PGCPS

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Timekeeper Notice Feb 12, 2021
1 message

Wilma Marks <wilma.marks@pgcps.org>   Fri, Feb 12, 2021 at 8:52 AM
To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>
Bcc: Sherriel.Sullivan@pgcps.org

Hello Timekeepers,

1. Jan 28 was the first Timekeeper Q&A on Google Meets. The power point is attached. Some timekeepers also asked for steps to run reports so there is a document attached here with that info. Please go to page 8 of the document for steps on running reports.

2. W2s have been mailed out and are available online. Reprint requests will not be taken until Feb 15.

3. Covid vaccine day off: Employees are to enter their leave thru self service. Any questions should go to covidvaccine@pgcps.org.

4. There continues to be an issue of payroll not being informed and leave not being charged when employees are on leave. Anytime an employee misses a day, leave must be on the timecard. If the employee is out or expected to be out for more than 10 days, please inform the payroll clerk.

As always, I am available if you have any questions.

Have a great weekend!

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**!

*****Providing excellent customer service is very important to us*****

Please, take a moment to rate our service by clicking the link below:

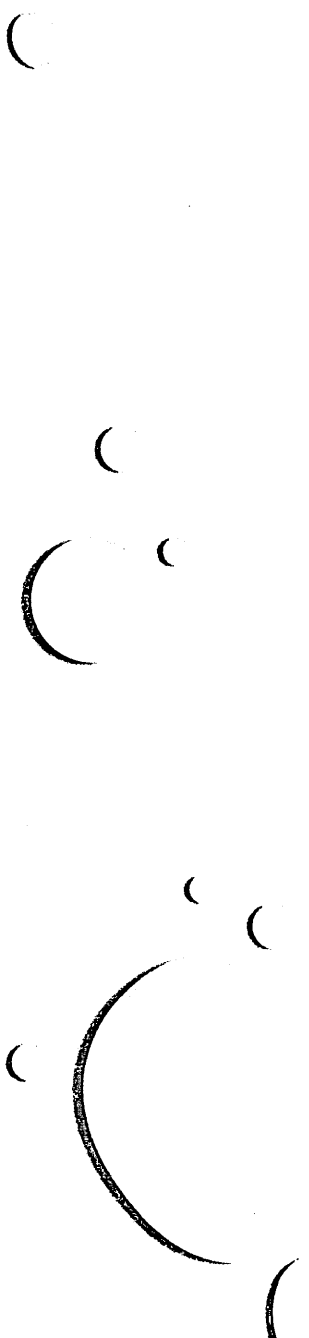Click Here to Complete Customer Service Survey!

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2 attachments

Payroll Training Jan 2021.pptx
1003K

Payroll Reporting.docx
4670K

PAYROLL TRAINING

TOPICS:

1. PAYROLL SCHEDULE

2. DOCUMENTATION

3.

4. TIMECARD

5. EMPLOYEE STATUS

6. REPORTS

7. LEAVE

8.

9. PART TIME/TEMP/SECOND ASSIGNMENT

10. SELF SERVICE/EMPLOYEE QUESTIONS

11. GARNISHMENTS

PAYROLL SCHEDULE

REGULAR TIMECARDS ARE DUE FRIDAY END OF PAY PERIOD. SUB TIMECARD IS DUE THE MONDAY AFTER.
TIME NOT ENTERED IS MUCH MORE DIFFICULT TO ENTER ON PAYROLL END SO PLEASE ENSURE TIME IS ENTERED
AND CORRECT. IF TIME IS LATE, SUBMIT LATE TIME FORM FOR THE PARTICULAR PAY TYPE.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Pay Period Start						
Week 2							Pay Period End Regular Timecards Due Midday
Week 3			Sub Timecards Due Midday				Payday
Week 4					Sub Late time due on Oracle timecard		Sub late time pay day

APPROVALS OF LEAVE REQUESTS COMING FROM EMPLOYEES SHOULD BE DONE PROMPTLY. ANY RECEIVED CLOSE TO END OF PAY PERIOD SHOULD BE DONE BY 10 AM ON TIMECARD DUE DATE IN ORDER TO HAVE THEM APPEAR ON THE TIMECARD FOR THAT PAY PERIOD.

THIS SCHEDULED HAS REMAINED DURING COVID. THERE ARE ADJUSTMENTS WHEN BANK CLOSING HOLIDAYS OCCUR ON PAYDAY.

DOCUMENTATION

A. MAINTAINING SOURCE DOCUMENTATION

EVEN THOUGH PAYROLL RECORDS ARE MAINTAINED IN ORACLE, YOU MUST MAINTAIN A SOURCE DOCUMENT SUCH AS A SPREADSHEET OR DAILY LIST THAT CAPTURES ATTENDANCE AND LEAVE TAKEN. USE THIS SOURCE DOCUMENT TO RECORD ALL LEAVE AND/OR PAY EXCEPTIONS REQUESTED BY EMPLOYEES ON A DAILY BASIS. THIS DOCUMENT MUST BE SIGNED BY THE TIME APPROVER AT THE END OF EACH PAY PERIOD AND FILED WITH ALL SUPPORTING LEAVE DOCUMENTATION, SUCH AS LEAVE REQUEST FORMS. SOURCE DOCUMENTS MUST BE KEPT FOR AT LEAST FIVE YEARS.

ALTHOUGH WE ARE NOW DOING MOSTLY WORK FROM HOME, THERE IS STILL A REQUIREMENT TO TRACK ATTENDANCE. THE FORMAT OF THIS TRACKING WAS NOT DEFINED BY UPPER MANAGEMENT BUT GOOGLE DOC SIGN IN SHEETS WERE ADVISED BY PAYROLL TO BE USED.

School/Office Name - OTL Source Document

Employee Name	EIN	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
1																
2																
3																
4																
5																

DOCUMENTATION

B. TRACKING AND LATE TIME FORMS

THERE ARE VARIOUS FORMS PROVIDED FOR TRACKING TIME TO BE PUT ON TIMECARDS AND FOR REPORTING LATE TIME TO BE ENTERED AND PROCESS BY THE PAYROLL CLERKS. THESE FORMS ARE AVAILABLE ON THE PAYROLL WEBSITE AND ARE IN WRITEABLE PDF FORMATS FOR YOUR USE.

TRACKING FORMS ARE TO TRACK TIME WHICH YOU WILL KEY ON THE ORACLE ONLINE TIMECARD

LATE FORMS ARE FOR WHEN THE ORACLE TIMECARD DEADLINE IS MISSED AND YOU NEED TO SEND LATE TIME TO PAYROLL CLERK.

Bulletins, Calendars and Forms

Bulletins

- 2017-2018 Employee Pay Schedule Bulletin
- 2017-2018 Scheduled Workdays for Supporting and 11-Month Personnel
- Payroll Procedures for 2018-2019
- Employee Pay Schedule 2018-2019
- 2018-2019 Scheduled Workdays for Supporting and 11-Month Personnel
- 2018-2019 Scheduled Workdays for Supporting and 11-Month Personnel REVISED

Calendars

- 2017-2018 Employee Pay Schedule
- 2018-2019 Employee Pay Schedule

Forms

- Employee Overtime Tracking Report
- Employer Late Overtime Report
- Extended Learning Late Time and Attendance Report for TEACHERS only
- Extended Learning Time and Attendance TRACKING Form Pay to TEACHERS ONLY
- ILT Days Late time Report for INSTRUCTIONAL LEAD TEACHERS Only
- ILT Days TRACKING Report for INSTRUCTIONAL LEAD TEACHERS Only
- Late Temporary Hourly Employee Time and Attendance Report
- LATE Time Payment Request for ACE AFSCME LOCAL 2250 Members (Noncharter only) Classroom or Nurse Coverage for over 60 minutes
- POCEA Until Members (TEACHERS) Classroom Coverage
- Request for LATE Payment for POCEA Until Members (TEACHERS Only) Lunch Recess Monitor Time
- Request for LATE Payment for POCEA Until Members (TEACHERS) Providing Classroom Coverage
- Request for LATE Time Payment for ACE AFSCME LOCAL 2250 Members (PARAPROFESSIONAL Only) Substitute Teacher Coverage
- Substitute Paraprofessional Time and Attendance Late Report
- Substitute Teacher Time and Attendance Late Report
- Temporary Hourly Employee Time TRACKING Report
- Time TRACKING for ACE AFSCME LOCAL 2250 Members (PARAPROFESSIONAL Only) Substitute Teacher Coverage
- Time TRACKING for ACE AFSCME LOCAL 2250 Members (PARAPROFESSIONAL only) Classroom or Nurse Coverage over 60 minutes
- Time TRACKING Payment for POCEA Until Members (TEACHERS) Lunch Recess Monitor Coverage
- W2 Reprint Request form

TIMECARD

A. TIMECARD STATUS

- **WORKING (BLUE)** - TIMECARDS ARE MARKED WITH THE BLUE WORKING STATUS BEFORE THEY ARE SUBMITTED FOR APPROVAL AND AFTER CHANGES HAVE BEEN MADE AND SUCCESSFULLY SAVED. ALL EXCEPTIONS SHOULD BE IN WORKING STATUS UNTIL THE MORNING OF THE PAY PERIOD END DATE, WHEN ALL TIMECARDS ARE SUBMITTED.

- **SUBMITTED (GREEN)** - TIMECARDS ARE MARKED WITH THE GREEN SUBMITTED STATUS WHEN THEY HAVE BEEN SUBMITTED FOR APPROVAL. IF YOU SUBMIT, YOU ARE STILL ABLE TO MAKE CHANGES. YOU MAY HAVE TO ADD A LINE IN ORDER TO PUT THE TIMECARD BACK IN WORKING STATUS TO MAKE THE CHANGE. DURING SUMMER, 10 AND 11 MONTH TIMECARDS DO NOT NEED TO BE SUBMITTED. IF 10 OR 11 MONTH EMPLOYEE WORK SUMMER PROGRAMS, SUBMIT SHOULD BE DONE MONDAY AFTER PAYROLL DUE DATE TO ALLOW ALL SUMMER TIME ENTRY TO OCCUR.

- **APPROVED (GREEN)** - TIMECARDS ARE MARKED AS APPROVED ONCE THE APPROVER HAS APPROVED THE TIMECARD. THIS CANNOT BE REVERSED. THIS CAN ONLY BE DONE BY THE ORACLE ASSIGNED TIME APPROVER, NOT BY PAYROLL OR ANYONE ELSE. ONCE APPROVAL IS DONE, NO CHANGES CAN BE MADE ON THE TIMECARD.

- **ERROR (RED)** - TIMECARDS ARE MARKED WITH THE RED ERROR STATUS WHEN THE TIMEKEEPER TRIES TO SAVE AN INCORRECT TIMECARD ENTRY (I.E., IF THE TIMEKEEPER ENTERS OTHER LEAVE WITHOUT ENTERING THE REASON). THE ERROR STATUS ALSO APPEARS IF THE EMPLOYEE DOES NOT HAVE SUFFICIENT LEAVE FOR THE ENTRY. THE TIMEKEEPER MUST RESOLVE THE ERROR BEFORE SAVING. ERROR TIMECARDS WILL NOT TRANSFER AND EMPLOYEE WILL NOT BE PAID.

- **REJECTED (RED)** - IF THE APPROVER CHOOSES NOT TO APPROVE THE TIMECARD, THE TIMECARD IS MARKED WITH A RED REJECTED STATUS. THE TIMEKEEPER MUST MAKE CHANGES TO THE TIMECARD AND RESUBMIT.

TIMECARD

HOURS TYPES

There are many different hours types to use when entering additional time for employees on the OTL Biweekly Timecards and below is the name of the Element and when to use the element. Supplemental Pay Types are heavily monitored by Internal Audit and upper management.

- Extended Learning Pay – This element is used for PGCEA employees who are teaching a class of students after school. This element should not be used during the summer when schools are closed.

- PGCEA Substitute Coverage – This element is only for PGCEA employees that are covering for another classroom.

- EOP and VEP – Education online programs and Virtual Evening Programs are new elements replacing evening high school

- PGCEA ILT Extra Days - This element is for Instructional Lead Teachers to pay them 10 their extra days. These must be whole days and not worked on any of the 192 teacher duty days

- Summer Guidance Hours – This element is only used during the summer for the approved listing of Guidance Counselors.

- Local 2250 Secretary Sub Coverage – This element is used for secretaries that cover in emergency situations for teachers and nurses for any time worked over 60 minutes in that capacity.

- Local 2250 Acting Pay – This element is used for Paraprofessionals who covers for a classroom teacher in emergency situations.

- Time Entry Wages – This element is used for part-time employees or employees that have been set up with a 2nd assignment at your location.

- Reg Extra Time – Is used for Local 2250 employees that have worked beyond their regular scheduled hours.

- Sub Workshop Pay – Pay is now available to some subs for workshop attendance. This is still in development and can only be paid via form submission to payroll.

