



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice July 9 2021

23 messages

Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 9, 2021 at 5:49 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>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Happy Summer!!

We have a few things that need to be noted.

1. The process to rollover the prior fiscal year leave balances is still processing. The current balances reflected in Oracle are for this current fiscal year only. This may cause issues when employees are trying to request leave. We anticipate that all leave balances (both prior fiscal year and current fiscal year) should be reflected by next week.
2. If you have any Assistant Principal's who are working the 10 days in July, please follow these rules:
 - They may only work if they received a confirmation to work letter from HR
 - The time is to be entered as Time Entry Wages
 - The days are to be whole days and consecutive days
 - If you have late time or if the AP is not on your timecard because their regular assignment is not your school, please use the attached form to submit the time to payroll for entry.
3. ASASP and Executive increases are still in process. The rates are not yet visible in Oracle.

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!](#)

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Lori Green-Williams <lori.greenwilliams@pgcps.org>

Fri, Jul 9, 2021 at 5:50 PM

To: Wilma.Marks@pgcps.org

I will be away from the office July 9th - July 15th. I will return all messages upon my return. Thank you.

--
Lori Green Williams
Secretary II
Kingsford Elementary School
[1401 Enterprise Rd.](#)
Mitchellville, MD 20721
301-390-0260 Main
301-390-0274 Fax

Cynthia Holland <cynthia.holland@pgcps.org>

To: Wilma.Marks@pgcps.org

I will be out of the office today.

--
Cynthia Holland
Avalon Elementary
School Secretary
301-449-4970

NOTE: ALL Registrations/Enrollments are processed online via ScribOrder.

Please use the following links provided to complete enrollments, registrations, withdrawals and transfers.

Withdrawal/Transfer Request-

<https://transfer.scriborder.com/requests>

Registration/Enrollment- <https://offices.pgcps.org/registration/>

Lauri Hay <lauri.butler@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Jul 9, 2021 at 7:52 PM

Thank you Ms. Marks.

Question:

What is my responsibility if a principal sends an email stating a staff member should be given unpaid leave? Is the email notice enough, or does it require an explanation?

Thank You~

On Jul 9, 2021, at 5:50 PM, Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Lauri Hay <lauri.butler@pgcps.org>

Sat, Jul 10, 2021 at 8:27 AM

The principal is the time approver so you should enter it. However please ask the principal if employee was notified. It is best for documentation purposes if the principal explains why to the employee.

[Quoted text hidden]

Lauri Hay <lauri.butler@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Sat, Jul 10, 2021 at 8:35 AM

Ok, thank you.

Lauri

On Jul 10, 2021, at 8:27 AM, Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Cristina Kallon <cristina.kallon@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 12, 2021 at 8:30 AM

Good morning Ms. Marks,

Thank you for the very informative email. Unfortunately, the form you referred to is not attached. Would you please send it.

Thank you.

[Quoted text hidden]

