



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice September 8

15 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Sep 8, 2022 at 8:39 AM

Bcc: Oracle TimeKeepers <oracletimekeepers@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>

Hello Timekeepers,

Here are some updates related to Payroll processing:

1. For timecards for newly hired or transferred employees, the Oracle system is sometimes not allowing the employee's hours to be visible. You can only see them if you leave out your school or office name and only enter the employees name when pulling the timecard.

2. There have been changes to employee pay per the new Local 2250 bargaining agreement. The changes to pay types have been updated on Payroll Forms attached to this email. PGCEA bargaining unit changes are still pending final contract ratification. Some other forms were updated based on prior existing rules or instructions not previously included on the forms.

Here are some highlights of the changes:

- ISSM, ISEA and Paraprofessionals may cover for teachers with a rate of pay of \$18 per hour. Please enter this time as Local 2250 acting pay.
- Nurses may cover for nurses at other schools with a rate of pay of \$18 per hour. Please enter this time as Local 2250 acting pay.

3. Substitute and Temp employees have a MD state granted leave called Sick and Safe leave. This leave was carried over from the last school year to this school year with a limit of 40 hours per state law.

4. Substitute teachers may be set up in different ways. Some may earn long term pay from day 1 and others after the 15 days. The long term rate begin date depends on how the sub teacher is set up by HR based on information provided to HR by the school. Schools can call 301-7801-2191 or email substitute.teacher@pgcps.org to speak to HR about sub setups and rules for such.

We in Payroll are doing our best to get all employees paid as soon as possible and to assist you as much as we can.

Please use these email addresses and share them with your staff when they have need of Payroll for particular questions:

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
For Sub teacher or sub para pay questions: substitute.payroll@pgcps.org

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!**

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

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

7 attachments

-  **PRS-111-Late PGCEA TEACHERS-INTERACTIVE.pdf**
202K
-  **PRS-103-Extended Late Time Teachers-INTERACTIVE.pdf**
272K
-  **PRS-113-Late Local 2250 Para-Professionals-INTERACTIVE.pdf**
199K
-  **PRS-104-Extended Tracking Teachers-INTERACTIVE.pdf**
259K
-  **PRS-118-PGCEA Tracking Lunch Recess-INTERACTIVE.pdf**
265K
-  **PRS-119-TIME TRACKING Local 2250 SECRETARY-INTERACTIVE.pdf**
300K
-  **PRS-122-TIME TRACKING Local 2250 TEACHER-INTERACTIVE.pdf**
250K

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: Wilma.Marks@pgcps.org

Thu, Sep 8, 2022 at 8:40 AM



Address not found

Your message wasn't delivered to **Karen.Lide@pgcps.net** because the address couldn't be found, or is unable to receive mail.

The response from the remote server was:

550 #5.1.0 Address rejected.

Final-Recipient: rfc822; Karen.Lide@pgcps.net
Action: failed
Status: 5.0.0
Remote-MTA: dns; bfjmailgw2.pgcps.org (66.250.190.127, the server for the domain.)
Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.
Last-Attempt-Date: Thu, 08 Sep 2022 05:40:29 -0700 (PDT)

----- Forwarded message -----
From: Wilma Marks <wilma.marks@pgcps.org>
To: undisclosed-recipients;;
Cc:
Bcc: oracletimekeepers@pgcps.org
Date: Thu, 8 Sep 2022 08:39:19 -0400
Subject: Timekeeper Notice September 8
----- Message truncated -----

Donna Holland <donna.holland@pgcps.org>
To: Wilma.Marks@pgcps.org

Thu, Sep 8, 2022 at 8:40 AM

--
Ms. Donna Holland
Secretary II
Benjamin Stoddert Middle School
2501 Olson Street
Temple Hills, Maryland 20748
301-702-7500
301-702-7515 fax

donna.holland@pgcps.org

Tesa Butler <tesa.butler@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Sep 8, 2022 at 8:41 AM

Hey Wilma,

Thank You!

Tesa Butler

Payroll Specialist

Payroll Services - Prince George's County Public Schools

Direct: 301-952-6072 (Ext. 26072) Fax: 301-952-6088

Payroll General Inquiries email: payroll@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

[Quoted text hidden]

Crystal Crier <crystal.crier@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

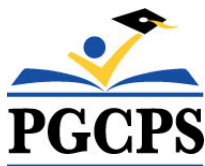
Thu, Sep 8, 2022 at 9:44 AM

Hello Wilma,

Happy new school year! I know I've asked before, but can you please request that the former employees' names be deleted from the time cards. All of our time cards still have former employees' names on them. Thank you.

[Quoted text hidden]

--



Crystal Crier

Administrative Assistant to the Director

Office of Safety and Security Services

Prince George's County Public Schools

507 Largo Road

Upper Marlboro, MD 20774

Office: 301-499-7000

Wilma Marks <wilma.marks@pgcps.org>
To: Crystal Crier <crystal.crier@pgcps.org>

Thu, Sep 8, 2022 at 10:11 AM

Hello Crystal,

IT has been sent this request. It is apparently not an easy fix because they have not done it yet.

