



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice

1 message

Wilma Marks <wilma.marks@pgcps.org>
Bcc: Sherriel.Sullivan@pgcps.org

Mon, Mar 30, 2020 at 10:37 AM

Hello Timekeepers and Time approvers,

Many have been asking which non-full time regular employees are being paid for this Friday's payday. There are two kinds of such employees.

1. Dedicated Aides, Substitute Paras and temporary employees are employees who are normally paid by manual time entry instead of the automatic creation of hours on timecard. These employees are being paid the same hours for pay period ending 3/27 as they were paid on 3/13.
2. Substitute teachers who received long term for pay period ending 3/13 will be paid the same for pay period ending 3/27.

Short term substitutes, who work randomly selected days for various teachers and schools, will not be paid.

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!**

*******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!](#)