TIMECARD

In order to enter time you must select on one of the following timekeeping responsibilities
PGCPS OTL 10 & 11 Month Professional – TK
PGCPS OTL 10 & 11 Month Support – TK
PGCPS OTL 12 Month Professional – TK
PGCPS OTL 12 Month Support – TK
PGCPS OTL Part-Time – TK

Once you have clicked on the responsibility, you select Timekeeper Entry

alize "Navigator"
alize Table Layout: (region2)

	Personalize

ecruitment Employee Candidate
;CPS Employee Labor Relations PS BAR User
;CPS Employee Labor Relations Requestor
;CPS Employee Labor Relations SSP User
;CPS Employee Self-Service
;CPS Employee Self-Service Limited
;CPS HRMS Certification View
;CPS HRMS Employ User
;CPS HRMS Labor Relations
;CPS Internet Expenses
;CPS OTL 10 - 11 Mth Prof TK
;CPS OTL 10 - 11 Mth Supp TK
;CPS OTL 12 Mth Prof TK
;CPS OTL 12 Mth Supp TK
;CPS OTL Part-Time TK
;CPS T&S Timekeeper
;CPS Workshop Time Entry
(EIS eXpress Reports User

PGCPS OTL 12 Mth Prof TK
- Timekeeper Entry
- Time Entry Validation View Only
- Employee Accruals
- Emoluments
- Payroll Roster
- Payroll Payment
- Prof Devl Emoluments
- Employee Evaluation
- Teacher Evaluation Roster (New)

Requests
- Run
- View
- Set

TIMECARD

How to Enter time for Temp employee or an employee set up with a 2nd Assignment.

First you would need to be on the correct responsibility, which is the PGCPS OTL Part-Time – TK responsibility.
Once you click on PGCPS OTL Part-time – TK, you then go to Timekeeper Entry

Personalize "Navigator"
Personalize Table Layout: (region2)

☐ Recruitment Employee Candidate
☐ PGCPS Coaches Payroll Time Entry
☐ PGCPS Employee Self-Service
☐ PGCPS Employee Self-Service Limited
☐ PGCPS Internet Expenses
☐ PGCPS Northwestern HS PS BAR User
☐ PGCPS Northwestern HS Requestor
☐ PGCPS Northwestern HS SSP User
☐ PGCPS OTL 10 - 11 Mth Prof TK
☐ PGCPS OTL 10 - 11 Mth Supp TK
☐ PGCPS OTL 12 Mth Prof TK
☐ PGCPS OTL 12 Mth Supp TK
☐ **PGCPS OTL Part-Time TK**
☐ PGCPS T&S Timekeeper
☐ PGCPS Workshop Time Entry

Personalize Stack Layout: (AppsNavigateFlatStack)

Personalize

PGCPS OTL Part-Time TK

⊞ Timekeeper Entry
⊞ Time Entry Validation View Only
⊞ Employee Accruals
⊞ Emoluments
⊞ Payroll Roster
⊞ Payroll Payment
⊞ Prof Devl Emoluments
⊞ Employee Evaluation
⊞ Teacher Evaluation Roster (New)

Requests

⊞ Run
⊞ View
⊞ Set

TIMECARD

If you are entering for a employee that has a 2nd assignment and already has pre-populated hours, then you MUST add a line in order to enter their time. In order to add a line, you must select the employee that you need to add time for and hit the "Green + sign at the top", it will then add a blank yellow line.

NORTHWESTERN HS - TK/Biweekly - Starts
08-JUN-2019 - 21-JUN-2019

Approver Comments

Message

Status	Type	Person Name	Hours Type	Job Assignment	Organizations	Sat 08-06	Sun 09-06	Mon 10-06	Tue 11-06	Wed 12-06	Thu 13-06	Fri 14-06	Sat 15-06	Sun 16-06	Total
	Er	Almquist, Nancy D													0
	Er	Arnold, Teresia D.													0
	Er	Battle, Detra E.													0
W	Er	Beller, Jeremy C	Regular Wages Tim					8	8	8	8	8			40
	Er	Beller, Jeremy C													0
W	Er	Black, Darron Edwi	Regular Wages Tin					8	8	8	8	8			40
W	Er	Black, Darron Edwi													0
	Er	Castrello, Ana M.													0
W	Er	Cochenet-Gallaste	Time Entry Wages	87691 - Northweste				5	5	5	5	5			25
	Er	Consilvio, Lydia Ro													0
	Er	Duncan, Wyeth Wi													0
	Er	Greanya, Benjamin													0
	Er	Hale, Antonia Nata													0

Comment

Select / Deselect All   Details   Messages   Mass Edit   Day Totals   Submit Selected Lines

TIMECARD

Once you have added a line, you can copy the persons name and EIN number by hitting "Shift + F5" it will copy the name that is above, then tab to the EIN number and it will automatically put it the EIN number as well. Then tab to the "Hours Type" and type "Time Entry Wages" then tab to the Job Assignment column. Once you have entered the Job Assignment number and hours worked, you can save the timecard.

For all employees under PGCPS OTL Part-Time – TK, you must enter the Hours Type, the Job Assignment Number and hours.

*If these are not entered your timecard will go into Error Status and the employee will not receive payment.

EMPLOYEE STATUS

- **ACTIVE**– NORMAL WORKING EMPLOYEE. EFFECTIVE DATE IN SYSTEM WOULD BE DATES FOR WHICH THEY ARE ABLE TO BE PAID.
- **TERMINATED** – NO LONGER WORKING. NO TIME ON TIMECARDS AND NO ACCESS TO TIMECARDS. PAYROLL CANNOT CUT CHECKS TO THIS EMPLOYEE.
- **SUSPENDED**- USUALLY USED WITH SUB EMPLOYEES OR ON SECOND ASSIGNMENTS. THIS MEANS THEY SHOULD NOT BE WORKING. REASONS FOR SUSPENSION MAY VARY SO CHECK WITH HR BEFORE HAVING THE PERSON WORK AS THEY MAY NOT BE ALLOWED TO WORK. PAYROLL CANNOT CUT CHECKS TO THIS EMPLOYEE.
- **LEAVE WITH PAY**- EMPLOYEES ON APPROVED LONG TERM LEAVE. THIS IS NORMALLY DONE BY ABSENCE MANAGEMENT, EMPLOYEE LABOR RELATIONS OFFICE OR RISK MANAGEMENT. EMPLOYEES CAN BE PAID AND TIMECARDS ARE AVAILABLE. EMPLOYEES PAY WILL DEPEND ON IF THEY HAVE LEAVE AVAILABLE TO USE. AN EMPLOYEE MAY BE UNDER THIS STATUS BUT HAVE UNPAID LEAVE ON THE TIMECARD IF NO LEAVE IS AVAILABLE. ANNUAL INCREASES MAY OR MAY NOT PROCESS IN THIS STATUS. BENEFITS REMAIN ELIGIBLE AT THE REDUCED RATE BUT EMPLOYEE WOULD HAVE TO PAY OUT OF POCKET TO MAINTAIN BENEFITS IF NO PAY IS BEING RECEIVED.
- **LEAVE WITHOUT PAY**- EMPLOYEES ARE EITHER OUT NOT APPROVED, OR ON AN APPROVED LEAVE THRU WHICH THEY ARE NOT ELIGIBLE TO BE PAID OR THEIR STATUS IS UNKNOWN. IN THIS STATUS PAYROLL CANNOT CUT CHECKS TO THE EMPLOYEE, LEAVE DOES NOT ACCRUE, THE EMPLOYEE IS NOT ELIGIBLE FOR BENEFITS AT THE REDUCED RATE. BENEFITS WILL CANCEL UNDER THIS STATUS AND EMPLOYEE MUST ELECT AND PAY FOR BENEFITS AT 100% OF COST.

IF EMPLOYEES ARE TRANSFERRING, PLEASE ASK THEM TO CHECK THEIR PERSONAL INFORMATION(ESPECIALLY DIRECT DEPOSIT AND TAX SETUP) IN ORACLE AS NOT ALL INFORMATION CARRIES OVER TO THE NEW ASSIGNMENT

REPORTS

There are various reports available to you under different Oracle Responsibilities.

Some that are important to payroll processing are:

a. The **Payroll Roster** is to be checked before the beginning of each school year to ensure the correct people are listed on each schools payroll. If an employee appears on a schools roster but are not working there, the school needs to notify payroll and HR.

b. The **PGCPS HR PTO PAY PERIOD END BALANCES REPORT** should be checked before timecards are approved each payroll to ensure that employees have the leave they are asking to use and to monITOR USE OF PROJECTED LEAVE IN CASES WHERE EMPLOYEE MAY LEAVE BEFORE END OF SCHOOL YEAR.

c. The **Payment Roster** is available each Wednesday prior to the paydate. This report will indicate employees who will be receiving a check or direct deposit on the forthcoming paydate. If an employee is not listed, this means they will not receive a payment on pay date. Timekeepers should review this report and email their respective payroll clerk to determine if the employee is due to receive payment or not.

d. **Leave Taken Report** can be run to identify each day of leave charged to an individual employee.

LEAVE

Accrual/Usage

How employees earn, and use leave varies by union. Basic rules to keep in mind are

- Sick leave is to be used when employee is sick not for regular time off. Sick leave may be used for care of family member by employees who do not earn annual up to the amount of sick leave they earn in one year.
- Time approvers may approver only 10(PGCEA and ASASP) or 15(Local 2250 and Local 400) days in a row. Beyond 10/15 a long term leave approval is needed for either the school or payroll clerk to enter leave.
- Time may not be used without approval. Approvers may deny leave if they doubt it's validity and are not comfortable substantiating it via an approval.

Long Term:

Risk Management approves workers comp leave. Absence Management approves and/or processes FMLA(Family Medical Leave), LOA(Leave of Absence) and SLB(Sick Leave Bank). ELRO(Employee Labor Relations) approves administrative leave.

Absence Management

- If an employee is absent for 10 days (PGCEA, ASASP II, ASASP III, Executives and Confidential) or 15 days (Local 2250 and Local 400) or more, they must request an extended leave of absence
- Family Medical Leave Act (FMLA)
- Leave of Absence (LOA)
- Sick Leave Bank (SLB)
- Return to Work

Employees who are ready to return to work after being on an approved extended leave must do so in writing (i.e. doctor's notification) to Absence Management 10 days prior to the return to work date. Supervisors should not allow employees to return to work without official notification from Absence Management.

Issues: Employee concerns about leave can normally be addressed by sharing the accrual screen and leave taken report. The accrual shows more detail about the employee balance than is visible thru Oracle Self Service. The leave taken report shows all leave charged to them. In Self Service, the employee can only see the leave they requested thru self service but not leave entered by time keeper or payroll clerk.

Covid related leaves are ever changing. If anyone has a Covid related leave, info should be sent to Payroll Clerk for guidance as leave types may change.

PART TIME/TEMP/SECOND ASSIGNMENT

SETUP: Assignment setup is done thru HR. Part Time and Temp assignments are handled like other new hires. Second assignments can often take a long time. They go thru Area office then to various parts of HR and to Position Control. Payroll is not able to track progress of second assignment requests. Payroll is only able to see assignment once it is completed and setup in Oracle. Please don't have employee's work prior to assignment setup as this delays pay and often leads to complaints and issues.

TIMECARD: Temp, part time or second assignment employees can be found under the Oracle responsibility called Part-Time TK. Time would be entered using the Time Entry Wages.

Access on Part-Time TK

PGCPS T&S Timekeeper

PGCPS Workshop Time Entry

LEAVE: Part time, Temp and Substitute employees earn Sick and Safe leave. They earn 1 hour of leave for every 30 hours worked. They can use it by requesting leave thru Oracle Self Service before the day of leave occurs. If the day of leave has passed, they must request on paper for manual processing

SELF SERVICE/EMPLOYEE QUESTIONS

Issues: Many employee concerns can be answered by the employee checking self service. Here are some especially useful self service items:

My Information allows employees to see their salary and grade and step information.

Document of Records allows employees to see garnishments against them.

Leave Balances and Leave Requests allows employees(including temps and DAs with Sick and Safe leave) to request leave time off.

Employee W-2 is the screen to access W2 forms not the W2 consent option(to designate if want W2s printed or only online)

Personal Information, Fax forms screens and direct deposit should be checked anytime the employee has a job change as this information may not carryover correctly into the new job setup.