--

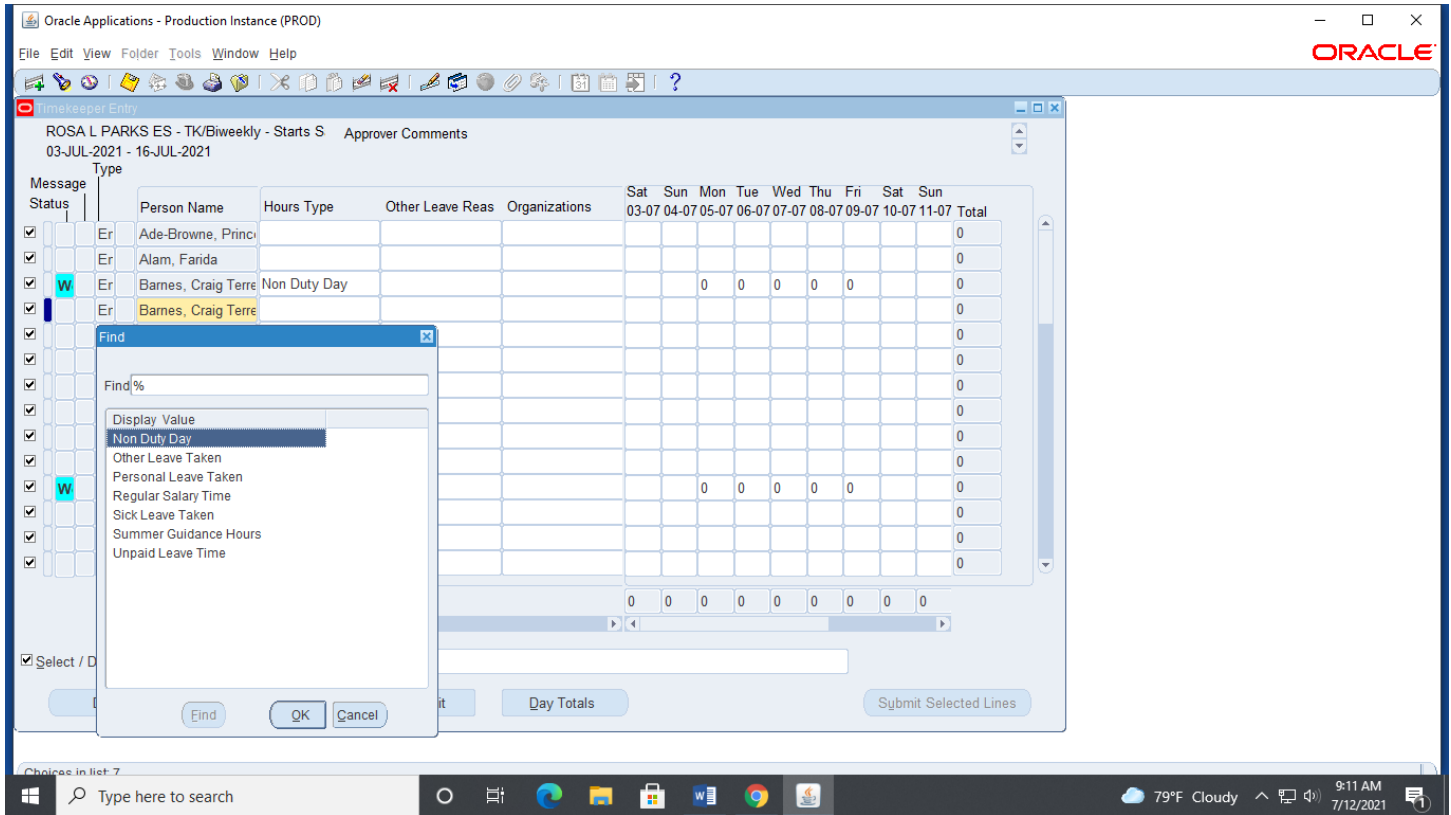
Cristina Kallon
Secretary II
Dora Kennedy French Immersion
8950 Edmonston Road
Greenbelt, MD 20770
(301) 918-8660
Internal ext: 75026

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

Mon, Jul 12, 2021 at 9:2

Good Morning Ms. Marks,

Our AP is starting his 2 weeks today and according to your message we are to enter Time Entry Wages for them. The problem I am having is that it is not giving me that option for him. I have included the snapshot for you to review. When I select hours type, these are the only options I have:



Please let me know how I should proceed. Thank you and have a great day.

On Fri, Jul 9, 2021 at 5:50 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

Rene Conquest <rene.conquest@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 12, 2021 at 10:47 AM

Good Morning Ms. Marks,

Please be advised I did not see the attached form. If you could tell me the name of the correct form I will go to the website and print it out.

Thank You,

Rene' Conquest

On Fri, Jul 9, 2021 at 5:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--
 Rene' Conquest
 Secretary II
 Prince George's County Public Schools
 Benjamin Tasker Middle School
 4901 Collington Rd
 Bowie, Md 20715
 Ph# 301-805-2660
 Fax# 301-805-2663
 E-mail: rene.conquest@pgcps.org

Wilma Marks <wilma.marks@pgcps.org>
 To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Mon, Jul 12, 2021 at 10:58 AM

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>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Hello Timekeepers,

My apologies. I left out the form mentioned in item 2.

