



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

## Timekeeper Notice 10/7/22

13 messages

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

Fri, Oct 7, 2022 at 12:44 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Teresa Charles <teresa.charles@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Hello Timekeepers,  
Just a couple of quick notes:

\*Per IT, the next Frontline training will be Oct 11th at 9am. Registration is through eDoctrina.

\* 9/30 is a non-student teacher duty day. Substitutes do not have to work on non-student days but the school can pay them if the school chooses to have them work. If the school uses the sub on 9/30 (or other non-student days when Frontline won't allow entry), the time will have to be manually entered on the Oracle sub timecard.

\*Please pay special attention to new hire employees' timecards. A number of new employees have had no hours on the timecard sent to Payroll. As a result they are not being paid on time. Please ensure you are checking all new hires carefully for at least the first 3 pay periods.

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 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!

**Payroll General Inquiries email:** [payroll@pgcps.org](mailto:payroll@pgcps.org)

**For Long term Leave/FMLA/LOA Inquiries:** [absence.mgmt@pgcps.org](mailto:absence.mgmt@pgcps.org)

**Payroll Tax and/or W2 Inquiries email:** [payroll.taxesw2s@pgcps.org](mailto:payroll.taxesw2s@pgcps.org)

**Payroll Stop Payment Submission and/or Inquiries:** [payroll.stoppayment@pgcps.org](mailto:payroll.stoppayment@pgcps.org)

**Garnishment Inquiries:** [payroll.garnishment@pgcps.org](mailto:payroll.garnishment@pgcps.org)

**Payroll Escheatment Inquiries:** [payroll.escheatment@pgcps.org](mailto:payroll.escheatment@pgcps.org)

**Quarantine leave:** [quaran.leaverequests@pgcps.org](mailto:quaran.leaverequests@pgcps.org)

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**Mail Delivery Subsystem** <mailer-daemon@googlemail.com>

Fri, Oct 7, 2022 at 12:44 PM

To: Wilma.Marks@pgcps.org



## Address not found

Your message wasn't delivered to **Karen.Lide@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; [Karen.Lide@pgcps.net](mailto:Karen.Lide@pgcps.net)

Action: failed

Status: 5.0.0

Remote-MTA: dns; [bfjmailgw2.pgcps.org](https://bfjmailgw2.pgcps.org) (66.250.190.127, the server for the domain.)

Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.

Last-Attempt-Date: Fri, 07 Oct 2022 09:44:45 -0700 (PDT)

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

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

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Teresa Charles <teresa.charles@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Tesa Butler

<Tesa.Butler@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Daniel Gainer

<daniel.gainer@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Laurie Shifflett

<laurie.shifflett@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri

Plater <Lorri.Plater@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley

<davisa.whitley@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Bcc:

Date: Fri, 7 Oct 2022 12:44:08 -0400

Subject: Timekeeper Notice 10/7/22

----- Message truncated -----

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**Valerie Edmondson** <valerie.edmondson@pgcps.org>

Fri, Oct 7, 2022 at 12:44 PM

To: Wilma.Marks@pgcps.org

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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**Tami Douglas** <tami.douglas@pgcps.org>

Fri, Oct 7, 2022 at 12:45 PM

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

Cc: Oracle TimeKeepers &lt;OracleTimeKeepers@pgcps.org&gt;, Teresa Charles &lt;teresa.charles@pgcps.org&gt;, Emma Yetter &lt;emma.yetter@pgcps.org&gt;, Leonie Bailey &lt;leonie.bailey@pgcps.org&gt;, Michele Simon - Payroll &lt;michele.simon@pgcps.org&gt;, Erica Ford &lt;erica2.ford@pgcps.org&gt;, Nathaniel Okoroafor &lt;nathaniel.okoroafor@pgcps.org&gt;, Malik Baker &lt;Malik.Baker@pgcps.org&gt;, Tesa Butler &lt;Tesa.Butler@pgcps.org&gt;, Mamadou Sanogo &lt;mamadou.sanogo@pgcps.org&gt;, Daniel Gainer &lt;daniel.gainer@pgcps.org&gt;, Tessie Hoffmann &lt;tessie.hoffmann@pgcps.org&gt;, Laurie Shifflett &lt;laurie.shifflett@pgcps.org&gt;, Frieda Waithe &lt;frieda.waithe@pgcps.org&gt;, Joy Walters &lt;joy.walters@pgcps.org&gt;, Lorri Plater &lt;Lorri.Plater@pgcps.org&gt;, Sherriel Sullivan &lt;Sherriel.Sullivan@pgcps.org&gt;, DaVisa Whitley &lt;davisa.whitley@pgcps.org&gt;, Cheryl Cooper &lt;cheryl.cooper@pgcps.org&gt;, Shontia Oliver &lt;shontia.oliver@pgcps.org&gt;

Got it, thanks!



