



Wilma Marks &lt;wilma.marks@pgcps.org&gt;

## Timekeeper Notice July 1 2021

95 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 12:13 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>, Payroll Director <frieda.waith@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Hello Timekeepers,

1. FY22 Bulletins have been approved and are attached. Please share these with your employees and your administrative staff.
2. Summer Workweek: It was announced that Dr. Goldson approved employee liberal leave on Fridays from June 28 to Aug 6. During this time, the submission of timecards will be allowed from Thursdays prior to the normal timecard due date Friday. Timekeepers will be able to submit timecards on Thursday if they plan to be off on Friday. Time Approvers should not approve timecards until after 3pm on Fridays or the following Monday.
3. Assistant Principals may be working two weeks in July. If they are selected to do this, these are the related rules which have been given to payroll:
  - a. The two weeks are to be consecutive
  - b. No leave may be used in lieu of any of the 10 days
  - c. The days may not be worked on weekends or holidays
  - d. Days will be a full 8 hour days
  - e. If the days are worked at a school other than the Assistant Principal's regular school, the time will be submitted to Payroll for entry.

The form for this late time submission will be supplied to you soon.

Assistant Principal's 210 day calendar has the following rules this year:

  - a. May not work any of the 210 contracted days in July
  - b. Please ensure all 210 days begin after August 1.
  - c. All Assistant Principal's must work the 180 student days
4. The 11 month calendar for all 11-month staff is attached. Please distribute to staff for completion. Please check for accuracy of number of days and that no Sundays or Holidays are included then submit to Payroll clerks as color copy if at all possible.
5. Summer school program time entry will vary this year. Please look out for information on how to accurately enter time for summer programs.
6. Timekeeper Q&A will be held via zoom on July 14 from 2:30 to 3:30. Please go to this google doc link to sign up for a session.  
<https://docs.google.com/spreadsheets/d/1oYJOPZjr55jpNPZq5bZbjoVko7GtBPmWgHNYyAndHwk/edit?usp=sharing>
7. The process to update the leave balances for the effective date of July 1, 2021, cannot be done until after the pay period including the final June days (6/19/2021-7/02/2021) is run. Once the process is complete the leave balances will be corrected. At this time, we do not have the exact date the process will be run.

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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### 7 attachments

- M-2-22 School Year FY22 Extended Pay Option Plan.pdf  
180K
- 2021-2022 11 month employee\_yearly\_calendar (4).docx  
28K
- M-1-22 Payroll Procedures for the 2021-22 School Year.pdf  
215K
- M-3-22 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY22 - Final.pdf  
221K
- Payroll Schedule for 2021-2022.xls  
39K
- Withdrawal Form Employee Extended Pay Option Plans FY22.docx  
19K
- M-4-22 Employee Pay Schedule for the 2021-2022 School Year.pdf  
256K

Valerie Edmondson <valerie.edmondson@pgcps.org>  
To: Wilma.Marks@pgcps.org

Thu, Jul 1, 2021 at 12:14 PM

Greetings,

Thank you for your email. I am away from the office. I will respond to your email upon my return. Thank you.

--

Best regards,

**Valerie Edmondson**  
Prince George's County Public Schools  
Office of Pupil Personnel Services  
7711 Livingston Road, Suite K  
Oxon Hill, MD 20745  
Office: (301) 780-5910 | Fax: (301) 567-8606

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Chaquita Taylor <chaquita.taylor@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 12:19 PM

Good Afternoon,

The sign in sheet for the July 14th session is View-Only.

Thank You,  
Chaquita Taylor

Longfields Elementary School  
3300 Newkirk Ave  
Forestville, MD 20747  
301-817-0455, Main Office

[Quoted text hidden]

---


Shani Jackson <shani.jackson@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 12:28 PM

Good afternoon,

Thank you Wilma.

---

 Shani Keene  
Executive Assistant to the Chief of Staff  
Prince George's County Public Schools  
Office: 301-780-6862  
Website: <http://www1.pgcps.org/>

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

---

Gladys Rosario <gladys.rosario@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 12:40 PM

Good afternoon,

I am not able to type my name on the google doc for the Timekeeper Q&A.

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

--  
 Gladys Rosario  
 William Wirt Middle School  
 Administrative Assistant  
 Strengths: Adaptability, Responsibility, Harmony, Deliberative & Arranger  
 301-985-1720 (Office)  
 73502 - EXT  
 301-985-2135 (Fax)

**Alma Willie** <alma.willie@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 12:51 PM

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Bonnie Tippet <Bonnie.Tippet@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>, Payroll Director <frieda.waithe@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Received, thank you.

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
 [Quoted text hidden]

--  
 Alma Willie  
 Charles Carroll Middle  
 Principal Secretary  
 (301)918-8640  
 Fax (301)918-8646  
[alma.willie@pgcps.org](mailto:alma.willie@pgcps.org)

**Denise Williams** <denise2.williams@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 1:00 PM

Good afternoon Ms. Marks,

I hope this email finds you well. I tried to sign up for a Q & A session and was unable to do so.

Thanks

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
 [Quoted text hidden]

--  
 Denise Edwards Williams  
 Registrar  
 Mount Rainier Elementary School  
[denise2.williams@pgcps.org](mailto:denise2.williams@pgcps.org)  
 (301) 985-1810

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Chaquita Taylor <chaquita.taylor@pgcps.org>

Thu, Jul 1, 2021 at 1:01 PM

Thank you. I was worried about that. I will do a separate sharing of the doc.

**Wilma Marks**  
 Supervisor Operations and Procedures  
 Payroll Services  
 301-952-6351  
 Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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Click [HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator!**

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[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 1:04 PM

To: Gladys Rosario <gladys.rosario@pgcps.org>

I am sorry. I don't think I did a good job sharing that in the email.  
I just sent it again as a separate email.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Denise Williams <denise2.williams@pgcps.org>

Thu, Jul 1, 2021 at 1:05 PM

I am sorry. I don't think I did a good job sharing that in the email.  
I just sent it again as a separate email.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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**Gladys Rosario** <gladys.rosario@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 1:05 PM

No problem, thank you!

[Quoted text hidden]

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**Cassandra Brooks** <cassandra.brooks@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 1:07 PM

Great day Wilma,

Thank you for all the updates. Have a wonderful day.

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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**Renee Johnson** <renee.johnson@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 2:30 PM

My Assistant Principal is working two weeks during July, at her assigned school. Please let me know who this time is to be documented on the timecard.

Renee Johnson  
 Secretary II/Bookkeeper  
 Woodridge ES  
 5001 Flintridge Drive  
 Hyattsville, MD 20784  
 301-918-8585 office  
 301-918-4462 fax  
 Renee.Johnson@pgcps.org  
 www1.pgcps.org

Strategic, Belief, Responsibility, Positivity, Futuristic

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
 [Quoted text hidden]

Gladys Rosario <gladys.rosario@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 2:39 PM

I haven't received your updated email.  
 [Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
 To: Renee Johnson <renee.johnson@pgcps.org>

Thu, Jul 1, 2021 at 3:11 PM

Hello,

The element is being built. As soon as it is ready and available, that information will be sent out to timekeepers.

Sincerely,  
 Wilma Marks  
 Supervisor Operations and Procedures  
 Payroll Services  
 301-952-6351  
 Fax: 301-952-6088

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
 To: Gladys Rosario <gladys.rosario@pgcps.org>

Thu, Jul 1, 2021 at 3:12 PM

It should have gone out to you already but I just tried again.

Wilma Marks  
 Supervisor Operations and Procedures  
 Payroll Services  
 301-952-6351  
 Fax: 301-952-6088

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---

**Nadia Cameron** <nadia.cameron@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 3:14 PM

Good afternoon,

The Q&A link does not allow me to add my name or take me to the Google form.  
Please advise or add me to the list. Thank you.

