



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 10/19/22

16 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Oct 20, 2022 at 1:12 PM

Bcc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>

Good Afternoon Timekeepers:

Greetings from Payroll Services. Here are some updates and useful information. Please share this information with your employees and time approvers as appropriate.

1. The \$1000 retention bonus is being processed for pay on 10/21. Please note that bonus payments are taxed at a higher rate than normal rates. Total taxes deducted may be approximately 30% to 40%.
2. The PGCEA \$100 special payment is a reimbursement. This will show no taxes deducted.
3. Benefits open enrollment period will end on October 26. Employees need to make all benefits changes by then.
4. Attached are updated forms for PGCEA Sub cover pay. Please use these forms to replace any old versions.
5. Additional updated forms are being done. Any updated forms will be provided to you via timekeeper notice emails and will later be updated on the website
6. PGCEA Sub cover pay and Monitor pay rate changes are now reflected in Oracle. Retro pay to employees is in process of being done.
7. Supplemental Pay forms are supplied to timekeepers and are posted on the Payroll Services web page. It is the responsibility of the Timekeeper and Time approver to collect forms and to deliver late time forms to Payroll Services. Staff should not be directed to contact Payroll Services to obtain supplemental pay forms. Forms should either be supplied to the employees or they should be directed to the Payroll Services website. Once completed, tracking forms should be used by the timekeeper to enter time on the Oracle timecard.
8. The HR Employee Support Center shared a form through Frontline for locations to use to indicate who are long term subs. In case you did not see it, here is the link to the [Long Term Sub Teacher Verification](#)

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!**

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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

 **PRS-112-Late PGCEA Teachers Classroom-INTERACTIVE (1).pdf**
569K

 **PRS-110-PGCEA Unit I Members-INTERACTIVE (1).pdf**
600K

Sharon Breeden <sharon.breeden@pgcps.org>

Thu, Oct 20, 2022 at 1:54 PM

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

Hi Wilma,

Is there a video link to view or directions so I can see how to enter sub pay in oracle of psychologists? Is it entered directly on the timecard? Not sure how this works and any assistance would be much appreciated.

Sharon Breeden
Secretary II
Psychological Services, Rm. 369
Judy Hoyer Family Learning Center
[8908 Riggs Rd.](#)
[Adelphi, MD 20784](#)
301-431-5630; extension 45404
Websites: [Office of Psychological Services](#) & [PGCPS Mental Health](#)

If you need immediate help due to suicidal thoughts or other serious emotional challenges, please contact:

Suicide & Crisis Lifeline: Call 988
Maryland 211: Call 211 or Text your zip code to 898-211
Crisis Text Line: Text HOME to 741741
Safe Schools Maryland: Call 1-833-632-7233

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Sharon Breeden <sharon.breeden@pgcps.org>

Thu, Oct 20, 2022 at 1:57 PM

Hi,

Not sure what you mean. Will call you shortly.

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

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[Quoted text hidden]

Joanna Escobar <joanna.escobar@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Oct 20, 2022 at 2:27 PM

Received, thank you.

Joanna Escobar

Principal Secretary

1 301-445-8415 | email: joanna.escobar@pgcps.org

For enrollment use the following link- <https://pgcpsmdc.scriborder.com>

To request student records use the following link- <https://transfer.scriborder.com>

On Thu, Oct 20, 2022 at 1:13 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Pebbles Spearman <pebbles.fryar@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Oct 20, 2022 at 3:28 PM

Thank you for the updated information.

On Thu, Oct 20, 2022 at 1:13 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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Pebbles K. Spearman
Department of Special Education
Support Programs and Related Services
John Carroll Center
1400 Nalley Terrace
Landover, MD 20785
(301) 618-8355 ext. 41103
[Pebbles Spearman's Zoom Meeting Link](#)

Service Excellence

#PGCPS Proud

Website:

Special Education Support Programs and Related Services

Achiever - Includer - Input - Learner - Relator

Denise Callier <denise.callier@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Oct 21, 2022 at 9:31 AM

Good morning,

Who is the contact person regarding a question about the retention bonus payment? Thank you so much!

On Thu, Oct 20, 2022 at 1:13 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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Sent from Gmail Mobile

Wilma Marks <wilma.marks@pgcps.org>
To: Denise Callier <denise.callier@pgcps.org>

Fri, Oct 21, 2022 at 9:48 AM

Maybe I can help? What's the question?

[Quoted text hidden]

Denise Callier <denise.callier@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Oct 21, 2022 at 9:54 AM

How is the percent that you are taxed determined? My bonus came in two payments to two different banks where I have direct deposits. All together, I got 589, which is a tax rate of 41.1%.

I'm curious as to if I'm at the high end of the tax scale because of my salary, or what really determines that?

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Denise Callier <denise.callier@pgcps.org>

Fri, Oct 21, 2022 at 10:14 AM

The tax on this payment is not normal tax rates. This is considered supplemental income so the fed tax is 22%. Once other taxes come out, around 40% is the normal total tax.

[Quoted text hidden]

Denise Callier <denise.callier@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Oct 21, 2022 at 10:18 AM

Ok, thanks for the clarification.

[Quoted text hidden]

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

Fri, Oct 21, 2022 at 1:45 PM

Hi Ms. Marks,

Hope your day is going well. I hate to bother you, but can a teacher sub for a Para. Teacher submitted a coverage form and the 2 teachers she covered for were Para's. She said they both have long term sub assignments, which I think they do. I couldn't locate a funding number for the 2 para's. I guess I could indicate her coverage as coverage for a vacant teacher position, which is the coverage the Para's are providing.

On Thu, Oct 20, 2022 at 1:13 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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

Fri, Oct 21, 2022 at 2:34 PM

Hello,
No, teachers have no pay type to be paid for covering for a para.

[Quoted text hidden]

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

Fri, Oct 21, 2022 at 2:38 PM

Thank you

[Quoted text hidden]

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

Tue, Oct 25, 2022 at 9:49 AM

Good Morning Ms. Marks,

Is there an updated coverage form for Para Professionals?

[Quoted text hidden]

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

Tue, Oct 25, 2022 at 11:19 AM

Yes, it was sent in a previous timekeeper notice email with some other updated forms but I am attaching it here for you. Other forms will be updated in coming weeks and will be distributed via timekeeper notice emails so please take note of them.

Wilma Marks
Supervisor Operations and Procedures
Payroll Services
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 **Request for LATE Time Payment for ACE AFSCME Local 2250 Members - Classroom Coverage.pdf**
199K

Wilma Marks <wilma.marks@pgcps.org>
To: Julie Beasley <julie.beasley@pgcps.org>

Wed, Oct 26, 2022 at 1:13 PM

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

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