



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

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**Timekeeper Notice 12/21/2021**

19 messages

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

Tue, Dec 21, 2021 at 4:00 PM

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

Cc: Emma Yetter &lt;emma.yetter@pgcps.org&gt;, Erica Ford &lt;erica2.ford@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;, Tessie Hoffmann &lt;tessie.hoffmann@pgcps.org&gt;, Frieda Waithe &lt;frieda.waithe@pgcps.org&gt;, Sherriel Sullivan &lt;Sherriel.Sullivan@pgcps.org&gt;, Joy Walters &lt;joy.walters@pgcps.org&gt;, Lorri Plater &lt;Lorri.Plater@pgcps.org&gt;, Nick Venturini &lt;Nick.Venturini@pgcps.org&gt;, Shaneena McDonnaugh Holland &lt;Shane.Colemcdonnaugh@pgcps.org&gt;

Hello Timekeepers,

**1. TIMECARDS DUE THURSDAY DECEMBER 23:**

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. NEXT PAYDAY - DECEMBER 24:**

The next pay date will be December 24, 2021. This date will not be changed since it is not a banking holiday. All checks will go in the mail as normal on Wednesday, December 22, 2021.

**3. ADDRESS ACCURACY FOR W2 MAILING:**

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.

**5. QUARANTINE LEAVE VERSUS QUARANTINE WORK:**

Please remember that employees who have to quarantine may be approved to telework by their supervisor. If telework is approved, the employee should be instructed to do a leave request in Oracle Self Service using Other leave - Quarantine Work. This time can only be put on the timecard via employee leave request as time keepers are currently not able to enter this type of leave on the timecard. If the employee is **not** approved for telework, the employee should email [quaran.leaverequests@pgcps.org](mailto:quaran.leaverequests@pgcps.org) to request approval to be paid using quarantine leave. While requesting Quarantine leave approval, the employee should submit leave requests for their own leave. If quarantine leave is approved, the employee's own leave will be refunded.

**6. LEAVE FOR FULL DAY OFF ON EARLY DISMISSAL DAYS:**

December 23 is scheduled as an early dismissal day. Please remember that employees taking the whole day off are supposed to use a full day of leave. They may not reduce their leave requested due to the early dismissal hours.

**7. CENTRAL OFFICE STAFF SUB COVERAGE PAY:**

PGCEA Sub Coverage will be extended to central office staff in the school locations. The attached form can be used for any prior/missed time. For any Unit 1 member who performs sub coverage duties this pay period, please ensure their time is entered on the timecard today.

**8. SUB TEACHER PAY DURING VIRTUAL SCHOOL DAYS:**

Payroll Services has not been notified of any change for sub teachers due to the move to virtual attendance by students. If you use subs to teach students virtually and submit the time, it will be processed.

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

Tue, Dec 21, 2021 at 4:01 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](mailto:brian.makell@pgcps.org) or Ms. Quasheba Hardiman at [quashe.hardiman@pgcps.org](mailto: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

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

Tue, Dec 21, 2021 at 4:09 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: 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>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Shaneena McDonnaugh Holland <Shane.Colemcdonnaugh@pgcps.org>

Hello Timekeepers,

I'm sorry. I neglected to attach the form mentioned in number 7.

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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**Request for Unit 1 Member Substitute Coverage Pay (1).pdf**

516K

**Mr. Anthony Kenneth Clark** <aclark@pgcps.org>

Tue, Dec 21, 2021 at 4:29 PM

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

On the 23rd, are subs paid half day or whole day because of the 3 hour early dismissal?

[Quoted text hidden]

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Sent from Gmail Mobile

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

Tue, Dec 21, 2021 at 4:49 PM

To: "Mr. Anthony Kenneth Clark" <aclark@pgcps.org>

Sub pay is always determined by actual hours worked.

If they work less than 3.75 hour they are paid half day.

If they work more than 3.75 hours, they are paid a whole day.

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

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

Wed, Dec 22, 2021 at 8:17 AM

Good morning Ms. Marks

Thank you so much for the Quarantine information. Also, I was not able to attend the Q & A yesterday, we don't have a Registrar and the other secretary is out on leave, and phones have been ringing off the hook since Monday with parents because of the internet problems. Have a wonderful day! Thank you

Michelle

[Quoted text hidden]

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

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

Wed, Dec 22, 2021 at 8:18 AM

Good Morning,

I know it has been very busy for us all. I will have another session in January and you can always email me if you have questions.  
Have a good holiday break!

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

Wed, Dec 22, 2021 at 8:28 AM

Thank you, you too!  
[Quoted text hidden]

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

Wed, Dec 22, 2021 at 9:37 AM

[Thank you!](#)  
[Quoted text hidden]

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Jeanne M Mowrey  
Building Services / Maintenance  
[4801 Brown Station Road](#)  
[Upper Marlboro MD 20772](#)  
[Jbone@pgcps.org](mailto:Jbone@pgcps.org)  
Office Number 301 952 7815

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**Levina Newman** <levina.newman@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Dec 22, 2021 at 10:46 AM

Good morning,  
The PGCEA sub coverage form that you sent out should be used for teachers covering classes and sent to you instead of me putting it in Oracle under PGCEA sub coverage for you to input and not me?

