



Timekeeper Notice June 26 2020

1 message

Wilma Marks <wilma.marks@pgcps.org>

Fri, Jun 26, 2020 at 1:21 PM

Hello Timekeepers and Time Approvers,

1) Time Entry is open to you effective pay period due 7/3. You will be responsible for entering Time Entry Wages for any temps, supplemental pay types, leaves, summer guidance hours and for submitting and approving your timecards. Please ensure you are prepared and have access to Oracle to do what is needed.

*Guidance, Scheduler, ILT and 11 month employee extra days cannot be worked simultaneously. Please have employees work separate days or you will have to provide proof of actual start and end times worked. This may also delay payment as we must await validation before payment can occur.

*Schedulers are setup as second assignments and time is entered by Area Offices.

*Guidance hours will be entered by school timekeepers using hours type Summer Guidance

*Summer school hours will be entered using SS Extended School Year element.

2)The workday bulletin is awaiting approval and will be available soon.

3)Extended Option enrollment is open effective July 1 for employees to enroll for the next school year. Enrollment will be done via Oracle Employee Self Service. Withdrawal will need to be done via form sent to my email. The blank form is attached to this email. Please share with employees who wish to withdraw.

4)If you have 11 month employees who have not completed and submitted their FY21 calendars, please do so asap as the calendars were due to the Payroll Office on June 15.

5)Timecards submission will be due on July 2 as July 3 is a holiday. Please submit the timecards on July 2nd but do not approve until Monday, July 6.

6)It has come to my attention that ILTs are not all aware of how they are paid. Please let your ILTs know ILT days are days assigned to work by the approval of the principal on teacher non-duty days. ILT days cannot be worked on Sundays and must be worked in whole day increments not split into hours. ILT days are to be reported on the timecard for the two week period in which the ILT day is worked.

7)As you know most stipends were paid June 12. Please be aware some corrections and additional stipends are included in June 26 payday in case employees ask.

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!](#)

2 attachments

 **Enrollment Form Employee Extended Pay Option Plans FY21 v2 fillable.pdf**
207K

 **M-3-21 School Year 2020-2021 Extended Pay Option Plan.pdf**
179K

ENROLLMENT

2020-2021

EMPLOYEE EXTENDED PAY OPTION PLAN

This enrollment form is to be completed by any 10-month or 11-month permanent employee who desires to be paid on a 12 month (26 payments) basis. PGCEA employees hired after July 1, 2014 are automatically enrolled in the extended option plan and this form is not required for them.

I elect to have deductions made from my 2020-2021 10-month earnings over 22 installments or 11-month earnings over 24 installments to support extended payments in July and August of 2021 according to the pay schedule provided on the Payroll Services Webpage at www1.pgcps.org/payroll. The Employee Extended Pay Option Plan Bulletin that explains the plan fully can be found on the Payroll Services Webpage at www1.pgcps.org/payroll. I understand that the selection of this escrow pay plan is **IRREVOCABLE** during the school year and may only be changed during the annual open enrollment period. I further understand that no hardship withdrawals from the program can be made during the school year for any reason to include hardship withdrawals.

PRINT INFORMATION LEGIBLY

| | | | | |
|--------------------|-------------------------|-------|-----------|----------------------|
| _____ | _____ | _____ | _____ | _____ |
| EIN | First Name | M.I. | Last Name | Work/School Location |
| _____ | _____ | _____ | _____ | _____ |
| Employee Signature | Employee E-mail Address | | Date | |

THIS ENROLLMENT FORM MUST BE SUBMITTED BY
July 31, 2020, FOR 11-MONTH EMPLOYEES
August 28, 2020, FOR 10-MONTH EMPLOYEES

For Employees Hired Prior to July 1, 2014: All 10-month or 11-month employees participating in the Extended Pay Option Plan will automatically be included in the Extended Pay Option Plan for the next school year unless a **WITHDRAWAL FORM** is completed and received in the Payroll Services Office by the dates indicated on the Withdrawal Form. PGCEA employees hired on or after July 1, 2014 do not have the option to withdraw from the extended option plan at any time. Negotiated agreements requirements prohibit withdrawals during the deduction period; therefore, no withdrawals will be allowed during the school year for any reason to include hardship withdrawals.