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

--

**Nadia Cameron**  
*Prince George's County Public Schools*  
*Secretary II*  
*Thomas Pullen K-8 Arts Academy*  
700 Brightseat Road  
Landover MD 20785  
[301.808.8160](tel:301.808.8160)  
[301.808-8166](tel:301.808.8166) Fax  
[www.pgcps.org](http://www.pgcps.org)

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Nadia Cameron <nadia.cameron@pgcps.org>

Thu, Jul 1, 2021 at 3:23 PM

I am sorry. I am having issues with that.  
I will share with you.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
301-952-6351  
Fax: 301-952-6088

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**Andrea Batson** <andrea.batson@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 1, 2021 at 4:43 PM

Hello Ms Marks,

If we have time entry on our time cards for 10 month support should we submit that time? Or will the person who entered it submit it? The paraprofessionals and teachers are doing summer school.  
Please advise

Thanks

Respectfully,  
Andrea Batson

Administrative Assistant  
Bradbury Heights Elementary School  
[1401 Glacier Ave.](#)  
[Capitol Heights, Maryland](#)  
20743

301-817-0570-Main Number  
301-817-0573-Fax

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On Jul 1, 2021, at 12:14 PM, Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

<M-2-22 School Year FY22 Extended Pay Option Plan.pdf>  
<2021-2022 11 month employee\_yearly\_calendar (4).docx>  
<M-1-22 Payroll Procedures for the 2021-22 School Year.pdf>  
<M-3-22 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY22 - Final.pdf>  
<Payroll Schedule for 2021-2022.xls>  
<Withdrawal Form Employee Extended Pay Option Plans FY22.docx>  
<M-4-22 Employee Pay Schedule for the 2021-2022 School Year.pdf>

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Andrea Batson <[andrea.batson@pgcps.org](mailto:andrea.batson@pgcps.org)>

Thu, Jul 1, 2021 at 4:46 PM

You should not need to. If someone has access to enter time for those people, they should also have access to submit.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

**Andrea Batson** <[andrea.batson@pgcps.org](mailto:andrea.batson@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Thu, Jul 1, 2021 at 4:48 PM

Ok, thanks so much for the quick response.

Have a great day.

Respectfully,  
Andrea Batson

Administrative Assistant  
Bradbury Heights Elementary School  
1401 Glacier Ave.  
Capitol Heights, Maryland  
20743  
301-817-0570-Main Number  
301-817-0573-Fax

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On Jul 1, 2021, at 4:46 PM, Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

**Gladys Rosario** <[gladys.rosario@pgcps.org](mailto:gladys.rosario@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Fri, Jul 2, 2021 at 8:22 AM

Thank you so much! I have received it and signed up. Have a great holiday weekend!

[Quoted text hidden]

**Devilan Cowherd** <[devilan.cowherd@pgcps.org](mailto:devilan.cowherd@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Fri, Jul 2, 2021 at 9:31 AM

Good morning Wilma. What is the hours type for a 10-month support employee with a second assignment?

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:  
 [Quoted text hidden]

--  
 Devilan Cowherd  
 Secretary II  
 University Park Elementary School  
 (301) 985-1898

"If you don't stand for something, you'll fall for anything!"

---

**Nathaniel Okoroafor** <[nathaniel.okoroafor@pgcps.org](mailto:nathaniel.okoroafor@pgcps.org)>  
 To: Sabrina Bond <[sabrina.adams@pgcps.org](mailto:sabrina.adams@pgcps.org)>  
 Cc: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Fri, Jul 2, 2021 at 9:32 AM

Good morning Ms. Bonds,

I think you should be the one making entries for those doing summer school at your location. I've cc'd my supervisor, Wilma Marks here to correct me if I am wrong.

Thanks

On Fri, Jul 2, 2021 at 9:24 AM Sabrina Bond <[sabrina.adams@pgcps.org](mailto:sabrina.adams@pgcps.org)> wrote:  
 Good Morning,

I have a question regarding summer work hours for School Counselors. I was informed that the approval and set up happens through another office, however, will I be the one to enter the time worked on the timecard?

Thank you in advance for your help and enjoy your weekend.  
 Sabrina

On Thu, Jul 1, 2021 at 12:25 PM Nathaniel Okoroafor <[nathaniel.okoroafor@pgcps.org](mailto:nathaniel.okoroafor@pgcps.org)> wrote:  
 Good Afternoon,

FYI.

Thanks  
 [Quoted text hidden]

--  
 Nathaniel Okoroafor  
 Payroll Specialist  
 \*Phone\*: (301) 952-6513  
 \*Fax\*: 301-952-6088

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Regards,

Mrs. Sabrina D. Bond  
 Registrar/Principal's Secretary  
 Chesapeake Math & IT Academy PCS  
 14800 Sweitzer Lane  
 Laurel, MD 20707  
 Phone: 240-767-4080  
 Fax: 301-560-3461  
 Email: [secretary@cmitacademy.org](mailto:secretary@cmitacademy.org)  
 Web: [cmitacademy.org](http://www.cmitacademy.org) <<http://www.cmitacademy.org>>

--  
 Nathaniel Okoroafor  
 Payroll Specialist  
 \*Phone\*: (301) 952-6513  
 \*Fax\*: 301-952-6088



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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 9:55 AM

Good Morning,  
Second assignments are always paid using Time Entry Wages hours type. You have to key in the EAN on the Job Assignment field also.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

*Strategic, Input, Consistency, Connectedness, Relator*

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**Please, take a moment to rate our service by clicking the link below:**

[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

---

**Sabrina Bond** <sabrina.adams@pgcps.org>  
To: Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 9:49 AM

Thank you so much for your help.

It looks like I have everything covered now.

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>  
Cc: Sabrina Bond <sabrina.adams@pgcps.org>

Fri, Jul 2, 2021 at 9:57 AM

Hello all,  
Cheryl Cooper may be better able to help you.  
The assigned summer school timekeepers usually work with Cheryl.

Cheryl,  
Do you know if Ms. Bond will be expected to enter hours for summer hours for school counselors?

Thank you,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

**Malaika Dorn** <mdorn@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 10:01 AM

Hi Wilma,

Thank you for sending this information!

Have a great day!

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--  
Malaika Dorn, Secretary II  
Buck Lodge Middle School  
2611 Buck Lodge Road  
Adelphi, MD 20783  
[mdorn@pgcps.org](mailto:mdorn@pgcps.org)  
(301) 431-6290  
(301) 431-6294 fax  
[www.pgcps.org](http://www.pgcps.org)

**Leandro Pavon** <Leandro.Pavon@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 10:17 AM

Morning Mrs. Marks,

I hope all is well. I'm just emailing because I wasn't sure if you were aware that the 11 Month Employee Calendar is missing the last week of each month.

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]



**Leandro Pavon**  
*Principal Secretary*  
*Riverdale Elementary School*  
Strengths Finder  
**Strategic-Individualization-Input-Relator-Learner**

[Office Hours with Pavon Select A Time](#)

**Cheryl Cooper-Noble** <cheryl.cooper@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 10:19 AM

Wilma,

This is not summer school and she isn't a summer school timekeeper.

She is asking about Summer Guidance.

If you have any additional questions,  
please visit our website at: <https://www.pgcps.org/payroll>

or email our general mailbox at [Payroll.benefits@pgcps.org](mailto:Payroll.benefits@pgcps.org)

Employees should also monitor the Reopen PGCPS portion of the PGCPS  
website: <https://www.pgcps.org/reopen-pgcps>

Cheryl L. Cooper-Noble, FPC  
 Payroll Analyst - Time and Leave Accountability.  
 Payroll & Benefit Services  
 14201 School Lane, Rm. 134  
 Upper Marlboro, MD 20772  
 (O) 301-952-6089  
 (Fax) 301-952-6088

Please feel free to take our customer service survey and let us know how we are doing.

[Customer Satisfaction Survey](#)

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
 To: Leandro Pavon <Leandro.Pavon@pgcps.org>

Fri, Jul 2, 2021 at 10:21 AM

Hi,

I don't see that.

**11 Month Employee Calendar**

2021-2022 School Calendar

July '21							August '21							September '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

October '21							November '21							December '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

January '22							February '22							March '22								
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S		
						1				1	2	3	4	5				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28						27	28	29	30	31				
30	31																					

April '22							May '22							June '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

■ Holidays
 ■ Professional Development Days for

Wilma Marks  
 Supervisor Operations and Procedures  
 Payroll Services  
 301-952-6351  
 Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

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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!](#)

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Cheryl Cooper-Noble <cheryl.cooper@pgcps.org>

Fri, Jul 2, 2021 at 10:27 AM

Sorry. Thank you.  
Who enters those?

Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

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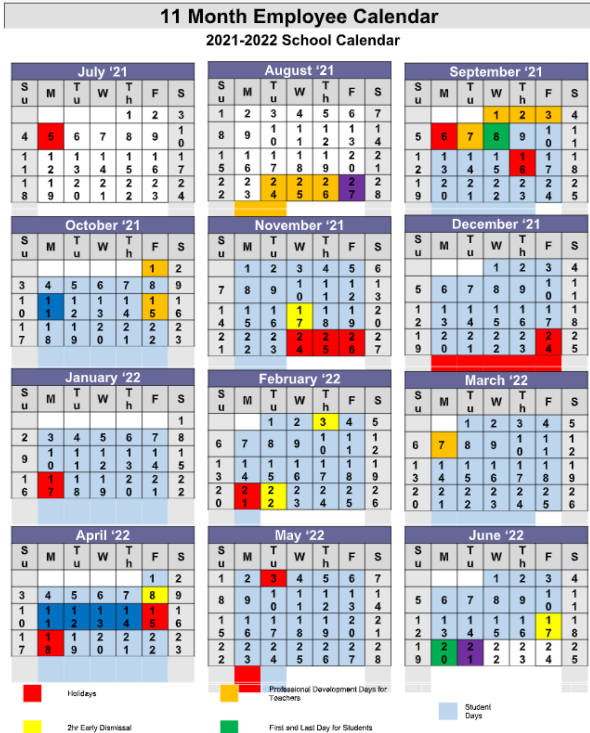
[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

Leandro Pavon <Leandro.Pavon@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 10:27 AM

It has to be downloaded, below is what it looks like when you click the document.



