



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice Oct 25

13 messages

Wilma Marks <wilma.marks@pgcps.org>

Tue, Oct 26, 2021 at 2:20 PM

Bcc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@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>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Payroll Director <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>

Hello Timekeepers,

Please share all of this information with your time approvers. Please share 3 and 5 with all employees.

1. Sub Time transfer timing change

The transfer of substitute teacher time from Frontline (formerly Aesop) to the Oracle sub timecard used to be done at 10pm, Monday through Friday. The transfer time has now been changed. The transfer is now being done at 6pm each evening. Please ensure that you have all substitute teacher time in Frontline prior to 6pm in order to ensure it will transfer to the Oracle sub timecard.

2. Vaccine leave is not for booster shots

Vaccination leave can not be used for COVID booster shots (See language from the CEO's email dated 8/20/21). When an employee takes time off work in order to get the booster shots, this time off would need to be covered by the employee's own sick, personal, annual or unpaid leave.

Vaccination Leave (First and Second Dose Appointments Only)

The COVID-19 vaccine is widely available at many community health care providers. Paid vaccination leave may be taken on the day of the appointment for first and second doses only. For appointments on holidays and non-duty days, the vaccination leave will be available for the next duty day. Employees with appointments in the evening will receive a half-day of vaccination leave for that day as well as a full day of vaccination leave for the next duty day. Employees must enter vaccination leave via Oracle Self-Service with the appropriate absence code (Other Leave/Vaccination) and relevant details. Vaccination leave is not available for booster shots. For questions regarding vaccination leave, please contact covidvaccine@pgcps.org.

3. Benefits Open Enrollment

Please remind employees of Benefits open enrollment is October 11-27. This is the time to make any desired changes to your benefits including FSA. FSA accounts must be renewed every year. Flexible Spending Accounts (FSAs) offer significant tax savings. As a pre-tax benefit, the money contributed to these accounts is deducted from paychecks before taxes are calculated. PGCPS offers two FSAs to help save money on medical costs and childcare:

- **Healthcare Flexible Spending Account** – contribute up to \$2,750 per year
- **Dependent Care Flexible Spending Account** – contribute up to \$2,500

4. Timekeeper Q&A

The next timekeeper Q&A session will be held on Wednesday November 3 at 2pm. Please log into the previously shared google doc in order to sign up. Bring your questions and concerns so we can discuss and get each other's input.

5. Concurrent teacher pay schedule:

For employees who elected to have the biweekly differential payments:

- The differential will start on Oct 29, 2021
- The retro for the differential will be paid on Nov 5, 2021

For employees who elected to have 2 lump sum payments:

- The first lump sum payment will be made on Dec 10, 2021
 - Any missed or make up payments will be made on Dec 24, 2021
- The second lump sum payment will be made on June 10, 2021
 - Any missed or make up payments will be made on Jun 24, 2021

6. Quarantine leave questions

For quarantine leave questions, please reference the "Back to Work Guidelines" document which was distributed via email to all employees on 9/22/21. A copy of the guide is attached to this email. This document contains the grid for when quarantine leave may be used. If the grid indicates the Leave Granting Authority as Absence Management, employees should email quaran.leaverequests@pgcps.org in order to request approval to use quarantine leave.

For employees who have exhausted the maximum number of days allowed for quarantine leave and who needs additional time out, follow the following guidelines:

- The first 10 days after the quarantine leave period must be approved by the work location in accordance with the regular leave policies and procedures (unless the employees was out prior to quarantine leave then those days would count first)
- Any additional days beyond the 10 days approved by the work location, the employee must complete the appropriate extended leave request documents
- Quarantine leave does not count toward the 10 days that the work location can approve

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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 **Back to Work Guidelines 2021-2020_September 2021 v4A (1).pdf**
1011K

Stepphon Jackson <stepphon.jackson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Oct 26, 2021 at 2:52 PM

The June dates for lump sum payment in June 10, 2022 with make June 24, 2022
[Quoted text hidden]
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Mrs. Stepphon A. Jackson
Secretary II
301-408-6860 Direct
The Adelphi Judy Center/Carmody Hills Judy Center and Hillcrest Heights Judy Center

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Wilma Marks <wilma.marks@pgcps.org>
To: Stepphon Jackson <stepphon.jackson@pgcps.org>

Tue, Oct 26, 2021 at 3:00 PM

Thank you Stepphon. Dang it. I missed that.

