



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 12/9/2021

12 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 12:49 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Bonnie Tippet <Bonnie.Tippet@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>, Daniel Gainer <daniel.gainer@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Paula Davis <paula2.davis@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Shaneena McDonnaugh Holland <Shane.Colemcdonnaugh@pgcps.org>, Natiqna Riley <natiqna.riley@pgcps.org>

Hello Timekeepers,

Here are some items of note. Please remember to share this information with your principals/time approvers.

1. The pay period ending December 31 will have an early timecard due date. Timecards will be due on December 23rd at noon. Please plan for this to ensure all time is entered and submitted. Please ask time approvers not to approve prior to 3pm on that day.

2. The last payday of the year will be December 24th. There will be no early pay as that day is not a bank holiday which means checks can be cashed and deposits can be made on that date.

3. Concurrent Pay: For the employees who elected the lump sum payment, the first installment is scheduled to occur on Dec 10, 2021.

Questions about concurrent pay should go to this link:

https://docs.google.com/forms/d/e/1FAIpQLSdsStB75DSPaGgk4mcqag0245UCM6sPbaL05ixwyeelK_mQ/viewform?usp=sf_link

4. Timekeeper Q & A session will be from 2 - 3:30 on Dec 22. The signup googlesheet will be shared with timekeepers via separate email.

5. Please have employees check their address prior to Dec 31 to ensure their 2021 W2 is correct. All changes must be made by Dec 31.

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!

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Cathleen Rozanski <cathl.rozanski@pgcps.org>
To: Wilma.Marks@pgcps.org

Thu, Dec 9, 2021 at 12:50 PM

Greetings,

I will be out of the office from November 8-December 23,2021 due to a work injury.

If you are inquiring regarding facility use, please submit your request on SchoolDudes. Our next calendar approval meeting for any requests will be held on December 15.

If you need assistance with a 9th or 10th grade student issue, please contact Mr. Brian Makell at brian.makell@pgcps.org or Ms. Quasheba Hardiman at quashe.hardiman@pgcps.org

For staff members and substitutes:

If you need assistance regarding leave, please contact Ms. McNeil.

Thank you in advance.

--

Dr. Cathleen Rozanski-Cruz
Assistant Principal

Strengths Finder: Learner/Achiever/Responsibility/Relator/Self-Assurance

Dr. Henry A. Wise Jr. High School
[12650 Brooke Lane](#)
[Upper Marlboro, Maryland 20772](#)
301- 780- 2100

Patricia Bobbitt <patricia.bobbitt@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 12:53 PM

Just to confirm. In other words, there will be a payroll processing date 12/17 as usual then another on 12/23 by noon?

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Wilma Marks <wilma.marks@pgcps.org>
To: Patricia Bobbitt <patricia.bobbitt@pgcps.org>

Thu, Dec 9, 2021 at 12:59 PM

Yes, that's correct.

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

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Polatai Matthews <polata.matthews@pgcps.org>

Thu, Dec 9, 2021 at 1:00 PM

To: Wilma Marks <wilma.marks@pgcps.org>

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <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>, 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>, Daniel Gainer <daniel.gainer@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Paula Davis <paula2.davis@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Shaneena McDonnaugh Holland <Shane.Colemcdonnaugh@pgcps.org>, Natiqua Riley <natiqua.riley@pgcps.org>

Thank you for the information!

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Polatai T. Matthews
Administrative Assistant to Sam Stefanelli
Director of Building Services
Louis Wilson Sr. Facilities Administration Building
13300 Old Marlboro Pike Rm 13
Upper Marlboro, Maryland 20772
301-952-6340 - ext: 36340

Be happy''')*

.. 'Be bright, ..*) ..*)
 (, ..*) *Be you! *

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

Thu, Dec 9, 2021 at 1:00 PM

Thank you for the information.

On Thu, Dec 9, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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--
 Denise Edwards Williams
 Secretary II
 Mount Rainier Elementary School
denise2.williams@pgcps.org
 (301) 985-1810

Patricia Bobbitt <patricia.bobbitt@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 1:03 PM

Got it.

[Quoted text hidden]

Michelle Morris <michelle.morris@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 1:32 PM

Thank you - have a wonderful day!

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 Michelle Morris
 Administrative Secretary/ Bookkeeper
 Arrowhead E.S.
 301-499-7071
 301-685-5896 fax

Jeanne Mowrey <jbone@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 1:46 PM

This Email says the Q & A is 12/22 but the Google Sheet says 12/21 which date is correct.

On Thu, Dec 9, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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Jeanne M Mowrey
Building Services / Maintenance
4801 Brown Station Road
Upper Marlboro MD 20772
Jbone@pgcps.org
Office Number 301 952 7815

Wilma Marks <wilma.marks@pgcps.org>
To: Jeanne Mowrey <jbone@pgcps.org>

Thu, Dec 9, 2021 at 1:47 PM

My apologies. It will be on 12/21 at 2pm.

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

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Jeanne Mowrey <jbone@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 1:50 PM

Thank you! I will be there for at least the beginning. I know most of the information is school based details but I like to keep uo. Thank you for all you do.

[Quoted text hidden]

Joanna Escobar <joanna.escobar@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 9, 2021 at 4:25 PM

Received, thank you.

Joanna Escobar

Principal Secretary

| 301-445-8415 | email: joanna.escobar@pgcps.org

For enrollment use the following link- <https://pgcpsmdc.scriborder.com>

To request student records use the following link- <https://transfer.scriborder.com>

On Thu, Dec 9, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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