Thank you  
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Leandro Pavon <Leandro.Pavon@pgcps.org>

Fri, Jul 2, 2021 at 10:32 AM

Oh yes. Someone else mentioned the weird dates if you just view it from the email.  
Yes, it must be downloaded to work. Not sure why though.

Wilma Marks  
 Supervisor Operations and Procedures  
 Payroll Services  
 301-952-6351  
 Fax: 301-952-6088

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[Quoted text hidden]

---

**Cheryl Cooper-Noble** <cheryl.cooper@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>  
 Cc: Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Sabrina Bond <sabrina.adams@pgcps.org>

Fri, Jul 2, 2021 at 10:36 AM

Sabrina,

I do see that Natalie Gaudette was approved for summer counselor if that is who you are referring to.

And yes you can enter her time on her primary job using Summer Guidance Hours.

If you have any additional questions,  
 please visit our website at: <https://www.pgcps.org/payroll>

or email our general mailbox at [Payroll.benefits@pgcps.org](mailto:Payroll.benefits@pgcps.org)

Employees should also monitor the Reopen PGCPS portion of the PGCPS  
 website: <https://www.pgcps.org/reopen-pgcps>

**Cheryl L. Cooper-Noble, FPC**  
 Payroll Analyst - Time and Leave Accountability.  
 Payroll & Benefit Services  
 14201 School Lane, Rm. 134  
 Upper Marlboro, MD 20772  
 (O) 301-952-6089  
 (Fax) 301-952-6088

**Please feel free to take our customer service survey and  
 let us know how we are doing.**

**Customer Satisfaction Survey**

[Quoted text hidden]

---

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 12:56 PM

This is for my 10 month Registrar. Her second assignment started on June 23, 2021. When I go to her time card, it only gives me the options under Hours Type "Regular Extra Time" that makes sense. Is this what I am using?

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 1:02 PM

Reg Extra Time is not the pay type to be used for second assignment. That is for when employees are working extra hours on their normal work days at their regular job tasks.

If you would like to send me the EIN, I can check to see if the second assignment is setup.

Once you know it is setup, you would add the time under the temp timecard by adding the employee's name, EIN and hours type Time Entry Wages. There would be no pre-population of data for second assignment.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
 301-952-6351  
 Fax: 301-952-6088

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[Quoted text hidden]

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 1:35 PM

76916 Mayra Martinez.  
 [Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 1:36 PM

Ok. I do see a second assignment setup for her with a start date of July 1.  
 You can pay her using Time Entry Wages.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
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[Quoted text hidden]

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 1:44 PM

OK. Do I "add" a line with the "12-month" support?  
 [Quoted text hidden]

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 2:03 PM

Which time card do I use?  
 [Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 2:08 PM

It should be the temp one.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
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*Fax: 301-952-6088*

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[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 2:15 PM

Hello,  
Can you send me screenshot of your Oracle responsibilities?  
I forget the exact name of the one you should go under.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 2:32 PM

Here it is.  
[Quoted text hidden]



**Timekeeper Responsibilities.png**  
152K

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Thank you. Mine is different and sometimes I forget what the ones you all see are called.

Please use PGCPS T&S Timekeeper to enter second assignment time.  
Go there and on blank line add the employee, hours type, job assignment and hours.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

---

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 3:22 PM

7Wilma it won't allow me to put in her EIN 76916 and when I search Martinez, it only has Gabrielle.  
[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 3:28 PM

Ok. I will try.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 3:30 PM

Ok. I put 2 hours on for July 1(just so there is something there)  
Can you see if you can see it? Try the normal timecard for her and the T&S one.  
Let me know where you can see her.

*Wilma Marks*  
*Supervisor Operations and Procedures*



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Fax: 301-952-6088

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[Quoted text hidden]

---

Devilan Cowherd <devilan.cowherd@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 3:32 PM

ok  
[Quoted text hidden]

---

Devilan Cowherd <devilan.cowherd@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 4:04 PM

Hey Wilma. These are my options on her time card: 1) Comp Time Taken; 2) Emergency Comp Hours Taken; 3) Non Duty Day; 4) Other Leave Taken; 5) Personal Leave Taken; 6) Regular Extra Time; 7) Sick Leave Taken; 8) Sick Leave Taken; 9) Unpaid Leave Time  
[Quoted text hidden]

---

Devilan Cowherd <devilan.cowherd@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 4:05 PM

Again, m the T&S won't allow me to put anything.  
[Quoted text hidden]

---

Wilma Marks <wilma.marks@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>

Fri, Jul 2, 2021 at 4:18 PM

Hi  
Can you call me?

Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

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[Quoted text hidden]

---

Devilan Cowherd <devilan.cowherd@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 2, 2021 at 4:28 PM

Sure 240-507-2186  
[Quoted text hidden]

Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>, Cheryl Cooper-Noble <cheryl.cooper@pgcps.org>

Wed, Jul 7, 2021 at 11:11 AM

Good Morning Wilma and Cheryl,

Please what is the element to use to pay APs for the 2 weeks they are working?

Thanks

----- Forwarded message -----  
From: **Leandro Pavon** <Leandro.Pavon@pgcps.org>  
Date: Wed, Jul 7, 2021 at 11:05 AM  
Subject: Re: Timekeeper Notice July 1 2021  
To: Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>

Good Morning Mr. Nathaniel,

I wanted to know how are the assist principles being entered in oracle for the 2 weeks they are working? Do I add another line and use Regular Salary Time?

On Thu, Jul 1, 2021 at 12:24 PM Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org> wrote:

Good Afternoon,

FYI.

Thanks

----- Forwarded message -----  
From: **Wilma Marks** <wilma.marks@pgcps.org>  
Date: Thu, Jul 1, 2021 at 12:13 PM  
Subject: Timekeeper Notice July 1 2021  
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>, Payroll Director <frieda.waith@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

[Quoted text hidden]

--  
Nathaniel Okoroafor  
Payroll Specialist  
\*Phone\*: (301) 952-6513  
\*Fax\*: 301-952-6088

[Click HERE](#) to go to the **Payroll Office Website!**

[Click HERE](#) to go to the **Absence Management Website!**

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Leandro Pavon  
Principal Secretary  
Riverdale Elementary School  
Strengths Finder  
**Strategic-Individualization-Input-Relator-Learner**

[Office Hours with Pavon Select A Time](#)

--  
Nathaniel Okoroafor  
Payroll Specialist

5/15/23, 11:51 AM

PGCPS Mail - Timekeeper Notice July 1 2021

\*Phone\*: (301) 952-6513  
\*Fax\*: 301-952-6088

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Click [HERE](#) to go to the **Leave (Use or Lose) Calculator** for all PGCPS unions!

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>  
Cc: Cheryl Cooper-Noble <cheryl.cooper@pgcps.org>

Wed, Jul 7, 2021 at 11:13 AM

It is not set up yet. Once it is set up, it will be shared with Payroll clerks and timekeepers

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

---

**Nathaniel Okoroafor** <nathaniel.okoroafor@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Cheryl Cooper-Noble <cheryl.cooper@pgcps.org>

Wed, Jul 7, 2021 at 11:15 AM

Thanks  
[Quoted text hidden]

---

**Evelyn Recinos** <evelyn.recinos@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 8, 2021 at 12:08 PM

Good day Ms. Marks,

I have a quick question about the AP's 2 week work in July. If the google doc was completed and submitted by the Principal and AP are we waiting for an approval from you or can they begin at any time?

Thank you for the clarification.

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:  
[Quoted text hidden]

--  
Evelyn Recinos  
Secretary II  
Rosa L. Parks Elementary School  
[6111 Ager Road](#)  
Hyattsville, MD 20782  
Office: 301-445-8090 ext. 2212  
Fax: 301-445-8099

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Evelyn Recinos <evelyn.recinos@pgcps.org>

Thu, Jul 8, 2021 at 12:25 PM

Hello,

I don't know what google doc you are referring to. The form for AP two week pay has not been distributed yet. The element is still being built but will be done by the end of next week so we can put it on the timecard. Once the element is built it will be shared with timekeepers.

Sincerely,  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
 301-952-6351  
 Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

**Evelyn Recinos** <evelyn.recinos@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 8, 2021 at 2:14 PM

Hello Again Ms. Marks,

I believe our Principal had to submit the name of the AP that was designated to work (see attached). This is the notice that was sent out by HR. Do you know if we must receive approval before they can begin work?

