



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice May 18 2022

41 messages

Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 10:02 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Hello Timekeepers,

Please read all items below carefully. Please share with your principal, time approver and staff as needed.

1. Payroll continues to get questions about leave error messages. The issues to date have not been resolved. We have no new information to share from IT. Please simply ensure that all approved leave shows up on the timecard. If we get any information from IT about this matter, we will share this with you all.
2. The use of leave on early dismissal days is as follows: If a staff member is absent for a whole day, then a whole day of leave must be charged. Early dismissal does not change the amount of leave to be charged.
3. There continue to be employees who are absent with no leave recorded. Please ensure that all leave is recorded (personal, annual, sick, unpaid) for any days employees are out for any reason.
4. Additional pays
 - Coaches Pay – May 27th
 - Emoluments – May 27th
 - Stipends – June 10th
 - PGCEA/ASASP Certification payments – June 10th
5. The next Timekeeper Q&A session will be Wednesday May 26 at 2:30 pm.
6. There is a new email address setup for substitute teacher and substitute para related questions. Please send all late sub teacher or sub para time, forms or questions to this email address, substitute.payroll@pgcps.org
7. When there are shared teachers, the pay for subs hired to cover such teachers should also be shared. The base school and other school need to work together to get pay entered and costed

correctly. Only the base school has access to make the entries in Oracle. The other school would need to provide costing information to be keyed into the sub timecard for the days the sub is at the other school.

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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Payroll Tax and/or W2 Inquiries email: payroll.taxesw2s@pgcps.org

Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org

Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Quarantine leave: quaran.leaverequests@pgcps.org

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Cynthia Monk <cynthia.monk@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 10:09 AM

Thank you for the information. Enjoy your day.

[Quoted text hidden]

--

Cynthia Monk
Lead Data Entry Operator
Department of Transportation
Skyline Administration Building
Phone: (301)817-0535 ext41345

Tami Douglas <tami.douglas@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 10:21 AM

Good Morning Wilma ,
 Is the Timekeepers meeting May 26 virtual ?



Mrs. Tami Douglas, Principal's Secretary
 Gwynn Park High School
 13800 Brandywine Road
 Brandywine, MD 20613
 Office Phone: 301-372-0140 ext. 83506

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Jenny Laure <jenny.laure@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 10:25 AM

Good morning Ms. Marks,

Thank you for the information.

Jenny Laure
 Parent Engagement Assistant
 Scotchtown Hills Elementary School
 15950 Dorset Road
 Laurel, MD 20707
 Email: jenny.laure@pgcps.org
 School phone: 301.497.3994
 Fax: 301.498.6421

PGCPS MISSION

To provide a great education that empowers all students and contributes to thriving communities.

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Sharon Devonish-Prince <s.devonishprince@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 10:30 AM

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Thank you for the information.

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Tami Douglas <tami.douglas@pgcps.org>

Wed, May 18, 2022 at 10:41 AM

Yes, I will send out a sign up sheet to timekeepers.

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

Strategic, Input, Consistency, Connectedness, Relator

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[Quoted text hidden]

Tami Douglas <tami.douglas@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 10:47 AM

Great, thanks!



Mrs. Tami Douglas, Principal's Secretary
Gwynn Park High School
13800 Brandywine Road
Brandywine, MD 20613
Office Phone: 301-372-0140 ext. 83506

[Quoted text hidden]

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

Wed, May 18, 2022 at 2:09 PM

Hi Wilma,

You can remove me from your email list and add candace.porter@pgcps.org. Thank you!

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Carla White
Prince George's County Public Schools
Risk Management Office
Risk Management Clerk
Sasscer Administration Building
[14201 School Lane](mailto:carlaw@pgcps.org)
[Upper Marlboro, MD 20774](mailto:carlaw@pgcps.org)
Phone: 301-780-2186
Fax: 301-952-6027
carlaw@pgcps.org

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

Wed, May 18, 2022 at 2:39 PM

Hi,
The email list is not one I maintain. It is maintained by IT for all people with Timekeeper access.

