



Timekeeper Notice June 30 2022

24 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 11:05 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Patricia Hall <phall@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@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>, Lorri Plater <Lorri.Plater@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>

Hello Timekeepers,

Summer is here! Here are some things to note as we do summer time cards and payroll work.

1. Timecards for the pay period ending July 1 will not show regular salary time or regular wages time for 10 and 11 month employees. The last biweekly pay for 10 and 11 month employees was June 24. Timekeepers do not need to enter regular salary time or regular wages time for these employee groups. Please enter any supplemental pays (classroom coverage, reg extra time etc.), time entry wages time and leave(sick, annual, personal, unpaid, other) as you usually would. These items will be pulled in and processed for the July 8 payday.

For the summer liberal leave Fridays, timecard submission will be allowed for Thursdays. This means if you are off on those Fridays timecards are to be submitted on Thursdays. Time approvals will remain as due on Fridays after 12pm. Please ask your time approvers not to approve on those Thursdays.

2. Bulletins, forms and calendars for the new school year will be shared as soon as they are finalized and approved.

3. Attached is the ASASP 210 day calendar. Also attached is the same calendar without reference to the 210 days which you can use for other 11 month employees who need to document the days they will be working.

4. Here are some changes to the Local 2250 bargaining unit contract which will affect our work together. Please take note of these changes which go into effect on July 1, 2022:

All ten (10) month employees and eleven (11) month employees will be permitted to **carryover two (2) days of personal leave** each year up to a maximum of seven (7) days.

Employees will have the option each time overtime is authorized to select either pay, compensatory time, or a combination of both, with a maximum accumulation of compensatory time of **140 hours**, and the entitlement to use the compensatory time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the employer.

paraprofessional educators, interpreters and school secretaries may only be used as teacher substitutes or others as noted in this Article, in emergency situations (i.e., unexpected and non-recurring circumstances) for a short duration. Additionally, the following staff may not be used as a teacher substitute in any circumstance: Parent Engagement Assistants (PEA) Safety and Security Assistants (SSA), School Nurses

Professional school nurses will not be required to substitute for teachers. When professional school nurses are required to substitute for a nurse at an additional school which is not their assigned school while maintaining responsibilities at their current school, **they shall be paid \$18.00 per hour in substitute pay** in addition to their base wages.

Paraprofessional educators will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration. Paraprofessionals who serve as a substitute teacher **shall receive \$18.00 an hour for the time they serve as a substitute**. This amount will be in addition to the Paraprofessional's regular pay and will begin on the first day that the individual provides substitute teacher coverage.

School secretaries will not be required to substitute for teachers, nurses, etc. except in emergency situations and for a limited and reasonable duration and **will be paid 50% of their hourly rate in addition to their regular hourly rate for all time worked over 30 minutes in these situations**. Portions of hours over 30 minutes will warrant the specified additional hourly rate. For example, 31-59 minutes would warrant the full hour.

On days when the school system has scheduled an early release for school-based employees, 12-month clerical employees will be permitted to leave when teachers are permitted to leave.

Itinerant Special Education Assistants (ISEA) and In School Suspension Monitors (ISSM) will not be required to substitute for teachers, nurses, etc. except in emergency situations and for a limited and reasonable duration and **will be paid \$18 per hour in addition to their regular hourly rate** for all time worked in these situations.

Instructional and Technical Support Professionals on days preceding scheduled non-workdays or days when schools are closed early shall be permitted to leave their school building after student dismissal and their assigned responsibilities are met as determined by the school administration.

Coaches will be provided **seven (7) days of professional leave annually**, to be used to support the emolument activity. Use of leave days is for the purpose of meeting the program requirements of the PGCPS athletic program only. Use of leave requires prior approval of the school administration but shall not be unreasonably denied. Leave can be taken in hourly increments. The allotment will be available throughout the duration of this agreement.

5. Assistant Principals may be working two weeks in July. If they are selected to do this, these are the related rules which have been given to payroll:

- The two weeks are to be consecutive
- No leave may be used in lieu of any of the 10 days
- The days may not be worked on weekends or holidays
- Days will be a full 8 hour days
- If the days are worked at a school other than the Assistant Principal's regular school, the time will be submitted to the base school or if late then to Payroll for entry. The form for this pay type is attached to this email.