[Quoted text hidden]

 **ASASP Provision\_2 Week AP Coverage\_June 2021 (1).pdf**  
 163K

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Evelyn Recinos <evelyn.recinos@pgcps.org>

Thu, Jul 8, 2021 at 2:17 PM

I'm sorry I don't know. Please reach out to HR for that information.

*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
 301-952-6351  
 Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Evelyn Recinos <evelyn.recinos@pgcps.org>

Thu, Jul 8, 2021 at 2:18 PM

I should have said HR or if they tell you who to send questions to.

*Wilma Marks*  
*Supervisor Operations and Procedures*

Payroll Services  
301-952-6351  
Fax: 301-952-6088

Strategic, Input, Consistency, Connectedness, Relator

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[Quoted text hidden]

**Evelyn Recinos** <evelyn.recinos@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Jul 8, 2021 at 2:19 PM

Okay, will do. Thank you for letting me know.  
[Quoted text hidden]

**Frances Stubbs** <frances.stubbs@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Jul 13, 2021 at 2:54 PM

I noticed my email address was deleted and N/A was noted for the training tomorrow @ 2:30PM. Does this mean this training does not apply to me?

----- Forwarded message -----  
From: **Nicole Parker - Sasscer** <nicole2.parker@pgcps.org>  
Date: Wed, Jul 7, 2021 at 3:36 PM  
Subject: Re: Timekeeper Notice July 1 2021  
To: Frances Stubbs <frances.stubbs@pgcps.org>

Thank you Frances!

Nicole

Nicole R. Parker  
Employee and Labor Relations Advisor  
Prince George's County Public Schools  
Sasscer Administration Building  
14201 School Lane, Room 210  
Upper Marlboro, MD 20772  
(301) 780-6877  
(301) 952-6187 - fax  
[www.pgcps.org](http://www.pgcps.org)

For employee questions regarding COVID-19 please click the link: <https://www.pgcps.org/coronavirus/employees/>

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On Wed, Jul 7, 2021 at 3:23 PM Frances Stubbs <frances.stubbs@pgcps.org> wrote:  
My apologies for the delay in sharing...

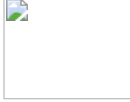
----- Forwarded message -----  
From: **Wilma Marks** <wilma.marks@pgcps.org>  
Date: Thu, Jul 1, 2021 at 12:14 PM  
Subject: Timekeeper Notice July 1 2021  
To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>  
Cc: Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica 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>, Payroll Director <frieda.waite@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

[Quoted text hidden]

Best regards,  
**Frances W. Stubbs**  
Employee and Labor Relations Secretary  
Prince George's County Public Schools  
Sasscer Administration Building, Suite 210

14201 School Lane, Upper Marlboro, MD 20772  
 Phone: 301.952.6315/Extension: 26315  
 Facsimile: 301.952.6187  
[frances.stubbs@pgcps.org](mailto:frances.stubbs@pgcps.org)

For employee questions regarding COVID-19 please click the link: <https://www.pgcps.org/coronavirus/employees/>



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**Best regards,**

**Frances W. Stubbs**

*Employee and Labor Relations Secretary*

Prince George's County Public Schools

Sasser Administration Building, Suite 210

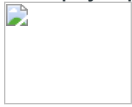
14201 School Lane, Upper Marlboro, MD 20772

Phone: 301.952.6315/Extension: 26315

Facsimile: 301.952.6187

[frances.stubbs@pgcps.org](mailto:frances.stubbs@pgcps.org)

For employee questions regarding COVID-19 please click the link: <https://www.pgcps.org/coronavirus/employees/>



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**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
 To: Frances Stubbs <[frances.stubbs@pgcps.org](mailto:frances.stubbs@pgcps.org)>

Tue, Jul 13, 2021 at 3:18 PM

Hi,

I did not delete it. I could not add it because you did not enter your EIN. Can you put your EIN on the form so I can have it when I send the meeting invite?  
 I also had to change the time to 3pm because I have to attend a meeting for my boss.

*Wilma Marks*

*Supervisor Operations and Procedures*

*Payroll Services*

*301-952-6351*

*Fax: 301-952-6088*

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[Quoted text hidden]

**Alma Willie** <[alma.willie@pgcps.org](mailto:alma.willie@pgcps.org)>  
 To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>, Marta Chavez <[marta.chavez@pgcps.org](mailto:marta.chavez@pgcps.org)>  
 Cc: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>, Bonnie Tippet <[Bonnie.Tippet@pgcps.org](mailto:Bonnie.Tippet@pgcps.org)>

Wed, Jul 14, 2021 at 2:40 PM

I do not have the zoom link. please send it to me.

[Quoted text hidden]

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
 To: Alma Willie <[alma.willie@pgcps.org](mailto:alma.willie@pgcps.org)>  
 Cc: Marta Chavez <[marta.chavez@pgcps.org](mailto:marta.chavez@pgcps.org)>, Bonnie Tippet <[Bonnie.Tippet@pgcps.org](mailto:Bonnie.Tippet@pgcps.org)>

Wed, Jul 14, 2021 at 2:42 PM

It will be sent out later today to all who are signed up by the end of the day.

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!](#)

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[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

**Alma Willie** <alma.willie@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Marta Chavez <marta.chavez@pgcps.org>, Bonnie Tippett <Bonnie.Tippett@pgcps.org>

Wed, Jul 14, 2021 at 2:46 PM

Thank you!

[Quoted text hidden]

**Tami Douglas** <tami.douglas@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, 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>, Payroll Director <frieda.waithe@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Fri, Jul 16, 2021 at 7:42 AM

Received, thank you.



Mrs. Tami Douglas, Principal's Secretary  
Gwynn Park High School  
13800 Brandywine Road  
Brandywine, MD 20613  
Office Phone: 301-372-0140 ext. 83506

On Thu, Jul 1, 2021 at 12:14 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

**Teresa Charles** <teresa.charles@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 16, 2021 at 10:01 AM

Hey Devilan,

I apologize to you, I just saw this email. Did you get the answer to your question?

Thanks

**Teresa Charles**

**Payroll Specialist**

**Prince George's County Public Schools**

**Phone: (301) 780-5903 Fax: (301) 952-6088**

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----- Forwarded message -----

From: **Devilan Cowherd** <devilan.cowherd@pgcps.org>  
Date: Fri, Jul 2, 2021 at 12:27 PM  
Subject: Fwd: Timekeeper Notice July 1 2021  
To: Teresa Charles <teresa.charles@pgcps.org>

Good morning Teresa. What is the hours type for a 10-month support employee with a second assignment?

[Quoted text hidden]  
[Quoted text hidden]

**Teresa Charles** <teresa.charles@pgcps.org>

Tue, Aug 3, 2021 at 8:59 AM

To: Tamika Franklin <tamika.saunders@pgcps.org>, Shawna Fagbuyi <shawna.fagbuyi@pgcps.org>, Veda McCoy <veda.mccoy@pgcps.org>, Sandra Collier <sandra.collier@pgcps.org>, Megan Ashworth <megan.ashworth@pgcps.org>, Mary Mitchell - Beacon Heights ES <mary.mitchell@pgcps.org>, Lila Walker <lila.walker@pgcps.org>, LaTasha Coleman <lbrawner@pgcps.org>, Unique Hunter-Blake <unique.hunterblake@pgcps.org>, Malaika Dorn <mdorn@pgcps.org>, Kenneth Nance <kenneth.nance@pgcps.org>, Kathleen Brady <kbrady@pgcps.org>, Annette Williams <Annett.Williams@pgcps.org>, Nina Lattimore <nina.lattimore@pgcps.org>, Christine Macklin <christi.macklin@pgcps.org>, Jevivvien Ray <jevivvien.ray@pgcps.org>, Esperanza Amaya <esperanza.amaya@pgcps.org>, Marilyn Adams <marilyn.adams@pgcps.org>, Anita Stoddard <anita.stoddard@pgcps.org>, Fay Rogers <fay.best@pgcps.org>, LaTanya Sothern <latanya.sothern@pgcps.org>, Ximena Walker <ximena.walker@pgcps.org>, Cleopatra Holley <cleopatr.holley@pgcps.org>, Wanda Robinson <wanda.robinson@pgcps.org>, Neris Valladares <neris.valladares@pgcps.org>, Carlos Johnson <carlos.johnson@pgcps.org>, Tonya Young <tonya.young@pgcps.org>, McKenna Lewis <mckenna.lewis@pgcps.org>, Catherine Yates <Catherine.Yates@pgcps.org>, Erica Bennett <erica2.bennett@pgcps.org>, Marian Thomas <marian.thomas@pgcps.org>, Joel Nelson <joel.nelson@pgcps.org>, Lori Green-Williams <lori.greenwilliams@pgcps.org>, Renee Jones <renee.jones@pgcps.org>, Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>, Carlene Murray <elaine.murray@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Devilan Cowherd <devilan.cowherd@pgcps.org>, Toi Davis <toi.davis@pgcps.org>, Stacy Brown - Columbia Park ES <stacy3.brown@pgcps.org>, Dana Tutt <dtutt@pgcps.org>, Renee Hall-McNeil <renee.gibbons@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>

Good Morning,

It's important that everyone reads the email that was sent out by Wilma Marks on July 1, 2021 regarding the calendars for the AP's. I haven't received any calendars at all, please this pertaining to the 11 month employee's especially AP's. I've forwarded the email from Wilma Marks.