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

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

Carletta Berrio <carletta.berrio@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Sep 26, 2022 at 12:10 PM

Good Afternoon,
I hope you are doing well.
Is there a form for late change of leave?

On Thu, Sep 8, 2022 at 8:40 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Carletta Berrio <carletta.berrio@pgcps.org>

Mon, Sep 26, 2022 at 12:12 PM

Hello Ms. Berrio,

I am doing ok thank you. Working from home today due to a cough.

Yes, there is a form for late leave change. It is attached to this email.

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!**

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

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

 **PRS-121-INTERACTIVE REQUEST FOR OMITTED LEAVE HOURS (2).pdf**
233K

Carletta Berrio <carletta.berrio@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Sep 26, 2022 at 12:15 PM

Thank you!

[Quoted text hidden]

LaVerne Coleman Brooks <laverne.coleman@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Oct 21, 2022 at 11:28 AM

Good Morning Wilma,

Is this process still in place? I have an employee who is still connected to Gwynn Park HS. I tried this morning, however, it didn't pull any results.

Amanda Brandon, EIN 17847

Please advise.

[Quoted text hidden]

7 attachments

 **PRS-111-Late PGCEA TEACHERS-INTERACTIVE.pdf**
202K

 **PRS-103-Extended Late Time Teachers-INTERACTIVE.pdf**
272K

 **PRS-113-Late Local 2250 Para-Professionals-INTERACTIVE.pdf**
199K

 **PRS-104-Extended Tracking Teachers-INTERACTIVE.pdf**
259K

 **PRS-118-PGCEA Tracking Lunch Recess-INTERACTIVE.pdf**
265K

 **PRS-119-TIME TRACKING Local 2250 SECRETARY-INTERACTIVE.pdf**
300K

 **PRS-122-TIME TRACKING Local 2250 TEACHER-INTERACTIVE.pdf**
250K

Wilma Marks <wilma.marks@pgcps.org>
To: LaVerne Coleman Brooks <laverne.coleman@pgcps.org>

Fri, Oct 21, 2022 at 1:41 PM

I am sorry but I don't understand your question. Can you clarify please?

[Quoted text hidden]

LaVerne Coleman Brooks <laverne.coleman@pgcps.org>

Mon, Oct 24, 2022 at 9:52 AM

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

Good Morning,

Amanda Brandon, Registrar at PGCPs Online Campus, transferred this school Year from Gwynn Park HS. Her timecard is still attached to Gwynn Park. Ms. Brandon reached out to HR to follow up on her transfer, to no avail. She had a leave day during last week's pay period and I was unable to enter the leave using the process attached in your Sept 8th email.

Can you assist?

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Mon, Oct 24, 2022 at 10:02 AM

To: LaVerne Coleman Brooks <laverne.coleman@pgcps.org>

Hello,

Please reach out to your HR Partner. They would need to make the change. Payroll does not have access to do employee transfers.

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!**

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

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

Tesa Butler <tesa.butler@pgcps.org>

Thu, Dec 22, 2022 at 1:16 PM

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

Can you assist me with the proper form for this action please?

Thanks,

Tesa Butler*Payroll Specialist**Payroll Services - Prince George's County Public Schools**Direct: 301-952-6072 (Ext. 26072) Fax: [301-952-6088](tel:301-952-6088)***Payroll General Inquiries email:** payroll@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

----- Forwarded message -----

From: **Barbara Savory** <barbara.savory@pgcps.org>

Date: Thu, Dec 22, 2022 at 1:13 PM

Subject: Re: Timekeeper Notice September 8

To: Tesa Butler <tesa.butler@pgcps.org>

Hello Ms. Butler,

I may be missing something, but I do not see a form that applies to the current situation. This is a paraprofessional who has been supporting teachers after school during extended learning. I need the relevant form for her late time, but I also need a form for the necessary approval and recording of her current time as well. Thanks for your help.

Regards,

Barbara Savory**Secretary II****Dodge Park Elementary School**

3401 Hubbard Road

Landover, MD 20785

Phone: (301) 883-4220

Fax: (301) 883-4223

Email: barbara.savory@pgcps.org**"Education is what remains after one has forgotten what one has learned in school."** (Albert Einstein)On Thu, Dec 22, 2022 at 10:08 AM Tesa Butler <tesa.butler@pgcps.org> wrote:

Good morning,

Please see the timekeeper notice below. You will find all late time forms.

Thanks,

Tesa Butler*Payroll Specialist**Payroll Services - Prince George's County Public Schools**Direct: 301-952-6072 (Ext. 26072) Fax: [301-952-6088](tel:301-952-6088)***Payroll General Inquiries email:** payroll@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

----- Forwarded message -----

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

Date: Thu, Sep 8, 2022 at 8:39 AM
Subject: Timekeeper Notice September 8
To:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Tesa Butler <tesa.butler@pgcps.org>

Thu, Dec 22, 2022 at 1:29 PM

That is Reg Extra time. Extended Learning Pay is for teachers only when they work an Extended Learning Program. If a para works an Extended Learning Program, there is no pay type built for them. It is just overtime. Overtime is submitted on the Reg Extra Time form.

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

Providing excellent customer service is very important to us****

Please, take a moment to rate our service by clicking the link below:

[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]