



Timekeeper Notice Nov 23 2020 -- updated Workday Bulletin

1 message

Wilma Marks <wilma.marks@pgcps.org>

Mon, Nov 23, 2020 at 8:05 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@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>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>, Morvena Bourne <morvena.bourne@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Kim Pollard <Kim.Pollard@pgcps.org>

Hello Timekeepers,

Happy Thanksgiving! I hope you all have a lovely break!

An updated version of the Workday Bulletin has been done.
The only change is to 210 day employees start and end dates.

Remember today is the final day for paycheck process for Friday.

Please respond immediately to any questions from your payroll clerks to ensure all employees are paid correctly.

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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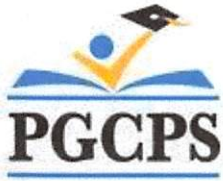
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M-4-21 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY 2021 FINAL 7.pdf

541K



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 4 - 21
Originator's Serial No.

July 2, 2020
Date

Payroll Services
Originating Office

June 30, 2021
Cancellation Date

TO: All Principals
All Department Heads
All 10-Month Supporting Personnel and 11-Month Personnel

FROM: Chief Financial Officer
Chief Human Resource Officer

SUBJECT: Scheduled Workdays and Allocation for 10-Month Supporting Personnel and 11-Month Personnel for the 2020-2021 School Year

- PURPOSE:** To publish the scheduled number of workdays and allocation for 10-Month supporting personnel and 11-Month Personnel.
- INFORMATION:** During the 2020-2021 school year, ten (10) month supporting personnel listed herein will be paid in 22 equal paychecks and eleven (11) month employees will be paid in 24 equal paychecks, unless the employee completes and returns the twelve (12) month Extended Pay Option enrollment form, available on Oracle Employee Self Service. Employees electing the Extended Pay Option will be paid over 26 paychecks. Please refer to the Employee Pay Schedule for the 2020-2021 School Year.

It is the responsibility of the principal or supervisor to ensure that personnel is paid only for those days worked or authorized as leave with pay and that the number of required workdays is met. When an individual is absent from work and not on authorized leave, the appropriate Unpaid Leave entry must be made on the payroll timecard. If assistance is needed, timekeepers should contact their assigned payroll clerk via e-mail.

To provide consistency and accountability, workdays have been scheduled as follows: The principal or supervisor may deviate from the scheduled workdays required for 10-month and 11-month personnel when necessary based on work requirements in the school or work location. In these situations, it is still management's responsibility to ensure that the total number of required workdays are scheduled.

3. FIRST AND LAST PAYDAYS:

- ✓ The first payday for 10-month employees is Friday, September 4, 2020, and the last payday is Friday, June 25, 2021. The 10-month salary will be divided evenly for twenty-two (22) paydays.
- ✓ The first payday for 11-month employees is Friday, August 7, 2020, and the last payday is Friday, June 25, 2021. The 11-month salary will be divided evenly for twenty-four (24) paydays.
- ✓ The first payday for 12-month employees is Friday, July 10, 2020, and the last payday is Friday, June 25, 2021. The 12-month salary will be divided evenly for twenty-six (26) paydays

4. REQUIRED WORK DAYS BY POSITION TYPE:

BEFORE AND AFTERCARE SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Group Activity Assistants*	190	8/20/20	6/16/21
Floating/Field Coordinators**	220	7/20/20	6/23/21

* The required workdays are 190 of the 192 teacher duty days. The two designated non-duty days for Group Activity Assistants are Friday, October 16, 2020, and Friday, December 11, 2020.

** Eleven-month (11) professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 220 workdays they intend to work during the 2020-2021 school year.

FOOD AND NUTRITION SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Food Service Managers	190	8/19/20	6/16/21
Food Service Field Specialists	260	7/1/20	6/30/21
Food Service Records Technician	260	7/1/20	6/30/21
Food Service Satellite Leaders*	187	8/24/20	6/16/21
Food Service Assistants*	187	8/24/20	6/16/21

* The required workdays are 187 of the 192 teacher-duty days. The two (2) designated non-duty days for Food Service Managers, Food Service Satellite Leaders, and Food Service Assistants are Friday, October 16, 2020, and Friday, December 11, 2020.