GARNISHMENT FAQS

- **WHAT IS WAGE GARNISHMENT?**
- WAGE GARNISHMENT IS A PROCEDURE THROUGH WHICH SOME PORTION OF A PERSON'S (DEBTOR) EARNINGS IS WITHHELD BY AN EMPLOYER (GARNISHEE) FOR THE PAYMENT OF A DEBT TO A CREDITOR (PERSON WHO IS OWED THE MONEY). WAGE GARNISHMENT CONSIST OF THE FOLLOWING TYPES: GARNISHMENTS FROM COMPANIES/AGENCIES, FEDERAL LEVIES, STATE LEVIES, AND/OR CHILD SUPPORT ORDERS.
- **WHAT AMOUNT CAN BE GARNISHED?**
- FEDERAL LAW LIMITS THE AMOUNT OF EARNINGS THAT MAY BE GARNISHED TO 25 PERCENT OF THE DEBTOR'S DISPOSABLE INCOME. (DISPOSABLE EARNINGS ARE THE AMOUNT OF EARNINGS LEFT AFTER LEGALLY REQUIRED DEDUCTIONS E.G., FEDERAL, STATE TAXES, SOCIAL SECURITY, UNEMPLOYMENT INSURANCE AND MEDICAL INSURANCE.) HOWEVER, FOR INDIVIDUALS EARNING MINIMUM OR NEAR MINIMUM WAGE, THE DEBTOR MUST BE LEFT WITH AN AMOUNT EQUAL TO 30 TIMES THE FEDERAL MINIMUM HOURLY WAGE. EXAMPLE DEBTOR EARNS $7.25 PER HOUR, (MINIMUM WAGE). WEEKLY GROSS EARNINGS = $290.00 (40 HRS. X $7.25). SUBTRACT DEDUCTIONS; DISPOSABLE EARNINGS = $232.00. 30 X $7.25 (MINIMUM WAGE) = $217.50. $232.00 - $217.50 = $14.50. AMOUNT THAT CAN BE GARNISHED: $14.50 EACH WEEK.
- THE PAYROLL OFFICE IS BOUND TO THE TERMS OF THE GARNISHMENT ORDERS AND THE AMOUNTS THAT ARE SPECIFIED TO BE DEDUCTED. THE PAYROLL OFFICE CAN NOT DEVIATE, MODIFY, OR STOP THE DEDUCTION AMOUNTS.
- **HOW SOON WILL A GARNISHMENT BE APPLIED TO MY PAY CHECK?**
- THE PAYROLL OFFICE WILL APPLY MOST GARNISHMENTS TO AN EMPLOYEE'S ACCOUNT WITHIN THE FIRST TWO WEEKS OF RECEIPT BARRING EXTENUATING CIRCUMSTANCES.
- **CAN A DEBTOR OR GARNISHEE DEFEND AGAINST A GARNISHMENT?**
- YES. A DEBTOR OR GARNISHEE HAS THE RIGHT TO OBJECT TO A GARNISHMENT AT ANY TIME. TO OBJECT, FILE AN APPROPRIATE MOTION WITH THE COURT.

GARNISHMENT FAQS

- **CAN YOU FILE A HARDSHIP ON A GARNISHMENT?**
  THE GARNISHMENT COULD LEAVE YOU STRUGGLING TO PAY BASIC EXPENSES LIKE RENT OR YOUR MORTGAGE. HOWEVER, IF A GARNISHMENT WOULD CREATE A FINANCIAL HARDSHIP FOR YOU AND YOUR FAMILY, YOU HAVE THE RIGHT TO REQUEST A HEARING TO PRESENT YOUR EVIDENCE AND EXPLAIN YOUR CIRCUMSTANCES TO THE LENDER.

- **HOW CAN I GET THE BALANCE OF THE AMOUNT OWED ON MY GARNISHMENT?**
  YOU CAN OBTAIN THE BALANCE OWED FROM THE CREDITOR DIRECTLY. YOUR EMPLOYER DOES NOT HAVE ACCESS TO YOUR BALANCE OWED.

- **WHERE CAN I GET A COPY OF MY GARNISHMENT?**
  THE ORIGINAL COPY OF ANY GARNISHMENT IS SENT BY THE AGENCY AND/OR THE COURT PRIOR TO PGCPS PAYROLL PROVIDING YOU THE COURTESY COPY. A COURTESY COPY OF YOUR GARNISHMENT IS ATTACHED TO YOUR DOCUMENT OF RECORD IN ORACLE SELF-SERVICE.

- **IF I HAVE QUESTIONS CONCERNING A GARNISHMENT, WHO SHOULD I CONTACT?**
  THE PGCPS PAYROLL OFFICE DOES NOT HAVE ANY DETAILS CONCERNING GARNISHMENTS ENTERED ON YOUR BEHALF. WE PROVIDE YOU A COURTESY COPY OF THE ORDER WHICH PROVIDES THE CONTACT INFORMATION OF THE AGENCY YOU WILL NEED TO CONTACT FOR DETAILS OF THE GARNISHMENT.

- **HOW CAN I REQUEST TO STOP A GARNISHMENT?**
  YOU MUST CONTACT YOUR CREDITOR OR FILE A MOTION TO STOP WITH THE COURT. THE PGCPS PAYROLL OFFICE IS BOUND BY THE COURT TO CONTINUE ALL GARNISHMENTS UNTIL THEY RECEIVE A COURT ORDER RELEASE TO STOP THE DEDUCTION(S).

GARNISHMENT FAQS

- **HOW CAN I GET INFORMATION ABOUT MY CHILD SUPPORT CASE?**
- THE MARYLAND CHILD SUPPORT ADMINISTRATION HAS A TOLL-FREE MARYLAND CHILD SUPPORT CUSTOMER CARE CENTER (1-800-332-6347) TO HANDLE ALL OF YOUR GENERAL QUESTIONS AND PROVIDE PAYMENT INFORMATION. THE CUSTOMER CARE CENTER CAN ACCEPT REQUESTS FOR PAYMENT HISTORY, ADDRESS CHANGES, EMPLOYMENT CHANGES, AND REQUESTS FOR ENFORCEMENT OF A COURT ORDER. IF THE INFORMATION OR ASSISTANCE YOU NEED CANNOT BE PROVIDED BY THE CUSTOMER CARE CENTER, A WORK ORDER WILL BE PREPARED AND EMAILED TO YOUR CASE SPECIALIST. AFTER YOUR CASE SPECIALIST REVIEWS YOUR CASE AND TAKES APPROPRIATE ACTION, YOU WILL BE CONTACTED WITHIN 20 DAYS IF NECESSARY. IF A WORK ORDER IS A PRIORITY MATTER, SUCH AS AN ISSUE FOR AN UPCOMING COURT DATE, A DRIVER'S LICENSE SUSPENSION, OR AN EMPLOYER WITH A WAGE LIEN QUESTION, YOU WILL BE CONTACTED WITHIN 48 HOURS. PLEASE ALLOW 10 WORKING DAYS AFTER A HEARING DATE FOR UPDATED INFORMATION REGARDING YOUR ACCOUNT TO BE POSTED TO THE CASE FILE. PLEASE NOTE: YOUR CALLS WILL NOT BE FORWARDED TO THE LOCAL CHILD SUPPORT OFFICE ON A ROUTINE BASIS.
- **WHICH OFFICE SHOULD I GO TO FOR MY CHILD SUPPORT CASE/ORDER?**
- INQUIRIES ABOUT YOUR CHILD SUPPORT CASE ARE BEST HANDLED THROUGH THE MARYLAND CHILD SUPPORT CUSTOMER CARE CENTER. THE NUMBER IS 1-800-332-6347.
- **I WANT TO CLOSE MY CASE. WHAT SHOULD I DO?**
- CONTACT THE MARYLAND CHILD SUPPORT CUSTOMER CARE CENTER AT 1-800-332-6347 FOR FURTHER INFORMATION.
- **WHAT HAPPENS IF A GARNISHMENT DEDUCTION IS RETURNED TO THE PAYROLL OFFICE?**
- IF A DEDUCTION CHECK IS RETURNED TO THE PAYROLL OFFICE, YOU MUST ALLOW 2 -3   PAY PERIODS FOR THE REFUND TO BE RETURNED TO YOU. FOR A STATUS OF YOUR   PAYMENT YOU SEND YOUR INQUIRY TO THE FOLLOWING EMAIL ADDRESS –
- **WHO DO I CONTACT IF THE CHECK IS NOT RETURNED TIMELY TO THE PAYROLL OFFICE OR IF THE CHECK CANNOT BE LOCATED?**
- IF YOU ARE INFORMED BY THE PAYROLL OFFICE THAT THE CHECK HAS NOT BEEN RETURNED, YOU ARE RESPONSIBLE FOR CONTACTING THE GARNISHMENT AGENCY FOR A STATUS OF THE CHECK. THE PAYROLL OFFICE CANNOT CONTACT THE AGENCY DIRECTLY ON YOUR BEHALF.

SELF SERVICE/EMPLOYEE QUESTIONS

Issues: Self Service has the full list of options

PGCPS Employee Self-Service

- ☐ All Actions Awaiting Your Attention
- ☐ Appraisals
- ☐ Annual Evaluation
- ☐ Personal Information
- ☐ W2 Consent
- ☐ Update and Verify Ethnicity and Race Details
- ☐ Annual Salary
- ☐ View ePayslip
- ☐ Federal Tax Form
- ☐ State Tax Form
- ☐ Benefits
- ☐ Direct Deposit
- ☐ Leave Balances and Leave Request
- ☐ My Information
- ☐ Employee W-2
- ☐ Employment Verification
- ☐ Extended Pay Option Enrollment
- ☐ Voluntary Compensatory Leave Enrollment
- ☐ Employee Voluntary Resignation
- ☐ Performance Management
- ☐ Sub Time Worked Details
- ☐ Documents of Record
- ☐ Workshop Payment Details
- ☐ Employee Stop Payments
- ☐ Substitute Sick and Safe Leave
- ☐ Reasonable Assurance

Issues: Self Service Limited has only some options

PGCPS Employee Self-Service Limited

- ☐ All Actions Awaiting Your Attention
- ☐ Appraisals
- ☐ Annual Evaluation
- ☐ W2 Consent
- ☐ Update and Verify Ethnicity and Race Details
- ☐ Annual Salary
- ☐ View ePayslip
- ☐ Federal Tax Form
- ☐ State Tax Form
- ☐ Benefits
- ☐ Leave Balances and Leave Request
- ☐ My Information
- ☐ Employment Verification
- ☐ Extended Pay Option Enrollment
- ☐ Voluntary Compensatory Leave Enrollment
- ☐ Employee Voluntary Resignation
- ☐ Performance Management
- ☐ Sub Time Worked Details
- ☐ Documents of Record
- ☐ Workshop Payment Details
- ☐ Employee Stop Payments
- ☐ Substitute Sick and Safe Leave
- ☐ Reasonable Assurance

SELF SERVICE/EMPLOYEE QUESTIONS

Issues: Employee concerns about salary, grade and step or union contract stipulated items can be answered by going to the Employee and Labor Relations page. This page gives access to current union contracts and salary rate tables.

Unemployment matters are also handled thru this office.

Employee and Labor Relations

The Employee and Labor Relations Office (ELRO) works cooperatively with all departments in conduct concerns in such a manner as to maximize student achievement. ELRO is also respo through the maintenance of positive relations with the labor organizations representing schoo support to employees requesting reasonable accommodations under the Americans with Disa investigations for employees and students filing harassment/discrimination claims

Negotiated Agreements

- PGCEA (Unit I) Negotiated Agreement
- ASASP (Unit II) Negotiated Agreement
- ASASP (Unit III) Negotiated Agreement
- ACE-AFSCME - Local 2250 - AFL-CIO Negotiated Agreement
- SEIU, Local 400, AFL-CIO Negotiated Agreement
- Regulations for Supporting Personnel
- Maryland Negotiation Service

Pay Tables

- FY-20 PGCEA
- FY-20 PGCEA Differential Schedule
- FY-20 PGCEA Athletic Director
- FY-20 ASASP Unit II Table F
- FY-20 ASASP Unit III Table 900
- FY-19 ACE-AFSCME Table A - Employees on this pay table were hired into a Local 22!
  anniversary date of October 1 for the purposes of salary advancement
- FY-19 ACE-AFSCME Table B - Employees on this pay table were hired into a Local 22!
  anniversary date of April 1 for the purposes of salary advancement
- FY20 - SEIU Local 400

Q&A

Payroll Reporting

Oracle Time and Labor

Opening OTL
View Leave Balances
Leave Management Status Report
PTO Pay Period End Balances Report
Payroll Roster
Payroll Payment

Opening OTL

To use OTL, you must first log in to Oracle with a web browser. It is suggested that Windows users use either Internet Explorer or Firefox. Mac users should use Safari.