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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 Per Diem Time Entry for Assistant Principals - July 2021 (1).xls
48K

Cathy Hall <cathy.hall@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 12, 2021 at 11:03 AM

Good morning,


I have a question about this, please. We have two academic facilitators at my location does any of this information apply to them?
Please see the attached. I don't know what the 10 days mean.

Thank you,
Cathy A. Hall
Secretary II, Administrative Assistant, Accounting
4701 San Antonio Blvd, Joint Base Andrews MD 20762
Office: 301-350-6002 Fax: (301) 599-5620



 Prince George's County Public Schools Logo

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 7 12 2021.png
68K

Brenda Clark <brendac@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 12, 2021 at 11:06 AM

Wilma,

If the Assistant Principal is working this week and last week, how does the holiday on 7/5/21 affect that? Does he need to work another day or can he work 9 days?

Brenda L. Clark
Principal's Secretary/Bookkeeper
Gaywood Elementary School
6701 97th Avenue, Lanham, MD 20706
301 918-8730
brendac@pgcps.org

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Cathy Hall <cathy.hall@pgcps.org>

Mon, Jul 12, 2021 at 11:09 AM

Hello Ms. Hall,

This 10 days is only for assistant principals. No other position is allowed this per the information provided to Payroll.

*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: Cristina Kallon <cristina.kallon@pgcps.org>

Mon, Jul 12, 2021 at 11:10 AM

Thank you for telling me. I'm sorry.

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

Strategic, Input, Consistency, Connectedness, Relator

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

Mon, Jul 12, 2021 at 11:11 AM

Hi Sherriel,
I think we need IT to do something so the APs can get paid under Time Entry Wages.

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

Strategic, Input, Consistency, Connectedness, Relator

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Wilma Marks <wilma.marks@pgcps.org>
To: Brenda Clark <brendac@pgcps.org>

Mon, Jul 12, 2021 at 11:14 AM

Yes, the pay is for days worked only so a day not work does not count toward the 10 days.
Also, the days are supposed to be consecutive so days worked are to be in one group of days.

Please ensure the AP is working on the specific dates approved by HR and informed to the AP and supervisor via letter from HR.

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

Strategic, Input, Consistency, Connectedness, Relator

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

Mon, Jul 12, 2021 at 11:15 AM

Hello Ms. Recinos,

This is being worked on. I will email all timekeepers again once it is turned on.

Please ensure the dates worked by the AP are the dates approved by HR and informed to the AP and the supervisor via letter from HR.

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

Strategic, Input, Consistency, Connectedness, Relator

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Wilma Marks <wilma.marks@pgcps.org>
To: Rene Conquest <rene.conquest@pgcps.org>

Mon, Jul 12, 2021 at 11:15 AM

I'm sorry, I left it off the email. I sent it via second email this morning.

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

Strategic, Input, Consistency, Connectedness, Relator

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Rene Conquest <rene.conquest@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 12, 2021 at 11:16 AM

Thank you!

[Quoted text hidden]

Cathy Hall <cathy.hall@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Jul 12, 2021 at 11:22 AM

Thank you for the clarification.

Thank you,
Cathy A. Hall
Secretary II, Administrative Assistant, Accounting
4701 San Antonio Blvd, Joint Base Andrews MD 20762
Office: 301-350-6002 Fax: (301) 599-5620



[Prince George's County Public Schools Logo](#)

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

Mon, Jul 12, 2021 at 2:05 PM

Yes, will do, thank you for the update.

[Quoted text hidden]

Juliana Derin <juliana.derin@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Jul 14, 2021 at 9:59 AM

Good morning Ms. Marks,

Thank you for the information.

Where can I find the Budget Account Code for the AP who is not in our timecard?

[Quoted text hidden]

--
Juliana Derin, MS
Secretary II/ Admin Intern
CMIT South Elementary School
9601 Fallard Terrace
Upper Marlboro, MD 20772
Phone: 240 767 4820 ext: 61902

Individualization, Achiever, Connectedness, Relator, Discipline

Wilma Marks <wilma.marks@pgcps.org>
To: Juliana Derin <juliana.derin@pgcps.org>

Wed, Jul 14, 2021 at 10:01 AM

I'm sorry. Budget codes are not done by Payroll and I was given that information to be able to share with you.

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

Strategic, Input, Consistency, Connectedness, Relator

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