Assistant Principal's 210 day calendar has the following rules this year:

- May not work any of the 210 contracted days in July
- Please ensure all 210 days begin after August 1.
- All Assistant Principal's must work the 180 student days

6. Over the next few weeks Payroll will be processing mass pay for certain groups. In some cases, when a group payment is run only certain individuals are due pay. Others will see a check that shows all zeros. Please let staff know these are not errors and just means they were not due pay in a particular mass run.

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!

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3 attachments

-  **11 Month Calendar (210 Days) 2022-2023.docx**
100K
-  **11 Month Calendar 2022-2023.docx**
100K
-  **Per Diem Time Entry for Assistant Principals - July 2022.xlsx**
30K

Lynette Saunders <lynette.saunders@pgcps.org>
 To: Wilma.Marks@pgcps.org

Thu, Jun 30, 2022 at 11:06 AM

Good day! Thank you for your email; however, I am out of the office with limited access to emails. I will answer your email upon my return on July 11, 2022.

Please stay safe and have a great day!

--
Lynette Saunders | Secretary II

Department of Curriculum and Instruction
 Secondary Reading- English- Language Arts
 Instructional Support Services Center
 9201 East Hampton Drive
 Capitol Heights, MD 20743
 Phone: 301-808-8284 Ext. 44029

"We do what we have to so we can do what we want to"

Top 5 strengths: Input - Restorative - Learner - Responsibility - Intellection

Akia McNeill <akia.mcneill@pgcps.org>
 To: Wilma.Marks@pgcps.org

Thu, Jun 30, 2022 at 11:06 AM

Hello All,

I am on summer break until the next school year 2022/23 and will not be responding to any emails until then.

Have a wonderful summer!

--
 Mrs. Akia McNeill
 Prince Georges County Public Schools
 Secretary
 (301)918-8680
 Thomas Johnson Middle School
 5401 Barker Place
 Lanham, MD 20706
www.pgcps.org

Valerie Edmondson <valerie.edmondson@pgcps.org>
 To: Wilma.Marks@pgcps.org

Thu, Jun 30, 2022 at 11:06 AM

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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Sharonda Green-Huggins <sharonda.green@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Received with thanks. Is there a calendar for 10 Month?

[Mrs. S. Huggins](#)
 (she/her/hers)

Secretary
 Avalon Elementary School
 7302 Webster Lane
 Fort Washington, MD 20744
 (301) 449-4970 fax: (301) 449-2114
Leader-Organizer-Advocate-Determined-Achiever

NOTE: ALL Registrations/Enrollments are processed online via ScribOrder. Please use the following links provided to complete enrollments, withdrawals and transfers.

Student Record links:

* Registration/Enrollment Request: <https://pgcpsmdc.scriborder.com/>
 * Transcript & Records Requests: <https://pgcpsmd.scriborder.com/>

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
 To: Sharonda Green-Huggins <sharonda.green@pgcps.org>

Thu, Jun 30, 2022 at 12:03 PM

No, 10 month employees don't do a calendar.

[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!

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[Quoted text hidden]

Sharonda Green-Huggins <sharonda.green@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 12:45 PM

Ok, thanks for the clarification.

[Quoted text hidden]

[Quoted text hidden]

Linda Teel <linda.teel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 1:30 PM

Hi Ms. Wilma,

I have read this in it's entirety. Again, I'm the 10-month Sec I at Woodmore, filling in for our Sec II who is out sick indefinitely.

I want to make sure I have read this correctly.

Friday, July 1 Payroll Submission:

1. Submit for 12 month support staff
2. Submit for 12 month professional
3. Submit for 10-11 month professional: only because I entered time for the 2 ILT's this week

Question about my time. The principal put in 10 days for me for July. I will be working throughout the month, beyond the 10 days (I know I don't get paid, but I have work that I wasn't able to finish because the Sec II was out and it has a deadline for July). My question is do I enter the time as worked or am I supposed to wait until the end of July? Just making sure I don't do anything wrong. Thank you.