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

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[Quoted text hidden]

Andrea Batson <andrea.batson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 18, 2022 at 3:34 PM

Good afternoon Mrs. Marks,

I hope all is well.

Can you please share with me the verbage for the process that staff should follow for being quarantined?

Please excuse any typos or brevity

Respectfully,
Andrea Batson

Administrative Assistant
Bradbury Heights Elementary School
1401 Glacier Ave.
Capitol Heights, Maryland
20743

Phone Number

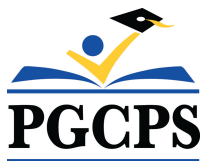
301-817-0570 Polycom (PGCPS) Extension 51171

301-817-0573 (fax)

- If you are a resident and wanting to enroll your student, please click view the [registration site on requirements](#) and registration can be completed online using the [enrollment application](#).
- If you are inquiring about the status of your enrollment registration application, please contact the school directly. School staff is responsible for processing all enrollments for their students.
- If you are not the legal parent/guardian and inquiring about kinship, please email pasb.kinship@pgcps.org.
- If you are inquiring about a TRANSFER to an OUT OF BOUNDARY comprehensive school (NOT specialty/charter), please email student.transfers@pgcps.org.

Strengths Finder Signature Themes

Learner~Analytical~Responsibility~Deliberative~Restorative



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***"Every child deserves a champion,
an adult who will never give up on them,
who understands the power of connection and
insists that they become the best they can possibly be."***

- Rita Pierson, Educator

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Andrea Batson <andrea.batson@pgcps.org>

Wed, May 18, 2022 at 5:03 PM

Hello,

I don't have pre-set verbiage. They just need to email quaran.leaverequests@pgcps.org with their name, EIN, work location, explanation of situation and medical documentation. They would get an email back to let them know if they get quarantine leave or not.

Sincerely,

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

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[Quoted text hidden]

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

Thu, May 19, 2022 at 3:13 PM

Thanks!

[Quoted text hidden]

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

Tue, Jun 21, 2022 at 8:39 AM

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Thank you for the information.

Question:

1. Is the timecard still being recorded for the teachers, Subs and support staff for these next 3 days?

Respectfully,

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

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>

Tue, Jun 21, 2022 at 9:49 AM

To: Victoria Wells <victoria.wells@pgcps.org>

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Hello Ms. Wells,

You will not see regular time for 10 or 11 month employees but please add entries manually to timecards as needed for leave, unpaid leave or supplemental pays.

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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[Quoted text hidden]

Katherine Sumter <katherine.sumter@pgcps.org>
To: Wilma.Marks@pgcps.org

Tue, Jun 21, 2022 at 9:49 AM

I will be on leave June 21, 2022. I will return phone calls and respond to emails upon my return on June 22, 2022.

--
Kathy Sumter, Secretary
Prince George's County Public Schools
Department of Creative and Performing Arts
Vocal and General Music Office
Thomas Claggett Teacher Leadership Center, Room 11
[2001 Addison Road South](#)
[District Heights, MD 20747](#)
301 333-0961 phone
301 333-0965 fax
katherine.sumter@pgcps.org

The Prince George's Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Jeaneen Newman-Williams <j.newmanwilliams@pgcps.org>
To: Wilma.Marks@pgcps.org

Tue, Jun 21, 2022 at 9:50 AM

I will be out of the office, if you need assistance please contact pgcps.ciep@pgcps.org.

Have a great day & be safe.

Jeaneen N. Newman-Williams
CIEP Support
Special Ed Data Management Office
John Carroll, Room 20
Office: 301.618.8310
Fax: 301.386.6184

Top 5 *''')
Strengths(,.,' (,.,' Connectedness*Belief*Input*Communication*Context

Registration link: <https://pgcpsmdc.scriborder.com/>

Transcript Request: <https://pgcpsmd.scriborder.com/>

Record Request: <https://transfer.scriborder.com/>

--
Good Day.

I hope this email finds you well.

Have a great day & be safe.

