



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

## Timekeeper Notice March 28, 2023

12 messages

**Wilma Marks** <wilma.marks@pgcps.org>

Tue, Mar 28, 2023 at 2:30 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>, 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>

Hello Timekeepers,

10 month Secretaries are off for Spring Break which means they are not scheduled to work Spring Break week as part of their regularly scheduled 200 work days per school year. You may use the workday bulletin as a reference.

Please note that due to Spring Break there will be an **early submission date for the pay period ending April 6**. Timekeepers are to ensure that all time is entered by COB March 31. The ability to submit timecards for approval will be enabled as of March 31. Although you will submit, there should be **no approval until after 3pm on April 6** to allow for any late time entry changes. Please ensure your time approvers are aware of the timecard approval time.

Lastly, the end of the school year is approaching. Please ensure you are running PTO Balances reports for your time approvers so they can ensure employees have earned leave before approving leave requests.

Please remember Timekeeper Q&A is March 29th 3pm to 4:30 pm via Google meet. The sign in sheet was previously shared with all Timekeepers. Please feel free to invite your backup timekeepers, APs and Principals/Time Approvers to attend.

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

Tue, Mar 28, 2023 at 2:43 PM

Thank you Wilma for the information. I was wondering if you have a cheat sheet for running PTO. Since I'm still covering for Jeanne who is the timekeeper for maintenance I've never had to do this. I'd really like to be able to learn how to run it.

Thanks,  
Tai  
[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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**Carolyn Witt** <carolyn.witt@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Mar 28, 2023 at 3:24 PM

Hello Wilma,  
Oh, no, I have an appt. tomorrow. Are you recording the training.

On Tue, Mar 28, 2023 at 2:31 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
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***Ms. Carolyn Witt***  
***Principal Secretary II***  
***Phyllis E. Williams Spanish Immersion School***  
***301-499-3373***  
***Fax 301-808-4487***  
***Family Portal Administrator***  
**Visit Links for:**  
Student Record Requests  
<https://transfer.scribborder.com/>  
Registration and Residency Updates  
<https://www.pgcps.org/registration/>

School website: <https://www1.pgcps.org/phyllisewilliams/>

Follow @PEWGlobalLearners on Instagram

Follow @PewWildcats on Twitter

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

Tue, Mar 28, 2023 at 3:38 PM

Hi Tai,

The quickest thing is the IT tutorials. We can do it together but I am not able to do it today.

The link to the IT Tutorials is on the Oracle login screen

**User Name**  
wilma.marks

**Password**  
.....

Log In Cancel

**Accessibility**  
None

**Helpful Hints**

**Forgot Password?**  
Please read [these instructions](#) for how to obtain a new password.

**Java Problems?**  
Please read [these instructions](#) for some useful client settings.

**Need Oracle training?**  
Call Technology Training Team at (301) 925-2874 for information & schedule.  
[Oracle Training Documentation & Online Tutorials](#)

**Need further assistance?**  
Please call (301) 386-1549 or create a ticket via the [customer portal](#).

**Quick Links**

- ▶ [SplashBI Reporting](#)
- ▶ [Asset Management System](#)
- ▶ [Technology Applications S](#)
- [Creation, Approval](#)

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

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**Polatai Matthews** <[polata.matthews@pgcps.org](mailto:polata.matthews@pgcps.org)>

Tue, Mar 28, 2023 at 3:44 PM

To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

got it thanks!

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**Kathryn Williams** <[kathryn.brooks@pgcps.org](mailto:kathryn.brooks@pgcps.org)>

Tue, Mar 28, 2023 at 4:13 PM

To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Hello Wilma,

How do I get the link for the google meet for the March 29th Q&A session?

On Tue, Mar 28, 2023 at 2:31 PM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

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--  
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)

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Tue, Mar 28, 2023 at 4:14 PM

To: Kathryn Williams <[kathryn.brooks@pgcps.org](mailto:kathryn.brooks@pgcps.org)>

Hi,  
I sent that separately. Would you like me to sign you up?

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

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**Kathryn Williams** <[kathryn.brooks@pgcps.org](mailto:kathryn.brooks@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Tue, Mar 28, 2023 at 4:24 PM

Yes please, thanks!

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**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Kathryn Williams <[kathryn.brooks@pgcps.org](mailto:kathryn.brooks@pgcps.org)>

Tue, Mar 28, 2023 at 4:25 PM

Done.

*Wilma Marks*

*Supervisor Operations and Procedures*

*Payroll Services*

*301-952-6351*

*Fax: 301-952-6088*

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**Christine Macklin** <christi.macklin@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Apr 3, 2023 at 8:26 AM

Good morning,

Can Substitute Coverage be added to payroll ending 4/6/23?

Thanks

On Tue, Mar 28, 2023 at 2:31 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Christine Macklin  
Principal's Assistant/Office Manager  
Carole Highlands Elementary School  
1610 Hannon Street  
Takoma Park, MD 20912  
301-431-5660  
301-431-5670(fax)

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Christine Macklin <christi.macklin@pgcps.org>

Mon, Apr 3, 2023 at 8:32 AM

Payroll is due this Thursday. You can make changes until then

[Quoted text hidden]

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**Christine Macklin** <christi.macklin@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Apr 3, 2023 at 8:34 AM

Ok, thanks.

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