



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

## Timekeeper Notice 5/2/2023

9 messages

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

Wed, May 3, 2023 at 7:05 AM

Bcc: Oracle TimeKeepers <OracleTimeKeepers@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>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>

Hello Timekeepers,

Here are some items of note being sent on behalf of all of Payroll Services. Please read them all carefully. Please also share them with your time approvers.

1) Late time is being sent in at a high volume. As a result the processing time for late time may be longer than 2 pay periods. Please ensure all time is entered on the Oracle timecard to help alleviate this issue.

Late time is also being submitted for time that is already processed. Please check your prior pay period timecards and prior late time submissions before submitting late time hours. A lot of time is being lost because payroll clerks are attempting to process late time which has already been processed.

**Please ensure employees are aware of the processing of the late time and that they are not to call payroll to ask for payment date. If they contact the payroll office, it will only further delay their payment.**

2) Camp Schmidt events are coming up. If you have teachers doing this overnight work, please make sure you enter the time on the timecard as Extended Duty PM Pay. Enter the time in the "hours" column as 1. Please do not enter 7.5 hours as this will not process. Payroll tracking forms for this pay type are attached for your convenience. Do not submit any forms for overnight work to the payroll office. This must be entered on the timecard in the pay period it was worked.

4) New hires and transfers continue to be an issue on timecards. If you do not see a new hire or transfer on your timecard, please try pulling them up without the school name in the FIND window. If you see the employee but do not see Regular Salary time or Regular wages time, please add their regular hours to the timecard. If you still don't see the employee, please reach out to your payroll clerk.

5) If employees are on leave, please ensure leave is charged on the timecard. If the employee is gone for longer than 3 days, please inform the payroll clerk as well as to ensure the appropriate leave is charged on the timecard. In the event the employee does not request leave, and you do not know what type of leave to charge, please charge unpaid leave. The employee can be refunded later once a paid leave type is determined and approved.

6) IT notified Payroll that some reports in Frontline are not working. If you are unable to run your sub sign in sheet, you are still required to have some kind of sign in sheet for your subs. Here is a link to a google doc which you can copy and use for your sign in sheet:

<https://docs.google.com/spreadsheets/d/1PYnBWxXdAwyWBI27IXx-6ITq1H6phDnyaW1aV4yrZKA/edit?usp=sharing>

Thank you for your diligence as we all work together to get employees paid correctly and on time.

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](mailto: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](mailto:payroll.stoppayment@pgcps.org)

Garnishment Inquiries: [payroll.garnishment@pgcps.org](mailto:payroll.garnishment@pgcps.org)

Payroll Escheatment Inquiries: [payroll.escheatment@pgcps.org](mailto:payroll.escheatment@pgcps.org)

Quarantine leave: [quaran.leaverequests@pgcps.org](mailto: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!](#)

PRS-125-PGCEA Extended Duty Tracking - INTERACTIVE.pdf  
254K

Valerie Edmondson &lt;valerie.edmondson@pgcps.org&gt;

Wed, May 3, 2023 at 7:09 AM

To: Wilma.Marks@pgcps.org

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

Belief | Input | Positivity | Futuristic | Connectedness




"Outstanding Academic Achievement for All Students"

This e-mail and any information contained in this facsimile transmission, together with any accompanying documents, may contain confidential information belonging to the sender and is intended only for the recipient named above, and may be legally privileged. If you are not the intended or named recipient, you are not authorized to read, disclose, copy, distribute, disseminate or take any reliance upon the documents or any of its contents. Copying, dissemination, and distribution of these communications and its contents are strictly prohibited. If you have received this communication or facsimile in error, please notify us by telephone immediately, arrange the return of the transmission and documents, delete the original communication and any copy from your computer system. If you are not the named recipient, you are not authorized to reveal any information contained herein.