Jeaneen N. Newman-Williams
CIEP Support
Special Ed - Non-Public Office
John Carroll, Room 22
Office: 301.618.8310
Fax: 301.386.6184

Top 5 *''*)
Strengths (. . .)

- * **Connectedness - People strong in the connectedness theme build bridges between people and groups.**
- * **Belief - People who are especially talented in the belief theme have certain core values that are unchanging. Out of these values emerges a defined purpose for their life.**
- * **Input - People who are especially talented in the Input theme have a craving to know more often they like to collect and archive all kinds of information.**
- * **Communication - Talent theme - helping you unlock the power of truly understanding yourself through how you get things done, influence others.**
- * **Context - People who are especially talented in the context theme enjoy thinking about the past. They understand the present by researching its history.**

Registration link: <https://pgcpsmdc.scriborder.com/>

Transcript Request: <https://pgcpsmd.scriborder.com/>

Record Request: <https://transfer.scriborder.com/>

Nicole Purdie <nicole2.robinson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 9:51 AM

Good morning

This came to the wrong person.

[Quoted text hidden]

--
Nicole Purdie
Secretary, Early Childhood Office
Prince George's County Public Schools
Owens Road ES
(P)240-724-1924 ext. 40052 (F)301-637-4511

Wilma Marks <wilma.marks@pgcps.org>
To: Nicole Purdie <nicole2.robinson@pgcps.org>

Tue, Jun 21, 2022 at 9:56 AM

Thank you for letting me know.
Wilma Marks
Supervisor Operations and Procedures
Payroll Services
301-952-6351
Fax: 301-952-6088

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[Quoted text hidden]

Christiana Adwoa Konadu <christiana.konadu@pgcps.org>

Tue, Jun 21, 2022 at 10:00 AM

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

Cc: Victoria Wells <victoria.wells@pgcps.org>, Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Thank you for the update.

[Quoted text hidden]

Malaika Dorn <mdorn@pgcps.org>

Tue, Jun 21, 2022 at 10:02 AM

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

Hi Wilma,

Do we need to add time entry wages to their time cards or just leave requests? Please advise.

[Quoted text hidden]

--

Malaika Dorn, Secretary II
 Buck Lodge Middle School
 2611 Buck Lodge Road
 Adelphi, MD 20783
mdorn@pgcps.org
 (301) 431-6290
 (301) 431-6294 fax
www.pgcps.org

Victoria Wells <victoria.wells@pgcps.org>

Tue, Jun 21, 2022 at 10:12 AM

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



[Quoted text hidden]

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

Tue, Jun 21, 2022 at 10:15 AM

Supplemental pays, leave not done thru Oracle self service and time entry wages will need to be added. Basically all of the things you normally manually key in, you still key in.

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

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[Quoted text hidden]

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

Tue, Jun 21, 2022 at 10:20 AM

We don't normally key in time entry wages for paraprofessionals and teachers, that's automatic. For this week we need to?

[Quoted text hidden]

Laure Dickson <laure.dickson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 10:21 AM

Cc: Victoria Wells <victoria.wells@pgcps.org>, Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Good morning,

Just to get a clear understanding, we are to leave the Regular Time slots blank, but enter time for leave, unpaid leave or supplemental pays?

[Quoted text hidden]

--

Laure' Dickson

School Secretary II
Columbia Park Elementary School
1901 Kent Village Drive
Landover, MD 20785
(301) 925-1322

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

Tue, Jun 21, 2022 at 10:28 AM

No, those people are normally paid by Regular Salary time or Regular Wages time. You never key those in and should not do so this time either.

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

Strategic, Input, Consistency, Connectedness, Relator

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Laure Dickson <laure.dickson@pgcps.org>

Tue, Jun 21, 2022 at 10:29 AM

That is correct, you leave the Regular time slots as they are.

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

Fax: 301-952-6088

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[Quoted text hidden]

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

Tue, Jun 21, 2022 at 10:30 AM

Thank you for the clarification.

[Quoted text hidden]

Laure Dickson <laure.dickson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 10:42 AM

Thank you so much!