1. Launch your web browser.

2. Hover your cursor over the **Employees** tab.

3. Click **Self-Service**.
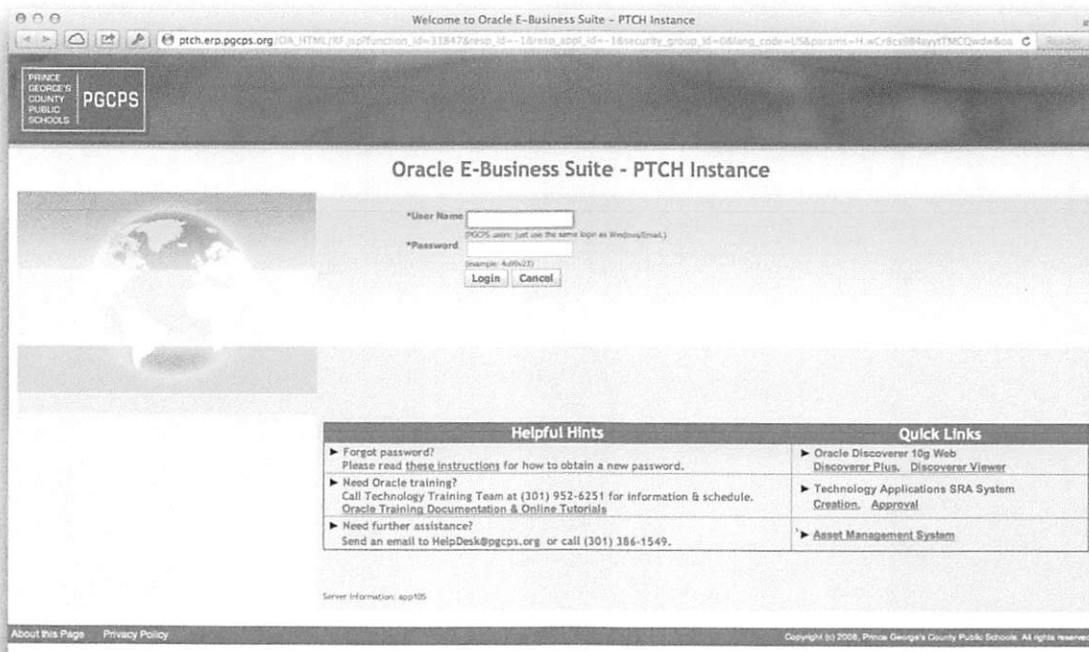
4. Enter your employee **User Name** and **Password** and click **Login**.
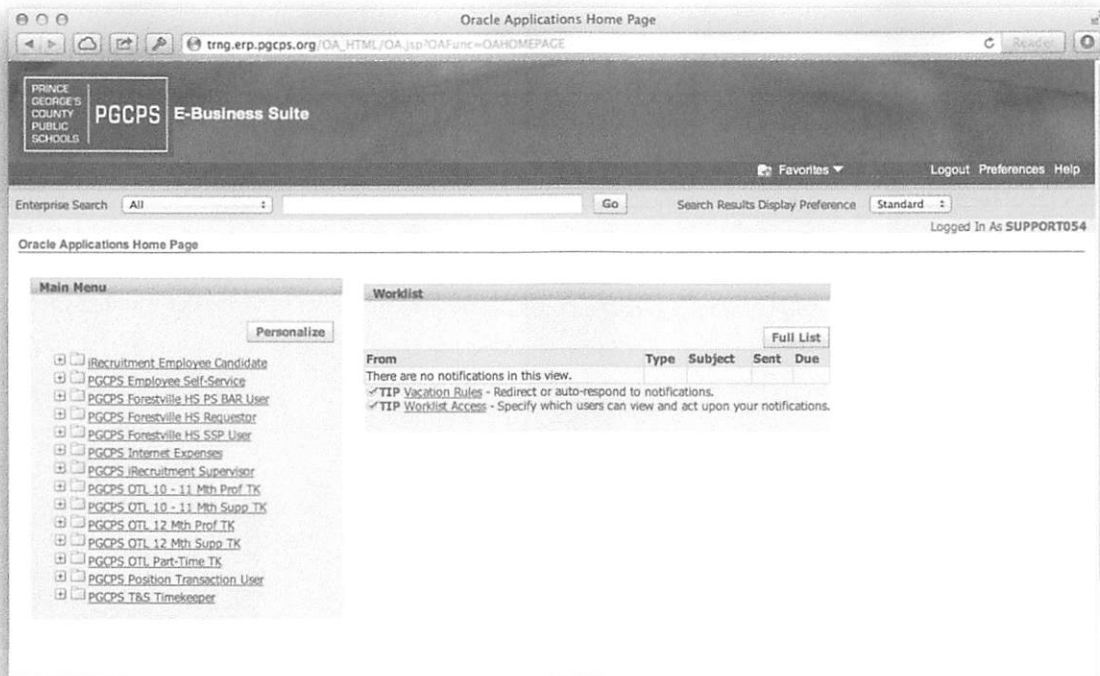
View Leave Balances

When an employee submits a leave request through Leave Request Management, their current leave balance is automatically checked and if they do not have enough leave, they cannot submit the request. However, if you must enter the exception directly the timecard, you should check their leave balance in OTL to verify that they have the correct amount of leave.
From the navigation page:

1. Select an employee Timecard Group responsibility as described in the previous section.
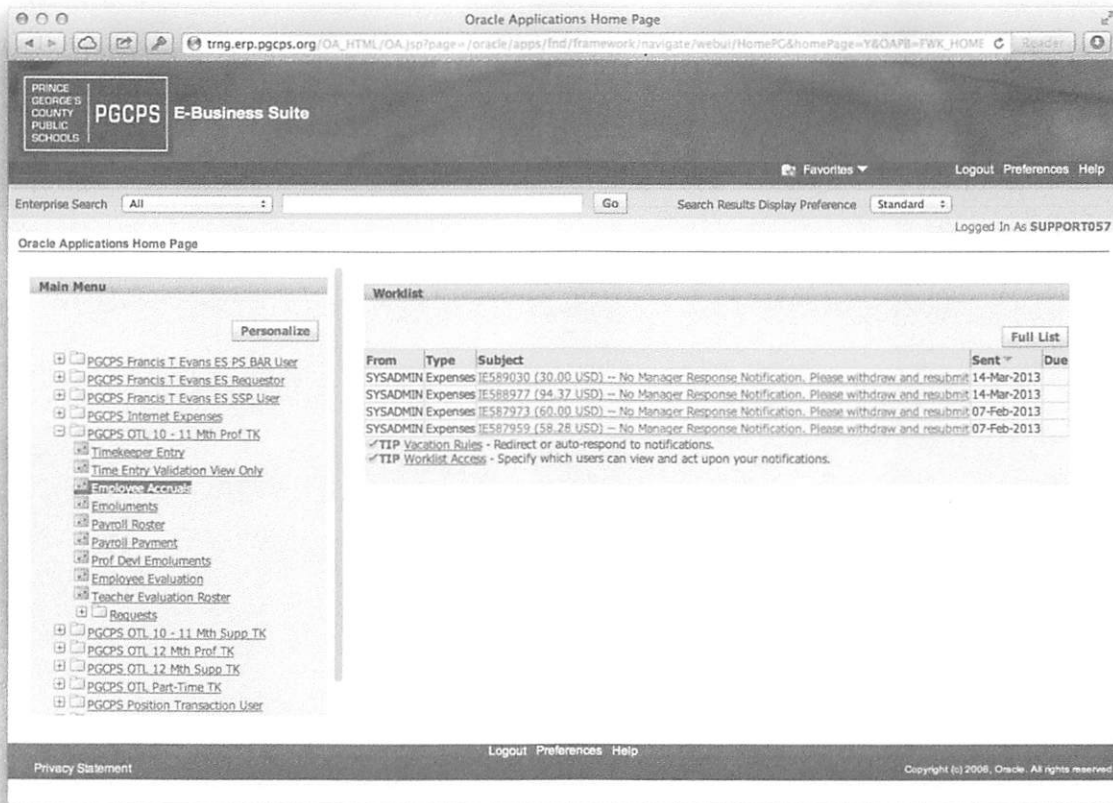
2. Select the **Employee Accruals** form. The Java Applet may take a few moments to load.
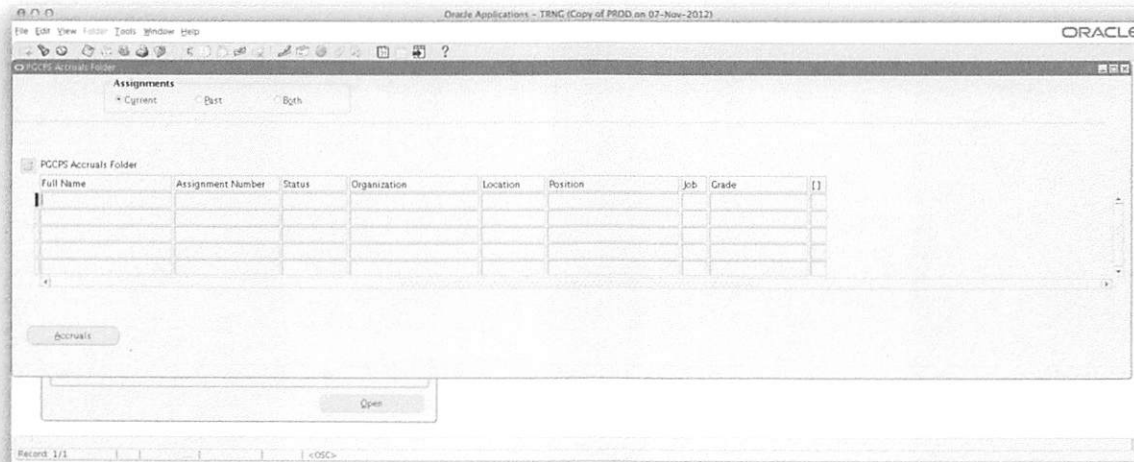
3. Select the top line in the form and press F11 on your keyboard. The line turns blue.
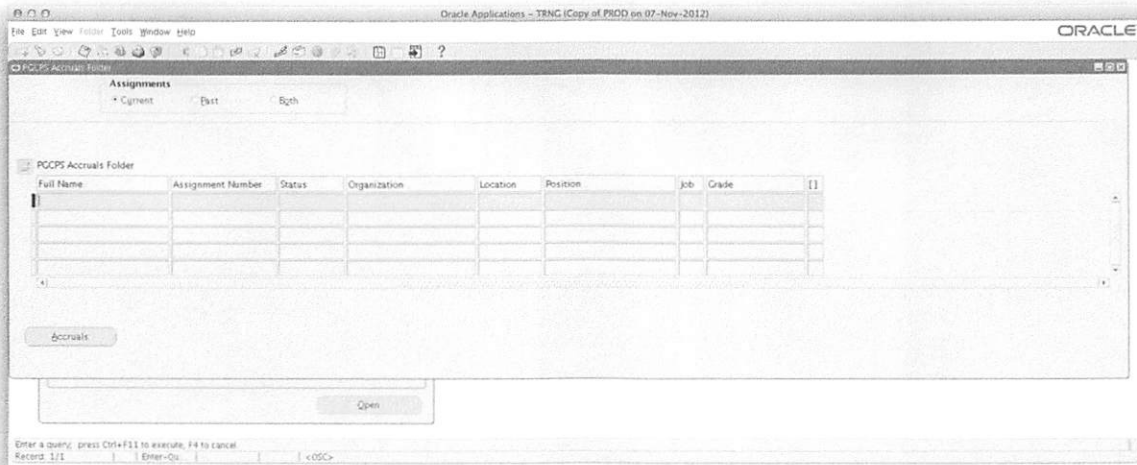
4. Enter the employee name in the **Full Name** field or the EIN in the **Assignment Number** field.

5. Press CTRL+F11 on your keyboard. The employee records appear.
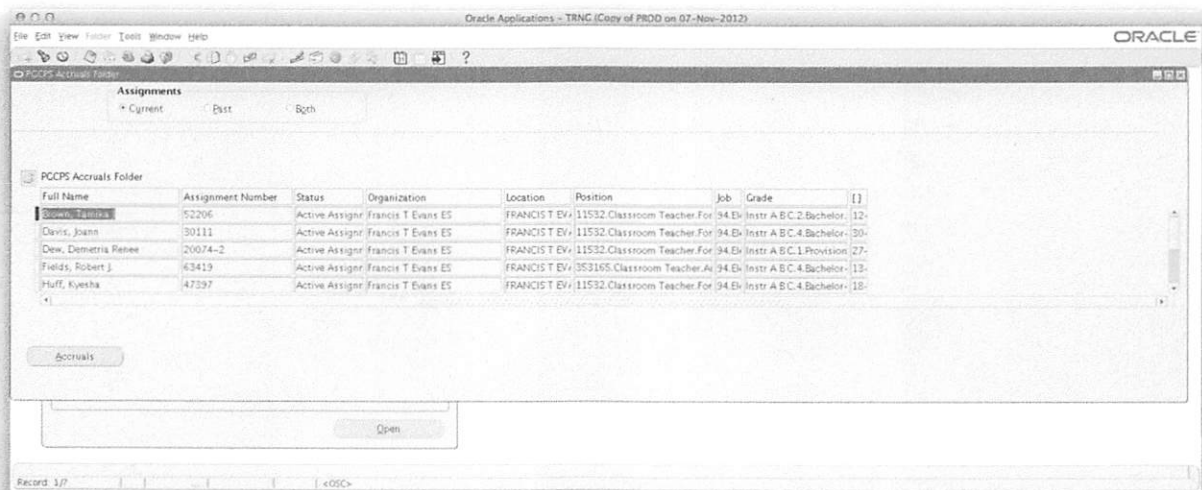
6. Select the correct record and click the **Accruals** button.

Oracle Applications – TRNG (Copy of PROD on 07–Nov–2012)

File Edit View Folder Tools Window Help

ORACLE

Accruals(Brown, Tamika J)

Name PGCEA Personal Leave   Accrual Category Personal Leave

Dates
Entitlement Calculation 01–JUL–2012 – 30–APR–2013   Net Entitlement 37.5

Last Accrual 30–APR–2013

Entitlement Details

Element Name	Input Value Name	Total Entitlements	Units	Effect On Net
PGCEA Personal Leave	Accrual Plan	30	Hours	Add
PGCEA Personal Leave Carried	Plan Hours	7.5	Hours	Add
Absence Setup Element	Hours	0	Hours	Subtract
Personal Leave Adjustment	Hours	0	Hours	Add
Personal Leave Taken	Hours	0	Hours	Subtract

Record: 1/?   <OSC>

7. You can see the total availability for all projected and earned leave types here by looking at the Net Entitlements. Earned Leave is the leave balance as of the most current available pay period. Projected leave is that that will be accrued through the end of the fiscal year.

