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## Timekeeper Notice July 9 2020

1 message

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

Thu, Jul 9, 2020 at 11:18 AM

Hello all,

Summer is here. I hope everyone is enjoying the heat!

The first summer paycheck is July 10. Employees who had extended option pay deductions will receive their first installment this Friday. Employees in summer school programs will be paid assuming all were set up and time entered. If there are any discrepancies for summer school time, please email Cheryl Cooper-Noble directly.

Please remember you all are responsible for time entry. The time for the next pay period is due on July 17. Please make sure time is entered on the timecard to ensure employees are paid timely.

The July 1 leave accrual process is complete. All use or lose leave balances from June 30 was rolled over to sick leave. Employees can now see their leave balances with carryovers and new projected leave for FY21.

The Workday Bulletin is complete. It is attached here and is available on the Payroll Website at <https://www.pgcps.org/payroll/bulletins-calendars-forms/>

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

- 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	8/3/20	6/23/21
Instructional Specialist**	210	8/3/20	6/23/21
Wing Coordinators**	210	8/3/20	6/23/21

\*\* 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.

**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 October 18, 2020, and Monday, January 4, 2021. The three designated training days for 10-month Parent Engagement Assistants are Wednesday, August 26, 2020, Monday, November 30, 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**

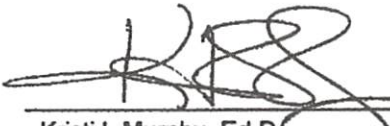
POSITION TYPE	REQUIRED WORKDAYS	FIRST DAY OF WORK	LAST DAY OF WORK
Assistant Bus Driver Foremen / Trainers	260	7/1/20	6/30/21
Bus Drivers	185	8/17/20	6/15/21
Bus Aides	185	8/17/20	6/15/21
Auxiliary Bus Drivers*	220	7/20/20	6/23/21

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/](http://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/>