Mrs. Tami Douglas, Principal's Secretary

Gwynn Park High School  
13800 Brandywine Road  
Brandywine, MD 20613  
Office Phone: 301-372-0140 ext. 83506

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**Polatai Matthews** <polata.matthews@pgcps.org> Fri, Oct 7, 2022 at 12:46 PM  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Lorri Plater <Lorri.Plater@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>, Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>

Thank you!

On Fri, Oct 7, 2022 at 12:45 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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**Polatai T. Matthews**  
**Administrative Assistant to Sam Stefanelli**  
**Director of Building Services**  
**Louis Wilson Sr. Facilities Administration Building**  
**13300 Old Marlboro Pike Rm 13**  
**Upper Marlboro, Maryland 20772**  
**301-952-6340 - ext: 36340**

*Be happy\*^^)*  
*.. 'Be bright, ..\*^^) ,..\*^^)*  
*(,..' (,..' \*Be you! \**

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**Jennifer Marceron** <marceron@pgcps.org>

Fri, Oct 7, 2022 at 12:51 PM

To: Wilma Marks <wilma.marks@pgcps.org>, Erica Ford <Erica2.Ford@pgcps.org>

Hello Ms. Marks,

I am giving a heads up that our Performing Arts Center hosted a show/concert on Wednesday, October 5th. We were closed for a Jewish holiday, but wanted you to know so it won't create any red flags when you run a report and I entered time for our temp employees.

Thanks!  
Jenn

On Fri, Oct 7, 2022 at 12:45 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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**Jenn Marceron**  
**Bowie High School**  
**15200 Annapolis Road**  
**Bowie, MD 20715**  
**Principal's Secretary**  
**Marceron@pgcps.org**  
**www.pgcps.org**  
**301-805-2600 x80527**  
**fax: 301-805-2619**

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**Lenea Folk** <lenea.folk@pgcps.org>

Fri, Oct 7, 2022 at 12:52 PM

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

Wilma, I have a problem entering secretary sub pay for myself on my time card. I covered for the nurse on 9/27 and 9/28 for 5 hours on both days. I informed Tessie of the issue and she was also not able to enter the time. Please advise? My EIN is 82523.

Thanks in advance.

Lenea Folk  
[Quoted text hidden]

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**Lenea Folk**  
**Principal's Secretary/Office Manager**  
**Kenilworth Elementary**  
**12520 Kembridge Drive**  
**Bowie, MD 20715**  
**(O) 301.805.6600**  
**(F) 301.805.6605**

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**Esperanza Amaya** <esperanza.amaya@pgcps.org>

Fri, Oct 7, 2022 at 1:00 PM

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

Hi Ms. Marks,  
What about Monday the 10th? I have a long term sub, can she work on the 10th for parent/ teacher conference?

On Fri, Oct 7, 2022 at 12:45 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

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

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Wilma Marks <wilma.marks@pgcps.org>  
To: Lenea Folk <lenea.folk@pgcps.org>  
Cc: Debra Evans <Debra.Evans@pgcps.org>

Fri, Oct 7, 2022 at 2:09 PM

Hello Ms. Folk,

I did it with no issue. I entered one line with zero hours. Please see if you can see that line. Please be sure to have your supervisor on the email anytime you are asking Payroll to assist with your own timecard.

