilma.marks@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Michael Herbstman <michael.herbstman@pgcps.org>

Thanks, resend to me and Mike for final approval but also check in with Mike regarding how to re-distribute the memo.
Thanks.

[Quoted text hidden]

Linda Johnson <johnsonl@pgcps.org>

Wed, Jul 20, 2022 at 11:15 AM

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

Good Morning

Can you please tell me what the changes were. Also my Principal noticed ILT first day 8/22/22, they return the same day as teachers 8/19/22.

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Linda Johnson <johnsonl@pgcps.org>

Wed, Jul 20, 2022 at 1:05 PM

Hello,

We had to change the dates for the Student Advocate position and make changes to security positions. More changes are coming though including the ILT date which you also identified.

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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Sandra Carr <sandra.carr@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 21, 2022 at 1:54 PM

Hello Wilma,

Are there more changes on the M-3-23 bulletin since the July 19 update sent? Thank you.

Sandra Carr

Department of Family and School Partnerships

1400 Nalley Terrace, Room 12

Landover, Maryland 20785

Phone: 301-618-7356

Ext. 41007

On Tue, Jul 19, 2022 at 5:35 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Sandra Carr <sandra.carr@pgcps.org>

Thu, Jul 21, 2022 at 1:58 PM

Yes, there are. It should be coming shortly.

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

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Sandra Carr <sandra.carr@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 21, 2022 at 2:51 PM

Great, thanks! 😊

[Quoted text hidden]

[Quoted text hidden]

Christine Wenchel <chris.wenchel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Aug 3, 2022 at 5:23 PM

The day in October for ISEA's to be off says Friday, October 10, 2022, that is a Monday. Should it be the 7th? Or the 14th?

Thank you

On Tue, Jul 19, 2022 at 5:35 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Christine Wenchel
Administrative Assistant to the Principal
Laurel High School
301-497-2050, x84254 or 84403

Wilma Marks <wilma.marks@pgcps.org>
To: Christine Wenchel <chris.wenchel@pgcps.org>

Wed, Aug 3, 2022 at 6:49 PM

It is the 10th. The day of week is wrong in the bulletin.

[Quoted text hidden]

Christine Wenchel <chris.wenchel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Aug 3, 2022 at 7:44 PM

Thank you

Sent from my iPad

On Aug 3, 2022, at 6:50 PM, Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]