HEALTH SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
School RNs, 10-Month*	190	8/20/20	6/16/21
School RNs, 11-Month**	220	7/20/20	6/23/21
School LPNs, 10-Month*	190	8/20/20	6/16/21
School LPNs, 11-Month**	220	7/20/20	6/23/21
Records Assistants*	190	8/20/20	6/16/21
Vision/Hearing Screening Technicians*	190	8/20/20	6/16/21

* The required workdays are 190 of the 192 teacher-duty days. The three designated training days for 10-month RNs, 10-month LPNs, and Vision and Hearing Screening Technicians are Monday, August 24, 2020, Tuesday, August 25, 2020, and Wednesday, August 26, 2020. The two (2) designated non-duty days for 10-month RNs, 10-month, LPNs, 10-month Records Assistants, and Vision and Hearing Screening Technicians are Friday, October 16, 2020, and Friday, December 11, 2020.

** Eleven-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 220 workdays they intend to work during the 2020-2021 school year.

HEARING IMPAIRED SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Interpreters	185	8/21/20	6/15/21

* The required workdays are 185 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 16, 2020, and Friday, December 11, 2020.

INFANT AND TODDLER PROGRAM PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Clerk**	220	7/1/20	6/30/21
Special Educator**	212	7/1/20	6/30/21
Infant Toddler Early Intervention Assistant**	212	7/1/20	6/30/21

** Eleven-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 220 workdays they intend to work during the 2020-2021 school year.

MEDIA SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Media Aides	200	8/14/20	6/22/21

* The required workdays are the 192 teacher duty-days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

210 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Assistant Principals**	210	7/1/20	6/30/21
Instructional Specialist**	210	7/1/20	6/30/21
Wing Coordinators**	210	7/1/20	6/30/21

** 11-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 210 workdays they intend to work during the 2020-2021 school year.

212 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Coordinators*	212	7/30/20	6/23/21
School Psychologists**	212	7/30/20	6/23/21
Mentor Teachers**	212	7/30/20	6/23/21
Consulting Teachers**	212	7/30/20	6/23/21

* The required workdays are the 192 teacher-duty days, plus an additional twenty (20) days: twelve (12) days before teachers report and eight (8) days after teachers leave.

* 10-month Instructional Coordinators follow the 192-day school year.

** 11-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 212 workdays they intend to work during the 2020-2021 school year.

PARAPROFESSIONALS

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Paraprofessional Educators	190	8/20/20	6/16/21
Paraprofessional Educators, Special Education	190	8/20/20	6/16/21

* The required workdays are 190 of the 192 teacher duty-days. The two (2) designated non-duty days are Friday, October 16, 2020, and Friday, December 11, 2020.

ISEA / ISSM / ILT / SUCCESS COACHES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Itinerant Special Education Assistant (ISEA)*	190	8/20/20	6/16/21
In-School Suspension Monitors (ISSM)*	190	8/20/20	6/16/21
Instructional Lead Teachers (ILT)	192	8/20/20	6/16/21
Success Coaches Assistants*	190	8/20/20	6/16/21

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days for Itinerant Special Education Assistants, In-School Suspension Monitors, and Success Coach Assistants are Friday, October 16, 2020, and Friday, December 11, 2020.

GUIDANCE COUNSELORS

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Professional School Counselor, 10 month	192	8/20/20	6/16/21
Professional School Counselor, 11 month	212	7/30/20	6/23/21
Professional School Counselor, 12 month	260	7/01/20	6/30/21

* 11 month counselors must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 212 workdays they intend to work during the 2020-2021 school year.

PARENT ENGAGEMENT ASSISTANTS

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Parent Engagement Assistants (PEA)*	190	8/20/20	6/16/21

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are November 30, 2020, and Monday, January 4, 2021. The three designated training days for 10-month Parent Engagement Assistants are Wednesday, August 26, 2020, Monday October 21, 2020, and Wednesday, January 13, 2021.

SCHOOL-BASED CLERICAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
School Secretary I, 10-month	200	8/14/20	6/22/21
School Secretary II, 12-month	260	7/1/20	6/30/21
School Business Accounting Technicians, 12-month	260	7/1/20	6/30/21
School Accounting Secretary, 10-month	200	8/14/20	6/22/21
School Accounting Secretary, 12-month	260	7/1/20	6/30/21
Registrar, 12-month	260	7/1/20	6/30/21
School Guidance Secretary, 10-month	200	8/14/20	6/22/21
School Guidance Secretary, 11-month*	220	7/20/20	6/23/21
School Guidance Secretary, 12-month	260	7/1/20	6/30/21

School Secretary I, School Accounting Secretary, and School Guidance Secretary, 10-month

The first day of work for 10-month school-based secretaries for the 2020-2021 school year is four (4) duty-days before teachers report. The last day of work is four (4) duty-days after teachers leave, exclusive of snow days. The required number of 200 workdays authorized may not be exceeded. 10-month school-based secretaries will be paid twenty-two (22) equal paychecks.

