



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 12/15/22

36 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 15, 2022 at 4:39 PM

Bcc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, 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>, Lorri Plater <Lorri.Plater@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Dominic Ellis <dominic.ellis@pgcps.org>

Hello Timekeepers,

Please share this information with your time approvers

1. The end of year is fastly approaching. In preparation for W2 season we are requesting your help to get the W2 relevant information out to employees. Please post the attached document (Payroll Services W2 Notice 2022) on your common area and email to all staff members.

2. Please note this Friday, 12/16/2022 is a pay period end date; timecards are due as normal.

For the next scheduled pay period ending 12/30/2022, the timecards will be due on next Thursday, 12/22/2022. Please ensure you finalize your timecards before you leave COB on 12/22/2022.

3. PGCEA Retros were paid out on 12/9. Corrections, terminated employees and newly made retroactive changes are in progress to be paid out as soon as possible. Other employees who have retro issues should be asked to email Payroll with specific concerns. They will be responded to within 3 days. Payroll is working diligently to get corrections done and sent out as soon as possible.

4. Extended Duty Pay is a new pay type defined by the recently approved PGCEA bargaining agreement. This allows for \$200 per night to be paid to employees whose positions fall under PGCEA. This pay type is now available to be used in Oracle. This time should be entered on the timecard each pay period as it occurs. If the time is late, please use the attached late time form to submit it to payroll. Please enter 1 in the hours column - this represents one day of overnight duty.

5. Federal Tax Form and State Tax Form screens are no longer visible when employees are logged into Oracle Employee Self Services Limited. Employees must be logged in via the school system network in order to be behind the firewall and access the full Oracle Employee Self Service in order to see these screens to make tax changes.

Sincerely,
Payroll Services

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

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

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

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

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Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org

Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Quarantine leave: quaran.leaverequests@pgcps.org

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3 attachments

 **PRS-123-PGCEA Extended Duty Late-INTERACTIVE (4).pdf**
139K

 **PRS-123-PGCEA Extended Duty Tracking-INTERACTIVE (4).pdf**
129K

 **Payroll Services W2 notice 2022.docx**
14K

Leonie Bailey <leonie.bailey@pgcps.org>
To: wilma.marks@pgcps.org

Thu, Dec 15, 2022 at 4:39 PM

Il will out of the office 12/15/22 and returning on 12/19/22. If you need immediate assistant please contact teresa.charles@pgcps.org. or nathaniel.okoroafor@pgcps.org.

Thank you.

--
Leonie Bailey
Payroll Specialist
301 952-6276
Prince George's County Public Schools
Payroll Services
1401 School Lane, Suite 132
Upper Marlboro, MD 20772
www.pgcps.org
leonie.bailey@pgcps.org

For Benefits questions, please email pgcps.benefits@pgcps.org
For W2 or payroll tax questions, please email payroll.taxesw2s@pgcps.org
For lost check or check reissues, please email payroll.stoppayment@pgcps.org
For garnishment questions, please email payroll.garnishment@pgcps.org
For long term leave, please email absence.mgmt@pgcps.org
For quarantine leave, please email quaran.leaverequests@pgcps.org
Payroll General Inquiries : payroll@pgcps.org
Payroll Escheatment Inquiries : payroll.escheatment@pgcps.org

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Judy Graham <judy.graham@pgcps.org>
To: Wilma.Marks@pgcps.org

Thu, Dec 15, 2022 at 4:39 PM

--

Judy.Graham@pgcps.org
Secretary II
Clinton Grove Elementary School
9420 Temple Hills Road
Clinton, MD 20785
301-599-2414 - X51262
301-599-2412 (Fax)
Website: www1.pgcps.org/clintongrove/

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

Thu, Dec 15, 2022 at 4:40 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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Malaika Dorn <mdorn@pgcps.org>

Thu, Dec 15, 2022 at 4:51 PM

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

Hi Wilma,

Quick question in reference to this email. Concerning the bullet below:

"Extended Duty Pay is a new pay type defined by the recently approved PGCEA bargaining agreement. This allows for \$200 per night to be paid to employees whose positions fall under PGCEA. This pay type is now available to be used in Oracle. This time should be entered on the timecard each pay period as it occurs. If the time is late, please use the attached late time form to submit it to payroll. Please enter 1 in the hours column - this represents one day of overnight duty."

What are PGCEA members doing to be entitled to the \$200 per night? Please advise.

[Quoted text hidden]

--

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

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

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

Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 15, 2022 at 4:57 PM

To: Malaika Dorn <mdorn@pgcps.org>

Hi Malaika,

Please see the form for more information. This is a new requirement in the recently approved PGCEA contract.

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

Strategic, Input, Consistency, Connectedness, Relator

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Quarantine leave: quaran.leaverequests@pgcps.org

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[Quoted text hidden]

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

Thu, Dec 15, 2022 at 4:59 PM

Got it, thanks.

[Quoted text hidden]

Lois Scales <lois.scales@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Dec 15, 2022 at 5:15 PM

Will do, thanks!

[Quoted text hidden]

--

Lois H. Scales M.Ed.
School Business Accounting Secretary
North Forestville Elementary School
2311 Ritchie Rd. Forestville, MD 20747
301-499-7098 fax# 301-808-4488

Payroll Director <frieda.waithe@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>, Joy Walters <joy.walters@pgcps.org>

Thu, Dec 15, 2022 at 9:28 PM

Good evening

Before I PDF these forms, please review and let me know if I need to make any changes.

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

Payroll General Inquiries email: payroll@pgcps.org

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[Looking for Payroll Information or Forms...check out our website](#)

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facsimile in error, please notify us by telephone immediately, arrange the return of the transmission and documents, delete the original communication, and any copy from your computer system. If you are not the named recipient, you are not authorized to reveal any information contained herein.