Thanks

**Teresa Charles**

**Payroll Specialist**

**Prince George's County Public Schools**

**Phone: (301) 780-5903 Fax: (301) 952-6088**

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----- Forwarded message -----








From: **Wilma Marks** <wilma.marks@pgcps.org>  
Date: Thu, Jul 1, 2021 at 12:13 PM  
Subject: Timekeeper Notice July 1 2021  
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>, Payroll Director <frieda.waith@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

[Quoted text hidden]



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**7 attachments**

-  **M-2-22 School Year FY22 Extended Pay Option Plan.pdf**  
180K
-  **2021-2022 11 month employee\_yearly\_calendar (4).docx**  
28K
-  **M-1-22 Payroll Procedures for the 2021-22 School Year.pdf**  
215K
-  **M-3-22 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY22 - Final.pdf**  
221K
-  **Payroll Schedule for 2021-2022.xls**  
39K
-  **Withdrawal Form Employee Extended Pay Option Plans FY22.docx**  
19K
-  **M-4-22 Employee Pay Schedule for the 2021-2022 School Year.pdf**  
256K

---

**Teresa Charles** <teresa.charles@pgcps.org>  
To: Sharon Breeden <sharon.breeden@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>

Tue, Aug 3, 2021 at 10:58 AM

Hey Sharon,

Let me run this by Wilma and see what she thinks, but I really need the AP's calendar.

Thanks

**Teresa Charles**

**Payroll Specialist**

**Prince George's County Public Schools**

**Phone: (301) 780-5903 Fax: (301) 952-6088**

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[Click HERE to go to the Leave Calculator!](#)

----- Forwarded message -----

From: **Sharon Breeden** <sharon.breeden@pgcps.org>  
Date: Tue, Aug 3, 2021 at 9:30 AM  
Subject: Re: Timekeeper Notice July 1 2021  
To: Teresa Charles <teresa.charles@pgcps.org>

Good morning Teresa,

We have been working on the 11 month calendars for the psychologists and I have received about 3/4 of the total staff but am still missing 10-15 calendars. (The staff that have not turned the calendar in are not working yet.) Do you want me to send what I have to you and send the remaining later? If so, I will be in the office tomorrow and can scan what I have. Let me know what you think.

*Sharon Breeden*  
Secretary II  
Psychological Services, Rm. 369  
Judy Hoyer Family Learning Center  
[8908 Riggs Rd.](#)  
[Adelphi, MD 20784](#)  
301-431-5630

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Teresa Charles <teresa.charles@pgcps.org>  
Cc: Sharon Breeden <sharon.breeden@pgcps.org>

Tue, Aug 3, 2021 at 12:13 PM

I would say please send what you have now then send a batch with the others.

Thanks to you both. Have a great day Ladies!

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!](#)

[Quoted text hidden]

Sharon Breeden <sharon.breeden@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>

Tue, Aug 3, 2021 at 12:15 PM

I will send the calendars I have tomorrow when I am in the office and enjoy the rest of the day as well!

Sharon Breeden  
Secretary II  
Psychological Services, Rm. 369  
Judy Hoyer Family Learning Center  
8908 Riggs Rd.  
Adelphi, MD 20784  
301-431-5630

[Quoted text hidden]

Malaika Dorn <mdorn@pgcps.org>

Tue, Aug 3, 2021 at 12:33 PM

To: Teresa Charles <teresa.charles@pgcps.org>  
Cc: Tamika Franklin <tamika.saunders@pgcps.org>, Shawna Fagbuyi <shawna.fagbuyi@pgcps.org>, Veda McCoy <veda.mccoy@pgcps.org>, Sandra Collier <sandra.collier@pgcps.org>, Megan Ashworth <megan.ashworth@pgcps.org>, Mary Mitchell - Beacon Heights ES <mary.mitchell@pgcps.org>, Lila Walker <lila.walker@pgcps.org>, LaTasha Coleman <lbrawner@pgcps.org>, Unique Hunter-Blake <unique.hunterblake@pgcps.org>, Kenneth Nance <kenneth.nance@pgcps.org>, Kathleen Brady <kbrady@pgcps.org>, Annette Williams <Annett.Williams@pgcps.org>, Nina Lattimore <nina.lattimore@pgcps.org>, Christine Macklin <christi.macklin@pgcps.org>, Jevivvien Ray <jevivvien.ray@pgcps.org>, Esperanza Amaya <esperanza.amaya@pgcps.org>, Marilyn Adams <marilyn.adams@pgcps.org>, Anita Stoddard <anita.stoddard@pgcps.org>, Fay Rogers <fay.best@pgcps.org>, LaTanya Sothern <latanya.sothern@pgcps.org>, Ximena Walker <ximena.walker@pgcps.org>, Cleopatra Holley <cleopatr.holley@pgcps.org>, Wanda Robinson <wanda.robinson@pgcps.org>, Neris Valladares <neris.valladares@pgcps.org>, Carlos Johnson <carlos.johnson@pgcps.org>, Tonya Young <tonya.young@pgcps.org>, McKenna Lewis <mckenna.lewis@pgcps.org>, Catherine Yates <Catherine.Yates@pgcps.org>, Erica Bennett <erica2.bennett@pgcps.org>, Marian Thomas <marian.thomas@pgcps.org>, Joel Nelson <joel.nelson@pgcps.org>, Lori Green-Williams <lori.greenwilliams@pgcps.org>, Renee Jones <renee.jones@pgcps.org>, Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>, Carlene Murray <elaine.murray@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Devilan Cowherd <devilan.cowherd@pgcps.org>, Toi Davis <toi.davis@pgcps.org>, Stacy Brown - Columbia Park ES <stacy3.brown@pgcps.org>, Dana Tutt <dtutt@pgcps.org>, Renee Hall-McNeil <renee.gibbons@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>

Hi Teresa,

Buck Lodge submitted our APs 11 month calendar to you on June 24th. Let me know if I need to resend it to you.

Have a good afternoon.

On Tue, Aug 3, 2021 at 8:59 AM Teresa Charles <teresa.charles@pgcps.org> wrote:

[Quoted text hidden]

[Quoted text hidden]

Teresa Charles <teresa.charles@pgcps.org>

Tue, Aug 3, 2021 at 12:37 PM

To: Malaika Dorn <mdorn@pgcps.org>  
Cc: Tamika Franklin <tamika.saunders@pgcps.org>, Shawna Fagbuyi <shawna.fagbuyi@pgcps.org>, Veda McCoy <veda.mccoy@pgcps.org>, Sandra Collier <sandra.collier@pgcps.org>, Megan Ashworth <megan.ashworth@pgcps.org>, Mary Mitchell - Beacon Heights ES <mary.mitchell@pgcps.org>, Lila Walker <lila.walker@pgcps.org>, LaTasha Coleman <lbrawner@pgcps.org>, Unique Hunter-Blake <unique.hunterblake@pgcps.org>, Kenneth Nance <kenneth.nance@pgcps.org>, Kathleen Brady <kbrady@pgcps.org>, Annette Williams <Annett.Williams@pgcps.org>, Nina Lattimore <nina.lattimore@pgcps.org>, Christine Macklin <christi.macklin@pgcps.org>, Jevivvien Ray <jevivvien.ray@pgcps.org>, Esperanza Amaya <esperanza.amaya@pgcps.org>, Marilyn Adams <marilyn.adams@pgcps.org>, Anita Stoddard <anita.stoddard@pgcps.org>, Fay Rogers <fay.best@pgcps.org>, LaTanya Sothern <latanya.sothern@pgcps.org>, Ximena Walker <ximena.walker@pgcps.org>, Cleopatra Holley <cleopatr.holley@pgcps.org>, Wanda Robinson <wanda.robinson@pgcps.org>, Neris Valladares <neris.valladares@pgcps.org>, Carlos Johnson <carlos.johnson@pgcps.org>, Tonya Young <tonya.young@pgcps.org>, McKenna Lewis <mckenna.lewis@pgcps.org>, Catherine Yates <Catherine.Yates@pgcps.org>, Erica Bennett <erica2.bennett@pgcps.org>, Marian Thomas <marian.thomas@pgcps.org>, Joel Nelson <joel.nelson@pgcps.org>, Lori Green-Williams <lori.greenwilliams@pgcps.org>, Renee Jones <renee.jones@pgcps.org>, Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>, Carlene Murray <elaine.murray@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Devilan Cowherd <devilan.cowherd@pgcps.org>, Toi Davis <toi.davis@pgcps.org>, Stacy Brown - Columbia Park ES <stacy3.brown@pgcps.org>, Dana Tutt <dtutt@pgcps.org>, Renee Hall-McNeil <renee.gibbons@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>

Hi Malaika,

I have them, I'm referring to the ones that I haven't received yet. I appreciate you getting them to me as quickly as you did.