Leave Management Status Report

Use the Leave Management Status Report to check the status for an employee leave request. You can run a report that shows all employees that you are responsible for, or you can limit it to one employee. You can also limit the report to only pending or only approved requests.

To run the Leave Management Status Report:

1. Select a responsibility.
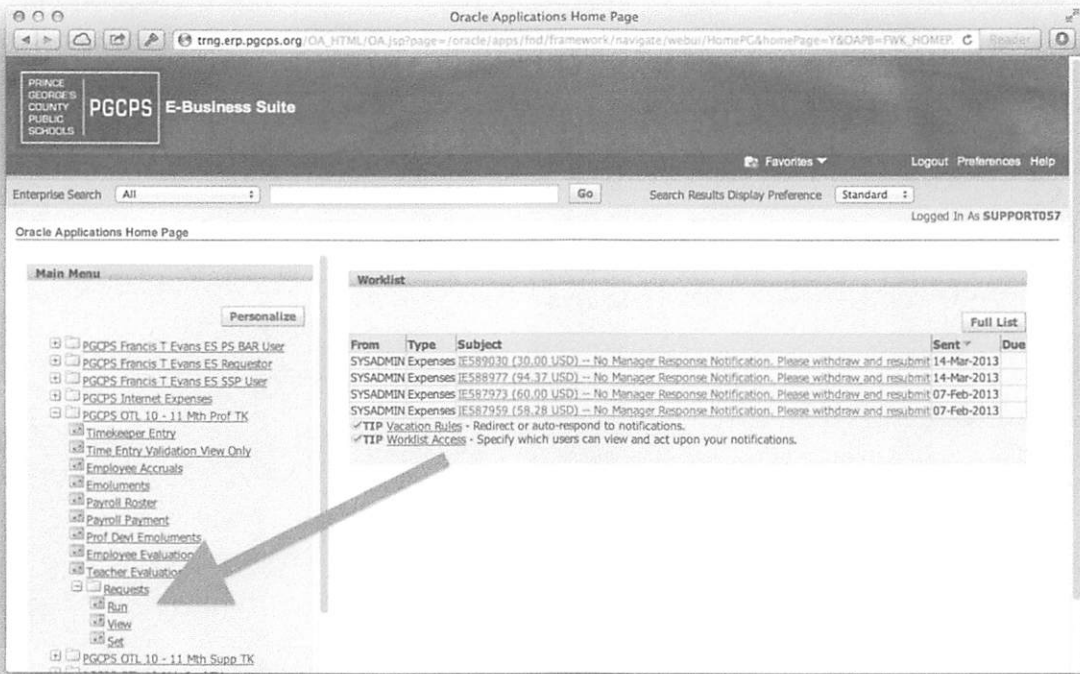
2. Select **Requests** > **Run**.
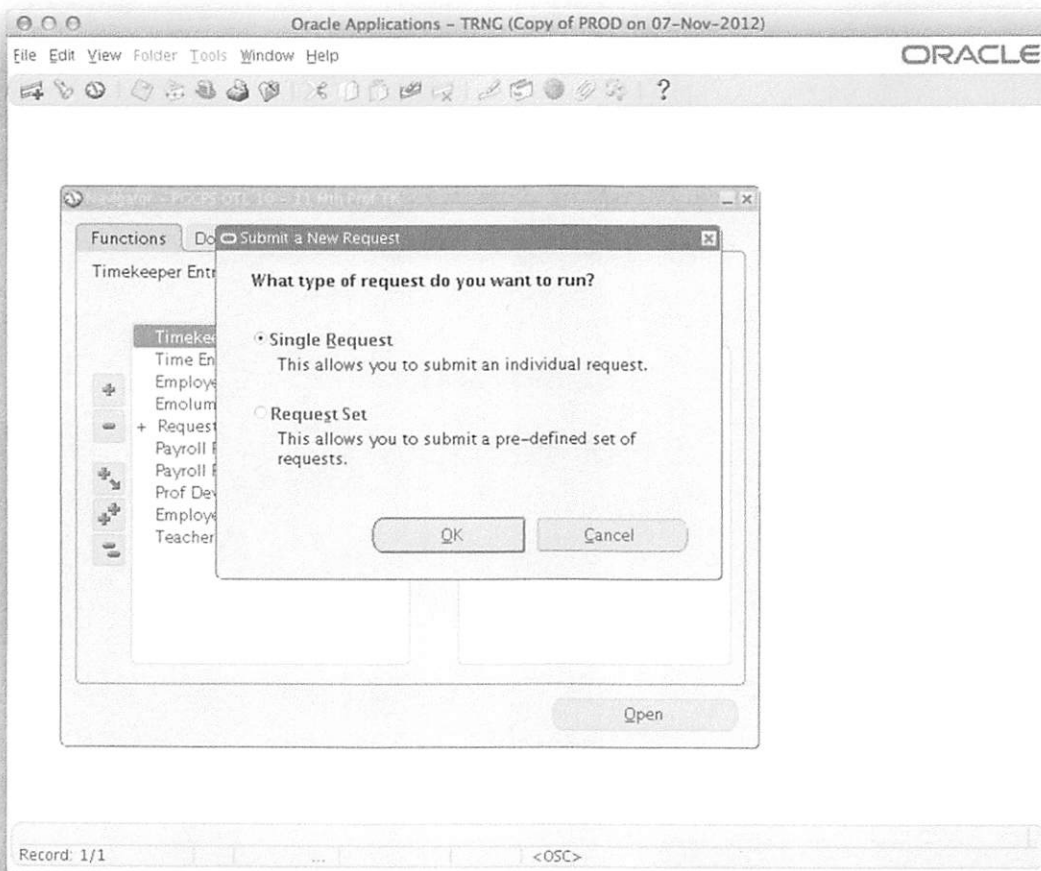
File Edit View Folder Tools Window Help

ORACLE

Functions | Do | ○ Submit a New Request

Timekeeper Entr

What type of request do you want to run?

Timekee
Time En
Employ
Emolum
+ Request
Payroll
Payroll
Prof De
Employ
Teacher

• Single Request
   This allows you to submit an individual request.

○ Request Set
   This allows you to submit a pre-defined set of requests.