[Quoted text hidden]

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Respectfully,  
Levina Newman, B.B.A.  
**Principal Secretary**  
**Bookkeeper**

Croom High School  
9400 Surratts Road  
Cheltenham, MD 20623  
301-372-8846 (S)  
Ext. 81251  
301-372-3422 (F)  
levina.newman@pgcps.org

Please note: If your child is absent from school, please use the following link:  
[SY2022 Croom Excused Absence Request Form](#)

*"Injustice anywhere is a threat to justice everywhere."*

~ Martin Luther King

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Levina Newman <levina.newman@pgcps.org>

Wed, Dec 22, 2021 at 11:17 AM

You should only be sending time to me if it is late. If you get the time on time, you should enter it on the timecard. This is the best way to ensure they are paid on time.

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

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**Levina Newman** <levina.newman@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Dec 22, 2021 at 11:23 AM

Will do, thanks!

[Quoted text hidden]

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**Alisa Johnson** <alisa2.johnson@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Jan 5, 2022 at 3:59 PM

Good Afternoon,

Can you please give me a call?

202-352-4372

[Quoted text hidden]

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Alisa R. Johnson  
Secretary II  
Bladensburg Elementary  
4915 Annapolis Road  
Bladensburg, MD 20710  
301-985-1450 office  
301-985-1457 fax  
[Alisa2.Johnson@pgcps.org](mailto:Alisa2.Johnson@pgcps.org)  
[www.pgcps.org](http://www.pgcps.org)

“Children must be Taught How to Think, Not What to Think”

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Alisa Johnson <alisa2.johnson@pgcps.org>

Wed, Jan 5, 2022 at 4:06 PM

Calling now.

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

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**Patti Hoellich** <phoellic@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jan 10, 2022 at 3:25 PM

Hi Wilma,

In regards to #5 QUARANTINE LEAVE VERSUS QUARANTINE WORK: Is this basically stating that an employee will receive paid leave either way and not have to use their own leave? In other words, if they cannot work, but are approved for Quarantine Leave, they do not have to use their own leave (and do not have to work)?



*Patti Hoellich*  
*Administrative Assistant*  
*to Dr. Douglas Strader*  
*Chief Accountability Officer*  
*Prince George's County Public Schools*  
*Office: 301-952-6178*

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Patti Hoellich <phoellic@pgcps.org>

Mon, Jan 10, 2022 at 3:48 PM

Hi Pattie,

Happy New Year!

Quarantine work is to be used when the employee is approved for telework so they should be working (but from home). Quarantine leave is a leave type where they are not expected to be working.

You are correct in that they do not have to use their own leave for days they are approved for quarantine leave.

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

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**Patti Hoellich** <phoellic@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jan 10, 2022 at 3:52 PM

Thank you for the clarification Wilma. Happy New Year to you too!

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**Sharon Breeden** <sharon.breeden@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jan 18, 2022 at 3:26 PM

Cc: Florence Foreman Wain <florenc.foreman@pgcps.org>, Scott Showalter <scott.showalter@pgcps.org>

Hi Wilma,

Below is the email sent by you to timekeepers on December 21st. Can you tell us if the information for #5 Quarantine Leave versus Quarantine Work has changed under the new guidelines sent by Dr. Traci Jones (see attached)? We are trying to determine when staff are allowed to request Quarantine Work and when they need to go through [quaran.leaverequests@pgcps.org](mailto:quaran.leaverequests@pgcps.org) for Quarantine Leave. Thank you as always for your help.

*Sharon Breeden*

Secretary II

Psychological Services, Rm. 369

Judy Hoyer Family Learning Center

8908 Riggs Rd.

Adelphi, MD 20784

301-431-5630

Websites: [Office of Psychological Services](#) & [PGCPS Mental Health](#)

**If you need immediate help due to suicidal thoughts or other serious emotional challenges, please contact:**

**Prince George's County Crisis Services** (Mobile Crisis Team): 301-429-2185

**Crisis Text Line:** Text HOME to 741741

**Maryland 211:** Call 2-1-1 or Text your zip code to 898-211

**National Suicide Prevention Lifeline:** Call 1-800-273-8255 (TALK)

On Tue, Dec 21, 2021 at 4:01 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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**COVID Updates 1-3-22.pptm.pdf**

1570K

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Sharon Breeden <sharon.breeden@pgcps.org>

Tue, Jan 18, 2022 at 5:03 PM

Cc: Florence Foreman Wain <florenc.foreman@pgcps.org>, Scott Showalter <scott.showalter@pgcps.org>

Hello,

I have not been informed of this attachment you sent and if it changes the guidance I was asked to share with timekeepers.

However, I don't see a conflict. Where are you seeing a conflict between number 5 in the Timekeeper notice email and the attachment you provided?

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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