Extended Option Pay Disclosure: Prince George's County Public Schools' regular 10-month and 11-month pay period calendar is scheduled so that employees receive a full paycheck for 10 days on their first paycheck even though they may not have worked a full pay period. This benefits employees immediately with a full paycheck but results in the receipt of a portion of their salary before it is earned. Therefore, if employees leave employment anytime during the year, they will have to return any funds paid in advance of days worked. The amount that must be repaid decreases as the school year progresses, the breakeven point is only reached with the last regular biweekly paycheck.

When employees who have opted to enroll in the Employee Extended Pay Option Plan leave employment, are approved for an extended leave, are terminated or suspended or are promoted to a new position during the school year, the money deducted from each biweekly paycheck for the summer payments will be applied against any amount that must be repaid to Prince George's County Public Schools.

Upon Human Resources notice of termination, resignation, retirement, suspension, promotion, or approved leave of absence, the total accumulated contributions will be refunded to the employee subject to the disclosure statement below. Employees on an approved leave of absence may be removed from the Extended Pay Option Plan for the remainder of the fiscal year and will not be automatically enrolled in the plan for the following school year. A new enrollment form will be required during the subsequent enrollment period if affected employees wish to resume participation in the plan.

When extended option pay is paid in a lump-sum payment, it will be subject to the supplemental rate which is approximately 22% for Federal; 6.2% for Social Security; 1.45% for Medicare; and 5.75% plus county for Maryland State, 5.75% for Virginia, or regular tax for District of Columbia.

NOTE: Payroll Services will return a date-stamped copy of this enrollment form to employees.

Return this form to Payroll Services
Via First Class or Certified Mail, Hand Delivery, Email or Fax
Payroll Services, Sasscer Administration Building, 14201 School Lane, Room 132
Upper Marlboro, MD 20772
Phone: 301-952-6200 Fax: 301-952-6088 Email: Payroll.Benefits@pgcps.org



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 3 - 21
Originators Serial No.

May 6, 2020
Date

Payroll Services
Originating Office

June 30, 2021
Cancellation Date

TO: All 10-Month and 11-Month Employees
FROM: Chief Financial Officer
SUBJECT: School Year 2020-2021 Extended Pay Option Plan for 10-Month and 11-Month Employees

I. **PURPOSE:** To provide 10-month and 11-month employees an optional pay method that disburses earnings on a 12-month pro-rata basis.

II. **RESPONSIBILITY:**

The Extended Pay Option Plan is for 10-month and 11-month biweekly employees (excluding substitutes and temporary hourly employees).

Ten-month and eleven-month employees who elect to participate in the Extended Pay Option Plan for the school year 2020-2021 will have funds deducted from their regular biweekly gross pay and accumulated in an escrow account. The accumulated escrow funds will be paid over additional pay dates during the months of July and August, after the end of the school year. Salary changes during the school year will change the extended pay option deduction amount accordingly.

III. **PROCEDURES:**

A. Extended Pay Option Process

1. All 10-month and 11-month employees who wish to participate in the 10-Month or 11-Month Extended Pay Option Plans must enroll through **Oracle Employee Self-Service** by **July 31, 2020 for 11-month employees and August 28, 2020 for 10-month employees**. Instructions for using Oracle Employee Self-Service are included at the end of this bulletin. Enrollments received after these dates **will not** be processed. Enrollment is only allowed after these dates for newly hired employees. Deductions will begin within two scheduled pay dates following the employee's enrollment.
Note: When enrollment is done after the first payroll of the school year, the extended option pay amount during the summer will be lessened.

Enrollment assistance can be provided for employees who have limited access to Oracle Employee Self Service by contacting Payroll Services at 301-952-6200, Payroll.Benefits@pgcps.org, or by visiting Room 132, Sasscer Administration Building, 14201 School Lane in Upper Marlboro.

