



Timekeeper Notice March 4 2021

1 message

Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 4, 2021 at 2:00 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

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Hello Timekeepers,

Here are a few updates. Please share information with time approvers and employees.

1. **EOP and VEP**

The two pay types which replaced night school are to be entered on timecards following the limits assigned by the program. EOP and VEP hours are to be entered on the timecard by normal timecard deadline. Please remember the limit is 2.5 hours per day and Tuesday and Thursday only.

2. The **Late ELO form** has been updated to include the hours limit, which is 4 hours per day. The updated form is attached to this email.

3. **If an employee is absent you must enter some type of leave.**

If the employee will be out more than 10 or 15 days, inform the employee they must apply for long term leave and inform your payroll clerk. If the employee has been absent without approval for more than 3 days, the time approver is supposed to report to ELRO and send a written request to the employee to ask for status. These steps are very important to avoid overpayment and capture employee departures from the school system.

4. **Timekeeper Q&A Virtual:** The next session is scheduled for Wednesday March 10 at 1:30PM. Please go to MyPPS to signup.

5. **Quarantine/Vaccination Leave**

Employees can use vaccination leave for vaccines received during holidays and non-duty days. The vaccination leave will be available on the next duty day following the vaccine. Employees can receive up to a maximum of 3 days for vaccination leave. Employees with appointments in the evening will receive 1/2 day of vaccination leave for that day as well as a full day of vaccination leave for the next duty day.

Quarantine leave cannot be granted for employees who become sick from the vaccination shot; employees will have to use their own leave.

Employees who have received both doses of the vaccination and subsequently come in contact with someone who test positive are not eligible for quarantine leave.

All quarantine leave requests and inquiries should be emailed to quaran.leaverequests@pgcps.org

6. **RTW - issues/concerns**

Employees with underlying risk factors/issues can apply for extended leave; refer them to the absence management website at <https://www.pgcps.org/offices/business-management-services/payroll-services/absence-management> to retrieve the appropriate forms to complete.

If employees request SLB, the employees will need to contact their union for further assistance and to obtain the SLB forms.

If an employee requests teleworking, they will need to contact their supervisor for further direction.

Employees needing accommodations can contact the Equity Assurance Office - <https://www.pgcps.org/equity-assurance/>

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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 **PRS-103-Late ELO Time.pdf**
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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. The limit for Extended Learning hours is four hours per day so a max of four hours may be entered on each line which is for each date.
4. If a budget code is left blank, the School/Office funds will be used as the default cost string.
5. This form is not to be used to pay any other category of employee working on an ELO program.
6. Teachers may be paid ELO hours for time worked in evenings after normal scheduled work hours or on Saturday's. No Sundays. (Maximum of 4 hours each day)
7. The rate of pay for extended learning hours is 1/1500 of annual salary.
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.

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