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Timekeeper Notice

1 message

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

Tue, Apr 14, 2020 at 4:20 PM

Hello Timekeepers and Time Approvers,

I hope you are all well.

Here is the latest update on Payroll Processing during COVID closure.

Payroll has been instructed to continue to pay long term subs only if they were paid long term on March 13 for the number of hours they were paid on March 20 and April 3 payday. All long term sub teachers who were paid on March 20 and April 3 will receive the same pay again on April 17.

The following criteria must be met in order for a sub to be classified as long term:

1. Work in the same position (for same teacher or in vacant position) for 15 days
2. No days missed unless covered by Sick and Safe leave
3. Long term subs are paid using Daily Instructional Adjustment element

Additionally, we have been instructed to pay daily (short term) subs who are worked during the timeframe of March 30 through April 10. Please enter time worked on the Oracle Sub time card by April 21 in order for sub to be paid on April 24. If you are unable to enter the time, please send the late sub time form (attached) to me at Wilma.marks@pgcps.org by COB April 17 in order for subs to be paid on April 24.

All employees will be charged leave according to what was submitted on timecards and any worker's compensation or sick bank grants or admin leave approvals. Please remember all regular employees are supposed to be working and submitting leave if they do not work according to what is agreed between them and their supervisor.

Temporary employees will be paid same as they were paid on March 20 and April 3. Please do not key in time for temps as they pay is being mass entered by payroll. Any temp employee time that was entered for temps for this payroll has been removed.

Supplemental pay and second assignments have not been specifically approved so please do not have employees work without ensuring your ID has gotten specific approval from upper management and assurance payroll will receive instruction to pay them.

Salary increases will occur per union agreements for this payroll. SEIU and Local 2250 will get a step increase if their anniversary date is 4/1/2020. For this pay period 8 days will be paid at the new rate and 2 days at the old rate. There will be a negative adjustment on the pay check 4/17/2020

Timecard approval is not required for this payroll.

For additional Corona Virus information for employees please click the link below: <https://www.pgcps.org/coronavirus/employees/>

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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