OK   Cancel

Open

Record: 1/1   <OSC>

3. Make sure that **Single Request** is selected, then click **OK.**
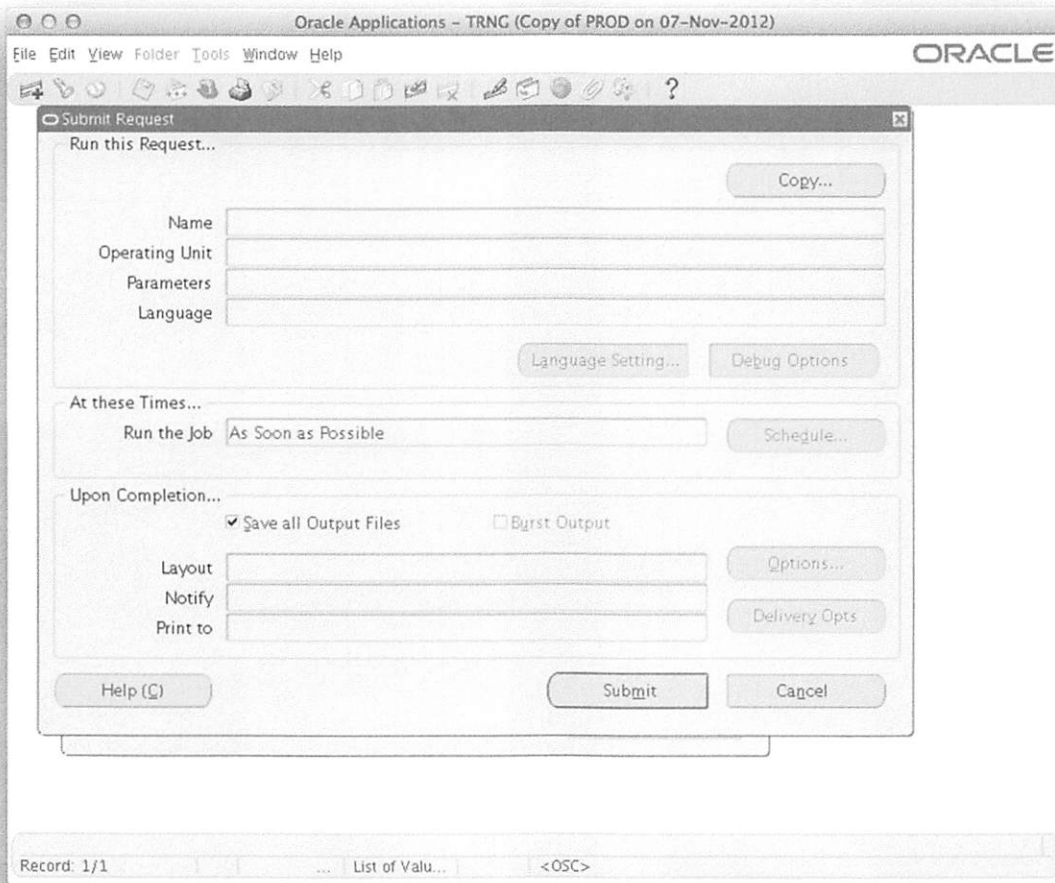
4. In the **Name** text box, click the LOV button.
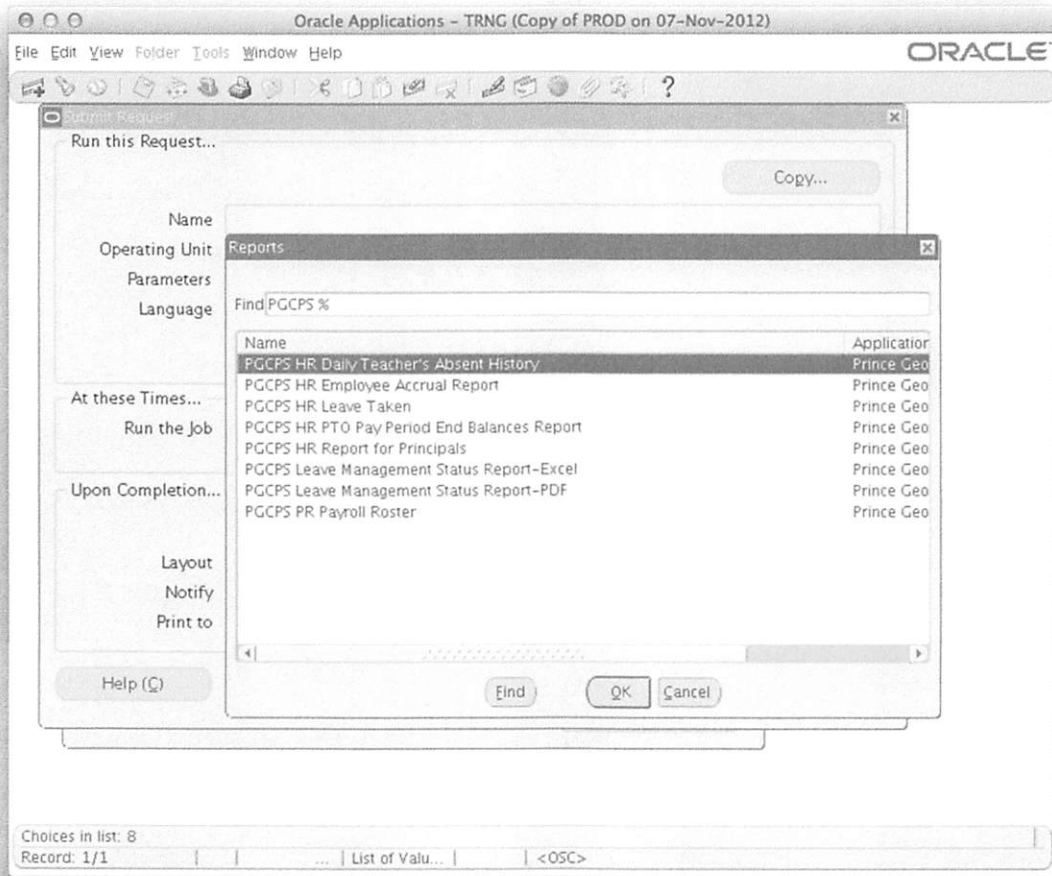
5. Select **PGCPS Leave Management Status Report-PDF**.
6. Click **OK**.
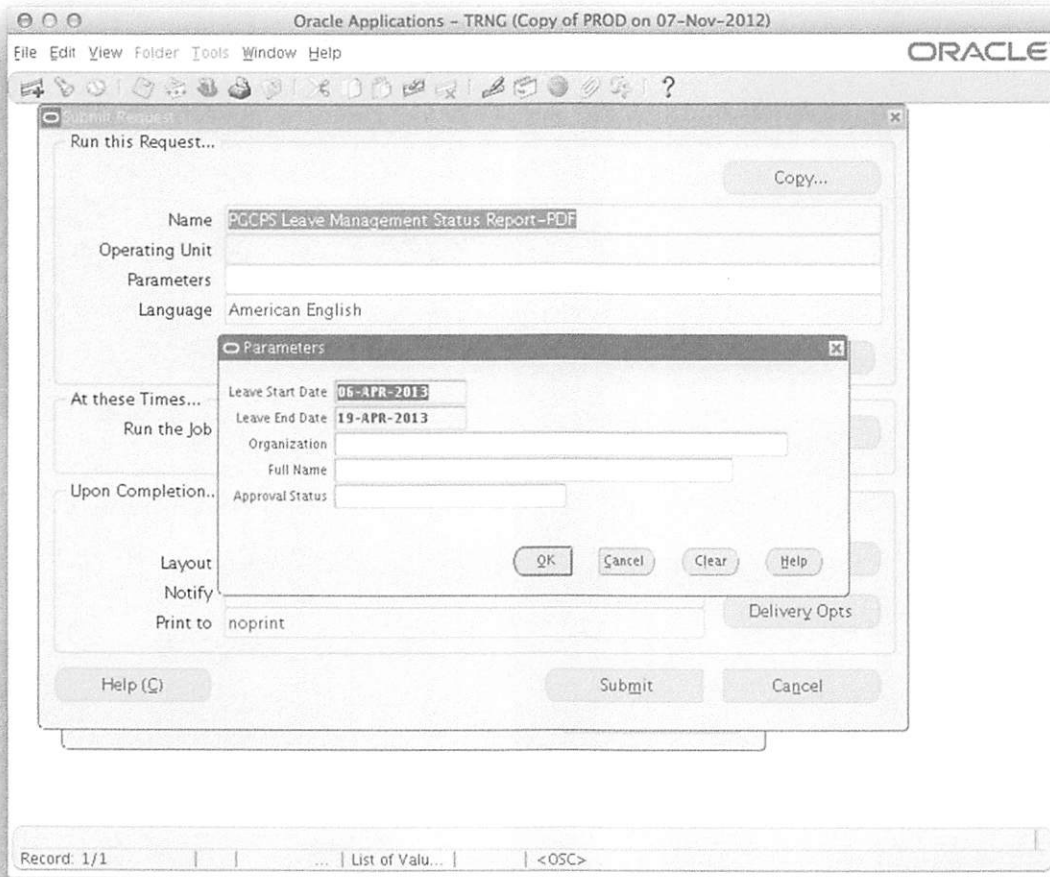
7. Enter a **Leave Start Date** and **Leave End Date**.
8. Click in the **Organization** text box, type in the first few letters of your school or office, then press TAB.
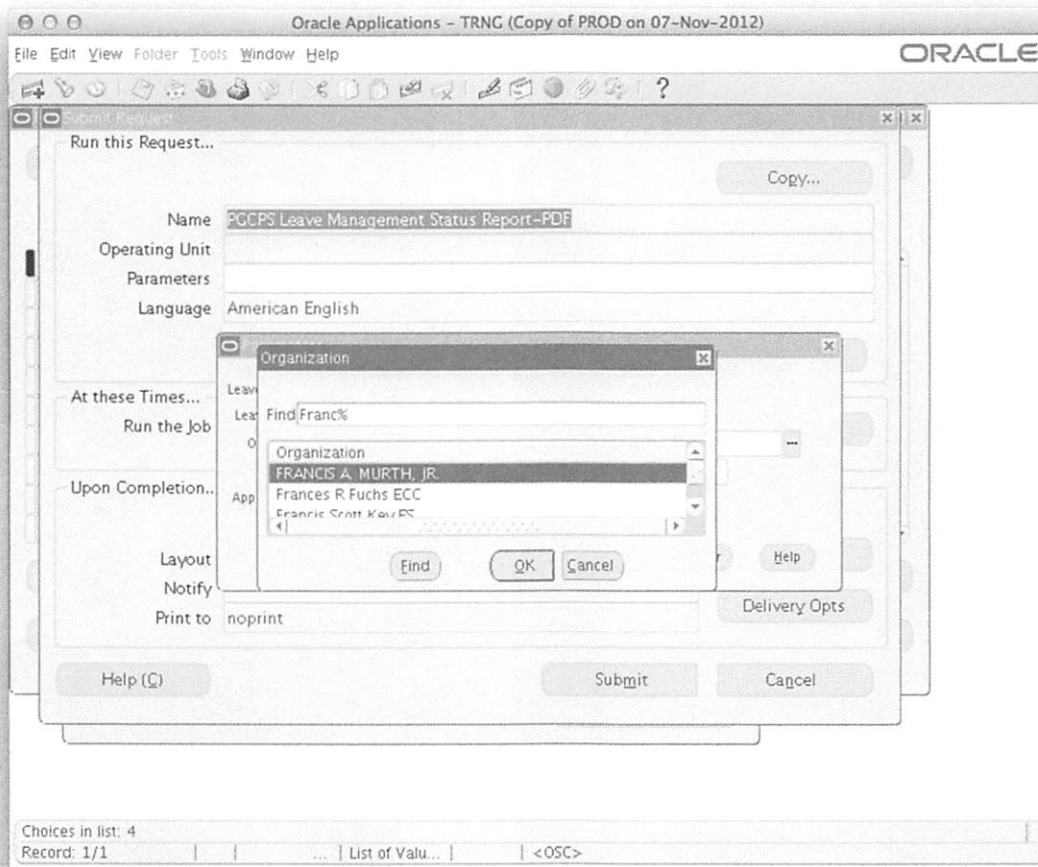
9. Select your location, the click **OK**.
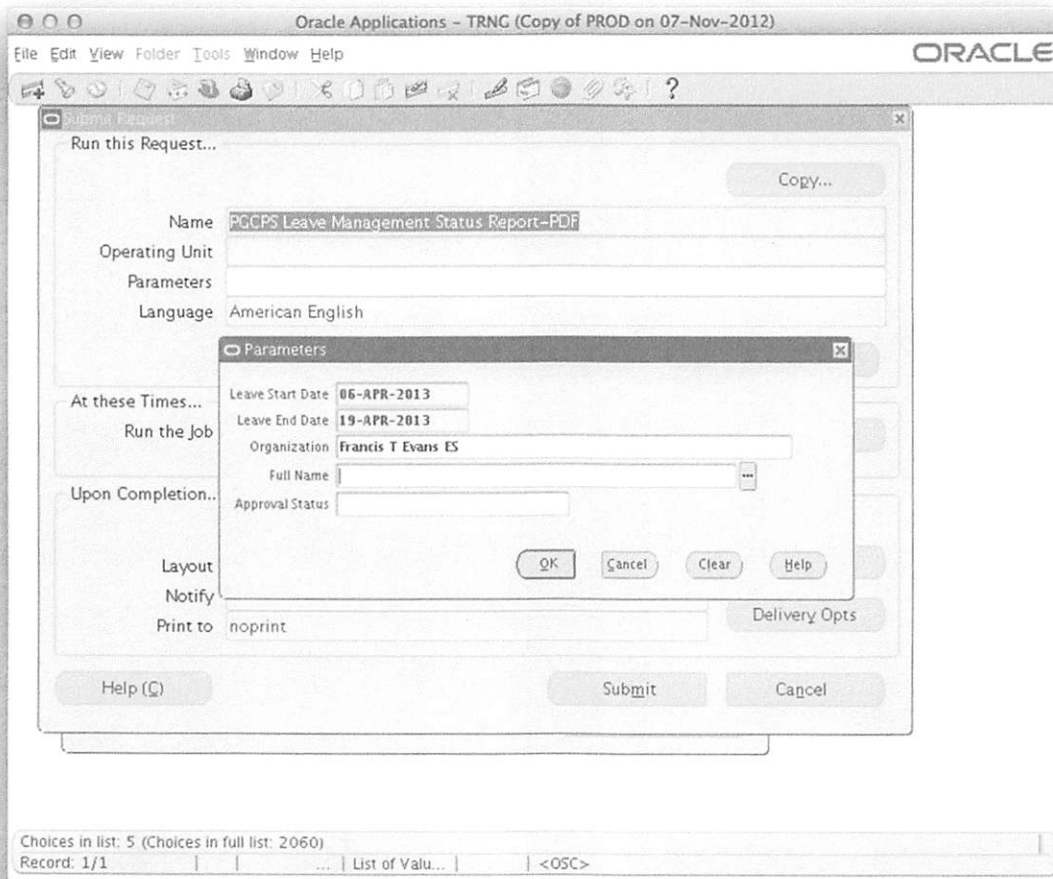
10. If you want to limit the report to a single employee enter the last name in the **Full Name** text box and press TAB, or use the LOV button to look the name up. To view all employees in your organization, leave it blank.
11. To view a specific approval status, type it in the **Approval Status** text box and press TAB or use the LOV button to look it up. To view all statuses, leave it blank.
12. Click **OK**.
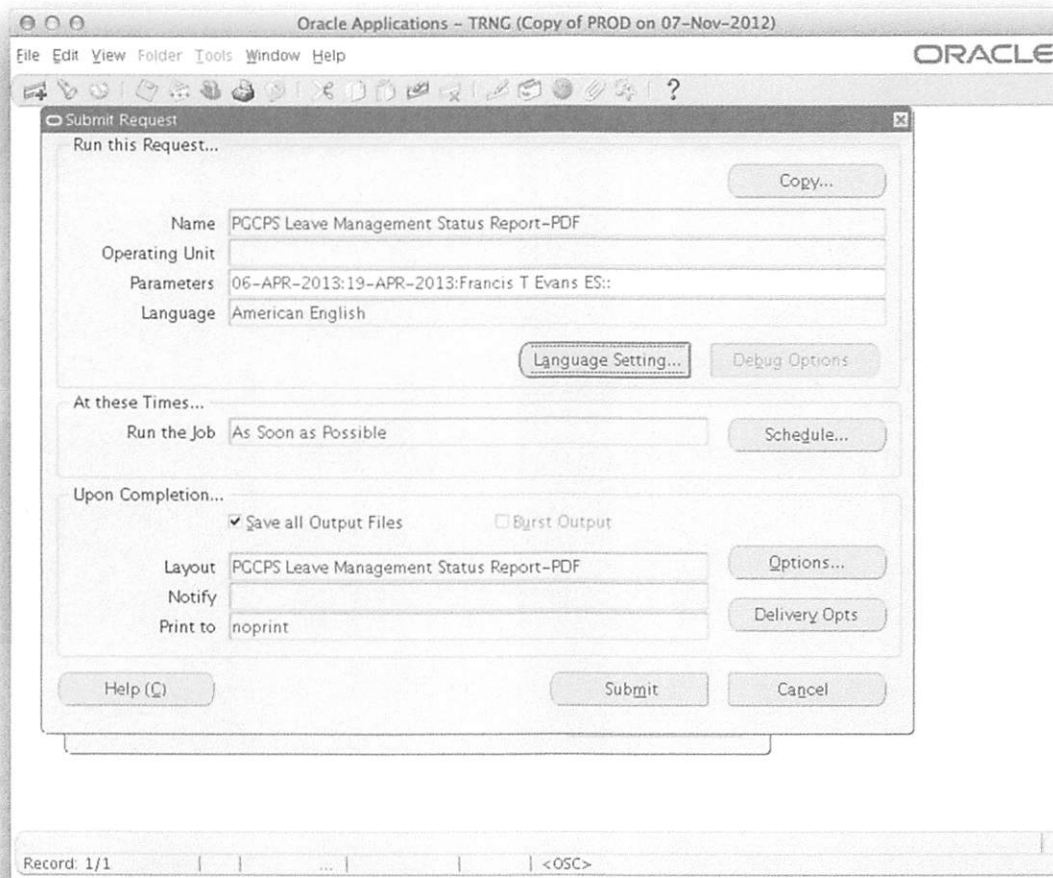
13. Click **Submit**.

14. The report appears in the Request ID list. Click **Refresh Data** to monitor the **Phase**. The report is ready when the Phase is marked **Completed**.
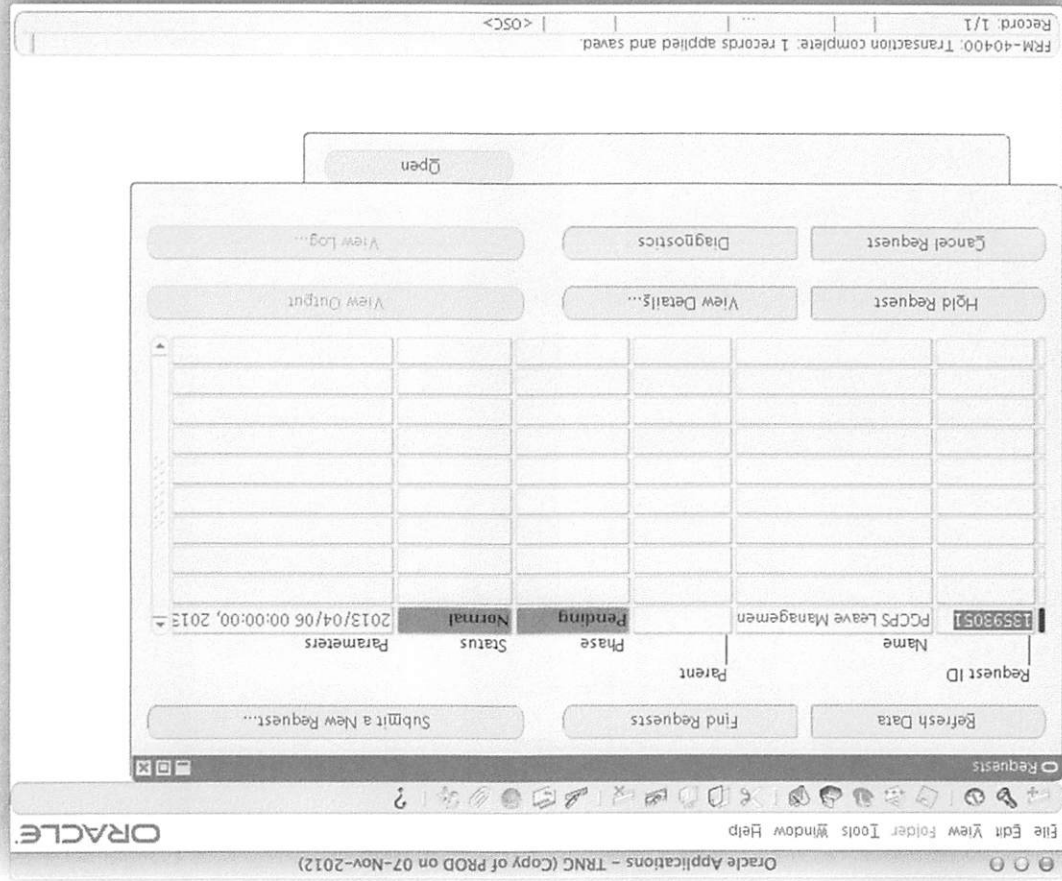
15. Click **View Output**.

