



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice June 5 2020

1 message

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

Fri, Jun 5, 2020 at 2:07 PM

Hello Timekeepers and Time Approvers,

Payroll was informed that we are now able to pay ELO and ILT. If you have Extended Learning Program hours or ILT days which occurred over recent weeks, please send the properly completed forms to your payroll clerk. They will be processed within two pay periods after they are received in Payroll. Time in a current pay period may be put on the Oracle online timecard.

June 12 pay period will include payments for the following:
PDS Mentors, BRICK Grant, PGCEA National Boards and ASASP & PGCEA Other National Certifications

End of Year Resignations/Retirements/Transfers:
As the year ends and employees resign or retire and, please help cut down on calls/emails to payroll clerks by letting staff know payouts will be done within two pay periods after the pay period in which their last day occurs. Some transfers will also require payouts. The two pay period payout will apply to those as well. End of year is a busy time and it is difficult to get these done earlier.

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

 **PRS-103-Late ELO Time (1).pdf**
220K



PRS-105-Late ILT days.pdf
239K

GUIDELINES

1. This form is to be used to request pay for time not reported within a past pay period as pay for teachers working in an Extended Learning Program. This form is to be used as source document for hours payable to Teachers only.
2. Individual dates and employees must be reported for each line. Do not group dates or hours on one line. More than one employee can be listed on the form.
3. If a budget code is left blank, the School/Office funds will be used as the default cost string.
4. This form is not to be used to pay any other category of employee working on an ELO program.
5. Teachers may be paid ELO hours for time worked in evenings after normal scheduled work hours or on Saturday's. No Sundays.
6. The rate of pay for extended learning hours is 1/1500 of annual salary.
7. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
8. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.

NOTE: If additional lines are needed, please start a new form.



Prince George's County Public Schools
PAYROLL SERVICES DEPARTMENT

Signature Required Upon Submission
Email to Payroll Clerk
FILE COPY KEPT IN SCHOOL FOR 5 YEARS

ILT Days Late Time Report
For INSTRUCTIONAL LEAD TEACHERS Only

School/Office: _____

Payroll Period Ending: _____

Hours Type: PGCEA ILT Extra Days

Employee Name <i>Please Print or Type</i>	Employee Assignment Number	Hours Worked	Date Worked	Comments

Name: _____

Approval Signature: _____

Title: _____

Date: _____

GUIDELINES

1. This form is to be used to request pay for time not reported on timecard for ILT teachers only.
2. Individual dates and employees must be reported for each line. Do not group dates or hours on one line. More than one employee can be listed on the form.
3. If a budget code is left blank, the School/Office funds will be used as the default cost string.
4. This form is not to be used to pay any other category of employee or for any other type of pay to ILT teachers.
5. ILT Teachers may be paid work in full days only on non-duty days or Saturday's. No Sundays and no hours less than full day.
6. ILT days paid per year may not exceed 10 and can be worked from July 1 to June 30 with principal pre-approval.
7. The rate of pay for ILT hours is the employee's regular hourly rate.
8. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
9. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.