2. For employees hired prior to July 1, 2014 and Non-PGCEA employees:
All 10-month and 11-month employees currently participating in the Extended Pay Option Plan WILL AUTOMATICALLY CONTINUE in the plan during the school year 2019-2020 unless Payroll receives a signed and dated withdrawal form by July 31, 2020 for 11-month employees or August 28, 2020 for 10-month employees. Withdrawal forms received after these dates will not be processed.
3. For PGCEA employees hired after July 1, 2014:
PGCEA union has elected to institute a mandatory enrollment for all members hired on or after July 1, 2014. For newly hired or re-hired PGCEA members, no action is required; these employees will be automatically enrolled in the extended pay program. Newly hired or rehired PGCEA employees do not have the option to withdraw from the extended option plan at any time to include withdrawals for hardship reasons. This also applies to employees transferred from non-PGCEA position into PGCEA positions. Rehired Retirees are exempted from this mandatory enrollment.

4. Early or Partial Withdrawals

- a. Negotiated agreement requirements prohibit withdrawals during the plan year. As such employees will not be able to make partial or full withdrawals during the school year. Employees who are not certain they can have the deduction for the entire year should withdraw during the open enrollment period beginning **July 1, 2020** and ending **July 31, 2020**, for 11-month employees or **August 28, 2020**, for 10-month employees.
- b. During the designated withdrawal period, withdrawal forms will be available on the Payroll Services Web page at <http://www1.pgcps.org/payroll/> or at the Payroll Services Office, Room 132, Sasscer Administration Building, 14201 School Lane, Upper Marlboro, 301-952-6200.

B. Extended Pay Option Adjustments

1. A leave without pay or unpaid leave status, resulting in an employee not receiving a scheduled payment **will reduce** the amount of the additional summer payments.
2. Employees who are placed on an approved leave of absence without pay to the end of the school year by the Absence Management Office will be removed from the Extended Pay Option Plan for the remainder of the fiscal year. The total of all accumulated Extended Pay Option Plan deductions will be refunded to the employee unless there is an overpayment resulting from one or more of the following: leave of absence, resignation, retirement, termination, promotion, or transfer. Employees must re-enroll via Oracle employee self service during the open enrollment period for the new school year if they want to resume participation in the plan.
3. The only deductions taken during the summer payments will be subject to mandatory taxes (federal, state, Medicare, and social security), wage collections, child support orders, state and federal tax liens, and court-ordered garnishments on wages. Benefit deductions (health insurance, tax-sheltered annuities, retirement, credit union, etc.) will follow the same schedule announced for all employees and will be deducted from the payments received during the normal 10-month 22 pay cycles or 11-month 24 pay cycles.
4. Each employee is responsible for monitoring voluntary deductions and notifying Payroll Services at Payroll.Benefits@pgcps.org of any discrepancy in the deductions in a timely fashion.

C. Extended Pay Option Disclosure

Prince George's County Public Schools' regular 10-month and 11-month pay period calendar is scheduled so that employees receive a full paycheck on their first payday even though they may not have worked a full pay period. This benefits employees immediately with a full paycheck but results in the receipt of a portion of their salary before it is earned. Therefore, if employees leave employment anytime during the year, they will have to return any funds paid in advance of the days worked. The amount that must be repaid decreases as the school year progresses, but the breakeven point is only reached with the last regular paycheck of the school year.

Employees enrolled in the Employee Extended Pay Option Plan who subsequently leave employment or encounter a break in service are subject to have the extended option funds applied against any amount that must be repaid to Prince George's County Public Schools in producing their final paycheck.

All lump sum Extended Option payments are subject to the supplemental rate tax which is approximately 22% for Federal; 6.2% for Social Security; 1.45% for Medicare; and 5.75% plus county for Maryland State, 5.75% for Virginia, or regular tax for District of Columbia.