Thanks so much

**Teresa Charles**

**Payroll Specialist**

**Prince George's County Public Schools**

**Phone: (301) 780-5903 Fax: (301) 952-6088**

\*\*\*\*\*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 the Customer Satisfaction Survey!](#)

[Click HERE to go to the Absence Management Website!](#)

[Click HERE to go to the Internal Revenue Service \(IRS\) Tax Withholding Calculator!](#)

[Click HERE to go to the Leave Calculator!](#)

[Quoted text hidden]

**Anna Addis** <anna.addis@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Aug 3, 2021 at 1:21 PM

Good afternoon Ms. Marks,  
When did you send this to the Principals? I do not have it in my inbox.

Best,  
*Anna M. Santiago, Ph.D.*  
Principal  
*Cesar Chavez Dual Spanish Immersion School*  
6609 Riggs Road  
Hyattsville, MD 20782  
Office: 301-853-5694  
Fax: 301-853-5692

*Learner-Achiever-Input-Responsibility- Intellection*

----- Forwarded message -----

From: **Esperanza Amaya** <esperanza.amaya@pgcps.org>  
Date: Tue, Aug 3, 2021 at 10:30 AM  
Subject: Fwd: Timekeeper Notice July 1 2021  
To: Anna Addis <anna.addis@pgcps.org>




----- Forwarded message -----





From: **Wilma Marks** <wilma.marks@pgcps.org>  
Date: Thu, Jul 1, 2021 at 12:14 PM  
Subject: Timekeeper Notice July 1 2021  
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>, Payroll Director <frieda.waith@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisawhitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

[Quoted text hidden]

--  
**Esperanza Amaya**  
Secretary II  
*Cesar Chavez Dual Language Spanish Immersion School*  
6609 Riggs Rd.  
Hyattsville, MD 20782  
301-853-5694

**7 attachments**

-  **M-2-22 School Year FY22 Extended Pay Option Plan.pdf**  
180K
-  **2021-2022 11 month employee\_yearly\_calendar (4).docx**  
28K
-  **M-1-22 Payroll Procedures for the 2021-22 School Year.pdf**  
215K

-  **M-3-22 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY22 - Final.pdf**  
221K
-  **Payroll Schedule for 2021-2022.xls**  
39K
-  **Withdrawal Form Employee Extended Pay Option Plans FY22.docx**  
19K
-  **M-4-22 Employee Pay Schedule for the 2021-2022 School Year.pdf**  
256K

**Lila Walker** <lila.walker@pgcps.org>  
 To: Teresa Charles <teresa.charles@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>  
 Cc: Mary Mitchell <mary.mitchell@pgcps.org>

Tue, Aug 3, 2021 at 1:22 PM

My AP has been out of the country taking care of family. This was the last thing on her mind at the end of the year. She will be physically back in Maryland on Thursday and I told her to send it back completed then. If you need to speak with me further, just call me.

Thanks,  
 Dr. Lila Walker

On Tue, Aug 3, 2021 at 8:59 AM Teresa Charles <teresa.charles@pgcps.org> wrote:  
 [Quoted text hidden]

--  
 Lila J. Walker, Ed.D  
 Principal  
 Beacon Heights ES  
 6929 Furman Parkway  
 Riverdale, MD. 20737  
 Main: 301-918-8700  
 Fax: 301-918-8707  
 Google Meet link: <https://meet.google.com/ezb-csef-pxp>

**Strategic~Achiever~Input~Learner~Arranger**  
 "Integrity is when our words and deeds are consistent with our intentions." - Simon Sinek

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Anna Addis <anna.addis@pgcps.org>

Tue, Aug 3, 2021 at 1:23 PM

Hello Principal Addis,

I did not send this to Principals. Payroll is not allowed to email all principals. These notices go to timekeepers and we ask that they share with principals and employees as needed.

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!](#)

[Quoted text hidden]

**Teresa Charles** <teresa.charles@pgcps.org>  
 To: LaTasha Coleman <lbrauner@pgcps.org>  
 Cc: Wilma Marks <wilma.marks@pgcps.org>

Tue, Aug 3, 2021 at 1:42 PM

Hi LaTasha,

Only the ones that worked or working, I need the AP's right away.

Thanks

**Teresa Charles**

**Payroll Specialist**

**Prince George's County Public Schools**

**Phone: (301) 780-5903 Fax: (301) 952-6088**

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Click [HERE](#) to go to the Internal Revenue Service (IRS) Tax Withholding Calculator!

Click [HERE](#) to go to the Leave Calculator!

----- Forwarded message -----  
From: **LaTasha Coleman** <lbrawner@pgcps.org>  
Date: Tue, Aug 3, 2021 at 12:50 PM  
Subject: Re: Timekeeper Notice July 1 2021  
To: Teresa Charles <teresa.charles@pgcps.org>

Hello,  
Do you need the 11 month calendar even if they didn't work this summer. Just need clarification.

On Tue, Aug 3, 2021 at 8:59 AM Teresa Charles <teresa.charles@pgcps.org> wrote:  
[Quoted text hidden]

--  
\*Mrs. LaTasha M. Coleman\*  
Administrative Assistant/Bookkeeper  
\*Brandywine Elementary\*\*Home of the Bulldogs"  
14101 Brandywine Road  
Brandywine, MD 20613

\*301-372-0100 ext:51261\*  
\*301-372-0729Fax\*  
lbrawner@pgcps.org

---

**Toi Davis** <toi.davis@pgcps.org> Tue, Aug 3, 2021 at 1:42 PM  
To: Teresa Charles <teresa.charles@pgcps.org>  
Cc: Malaika Dorn <mdorn@pgcps.org>, Tamika Franklin <tamika.saunders@pgcps.org>, Shawna Fagbuyi <shawna.fagbuyi@pgcps.org>, Veda McCoy <veda.mccoy@pgcps.org>, Sandra Collier <sandra.collier@pgcps.org>, Megan Ashworth <megan.ashworth@pgcps.org>, Mary Mitchell - Beacon Heights ES <mary.mitchell@pgcps.org>, Lila Walker <lila.walker@pgcps.org>, LaTasha Coleman <lbrawner@pgcps.org>, Unique Hunter-Blake <unique.hunterblake@pgcps.org>, Kenneth Nance <kenneth.nance@pgcps.org>, Kathleen Brady <kbrady@pgcps.org>, Annette Williams <Annett.Williams@pgcps.org>, Nina Lattimore <nina.lattimore@pgcps.org>, Christine Macklin <christi.macklin@pgcps.org>, Jevivvien Ray <jevivvien.ray@pgcps.org>, Esperanza Amaya <esperanza.amaya@pgcps.org>, Marilyn Adams <marilyn.adams@pgcps.org>, Anita Stoddard <anita.stoddard@pgcps.org>, Fay Rogers <fay.best@pgcps.org>, LaTanya Sothern <latanya.sothern@pgcps.org>, Ximena Walker <ximena.walker@pgcps.org>, Cleopatra Holley <cleopatr.holley@pgcps.org>, Wanda Robinson <wanda.robinson@pgcps.org>, Neris Valladares <neris.valladares@pgcps.org>, Carlos Johnson <carlos.johnson@pgcps.org>, Tonya Young <tonya.young@pgcps.org>, McKenna Lewis <mckenna.lewis@pgcps.org>, Catherine Yates <Catherine.Yates@pgcps.org>, Erica Bennett <erica2.bennett@pgcps.org>, Marian Thomas <marian.thomas@pgcps.org>, Joel Nelson <joel.nelson@pgcps.org>, Lori Green-Williams <lori.greenwilliams@pgcps.org>, Renee Jones <renee.jones@pgcps.org>, Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>, Carlene Murray <elaine.murray@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Devilan Cowherd <devilan.cowherd@pgcps.org>, Stacy Brown - Columbia Park ES <stacy3.brown@pgcps.org>, Dana Tutt <dtutt@pgcps.org>, Renee Hall-McNeil <renee.gibbons@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>

Hi Teresa,  
The union emailed APs on June 23rd instructing them not to submit their calendars to payroll b/c it will be used as a permanent schedule instead of a guide which may cause issues with member's pay.