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

Wed, May 3, 2023 at 7:12 AM



**Address not found**

Your message wasn't delivered to **cthorne@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; [cthorne@pgcps.net](mailto:cthorne@pgcps.net)  
Action: failed  
Status: 5.0.0  
Remote-MTA: dns; [bfjmailgw1.pgcps.org](mailto:bfjmailgw1.pgcps.org) (66.250.190.125, the server for the domain.)  
Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.  
Last-Attempt-Date: Wed, 03 May 2023 04:12:42 -0700 (PDT)

----- Forwarded message -----  
From: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: undisclosed-recipients;;  
Cc:  
Bcc: [OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)  
Date: Wed, 3 May 2023 07:05:13 -0400  
Subject: Timekeeper Notice 5/2/2023  
----- Message truncated -----

Cassandra Brooks <[cassandra.brooks@pgcps.org](mailto:cassandra.brooks@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Wed, May 3, 2023 at 7:49 AM

Good morning Wilma,

Thank you for the reminders have a great day,  
Cassandra Brooks  
[Quoted text hidden]

**Cassandra J. Brooks**  
Prince Georges County Public Schools  
Office Manager/Principal Secretary  
Hillcrest Heights Elementary School  
4305 22nd Place, Temple Hills, MD, 20748  
301-702-3800 (Office) / 301-702-3807 (Fax)  
Email:[cassandra.brooks@pgcps.org](mailto:cassandra.brooks@pgcps.org) / School Email: [hillecres@pgcps.org](mailto:hillecres@pgcps.org)




**Donna McKenzie** <donna.mckenzie@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, May 3, 2023 at 8:03 AM

Thank you Wilma,

FYI.....regarding Camp Schmidt, the overnight visits are coming to an **end** for this year, they run from September through the beginning of June.

Donna McKenzie, Secretary/Bookkeeper  
 William S. Schmidt Outdoor Education Center  
18501 Aquasco Road \* Brandywine, MD 20613  
301.888.1185/Telephone /#45701  
donna.mckenzie@pgcps.org

On Wed, May 3, 2023 at 7:09 AM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

**Cynthia Holland** <cynthia.holland@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Received, thank you.  
Cynthia Holland  
Avalon Elementary  
School Secretary  
301-449-4970  
Ext: 50452

On Wed, May 3, 2023 at 7:09 AM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

**Danielle Darden** <danielle.darden@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, May 5, 2023 at 10:23 AM

Hi Wilma,

With regards to late time entry, sometimes the schools have already put their time and approved timecards and they are locked. So no time entry can be entered on the card. This happens before 10 am on payroll Friday. Then it becomes a late time situation. Can anything be done about this (probably not, but thought I would ask anyway :)

**E. Danielle Darden**  
Prince George's County Public Schools  
Office of Student Engagement and School Support  
Oxon Hill Staff Development Center  
7711 Livingston Road, Suite K  
Oxon Hill, Maryland 20745  
301.749.4379 x45533



**Student Referral Google Form  
Alternative to Drugs/Alcohol Bulletin**

*"The function of education is to teach one to think intensively and to think critically... Intelligence plus character - that is the goal of true education."*—Dr. Martin Luther King, Jr.

On Wed, May 3, 2023 at 7:09 AM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Danielle Darden <danielle.darden@pgcps.org>

Fri, May 5, 2023 at 10:29 AM

Hi Danielle,

Time approvers have been asked several times not to approve until after 3pm or on the next Monday. As long as they don't approve, additional time can be entered.

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](mailto:payroll@pgcps.org)

**For Long term Leave/FMLA/LOA Inquiries:** [absence.mgmt@pgcps.org](mailto:absence.mgmt@pgcps.org)

**Payroll Tax and/or W2 Inquiries email:** [payroll.taxesw2s@pgcps.org](mailto:payroll.taxesw2s@pgcps.org)

**Payroll Stop Payment Submission and/or Inquiries:** [payroll.stoppayment@pgcps.org](mailto:payroll.stoppayment@pgcps.org)

**Garnishment Inquiries:** [payroll.garnishment@pgcps.org](mailto:payroll.garnishment@pgcps.org)

**Payroll Escheatment Inquiries:** [payroll.escheatment@pgcps.org](mailto:payroll.escheatment@pgcps.org)

**Quarantine leave:** [quaran.leaverequests@pgcps.org](mailto: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]

---

Danielle Darden <[danielle.darden@pgcps.org](mailto:danielle.darden@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Fri, May 5, 2023 at 10:35 AM

Heavy on the several times, I know! I will wait to see if I get any back this time and let you know. Thanks!

***E. Danielle Darden***

Prince George's County Public Schools  
Office of Student Engagement and School Support  
Oxon Hill Staff Development Center  
7711 Livingston Road, Suite K  
Oxon Hill, Maryland 20745  
301.749.4379 x45533



**Student Referral Google Form  
Alternative to Drugs/Alcohol Bulletin**

*"The function of education is to teach one to think intensively and to think critically... Intelligence plus character - that is the goal of true education."*—Dr. Martin Luther King, Jr.

[Quoted text hidden]