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Timekeeper Notice

1 message

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Hello Timekeepers and Time Approvers,

I hope you are all adjusting well to our new social distancing world.

I am writing to ask that entries not be made on timecards for school based employees. School based employees will be paid via mass processes. Payroll is being given directives by upper management for pay during closure. We are working on methods of mass time entry and processing of time and the individual entries by schools are causing issues.

For pay period ending 3/27, no time needs to be keyed in for employees who are school based unless they are custodians who are actively working. The temp custodian time should be entered using the hours type Time Entry Wages.

No time needs to be entered for school based 12 month employees.

The only time school based timekeepers should be putting on sub timecards is late time for days worked 3/2 to 3/13. This needs to be done by 3/25 midday in order for subs to be paid 3/27

Non school based employees are working and their time still needs to be entered as usual.

Thank you and keep safe,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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