Toi Davis  
Principal  
University Park Elementary School  
4315 Underwood Street  
University Park, Md. 20782  
301-985-1898 (work)  
301-927-1181 (fax)  
Toi.Davis@pgcps.org  
www1.pgcps.org

Top 5 Themes: Harmony \* Consistency \* Communication \* Positivity\* Arranger

[UPES Distance Learning Site](#)  
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[Follow us on Facebook at University Park Elementary School-PGCPS](#)

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[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org> Tue, Aug 3, 2021 at 1:44 PM  
To: Toi Davis <toi.davis@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>, Malaika Dorn <mdorn@pgcps.org>, Tamika Franklin <tamika.saunders@pgcps.org>, Shawna Fagbuyi <shawna.fagbuyi@pgcps.org>, Veda McCoy <veda.mccoy@pgcps.org>, Sandra Collier <sandra.collier@pgcps.org>, Megan Ashworth <megan.ashworth@pgcps.org>, Mary Mitchell - Beacon Heights ES <mary.mitchell@pgcps.org>, Lila Walker <lila.walker@pgcps.org>, LaTasha Coleman <lbrowner@pgcps.org>, Unique Hunter-Blake <unique.hunterblake@pgcps.org>, Kenneth Nance <kenneth.nance@pgcps.org>, Kathleen Brady <kbrady@pgcps.org>, Annette Williams <Annett.Williams@pgcps.org>, Nina Lattimore <nina.lattimore@pgcps.org>, Christine Macklin <christi.macklin@pgcps.org>, Jevivvien Ray <jevivvien.ray@pgcps.org>, Esperanza Amaya <esperanza.amaya@pgcps.org>, Marilyn Adams <marilyn.adams@pgcps.org>, Anita Stoddard <anita.stoddard@pgcps.org>, Fay Rogers <fay.best@pgcps.org>, LaTanya Sothorn <latanya.sothorn@pgcps.org>, Ximena Walker <ximena.walker@pgcps.org>, Cleopatra Holley <cleopatr.holley@pgcps.org>, Wanda Robinson <wanda.robinson@pgcps.org>, Neris Valladares <neris.valladares@pgcps.org>, Carlos Johnson <carlos.johnson@pgcps.org>, Tonya Young <tonya.young@pgcps.org>, McKenna Lewis <mckenna.lewis@pgcps.org>, Catherine Yates <Catherine.Yates@pgcps.org>, Erica Bennett <erica2.bennett@pgcps.org>, Marian Thomas <marian.thomas@pgcps.org>, Joel Nelson <joel.nelson@pgcps.org>, Lori Green-Williams <lori.greenwilliams@pgcps.org>, Renee Jones <renee.jones@pgcps.org>, Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>, Carlene Murray <elaine.murray@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Devilan Cowherd <devilan.cowherd@pgcps.org>, Stacy Brown - Columbia Park ES <stacy3.brown@pgcps.org>, Dana Tutt <dtutt@pgcps.org>, Renee Hall-McNeil <renee.gibbons@pgcps.org>

Hello all,

We heard of that as well and checked with upper management. They said Payroll is supposed to get the calendar.

Sincerely,  
**Wilma Marks**  
*Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088*

*Strategic, Input, Consistency, Connectedness, Relator*

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[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

**Mail Delivery Subsystem** <mailer-daemon@googlemail.com> Tue, Aug 3, 2021 at 1:44 PM  
To: Wilma.Marks@pgcps.org



**Address not found**

Your message wasn't delivered to **Marian.Thomas@pgcps.net** because the address couldn't be found, or is unable to receive mail.

The response from the remote server was:

550 #5.1.0 Address rejected.

Final-Recipient: rfc822; [Marian.Thomas@pgcps.net](mailto:Marian.Thomas@pgcps.net)

Action: failed  
Status: 5.0.0  
Remote-MTA: dns: bfjmailgw1.pgcps.org (66.250.190.125, the server for the domain.)  
Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.  
Last-Attempt-Date: Tue, 03 Aug 2021 10:44:52 -0700 (PDT)

----- Forwarded message -----

From: Wilma Marks <wilma.marks@pgcps.org>  
To: Toi Davis <toi.davis@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>, Malaika Dorn <mdorn@pgcps.org>, Tamika Franklin <tamika.saunders@pgcps.org>, Shawna Fagbuyi <shawna.fagbuyi@pgcps.org>, Veda McCoy <veda.mccoy@pgcps.org>, Sandra Collier <sandra.collier@pgcps.org>, Megan Ashworth <megan.ashworth@pgcps.org>, Mary Mitchell - Beacon Heights ES <mary.mitchell@pgcps.org>, Lila Walker <lila.walker@pgcps.org>, LaTasha Coleman <lbrawner@pgcps.org>, Unique Hunter-Blake <unique.hunterblake@pgcps.org>, Kenneth Nance <kenneth.nance@pgcps.org>, Kathleen Brady <kbrady@pgcps.org>, Annette Williams <Annett.Williams@pgcps.org>, Nina Lattimore <nina.lattimore@pgcps.org>, Christine Macklin <christi.macklin@pgcps.org>, Jevivvien Ray <jevivvien.ray@pgcps.org>, Esperanza Amaya <esperanza.amaya@pgcps.org>, Marilyn Adams <marilyn.adams@pgcps.org>, Anita Stoddard <anita.stoddard@pgcps.org>, Fay Rogers <fay.best@pgcps.org>, LaTanya Sothern <latanya.southern@pgcps.org>, Ximena Walker <ximena.walker@pgcps.org>, Cleopatra Holley <cleopatr.holley@pgcps.org>, Wanda Robinson <wanda.robinson@pgcps.org>, Neris Valladares <neris.valladares@pgcps.org>, Carlos Johnson <carlos.johnson@pgcps.org>, Tonya Young <tonya.young@pgcps.org>, McKenna Lewis <mckenna.lewis@pgcps.org>, Catherine Yates <Catherine.Yates@pgcps.org>, Erica Bennett <erica2.bennett@pgcps.org>, Marian Thomas <marian.thomas@pgcps.org>, Joel Nelson <joel.nelson@pgcps.org>, Lori Green-Williams <lori.greenwilliams@pgcps.org>, Renee Jones <renee.jones@pgcps.org>, Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>, Carlene Murray <elaine.murray@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Devilan Cowherd <devilan.cowherd@pgcps.org>, Stacy Brown - Columbia Park ES <stacy3.brown@pgcps.org>, Dana Tutt <dtutt@pgcps.org>, Renee Hall-McNeil <renee.gibbons@pgcps.org>  
Bcc:  
Date: Tue, 3 Aug 2021 13:44:39 -0400  
Subject: Re: Timekeeper Notice July 1 2021  
----- Message truncated -----

Teresa Charles <teresa.charles@pgcps.org>  
To: Devilan Cowherd <devilan.cowherd@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>, Toi Davis <toi.davis@pgcps.org>

Tue, Aug 3, 2021 at 1:56 PM

Hello,  
What type of assignment is it for?

Thanks

**Teresa Charles**  
**Payroll Specialist**  
**Prince George's County Public Schools**  
**Phone: (301) 780-5903 Fax: (301) 952-6088**

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[Click HERE to go to the Absence Management Website!](#)

[Click HERE to go to the Internal Revenue Service \(IRS\) Tax Withholding Calculator!](#)

[Click HERE to go to the Leave Calculator!](#)

----- Forwarded message -----

From: **Devilan Cowherd** <devilan.cowherd@pgcps.org>  
Date: Fri, Jul 2, 2021 at 12:27 PM  
Subject: Fwd: Timekeeper Notice July 1 2021  
To: Teresa Charles <teresa.charles@pgcps.org>

Good morning Teresa. What is the hours type for a 10-month support employee with a second assignment?

[Quoted text hidden]  
[Quoted text hidden]

Anna Addis <anna.addis@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Esperanza Amaya <esperanza.amaya@pgcps.org>, Denise Greene <denise.greene@pgcps.org>

Tue, Aug 3, 2021 at 2:03 PM

Ok, it's just that other Principals did get it from their Payroll partner. I was unaware of this Document and Ms. Amaya thought you had cc'd me since it indicated please share with employees. Anyway it was a miscommunication as Ms. Amaya will now know. to forward any information from you. I did receive the timekeeper communication for the 20-21 SY in July of last year.

Best,  
  
Best,  
**Anna M. Santiago, Ph.D.**  
*Principal*  
*Cesar Chavez Dual Spanish Immersion School*

6609 Riggs Road  
Hyattsville, MD 20782  
Office: 301-853-5694  
Fax: 301-853-5692

*Learner-Achiever-Input-Responsibility- Intellection*

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Anna Addis <anna.addis@pgcps.org>  
Cc: Esperanza Amaya <esperanza.amaya@pgcps.org>, Denise Greene <denise.greene@pgcps.org>

Tue, Aug 3, 2021 at 2:06 PM

Hello Principal Addis,

Payroll clerks may email individual principals but for mass emails, Payroll is restricted from emailing all principals.

