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Timekeeper Notice 4/30/2020

1 message

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Thu, Apr 30, 2020 at 1:02 PM

Hello all Timekeepers and Time Approvers,

Here are some updates and information we thought would be helpful based on questions currently coming into Payroll.

1. Teacher classroom coverage pay is being entered at alarmingly high hours. If hours are being sent for more than 4 hours per week for coverage of one class by one teacher, please forward the form to payroll along with proof of approval from your Instructional Director.

2. Payroll has received questions about there being any changes to employee use or lose leave rules for this year. There has been no such change per Payroll's knowledge. Employees are supposed to be working at this time and are expected to use leave if they choose not to work on a given day (assuming they request leave per normal leave usage approval rules).

3. Employees are being paid as follows:

Regular staff (with standard hours and either Regular wages pay or Regular salary pay) are being paid their standard biweekly hours and biweekly salary each payday.

Temps (this includes all temps – Sub administrators, office temps, custodial temps, and any others for whom a temp request had to be done to hire) are being paid the hours they were paid on March 30 payday. No timecard entry is required by schools for them to be paid.

Sub-paras and DAs are also being paid the hours they were paid on March 30 payday. No timecard entry is required by schools for them to be paid.

Sub teachers are being paid if they had long term pay as of March 13. No timecard entry is required by schools for them to be paid.

Second assignments may only be paid if approved by your Chief. Once you have this approval, please send the form and proof of chief approval to Terri Burstein.

ELO has not been approved for payment by Payroll so please do not have anyone work ELO until we know if we can pay them.

4. Hours type "TIME ENTRY WAGES" has been disabled for timekeepers as no such entries should be made by timekeepers at this time.

5. Upcoming year end payments

May 15 - Coaches Pay

May 29 - Emoluments

June 12 - National Certifications, NBST Mentor Payments, National Board of Certified Teachers

These are the major ones that we will be paying. There may be smaller stipends for grants as well.

Stay Safe,
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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