



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice Aug 25 2022

9 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Aug 25, 2022 at 3:53 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>, Tesa Butler <Tesa.Butler@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>

Hello Timekeepers,

Happy New Year! We hope you were able to take some time to rest this past summer.

As you know this Friday is the end of the pay period of the first pay day for 10 month employees. Please follow the following procedures to ensure employees are paid correctly and on time on September 2, 2022:

1. Payroll Roster
 - o Complete your roster as soon as possible so changes can go to HR for correction.
 - o For employees who transfer to your work location but are not showing on your roster, email the employee's name, EIN, and First day of work to your payroll specialist.
2. Return To Work Letters
 - o Sign and submit all RTW letters to HR per the fax number in the RTW letter and to your Payroll Specialist by August 26th for any employees returning from extended leave.
3. Employees on approved leave but not returning on by August 26th
 - o Send an email with the employee's name and EIN to your payroll specialist and absence management clerk
 - o Enter unpaid leave for all 10 days of the pay period.
4. Double and Triple Check Timecards
 - o Ensure all time is entered for substitute teachers, temporary hourly employees, substitute paraprofessionals
 - o Enter unpaid leave for employees who do not report to work . Unpaid leave should be entered for all 10 days (Aug 14 - Aug 27) on the timecard to avoid overpayments.
 - o Do not remove any line designated as "Regular Salary Time" or "Regular Wages Time" - doing so will cause the employee not to receive their regular biweekly pay.
 - o Ensure all applicable leave is entered accurately
 - o Ensure all supplemental pays are entered (Local 2250 substitute coverage pay, Teacher Sub Coverage pay, etc) - if necessary

For new employees, please ask them to log into Oracle self service before the end of the day Friday to check their personal information (address, tax allowances, direct deposit, and SSNs). Many of them will not have direct deposit and their paychecks will be mailed to their home addresses as listed in Oracle.

All newly hired PGCEA employees will be automatically enrolled in the extended option program. They have 30 days from their date of hire to withdraw. If they wish to remain in the program, please have them review their pay stub to ensure the deduction is being taken. Any discrepancies must be reported within 30 days to their respective payroll specialist. Also, have them refer to the Extended Option Program bulletin (**see attached**) for additional information.

This is a very important payday. Please work doubly hard to make sure all time entries are correct. If there are any discrepancies, please contact your respective payroll specialist as soon as possible to avoid a delay in employees' pay.

Please remind all employees to use Oracle Self Service for leave requests. Teachers, paras, ISEAs and ISSMs should submit supplemental pay information to timekeepers weekly to avoid late time entry.

Pay Period End Date Reminders:

- All leave requests must be approved by 10 am
- All timecards must be entered and submitted by 12 pm
- All timecards must be approved between 3 pm and 5pm tomorrow by COB on the following Monday

The workday bulletin has been revised; the change is highlighted in yellow. Please see the attached updated workday bulletin for use and distribution to time approvers and staff.

The workday bulletin was changed to show media specialists' first day as August 19. This was not previously noted on the workday bulletin. Please do not charge leave to media specialists who did not report to work on August 19.

There will be Payroll Specialist and Absence Management assignment changes for this coming school year. You will receive an email if you are to have a new Payroll Clerk/Specialist and/or Absence Management Specialist.

Please ensure Frontline is used for all substitute paraprofessional and substitute teacher assignments.

There are changes to supplemental pay types processes and procedures. Some of the payroll tracking and late time forms will be updated with the new changes and sent to you in the next few days.

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!**

Payroll General Inquiries email: payroll@pgcps.org

For Long term Leave/FMLA/LOA Inquiries: absence.mgmt@pgcps.org

Payroll Tax and/or W2 Inquiries email: payroll.taxesw2s@pgcps.org

Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org

Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Quarantine leave: quaran.leaverequests@pgcps.org

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2 attachments

 **M-3-23 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY23 revised 8.24.22.pdf**
258K

 **M-4-23 School Year FY23 Extended Pay Option Plan.docx**
158K

Donna Holland <donna.holland@pgcps.org>
To: Wilma.Marks@pgcps.org

Thu, Aug 25, 2022 at 3:54 PM

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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

Ronina Spence <ronina.hodges@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Aug 25, 2022 at 6:27 PM

Good afternoon Ms. Marks,

Thank you so much for your detailed email, I really appreciate it. With this being my first time working on the timecards for a new teacher's payroll, I noticed they do not have populated hours starting 8/19/2022 - 8/26/22. Do I need to add a line and enter the hours starting from 8/19/22?