16. The report downloads to PDF or opens in a new browser tab or window (depending on your browser and settings).

PTO Pay Period End Balances Report

The PTO Pay Period End Balances Report allows timekeepers to print accrued leave for all regular employees on one list. The Payroll Office also recommends you run this report once a month so you have a general idea of how much leave your employees can use.
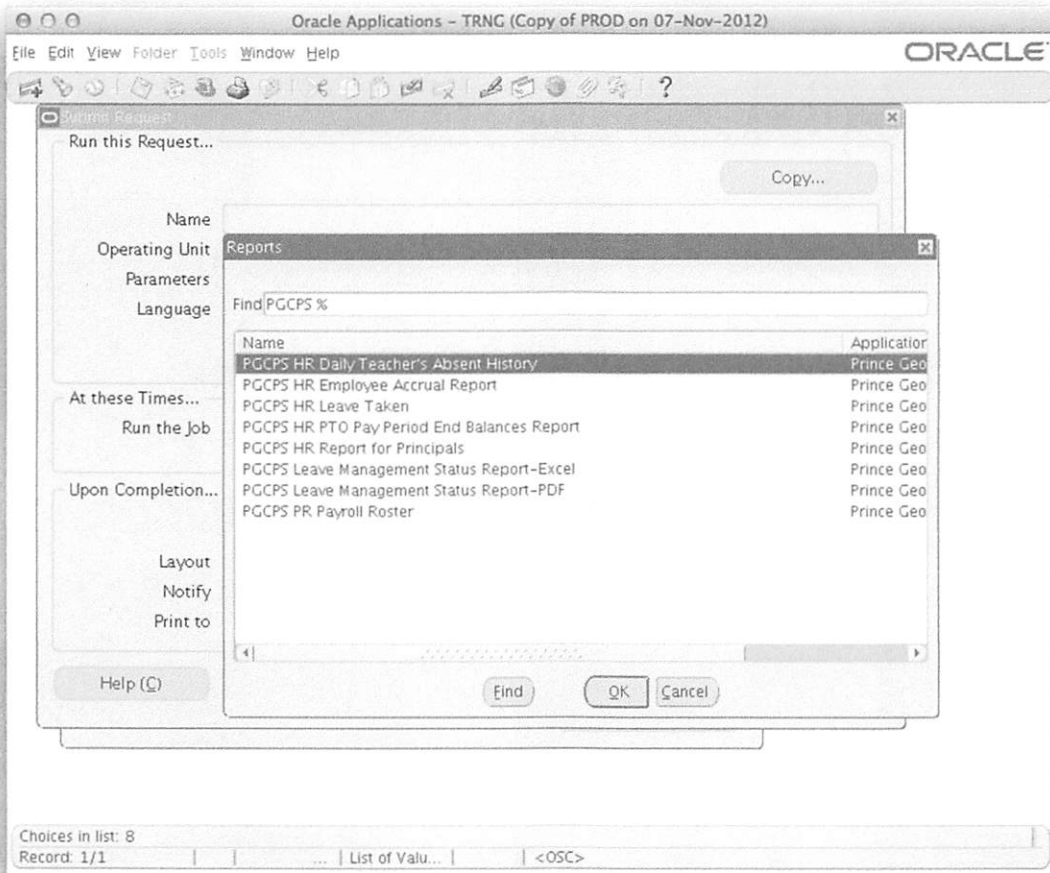
To run a PTO Accrual Report:
1. Select a responsibility.

ORACLE

File Edit View Folder Tools Window Help

Oracle Applications – TRNC (Copy of PROD on 07-Nov-2012)

Requests

Request ID	Parent	Name	Phase	Status	Parameters
1359305I		PCCPS Leave Managemen	Completed	Normal	2013/04/06 00:00:00, 2013

Refresh Data   Find Requests   Submit a New Request...

Hold Request   View Details...   View Output
Cancel Request   Diagnostics   View Log...

Open

Record: 1/1   <OSC>

2. Select **Requests** > **Run**.

File Edit View Folder Tools Window Help

ORACLE

Submit a New Request

What type of request do you want to run?

• Single Request

  This allows you to submit an individual request.

○ Request Set

  This allows you to submit a pre−defined set of requests.

OK   Cancel

Functions   Do

Timekeeper Entr

Timeke
Time En
Employ
Emolum
+ Request
Payroll
Payroll
Prof Dev
Employ
Teacher

Open

Record: 1/1   <OSC>

3. Make sure that **Single Request** is selected, then click **OK.**

4. In the **Name** text box, click the LOV button.

5. Select **PGCPS HR PTO Pay Period End Balances Report**.
6. Click **OK**.
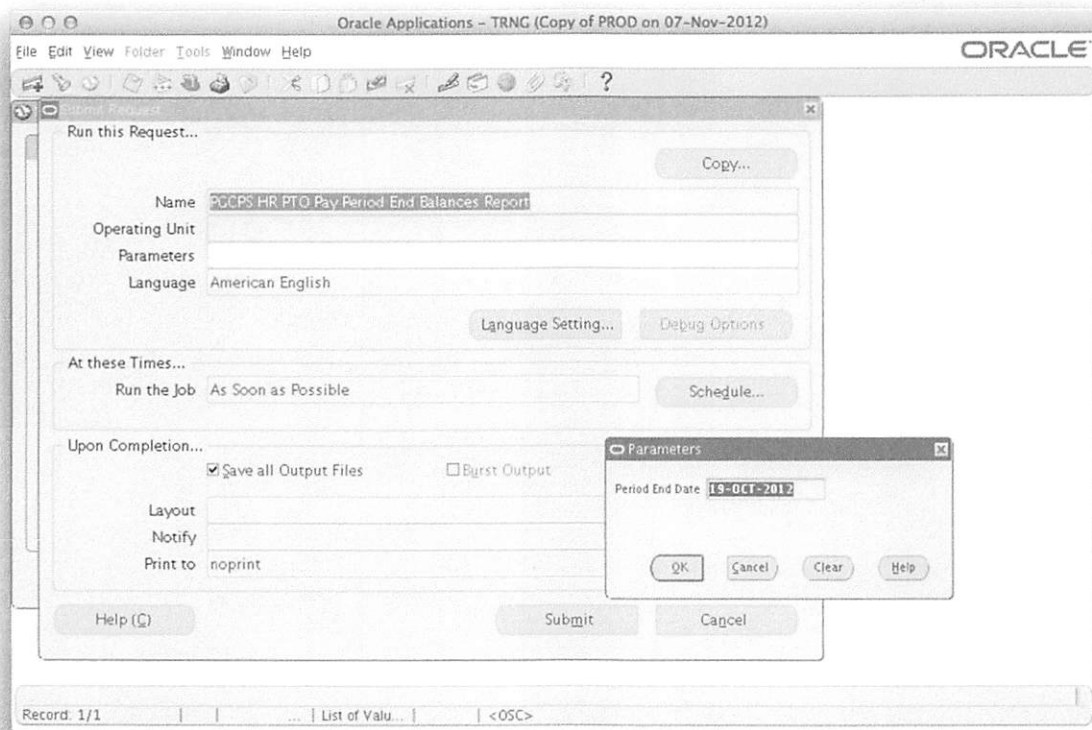
7. The most recent date is filled in automatically, but you can change the date to run a report for an earlier time. Then click **OK**.
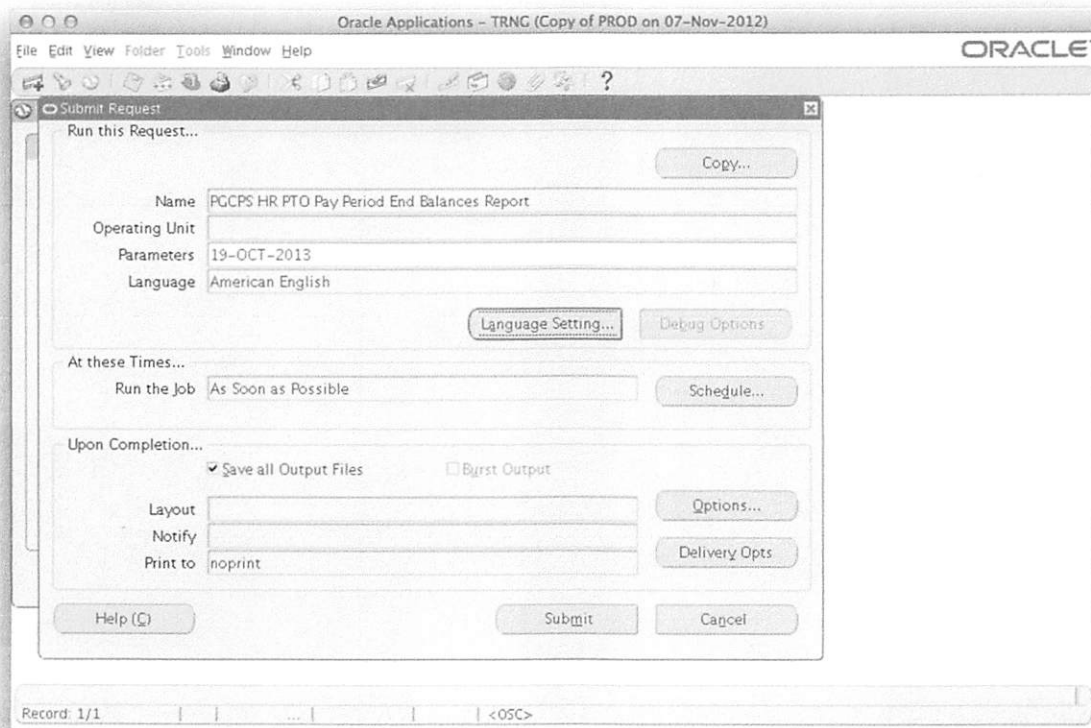
8. To run the report, click **Submit**. The Request window appears.
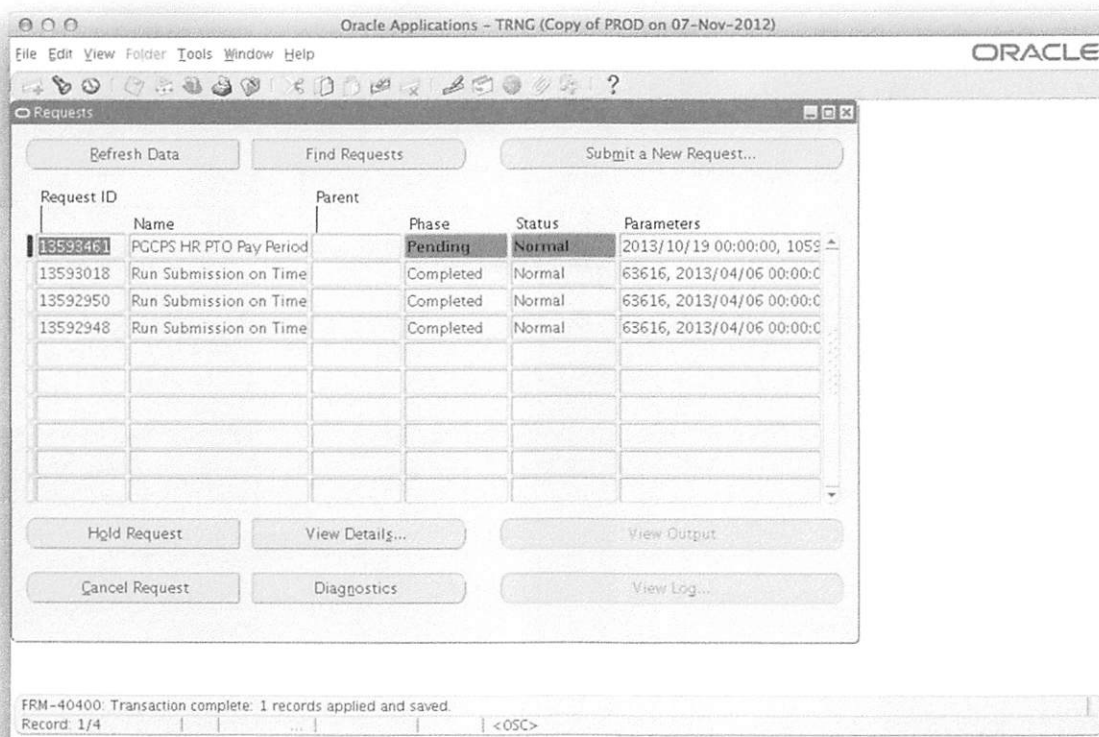
9. While the report gathers data, you see **Pending** in the **Phase** column. Click the **Refresh** button until you see **Complete** in the **Phase** column.

