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Timekeeper notice 9/1 draft for your review and input/changes

1 message

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Tue, Sep 1, 2020 at 12:35 PM

To: "Hudson, Frieda" <frieda.hudson@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>

Hello Timekeepers,

Our first all employee pay period of the year is underway. Here is some information we think would be helpful to you:

1)New Hire First Check Delivery

New Hired employees will have paper checks for at least their first paycheck. Paper checks are mailed to employees home addresses on Wednesday prior to payday Friday. If employees do not receive their checks by Friday, they are asked to look for delivery by Tuesday. If still not received, employees may request that the check be reissued. Reissue requests should be sent Tuesday evening in order to be ready for pickup on Wednesday 9/9. Requests send Wednesday morning will be done as well as long as time permits.

2)Please advise New Hire employees to check their social security numbers in Oracle. This is important for their social security records and taxes.

3)Quarantine leave is a leave type which can be paid to employees when employees must go out because they are at risk of having COVID/have been exposed to someone with COVID and have to be tested. Please notify your payroll clerk immediately. Please also let the employee know they must send the results to the payroll clerk within 14 days or they will begin to be unpaid.

4)There has been no system-wide directive on how to handle employee sign in sheets. I will send you a sample google doc you can use if you choose.

5)I noticed from reports that some of you entered sub teachers in Frontline/ Aesop and also entered the time on the Oracle sub timecard. This is a gentle reminder that you do not have to key the data into Oracle if you have the sub teacher assignment in Frontline/Aesop. The sub teacher time will transfer over from Frontline Aesop to Oracle each night. This will take less time than keying the information in before it can transfer over.

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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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