Brian Provance #99982
Melanie Castillo #100006
Richard Osei #100063

Latasha Grant #100462 name is on our timecard for 10 & 11-month professionals however she is not a staff member at CMIT North Middle School.

I'm also waiting to hear back from payroll regarding how to enter Nekesa Matlock #78484 Assistant Principal days worked from 07/01/22 -7/15/22. This is a late submission due to the fact that we were waiting to get the budget code. Now that we received the budget code do I add a line and enter it on this timecard? or do I submit the form to payroll? Please advise.

Respectfully,
Ms. Ronina Spence
Principal Secretary

CMIT Academy North Middle School
[6100 Frost Place](#)
[Laurel, MD 20707](#)
Phone: 301-350-6051
Fax: 301-560-3461

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Wilma Marks <wilma.marks@pgcps.org>
To: Ronina Spence <ronina.hodges@pgcps.org>

Fri, Aug 26, 2022 at 7:58 AM

Good Morning,

Please try pulling up new or transferred staff by not entering the school name on the FIND screen.

Find

Basic Find Criteria

Group Name

Recurring Period

Or

Person Name **Provance, Brian L.**

Period **19-AUG-2022 - 26-AUG-2022**

Advanced Search

Person Name

Person Number

Person Type

Status

Message Type

Message Text

Hours Type

Other Leave Reas

SI Program Names

Timekeeper Entry

Provance, Brian L. Approver Comments

19-AUG-2022 - 26-AUG-2022

Message Status	Type	Person Name	Hours Type	Other Leave Reas	SI Program Names	Fri 19-08	Sat 20-08	Sun 21-08	Mon 22-08	Tue 23-08	Wed 24-08	Thu 25-08	Fri 26-08	Total
<input checked="" type="checkbox"/>	W	Er	Provance, Brian L.	Reg Salary Time		7.5			7.5	7.5	7.5	7.5	7.5	45

Latasha Grant #100462 -- HR has her setup under your school so please mark her as not at your school on your roster. Please enter unpaid leave on the timecard so the employee does not receive pay. If she is indeed working elsewhere she will reach out

If you had an AP who did the AP 10 days, you would send it on the attached form.

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

Ronina Spence <ronina.hodges@pgcps.org>

Fri, Aug 26, 2022 at 8:56 AM

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

Thank you for your help. You are the best and you help me to relieve my stress today!!!!

I pulled by their names and I was able to see their hours to submit. Latasha Grant does not have hours; she's just on our timecard. I sent you in a separate email with Ms. Nekesa Matlock's form.

Have a wonderful day,

Ms. Ronina Spence
Principal Secretary

CMIT Academy North Middle School
[6100 Frost Place](#)
[Laurel, MD 20707](#)
Phone: 301-350-6051
Fax: 301-560-3461

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Brianna Meadows <brianna.meadows@pgcps.org>

Fri, Aug 26, 2022 at 10:21 AM

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

Good morning Ms. Marks,

For clarity, substitute time coverage can only be entered if students are physically present, correct? Teachers are wondering if they can enter sub time for when they prepared lessons/classrooms for vacant positions.

On Thu, Aug 25, 2022 at 3:54 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--
Brianna Meadows, Principal's Secretary
[Gwynn Park Middle](#)
[8000 Dyson Rd.](#)
[Brandywine, MD. 20613](#)
Phone: (301) 372 0120
brianna.meadows@pgcps.org

True Colors- [Gold](#), [Blue](#)

"There is no magic to achievement. It's really about hard work, choices and persistence."

-Michelle Obama

Wilma Marks <wilma.marks@pgcps.org>
To: Brianna Meadows <brianna.meadows@pgcps.org>

Fri, Aug 26, 2022 at 10:54 AM

A teacher covering for another teacher is only for when students are being covered yes

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

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Tami Douglas <tami.douglas@pgcps.org> Mon, Aug 29, 2022 at 11:27 AM
To: Wilma Marks <wilma.marks@pgcps.org>
Cc: Oracle TimeKeepers <OracleTimeKeepers@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>, Tesa Butler <Tesa.Butler@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, DaVisa Whitley <davisawhitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Nick Venturini <Nick.Venturini@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

On Thu, Aug 25, 2022 at 3:54 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Tessie Hoffmann <tessie.hoffmann@pgcps.org>

Tue, Sep 6, 2022 at 2:59 PM

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

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