Kind Regards,

Linda N. Teel

Registrar/Secretary I

Woodmore Elementary School

Prince George's County Public Schools

12500 Woodmore Road

Mitchellville, Maryland 20721

(301) 390-0239

WOODMORE ELEMENTARY SCHOOL

Woodmore PTO

On Thu, Jun 30, 2022 at 11:06 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Linda Teel <linda.teel@pgcps.org>

Thu, Jun 30, 2022 at 1:44 PM

Yes, what you stated you will submit sounds good.

When you say the principal put in 10 days for you in July, what do you mean? How did the principal do this?

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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[Quoted text hidden]

Linda Teel <linda.teel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 3:48 PM

He submitted a second assignment for me for the summer.
[Quoted text hidden]

Kind Regards,



Wilma Marks <wilma.marks@pgcps.org>
To: Linda Teel <linda.teel@pgcps.org>

Thu, Jun 30, 2022 at 3:51 PM

Ok, so once it is approved and set up by HR, you will have a new assignment number(your ein plus a dash and #). Then the time would be entered under that EAN as Time Entry Wages.

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

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[Quoted text hidden]

Linda Teel <linda.teel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 3:56 PM

Ok so it was approved. Do I need to contact HR for that number or will they send it to the principal?
[Quoted text hidden]

Kind Regards,



Wilma Marks <wilma.marks@pgcps.org>
To: Linda Teel <linda.teel@pgcps.org>

Thu, Jun 30, 2022 at 4:01 PM

Contact HR. They don't always let people know what the number is.

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

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[Quoted text hidden]

Linda Teel <linda.teel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 3:57 PM

Also, Im working July 1. Do I submit those hours tomorrow?

[Quoted text hidden]

--

Kind Regards,



Wilma Marks <wilma.marks@pgcps.org>
To: Linda Teel <linda.teel@pgcps.org>

Thu, Jun 30, 2022 at 4:55 PM

You can only submit second assignment hours if the 2nd assignment is setup and you know the assignment number.

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

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[Quoted text hidden]

Linda Teel <linda.teel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 7:22 PM

Ok. Very good. Thank you.

[Quoted text hidden]

--

Kind Regards,



Linda Teel <linda.teel@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jun 30, 2022 at 7:22 PM

Thank you.

[Quoted text hidden]

--

Kind Regards,



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

Fri, Jul 1, 2022 at 2:15 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, Jun 30, 2022 at 11:06 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Dorothea Lomax <dorothea.lomax@pgcps.org>

Tue, Jul 12, 2022 at 10:51 AM

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

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100K
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100K
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30K

Wilma Marks <wilma.marks@pgcps.org>
To: Aljeana Pratt <aljeana.pratt@pgcps.org>
Bcc: Teresa Charles <teresa.charles@pgcps.org>

Thu, Jul 14, 2022 at 1:54 PM

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

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Date: Thu, Jun 30, 2022 at 11:05 AM


Subject: Timekeeper Notice June 30 2022

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Patricia Hall <phall@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@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 <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>

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30K

Wilma Marks <wilma.marks@pgcps.org>
To: Roselina Gorham <roselina.gorham@pgcps.org>

Wed, Jul 20, 2022 at 8:45 AM

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

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

Date: Thu, Jun 30, 2022 at 11:05 AM


Subject: Timekeeper Notice June 30 2022

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Patricia Hall <phall@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@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>, Lorri Plater <Lorri.Plater@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>

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3 attachments

 **11 Month Calendar (210 Days) 2022-2023.docx**
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 **11 Month Calendar 2022-2023.docx**
100K

 **Per Diem Time Entry for Assistant Principals - July 2022.xlsx**
30K

Roselina Gorham <roselina.gorham@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Jul 20, 2022 at 8:48 AM

Received, thank you.



Ms. Roselina Gorham
Prince George's County Public Schools
Principal's Secretary
Benjamin D. Foulis Creative and Performing Arts Academy
4601 Beauford Road
Suitland, Maryland 20746
Office (301)817-0300 Fax (301)817-0941

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

Thu, Jul 21, 2022 at 4:00 PM

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!](#)

Payroll General Inquiries email: payroll@pgcps.org

For Long term Leave/FMLA/LOA Inquiries: absence.mgmt@pgcps.org

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

Thu, Jul 21, 2022 at 4:34 PM

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

Strategic, Input, Consistency, Connectedness, Relator

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