Wilma Marks
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Stepphon Jackson <stepphon.jackson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

😊 You know you are a perfectionist!
[Quoted text hidden]

Juliana Derin <juliana.derin@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Noted. Thank you.

On Tue, Oct 26, 2021 at 2:21 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
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--
Juliana Derin, MS
Secretary II
CMT South Elementary School
9601 Fallard Terrace
Upper Marlboro, MD 20772
Phone: 240 767 4820 ext: 61902

Individualization, Achiever, Connectedness, Relator, Discipline

Pamela Jameson <pamela.green@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Hi Wilma - I have a sub who is on the timecard for yesterday but she did not work. How can I delete her?

Warm regards,

Pamela Jameson

Principal's Secretary

Achiever - Positivity - Connectedness - Responsibility - Developer

Maya Angelou French Immersion IB World School

2000 Callaway Street, Temple Hills, MD 20748

phone 301-702-3950 ~ fax 301-894-8515

<http://www1.pgcps.org/mayaangelou/>

Follow us on twitter @MayaFrench5

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If you would like to be removed from this listserv please send an email with "remove me" as the subject.

On Tue, Oct 26, 2021 at 2:21 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Pamela Jameson <pamela.green@pgcps.org>

Good Morning Ms. Jameson,

You should be able to delete her line from the sub timecard. Just be on the line you want to delete and click on the red x at the top of the screen

Assignment Number	Employee Name	Job	Check If Workshop (Y)	Date Worked	Assignment Number	Days	Hours	Budget Account Code	Trans
22463-2	Butler, Linda G	117.Substitute Teacher	<input type="checkbox"/>	25-OCT-2021	79534	1		0100.0.203.2073.5584.0000.	[
85902-2	Flythe, Quionne C.	117.Substitute Teacher	<input type="checkbox"/>	26-OCT-2021	84799	1		0100.0.203.2399.5508.0000.	[
92838	Beacham, Craig D.	117.Substitute Teacher	<input type="checkbox"/>	25-OCT-2021	85008	1		0100.0.203.2135.5621.0000.	[
96042	Kibiswa, Zaina Priscille F	117.Substitute Teacher	<input type="checkbox"/>	25-OCT-2021	97235	1		0100.0.203.2073.5584.0000.	[
96042	...	Kibiswa, Zaina Priscille F	<input type="checkbox"/>	26-OCT-2021	92666-2	1		0100.0.203.2073.5584.0000.	[

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Pamela Jameson <pamela.green@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Oct 27, 2021 at 9:35 AM

Ok thanks. Just wanted to be sure.

Warm regards,

Pamela Jameson

Principal's Secretary

Achiever - Positivity - Connectedness - Responsibility - Developer

Maya Angelou French Immersion IB World School

2000 Callaway Street, Temple Hills, MD 20748

phone 301-702-3950 ~ fax 301-894-8515

<http://www1.pgcps.org/mayaangelou/>

Follow us on twitter @MayaFrench5

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Wilma Marks <wilma.marks@pgcps.org>
To: Pamela Jameson <pamela.green@pgcps.org>

Wed, Oct 27, 2021 at 10:18 AM

Just let me know if you have any issues

*Wilma Marks
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Payroll Services
301-952-6351
Fax: 301-952-6088*

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Victoria Wells <victoria.wells@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Nov 3, 2021 at 1:54 PM

Good Afternoon Ms. Marks:

May I have the link to the Q&A, please

Respectfully,

On Tue, Oct 26, 2021 at 2:21 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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--
Victoria Wells
Secretary II
Patuxent ES
4410 Bishopmill Drive
Upper Marlboro, MD. 20772
301-952-7700
victoria.wells@pgcps.org

Wilma Marks <wilma.marks@pgcps.org>
To: Victoria Wells <victoria.wells@pgcps.org>

Wed, Nov 3, 2021 at 5:17 PM

I am so sorry. I am only now seeing this. I recorded it so will send that to you.

Wilma Marks
Supervisor Operations and Procedures
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Fax: 301-952-6088

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Victoria Wells <victoria.wells@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Nov 4, 2021 at 7:36 AM

Thank you.
I appreciate that, I would like to review it.

Respectfully,
[Quoted text hidden]

Tessie Hoffmann <tessie.hoffmann@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Nov 11, 2021 at 1:49 PM

booster

Sincerely,
Tessie Hoffmann
Payroll Clerk
Payroll Services
O: 301-952-6106
F: 301-952-6088

Click [HERE](#) to go to the Payroll Office Website!

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