PGCPS

IMPORTANT: Payroll Roster updates due 8/21/2020 and 8/28/2020
1 message

Payroll Director <frieda.hudson@pgcps.org>   Thu, Aug 6, 2020 at 8:52 AM

Attention all Timekeepers and Time Approvers,

We are beginning the period of verifying new employee set-ups, employee transfers, and any other employee changes or deletions at all schools and offices. Beginning this week, please access your **Payroll Roster** through the **Oracle Navigator Functions List** and update it by 5 pm on Friday, August 21 2020 and again by Friday, August 28, 2020.

After opening the Payroll Roster in Oracle, please complete the following steps...

1. **Select** the **current Pay Period Ending date** using the Pay Period End Date dropdown selection list in the upper right corner.

2. **Populate** the roster with employees assigned to your school or office by clicking on the "Find" button in the upper right corner.

3. **Compare** the Pay Roster list of employees with your known list of employees...

   1. **DO NOT** make any entries for employees that are listed correctly.

   2. Make an entry for any employee that is not correct by inserting an X in the column that is most appropriate and provide additional information in the "comments" column that may help to explain any "X" entry.

   3. When finished, **SAVE** the roster by clicking on the SAVE icon on the menu bar at the top of the roster to save the information that has been entered.

   4. **CLOSE** the roster by "X"ing out.

5. The Payroll Roster will automatically go to the Payroll Office. Payroll will compile all data and provide Human Resources with a listing of changes to be made.

6. Human Resources staffing will make any necessary changes and notify the Payroll Office of the changes.

Timekeepers must use the roster process to verify employees within their work locations.
The Payroll Roster must be accurate to ensure that all employees are correctly paid on Friday, September 6, 2019 (First paycheck for all 10-month employees).

IMPORTANT: As you complete the timecard process, please enter **unpaid leave** for employees who:

   1) Were on an approved leave as of June 30, 2020 but you have NOT received any an extension of approval for dates within this pay period from Absence Management.

   2) Have as not reported and is not on an approved leave status (FMLA, LOA, SLB, W/C, Admin Leave)

3) Have requested leave during the first 5 days of the school year but the leave has not been approved by HR to take leave

4) Have been transferred but the new location is unknown and has not been updated by HR in the Oracle system

5) Requested leave but has no earned annual or sick leave accrued

If you have any Payroll questions/concerns, please contact your assigned payroll specialist for assistance via email.

Thanks for being #PGCPSPROUD every day!!
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