Sincerely,  
**Wilma Marks**  
*Supervisor Operations and Procedures*  
*Payroll Services*  
301-952-6351  
Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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**Neris Valladares** <neris.valladares@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>

Hello,

Can you confirm you received Hollywood's?

[Quoted text hidden]

--

**Neris Valladares**

*Principal's Secretary*  
**Hollywood Elementary School**  
**"Where Everyone's A Star!"**  
301-513-5900 (O)  
Direct Ext. 54591  
301-513-5383 (F)

**Devilan Cowherd** <devilan.cowherd@pgcps.org>  
To: Teresa Charles <teresa.charles@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>, Toi Davis <toi.davis@pgcps.org>

Tue, Aug 3, 2021 at 2:17 PM

Hey Teresa. This question was asked some time ago. Ms. Marks did help me. Thanks!

[Quoted text hidden]

**Jeffrey Carpenter** <jeffrey.carpenter@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jan 10, 2022 at 8:29 AM

Good morning and happy new year. I am working on a grievance. Is the m-3-22 - *Scheduled Workdays and Allocation for 10-month Supporting Personnel and 11-month Personnel for the 2021-2022 School Year* Bulletin also emailed to employees? If so, what date was the July 1 bulletin emailed to employees?it emailed. Thanks.

**Jeffrey Carpenter Jr., Ed.S., NCS, pHCLE**  
Director, Employee & Labor Relations  
Prince George's County Public School  
Division of Human Resources | Employee & Labor Relations  
Sasscer Administration Building | Room 210  
[14201 School Lane](#)  
[Upper Marlboro, MD 20772](#)  
Phone | 301-952-6315



Email | [jeffrey.carpenter@pgcps.org](mailto:jeffrey.carpenter@pgcps.org)



*Top 5 Strengths: Responsibility, Deliberative, Discipline, Relator, Achiever*

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----- Forwarded message -----

From: **Angela Austin - Human Resources** <[angela.austin@pgcps.org](mailto:angela.austin@pgcps.org)>  
Date: Fri, Jan 7, 2022 at 5:15 PM  
Subject: Fwd: Timekeeper Notice July 1 2021  
To: Jeffrey Carpenter <[jeffrey.carpenter@pgcps.org](mailto:jeffrey.carpenter@pgcps.org)>

----- Forwarded message -----

From: **Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
Date: Thu, Jul 1, 2021 at 12:14 PM  
Subject: Timekeeper Notice July 1 2021  
To: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>  
Cc: Bonnie Tippett <[Bonnie.Tippett@pgcps.org](mailto:Bonnie.Tippett@pgcps.org)>, Emma Yetter <[emma.yetter@pgcps.org](mailto:emma.yetter@pgcps.org)>, Erica Ford <[erica2.ford@pgcps.org](mailto:erica2.ford@pgcps.org)>, Ethel Taylor <[ethel.taylor@pgcps.org](mailto:ethel.taylor@pgcps.org)>, Laurie Shifflett <[laurie.shifflett@pgcps.org](mailto:laurie.shifflett@pgcps.org)>, Leonie Bailey <[leonie.bailey@pgcps.org](mailto:leonie.bailey@pgcps.org)>, Malik Baker <[Malik.Baker@pgcps.org](mailto:Malik.Baker@pgcps.org)>, Mamadou Sanogo <[mamadou.sanogo@pgcps.org](mailto:mamadou.sanogo@pgcps.org)>, Michele Simon - Payroll <[michele.simon@pgcps.org](mailto:michele.simon@pgcps.org)>, Nathaniel Okoroafor <[nathaniel.okoroafor@pgcps.org](mailto:nathaniel.okoroafor@pgcps.org)>, Teresa Charles <[teresa.charles@pgcps.org](mailto:teresa.charles@pgcps.org)>, Payroll Director <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>, Cheryl Cooper <[cheryl.cooper@pgcps.org](mailto:cheryl.cooper@pgcps.org)>, Sherriel Sullivan <[Sherriel.Sullivan@pgcps.org](mailto:Sherriel.Sullivan@pgcps.org)>, DaVisa Whitley <[davisa.whitley@pgcps.org](mailto:davisa.whitley@pgcps.org)>, Nick Venturini <[Nick.Venturini@pgcps.org](mailto:Nick.Venturini@pgcps.org)>, Patricia Hall <[pshall@pgcps.org](mailto:pshall@pgcps.org)>, Joy Walters <[joy.walters@pgcps.org](mailto:joy.walters@pgcps.org)>, Lorri Plater <[Lorri.Plater@pgcps.org](mailto:Lorri.Plater@pgcps.org)>

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**8 attachments**

- M-2-22 School Year FY22 Extended Pay Option Plan.pdf**  
180K
- 2021-2022 11 month employee\_yearly\_calendar (4).docx**  
28K
- M-1-22 Payroll Procedures for the 2021-22 School Year.pdf**  
215K
- M-3-22 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY22 - Final.pdf**  
221K
- Payroll Schedule for 2021-2022.xls**  
39K
- Withdrawal Form Employee Extended Pay Option Plans FY22.docx**  
19K
- M-4-22 Employee Pay Schedule for the 2021-2022 School Year.pdf**  
256K
- M-3-22 Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel FY22 - Final.pdf**  
221K

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Jeffrey Carpenter <[jeffrey.carpenter@pgcps.org](mailto:jeffrey.carpenter@pgcps.org)>  
Cc: Frieda Waithe <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>

Mon, Jan 10, 2022 at 8:35 AM

Good Morning Mr. Carpenter,

I do not believe that it is. We normally send it to all timekeepers and post it on the website. Payroll is not able to email all employees.

I am including my Director so she can be aware of your question.

Sincerely,  
**Wilma Marks**  
*Supervisor Operations and Procedures*  
*Payroll Services*  
301-952-6351  
Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

**Jeffrey Carpenter** <jeffrey.carpenter@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Frieda Waithe <frieda.waithe@pgcps.org>

Mon, Jan 10, 2022 at 8:57 AM

Thanks. It seems that maybe it did not go to all employees, as I also checked within HR. Thanks.

**Jeffrey Carpenter Jr., Ed.S., NCSP, pHCLE**  
Director, Employee & Labor Relations  
Prince George's County Public School  
Division of Human Resources | Employee & Labor Relations  
Sasscer Administration Building | Room 210  
[14201 School Lane](#)  
Upper Marlboro, MD 20772  
Phone | 301-952-6315  
Email | [jeffrey.carpenter@pgcps.org](mailto:jeffrey.carpenter@pgcps.org)



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**Payroll Director** <frieda.waithe@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Jeffrey Carpenter <jeffrey.carpenter@pgcps.org>

Mon, Jan 10, 2022 at 9:08 AM

Good morning Wilma and Jeff

I have already responded to this request. I have nothing else to add.

Thanks for being #PGCPSPROUD every day!!

**Please let us know how we are doing...**  
[Click here to complete our Customer Service Survey!](#)

Frieda Waithe  
Director, Payroll Services  
Ph# - 301-952-6219  
Fax# - 301-952-6088  
**Developer \* Adaptability \* Relator \* Restorative \* Consistency**  
[Looking for Payroll Information or Forms...check out our website](#)

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On Mon, Jan 10, 2022 at 8:35 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

**Donna Danielson** <donna.danielson@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Feb 7, 2022 at 10:15 AM

Good morning Wilma,

We have a question regarding March 7 and Support Staff as that was originally a non work day for them. Obviously, that will now be a work day for them as we can't function without our ISEAs and Paraprofessionals, so our question is, when will their second non duty day be as they are only 190 day employees?

Thank you,

Donna

----- Forwarded message -----

From: **Wilma Marks** <wilma.marks@pgcps.org>

Date: Thu, Jul 1, 2021 at 12:14 PM

Subject: Timekeeper Notice July 1 2021

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>, Payroll Director <frieda.waithe@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>








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Donna Danielson  
Glenn Dale Elementary  
Secretary II  
6700 Glenn Dale Rd.  
Glenn Dale, MD 20769  
301-805-2750

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**7 attachments**

-  **M-2-22 School Year FY22 Extended Pay Option Plan.pdf**  
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-  **M-4-22 Employee Pay Schedule for the 2021-2022 School Year.pdf**  
256K

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Donna Danielson <donna.danielson@pgcps.org>

Mon, Feb 7, 2022 at 11:56 AM

June 20 will become a non duty day per the same email that changed Mar 7 to a duty day.

[Quoted text hidden]

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**Donna Danielson** <donna.danielson@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Feb 7, 2022 at 12:04 PM

Isn't that a non duty day for everyone?

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Donna Danielson <donna.danielson@pgcps.org>

Mon, Feb 7, 2022 at 7:08 PM

It is but that still makes the total days worked correct for that position.

[Quoted text hidden]