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

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**For Long term Leave/FMLA/LOA Inquiries:** [absence.mgmt@pgcps.org](mailto:absence.mgmt@pgcps.org)

**Payroll Tax and/or W2 Inquiries email:** [payroll.taxesw2s@pgcps.org](mailto:payroll.taxesw2s@pgcps.org)

**Payroll Stop Payment Submission and/or Inquiries:** [payroll.stoppayment@pgcps.org](mailto:payroll.stoppayment@pgcps.org)

**Garnishment Inquiries:** [payroll.garnishment@pgcps.org](mailto:payroll.garnishment@pgcps.org)

**Payroll Escheatment Inquiries:** [payroll.escheatment@pgcps.org](mailto:payroll.escheatment@pgcps.org)

**Quarantine leave:** [quaran.leaverequests@pgcps.org](mailto:quaran.leaverequests@pgcps.org)

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Lenea Folk <lenea.folk@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Debra Evans <Debra.Evans@pgcps.org>

Fri, Oct 7, 2022 at 2:11 PM

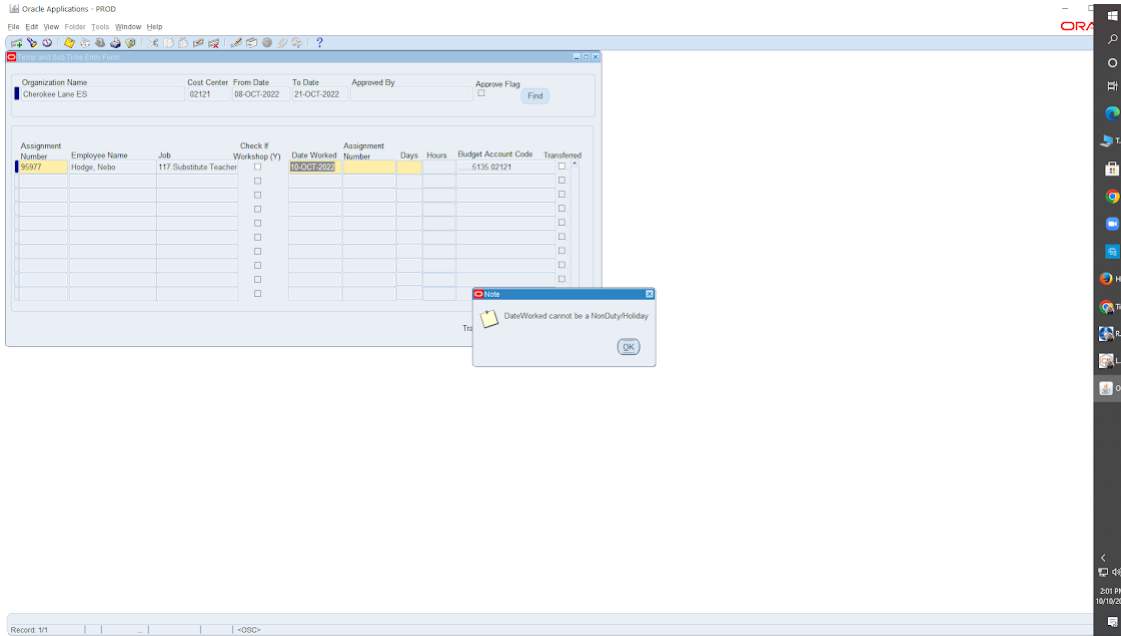
Thank you very much. I certainly will, I'm not sure why it didn't work for Tessie or myself. Thanks again for your assistance.

[Quoted text hidden]

Joanna Escobar <joanna.escobar@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Oct 10, 2022 at 2:03 PM

Good morning, I need your help, I was entering time for our long-term substitute and the following error is coming up, please advice.



*Joanna Escobar*

Principal Secretary

I 301-445-8415 | email: [joanna.escobar@pgcps.org](mailto:joanna.escobar@pgcps.org)

For enrollment use the following link- <https://pgcpsmdc.scriborder.com>

To request student records use the following link- <https://transfer.scriborder.com>

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Joanna Escobar <joanna.escobar@pgcps.org>

Mon, Oct 10, 2022 at 3:30 PM

Hello,

Please try again. It should work now.

*Wilma Marks*  
*Supervisor Operations and Procedures*

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

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**Payroll Escheatment Inquiries:** [payroll.escheatment@pgcps.org](mailto:payroll.escheatment@pgcps.org)

**Quarantine leave:** [quaran.leaverequests@pgcps.org](mailto:quaran.leaverequests@pgcps.org)

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**Joanna Escobar** <[joanna.escobar@pgcps.org](mailto:joanna.escobar@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Mon, Oct 10, 2022 at 3:53 PM

Thank you!

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