Have a great day!

[Quoted text hidden]

Melissa Dory <melissa.dory@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 11:30 AM

Good Morning,

On 2 hour dismissal days they can use a half day correct?

On Wed, May 18, 2022 at 10:03 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--
Melissa R. Dory, Principal's Secretary
Oxon Hill High School - Home of the Clippers
6701 Leyte Drive - Oxon Hill, MD 20745
301-749-4300 (Office) 301-749-4599 (Fax)

[Classroom Coverage Form](#)

Wilma Marks <wilma.marks@pgcps.org>
To: Melissa Dory <melissa.dory@pgcps.org>

Tue, Jun 21, 2022 at 11:50 AM

If there is an early dismissal but staff are off the whole day, they need to use a whole day of leave.

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

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[Quoted text hidden]

Melissa Dory <melissa.dory@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 12:05 PM

But they can use a half day if they want?

[Quoted text hidden]

Alma Willie <alma.willie@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 12:38 PM

Cc: Victoria Wells <victoria.wells@pgcps.org>, Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

yes

[Quoted text hidden]

--

Alma Willie
 Charles Carroll Middle
 Principal Secretary
 (301)918-8640
 Fax (301)918-8646
alma.willie@pgcps.org

Kimberly Freeze <kimberly.freeze@pgcps.org>

Tue, Jun 21, 2022 at 12:52 PM

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

Cc: Victoria Wells <victoria.wells@pgcps.org>, Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Daniel Gainer <daniel.gainer@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>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Good Afternoon,

Do 10 and 11-month employees get paid for yesterday's holiday pay?

Kimberly Freeze
Principal Secretary
Lamont Elementary School
Prince George's County Public School
7101 Good Luck Road New Carrollton, MD 20784
301.513.5205|kimberly.freeze@pgcps.org



WOO~INPUT~COMMUNICATION~ARRANGER~INCLUDER

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 1:07 PM

To: Melissa Dory <melissa.dory@pgcps.org>

Only if they work half day.

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

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[Quoted text hidden]

Victoria Bechtold <vic.bechtold@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 1:07 PM

Hi Wilma, I think this email was meant for Victoria Wells.

Victoria Bechtold
Panorama ES

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Kimberly Freeze <kimberly.freeze@pgcps.org>

Tue, Jun 21, 2022 at 1:08 PM

10 and 11 month employees are not paid for any holidays or school closure days. They are paid for the contracted days for their positions.

For example, teachers work 192. These 192 days do not include holidays, snow days or non-duty days. The days outside of the 192 days are not paid days.

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

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[Quoted text hidden]

Melissa Dory <melissa.dory@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jun 21, 2022 at 1:11 PM

Got it. Thanks.

[Quoted text hidden]

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

Wed, Jun 22, 2022 at 10:48 AM

Good morning,

Do we enter the Monday holiday on the time cards?

[Quoted text hidden]

--

Jill Adams
Secretary II
jadams@pgcps.org
Robert Goddard Montessori School
301-918-3515

Believe, Achieve, Succeed!

Kim Cox - Princeton Elementary <kim.cox@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Jun 22, 2022 at 3:17 PM

Good afternoon Ms. Marks,

I just want to make sure that I am processing payroll correctly. We only enter exceptions such as leave or extra time.

[Quoted text hidden]

--



Kim Cox | Principal's Administrative Assistant
Princeton Elementary | Home of the Tigers
6101 Baxter Drive | Suitland, MD 20746
301 - 702 - 7650 [O] |
Twitter | [@Princeton_ES](#)

StrengthsFinder Themes | Connectedness - Developer - Belief - Communication - Empathy

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

Thu, Jun 23, 2022 at 8:58 AM

No, you only need to enter supplemental pay types or leave on the timecard for 10 or 11 month employees.

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

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Kim Cox - Princeton Elementary <kim.cox@pgcps.org>

Thu, Jun 23, 2022 at 8:59 AM

Good Morning Ms. Cox,

Yes, that is correct.

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

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