D. Processing Errors or Enrollment Corrections

1. Prince George's County Public Schools (PGCPS) is committed to honoring employee requests to take advantage of the Employee Extended Pay Option Plan.
2. PGCPS will use its best efforts to provide expedited corrections or adjustments of Extended Pay Option Plan deductions associated with its alleged failure to enroll employees in the deduction plan or a processing error of the automated payroll system.
3. Automation processing errors – If a processing error of the automated payroll system occurs and deductions are not made, PGCPS Payroll Services Office will correct the processing error before the next paycheck. No catchup deductions will be taken. Employees' summer pay will be based on the total amount actually withdrawn during the school year.
4. Enrollment Corrections - If an Employee Extended Pay Option Plan is not implemented due to an error on the part of Payroll Services; PGCPS Payroll Services shall make all reasonable efforts to enroll an affected employee no later than the third paycheck after the start of the school year, provided Payroll Services is contacted no later than 3 work days after the second paycheck of the school year.
 - a) In order for any corrections to be made by the third paycheck, the employee's automatic Oracle Employee Self-Service Enrollment date will be used as proof that enrollment was submitted on time and according to the enrollment guidelines. This must be done no later than 3 work days after the third paycheck of the school year. The deduction will be entered so that it is effective with the fourth scheduled paycheck.
 - b) PGCPS Payroll Services will make its best effort to investigate any reported error and take corrective action as expeditiously as possible, but no later than the third paycheck and continued through the last paycheck. If the investigation/confirmation exceeds two business days from the date that Payroll Services is notified of the error, Payroll Services will make its best effort to communicate with affected employee(s) by the end of the close of the second business day of record and explain the reason for the extended time.
 - c) PGCPS will not be responsible for Employee Extended Pay Option Plan enrollments that are not submitted properly. The Self-Service enrollment procedure will generate an e-mail notification to each employee at their PGCPS e-mail confirming their enrollment. If an employee does not receive this notification within (one) 1 day of enrollment, they should enroll on-line again and ensure all steps are completed properly.

Information about the Extended Pay Option Plan is available on the Payroll Services webpage (www1.pgcps.org/payroll/).

An Extended Pay Option Plan Estimator is also available on the Payroll Services webpage (www1.pgcps.org/payroll/). Any questions regarding this Bulletin should be directed to Payroll Services at 301-952-6200, or via email to Payroll.Benefits@pgcps.org.

IV. **FILING INSTRUCTIONS:** Retain until June 30, 2021.



Michael Herbstman
Chief Financial Officer

Payroll Services Oracle Employee Self Service and Web Page Services

Employees can now access many payroll services online through [Oracle Employee Self Service](#) and the [Payroll Services Webpage](#). These two tools and the services available are listed below.

[Oracle Employee Self Service @ www1.pgcps.org](#)

- **Log on** to [www1.pgcps.org/](#)
- **Click on** the [/Employee Self Service Tab](#) (upper left of the page)
- **Log on** using your Username and Password assigned to all PGCPs Employees
- **Click on** [PGCPs Employee Self Service](#) listed in the [Navigator Menu](#)
- **Click on** the Employee Self Service you wish to access:
 - **Personal Information** to change your address or personal data.
 - **Annual Salary**
 - **View ePayslip** to view and print the most current and past payslips.
 - **Federal Tax Form** to submit Federal Withholding changes.
 - **State Tax Form to submit** Maryland, Virginia, and District of Columbia tax withholding changes.
 - **Benefits**
 - **Payslip Options**
 - **Manage Payroll Payments** by selecting or changing your direct deposit authorization.
 - **Leave Balances and Extended Leave Request** to check annual, sick, and personal leave balances.
 - **My Information**
 - **Employee W-2** to view and print the most current and past W-2 statements.
 - **Employment Verification**
 - **Extended Pay Option Enrollment** to enroll in the Extended Pay Option Plan.

[Payroll Services Webpage @ www1.pgcps.org/payroll/](#)

- Payroll Services Home Page
- Payroll Services Staff Directory
- Payroll Services Forms
- Payroll Services Calendars
- Associated Offices
- Payroll Services Tax Information
- Extended Pay Option Plan
- Employee Self Service
- Training

[Check out the Extended Option Pay Plan Calculator on the Payroll web page!](#)

Payroll Services
Sasscer Administration Building
14201 School Lane, Room 132
Upper Marlboro, MD 20772
PH: 301-952-6200 FAX: 301-952-6088
Website: [www1.pgcps.org/payroll/](#)
Email: Payroll.Benefits@pgcps.org