School Guidance Secretary, 11-month

11-month school-based secretaries are scheduled to work 220 days and will work all 192 teacher duty-days, plus an additional twenty-eight (28) days: twenty (20) days before teachers report and eight (8) days after teachers leave, exclusive of snow days.

* 11-month School Guidance Secretaries must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 220 workdays they intend to work during the 2020-2021 school year.

School Secretary II, School Accounting Secretary, Registrar, and School Guidance Secretary, 12-month
 12-month school-based secretaries are scheduled to work 260 days and will be paid twenty-six (26) equal paychecks.

SAFETY AND SECURITY SERVICES

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Investigator Counselors, 10-month*	200	8/14/20	6/22/21
Security Assistants**	190	8/20/20	6/16/21

* The required workdays are 190 of the 192 teacher-duty days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

** The required workdays are 190 of the 192 teacher duty-days. The two (2) designated non-duty days are Friday, October 16, 2020, and Friday, December 11, 2020.

STUDENT ADVOCATE

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	7/20/20	6/23/21

* Student Advocates must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 220 workdays they intend to work during the 2020-2021 school year.

TRANSPORTATION

POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Assistant Bus Driver Foremen / Trainers	260	7/1/20	6/30/21
Bus Drivers	185	8/17/20	6/15/21
Bus Aides	185	8/17/20	6/15/21
Auxiliary Bus Drivers*	220	7/20/20	6/23/21

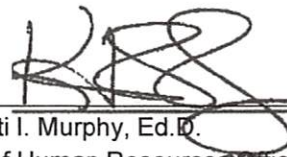
The days designated as In-Service/Bid Days are Monday, August 17, 2020, and Wednesday, August 19, 2020. Dry Run Days are Monday, August 24, 2020, and Wednesday, August 26, 2020. Orientation Day is Friday, August 28, 2020.

* Auxiliary Bus Drivers must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than July 19, 2020, indicating the 220 workdays they intend to work during the 2020-2021 school year.

- 5. **DISPOSITION OF BULLETIN:** Please ensure all affected employees receive and read this bulletin. Retain until June 30, 2021.



Michael Herbstman
 Chief Financial Officer



Kristi I. Murphy, Ed.D.
 Chief Human Resources Officer

Distribution Lists: 1, 2, 3, 4, 5, 6, 8, 10 & 11

Oracle Self-Service and Payroll Services

Employees can access many payroll services online through Oracle Self-Service and the Payroll Services webpage. These tools, and the services available, are listed below:

ORACLE SELF-SERVICE

- Log on to www1.pgcps.org/
- Click on Options (Upper left of the page)
- Click on Staff Portal
- Click on Oracle Self-Service
- Log on using your Username and Password assigned to all PGCPs employees
- Click on PGCPs Employee Self-Service if you wish to access:
 - **Personal Information** to change your address or personal data
 - **Annual Salary** to view salary and pay information
 - **View ePayslip** to view and print payslips
 - **Federal Tax Form** to submit Federal tax withholding changes
 - **State Tax Form** to submit Maryland, Virginia, and District of Columbia tax withholding changes
 - **Benefits** to enroll or make changes to benefits during open enrollment periods
 - **Direct Deposit** to selecting or changing direct deposit authorization
 - **Leave Balances and Leave Request** to check annual, sick, and personal leave balances
 - **My Information** to see a real-time employment summary
 - **Employee W-2** to view and print W-2 statements
 - **Employment Verification** to release employment information and, optionally, salary information to an external organization or person.
 - **Extended Pay Option Enrollment** to enroll in the Extended Pay Option Plan

PAYROLL SERVICES WEBPAGE

- <https://www1.pgcps.org/payroll/>
- Announcements
- Quicklinks
- Absence Management
- Bulletins, Calendars and Form
- ePayslip
- Extended Pay Options
- Frequently Asked Questions
- Oracle Employee Self Service for Payroll
- Sick and Safe Leave Information
- Tax and W-2 Information
- Timekeepers & Approvers
- Training
- W-2 Scam: Be aware

Check out the Bi-weekly Pay Calculator in the Extended Pay Plan Section.

PAYROLL SERVICES

Sasscer Administration Building - 14201 School Lane, Room 132
Upper Marlboro, MD 20772

Payroll: 301-952-6200 | FAX: 301-952-6088

<https://www1.pgcps.org/payroll/>