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## Timekeeper Notice 9/24/2020

1 message

Wilma Marks <wilma.marks@pgcps.org>

Thu, Sep 24, 2020 at 1:46 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, "Hudson, Frieda" <frieda.hudson@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lyneshia Woodland <lyneshia.woodland@pgcps.org>

Hello Timekeepers,

**Payroll is due Friday Sept 25.** Please remember schools and offices are closed Monday so ensure all time including sub time is correctly entered. For Sub time please ensure the time is correctly entered in Oracle sub timecard or in Frontline for Friday night transfer to Oracle. Sub time will be pulled on Monday and you will not be able to make changes to sub time on Tuesday.

If you have sub teachers becoming full time regular teachers, please notify Bonnie Tippett once the full time date is known. This will help her to pay out their sub teacher time before that assignment is end dated.

**All sub assignments must be entered into Frontline including the duration of the assignment.** This must be done as soon as the assignment is known. Sub teacher time will transfer when the day of work occurs. Please do not setup the assignment for individual days if you know the length of the assignment.

**Please remember Covid-19 test results are confidential medical information.** Please only send this information to the payroll director. Please do not share this information with others if the employee provides it to you. If possible, have the employee send the results to the director instead of to you.

*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!

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