10. To see the report, click **View Output**. The report appears.

Payroll Roster

The Payroll Roster Report should be run quarterly or whenever there are changes to your staff.
To run the Payroll Roster report:
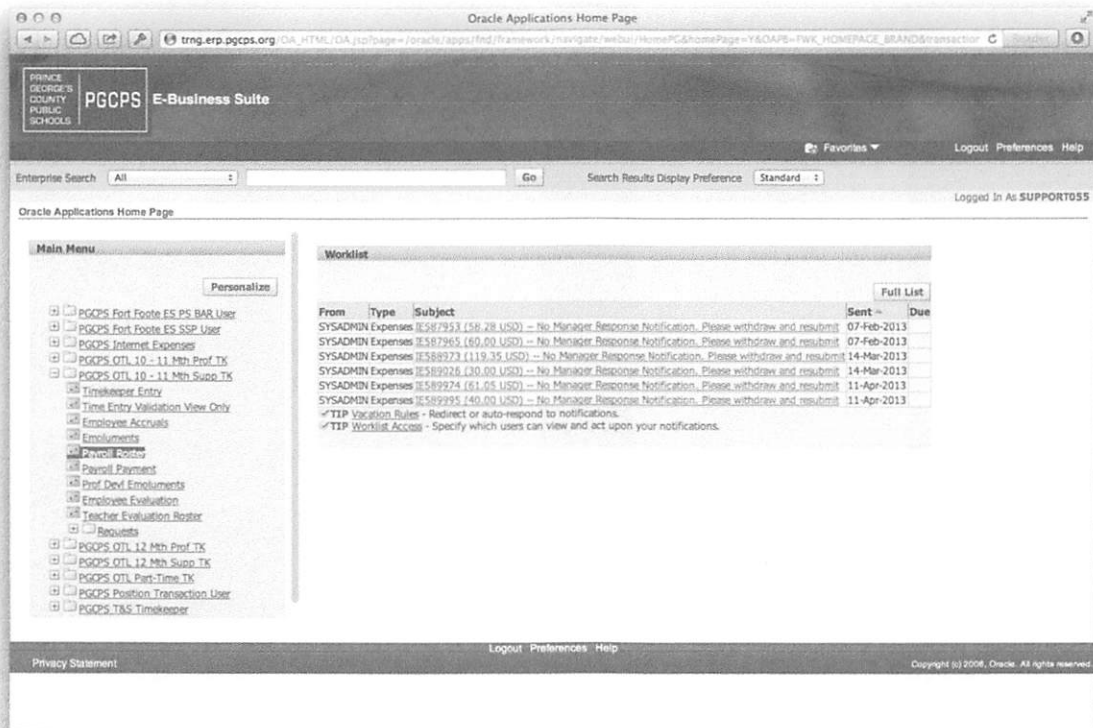
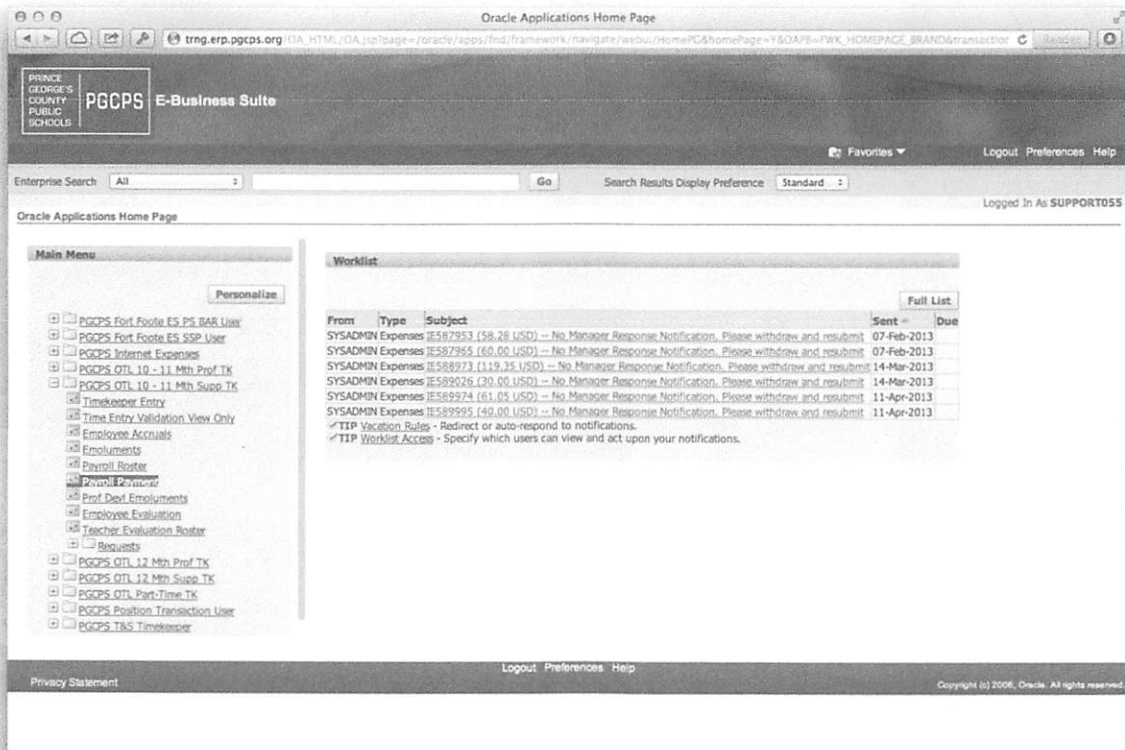1. On the Oracle Navigator page, expand the Employee Responsibility Type, then click **Payroll Roster**.

2. Click **Find**. The current list of employees on your roster appears.
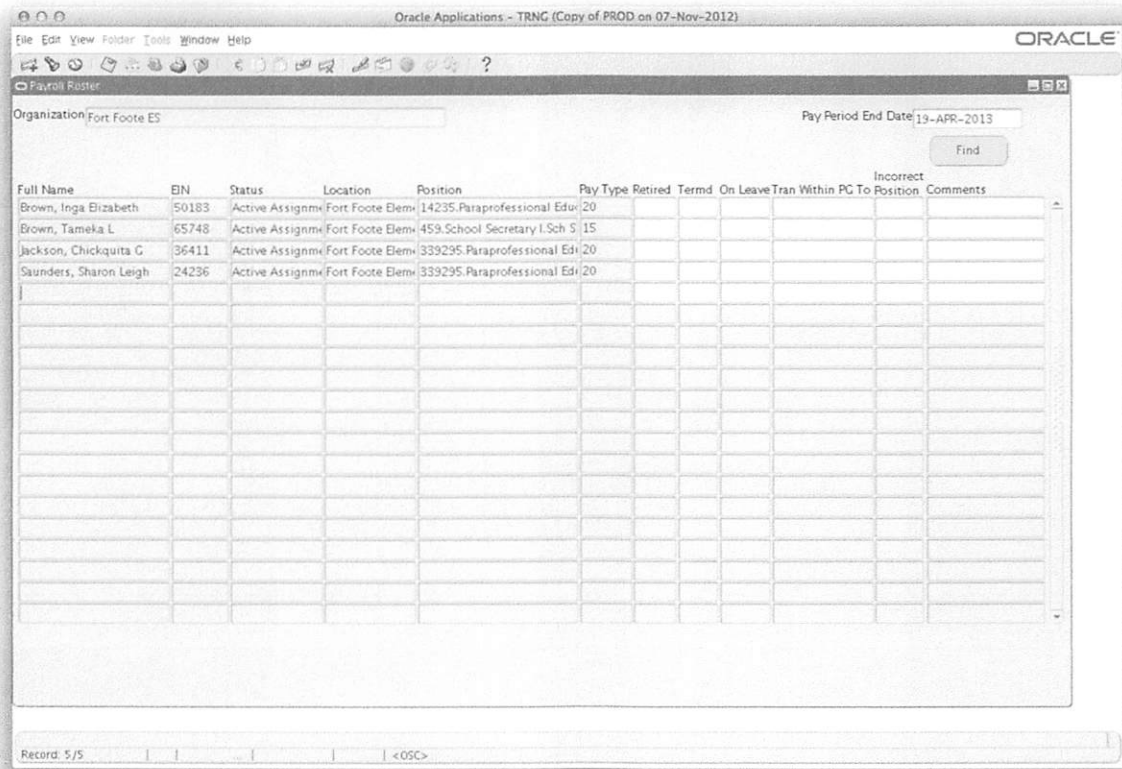
3. Verify that the list is correct. If you are missing an employee, or you see one that is no longer on your payroll, contact the Payroll Office.

Payroll Payment

The Payroll Payment report lists the pending payments for your employees. Run this report the Wednesday before payday to verify that all payments are correct,

To run the Payroll Payment report:

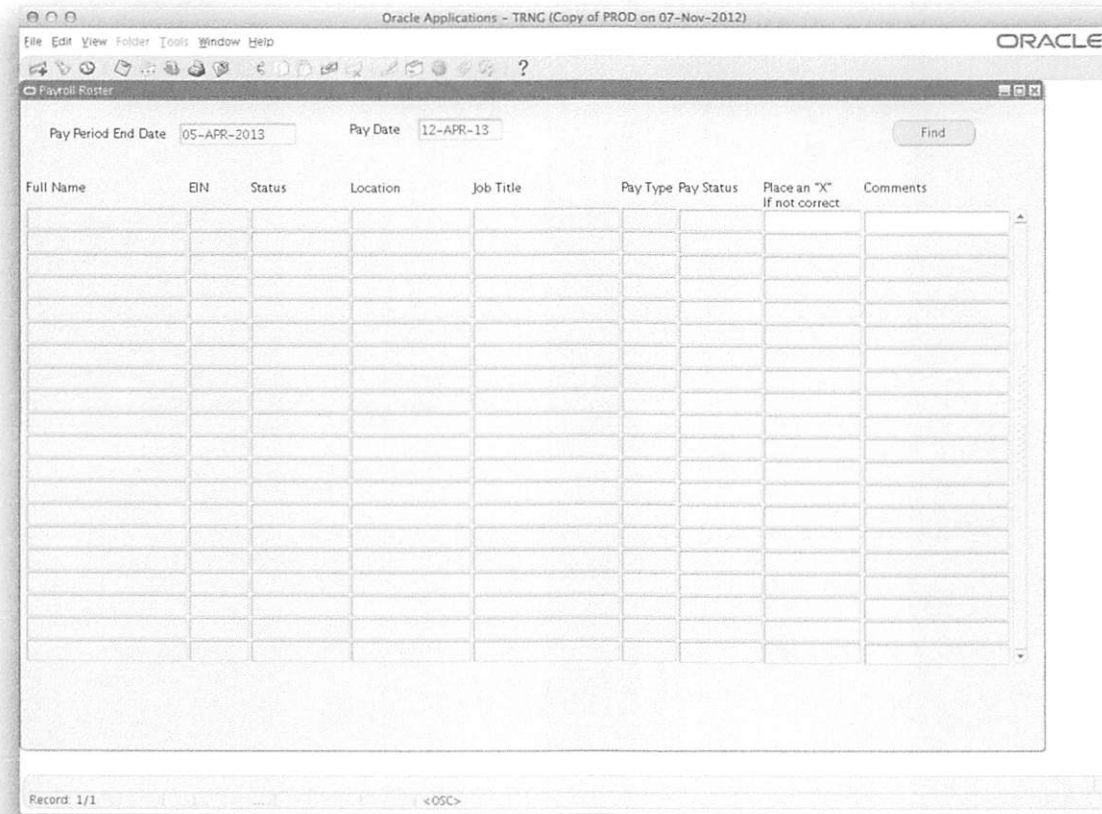1. On the Oracle Navigator page, expand the Employee Responsibility Type, then click **Payroll Payment**.

2. Click **Find**. The list of current payments appears.

3. If you see an error, notify your payroll technician immediately and the correction can still be made before payday.

Full Name	EIN	Status	Location	Job Title	Pay Type	Pay Status	Place an "X" if not correct	Comments
Brown, Inga Elizabeth	50183	Active Assignm	Fort Foote Elementa	7,Paraprofessional Educ	20	NO PAY		
Brown, Tameka L	65748	Active Assignm	Fort Foote Elementa	40,Secretary;Support,29	15	NO PAY		
Jackson, Chickaguita G	36411	Active Assignm	Fort Foote Elementa	7,Paraprofessional Educ	20	NO PAY		
Saunders, Sharon Leigh	24236	Active Assignm	Fort Foote Elementa	7,Paraprofessional Educ	20	NO PAY		

Pay Period End Date: 05-APR-2013 Pay Date: 12-APR-13 Find