



Wilma Marks &lt;wilma.marks@pgcps.org&gt;

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**Timekeeper Notice August 23, 2021**

15 messages

**Wilma Marks** <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 10:53 AM

To: Oracle TimeKeepers &lt;OracleTimeKeepers@pgcps.org&gt;

Cc: Payroll Director &lt;frieda.waithe@pgcps.org&gt;, Sherriel Sullivan &lt;Sherriel.Sullivan@pgcps.org&gt;, Bonnie Tippett &lt;Bonnie.Tippett@pgcps.org&gt;, Emma Yetter &lt;emma.yetter@pgcps.org&gt;, Erica Ford &lt;erica2.ford@pgcps.org&gt;, Ethel Taylor &lt;ethel.taylor@pgcps.org&gt;, Laurie Shifflett &lt;laurie.shifflett@pgcps.org&gt;, Leonie Bailey &lt;leonie.bailey@pgcps.org&gt;, Malik Baker &lt;Malik.Baker@pgcps.org&gt;, Mamadou Sanogo &lt;mamadou.sanogo@pgcps.org&gt;, Michele Simon - Payroll &lt;michele.simon@pgcps.org&gt;, Nathaniel Okoroafor &lt;nathaniel.okoroafor@pgcps.org&gt;, Teresa Charles &lt;teresa.charles@pgcps.org&gt;, Joy Walters &lt;joy.walters@pgcps.org&gt;, Lorri Plater &lt;Lorri.Plater@pgcps.org&gt;, Cheryl Cooper &lt;cheryl.cooper@pgcps.org&gt;, DaVisa Whitley &lt;davisa.whitley@pgcps.org&gt;, Patricia Hall &lt;phall@pgcps.org&gt;, Joseph Shirley &lt;joseph.shirley@pgcps.org&gt;, Joy Cucuzza &lt;joy.cucuzza@pgcps.org&gt;, Kim Pollard &lt;kim.pollard@pgcps.org&gt;, Morvena Bourne &lt;morvena.bourne@pgcps.org&gt;

Hello Timekeepers,

Due to closure of the Sasscer Building, the Payroll office will be closed until today.

Sincerely,

*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:**

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**Valerie Edmondson** <valerie.edmondson@pgcps.org>

Mon, Aug 23, 2021 at 10:54 AM

To: Wilma.Marks@pgcps.org

Greetings,

Thank you for your email. I am away from the office. I will respond to your email upon my return. Thank you.

--

Best regards,

**Valerie Edmondson**

Prince George's County Public Schools  
Office of Pupil Personnel Services  
7711 Livingston Road, Suite K  
Oxon Hill, MD 20745  
Office: (301) 780-5910 | Fax: (301) 567-8606

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**Angela Austin - Human Resources** <angela.austin@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 10:58 AM

Closed until today?

**Angela M. Austin**

Administrative Secretary to the Chief Human Resources Officer  
Prince George's County Public Schools  
Division of Human Resources  
14201 School Lane, Upper Marlboro, MD 20772  
Phone: 301-780-5902 / Extension 25902  
Relator | Maximizer | Intellection | Achiever | Activator  
<https://www.pgcps.org/careers>

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**Wilma Marks** <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 11:01 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>  
Cc: Payroll Director <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Morvena Bourne <morvena.bourne@pgcps.org>

Hello all,

My apologies, the message should have read that the Payroll Office will be closed today.

Sincerely,  
*Wilma Marks*  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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**Ms. Lendel Hough** <lendel.hough@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 11:13 AM

Hi Wilma,  
Is Sasscer closed for Covid?

Ms. Lendel Hough  
Prince George's County Public Schools  
Principal's Secretary  
Ernest Everett Just Middle School  
1300 Campus Way North  
Mitchellville, MD. 20721  
<https://www1.pgcps.org/ernesteverettjust/>  
[Lendel.Hough@pgcps.org](mailto:Lendel.Hough@pgcps.org)  
301-808-4040 Office  
301-808-4050 Fax

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: "Ms. Lendel Hough" <lendel.hough@pgcps.org>

Mon, Aug 23, 2021 at 11:14 AM

No, gas leak investigation

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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**Ms. Lendel Hough** <lendel.hough@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 11:24 AM

omgoddness. Thank you for responding. Please be safe!

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>  
Cc: Payroll Director <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Morvena Bourne <morvena.bourne@pgcps.org>

Mon, Aug 23, 2021 at 11:24 AM

Hello again,

Please note that Payroll Staff will be checking voicemails and emails.  
If you are not able to reach someone directly, please leave messages

and we will get back to you as soon as possible.

Sincerely,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
 301-952-6351  
 Fax: 301-952-6088

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**Christine Vaughan** <cvaughan@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 11:30 AM

I am sorry to bother you on what must be a hectic day....  
 What is the time frame that I, as a timekeeper, can make changes and/or adjustments on an employee timecard? Is it still Fridays at 10:00 am?  
 Thank you, in advance, for your help!

[Quoted text hidden]

--  
 Christine Vaughan  
 cvaughan@pgcps.org  
 Pointer Ridge Elementary School  
 Secretary II  
 301-390-0220  
 301-390-0281 (fax)

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**Cynthia Holland** <cynthia.holland@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Ok, thank you.

Cynthia Holland  
 Avalon Elementary  
 School Secretary  
 301-449-4970

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**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Christine Vaughan <cvaughan@pgcps.org>

Mon, Aug 23, 2021 at 11:38 AM

Hello Ms. Vaughan,

You can make changes until 12 on Friday but the system only transfers approved leave requests from Self Service to the timecard until 10am on Friday. The time approver needs to ensure all leave is approved prior to 10am. The time approver should not approve the timecard until late Friday or on Monday after in order to allow for entry of any late time.

Sincerely,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
 301-952-6351  
 Fax: 301-952-6088

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**Christiana Adwoa Konadu** <christiana.konadu@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 12:01 PM

Thank you Ms. Marks  
[Quoted text hidden]

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**Denise Williams** <denise2.williams@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 12:14 PM

Good afternoon Ms. Marks,

I hope this email finds you well. Can you tell me when is the next Payroll Training. I need a refresher course.

Kind regards

[Quoted text hidden]

--  
*Denise Edwards Williams*  
Registrar  
Mount Rainier Elementary School  
[denise2.williams@pgcps.org](mailto:denise2.williams@pgcps.org)  
(301) 985-1810

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Denise Williams <denise2.williams@pgcps.org>

Mon, Aug 23, 2021 at 12:16 PM

Hello,  
I am sorry. I have not set the date yet. I will do so soon and will inform all timekeepers.

Sincerely,  
*Wilma Marks*  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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**Denise Williams** <denise2.williams@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 23, 2021 at 1:03 PM

Thank you so much!  
[Quoted text hidden]