On Thu, Dec 15, 2022 at 4:39 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

2 attachments

 **PRS-110-PGCEA Classroom coverage Tracking (1).docx**
33K

 **PRS-112- PGCEA Classroom coverage Late (1).docx**
46K

Joy Walters <joy.walters@pgcps.org>
To: Payroll Director <frieda.waithe@pgcps.org>
Cc: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 16, 2022 at 4:19 AM

Good morning,

These both look good! I created a form also that you can take a look at just as a potential option. I can pretty it up, but didn't want to devote too much time to it if you don't like it. The purpose for moving toward a form could be to be able to export the data to a google sheet for potential easier processing, tracking of submission, centralized submission, to be able to sort the data to manipulate the spreadsheet for reporting purposes or to send a comprehensive list/report to principals, less paper, etc. We can do it for both forms as well. The only thing we would need to sort through is the need for the "employee's initials". We don't require it on the late form so we may be able to not require it on the coverage (non late) form. I would think if an employee had a discrepancy, we could sort the data for the employee on the master spreadsheet and provide the employee with the hours submitted or even a copy of the form submitted as opposed to the employee signing the paper form and seeing the information on the form for other employees.

Let me know what you think.

Thanks,
Joy

[Quoted text hidden]

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

Fri, Dec 16, 2022 at 9:14 AM

Good morning, Ms. Wilma, I will be out on 12/22/2022, which is when payroll needs to be submitted. We currently don't have a backup, Ms. Burgess our assistant principal hasn't been trained yet. I don't mind taking care of payroll while I am out. I was wondering if I can get compensated for extra time. Please advice.

Sincerely,
ms. Escobar



Joanna Escobar
Prince George's County Public Schools

Phone: 301-445-8415 | joanna.escobar@pgcps.org
2617 Buck Lodge Rd, Adelphi MD, 20783

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Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Quarantine leave: quaran.leaverequests@pgcps.org

On Thu, Dec 15, 2022 at 4:39 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Joy Walters <joy.walters@pgcps.org>
Cc: Payroll Director <frieda.waithe@pgcps.org>

Fri, Dec 16, 2022 at 9:24 AM

Good Morning,

The late form looks all good to me.
The tracking form had two small changes:

Pay Period End Date:

School/Office Name:

using the OTL Timecards, "PGCE/

s for covering classroom for an abs

Shall I write up the email to timekeepers?

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

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Quarantine leave: quaran.leaverequests@pgcps.org

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[Quoted text hidden]

 **PRS-110-PGCEA Classroom coverage Tracking (1) (1).docx**
33K

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

Fri, Dec 16, 2022 at 9:25 AM

Hello Ms. Escobar,

That would not be my call. That would be a decision for your supervisor.

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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[Quoted text hidden]

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

Fri, Dec 16, 2022 at 9:27 AM

Thank you

[Quoted text hidden]

[Quoted text hidden]

Lourine Henry <lourine.henry@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 16, 2022 at 9:29 AM

Good Morning Mrs. Marks,

Where do employees change their address information?

Lourine Henry
Secretary II
William Paca Elementary School
301-925-1330 (V) X61352
301-925-1338 (F) lourine.henry@pgcps.org
www.pgcps.org

PARENTS

Please [click here](#) if you need to create a student ID, update a residency, or create a new enrollment.

Requesting Student Records

<https://pgcpsmd.scribborder.com/>

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Lourine Henry <lourine.henry@pgcps.org>

Fri, Dec 16, 2022 at 9:30 AM

Good Morning Ms. Henry,

Employees can change their addresses in Oracle Employee Self Service.

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]

Payroll Director <frieda.waithe@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>
 Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 9:32 AM

I will make the changes...and yes, please

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

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Looking for Payroll Information or Forms...check out our website

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Payroll Director <frieda.waithe@pgcps.org>
Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 9:48 AM

How about this?

Hello Timekeepers,

Attached are an updated PGCEA Sub Cover Pay forms. These forms are for coverage done by a PGCEA Unit 1 member for an absent Unit 1 member or a vacant Unit 1 position. There are many changes so please ensure that you read the form carefully to ensure you understand how to properly report these hours. Please use these forms to replace any old versions of these forms which you may have.

Also attached are forms for Extended Duty PM Pay. These forms are for PGCEA Unit 1 member overnight duty at Camp Schmidt or Hard Bargain farm.

These forms will be updated on the website shortly.

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

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[Quoted text hidden]

Lourine Henry <lourine.henry@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 16, 2022 at 9:53 AM

I looked in all of the screens except
Personal Information

Thanks.

[Quoted text hidden]

[Quoted text hidden]

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

Fri, Dec 16, 2022 at 10:06 AM

Good morning Wilma,

How do we pay Paraprofessional or ISEA staff who also accompanied the trip overnight to support the special education students attending.

Thank you!

Donna

[Quoted text hidden]

--

Donna Danielson
Glenn Dale Elementary
Secretary II
[6700 Glenn Dale Rd.](#)
[Glenn Dale, MD 20769](#)
301-805-2750

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

Fri, Dec 16, 2022 at 10:25 AM

Hello Ms. Danielson,

There is no specific pay type approved pay for overnight work for paras or ISEAs.
You would have to speak to your supervisor about how to pay them if they are used for this work.

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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[Quoted text hidden]

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

Fri, Dec 16, 2022 at 10:35 AM

Looks like I will need to submit overtime pay for her for the hours worked after her duty hours, until her start time the next day. 15.75 hours!

[Quoted text hidden]

Esperanza Amaya <esperanza.amaya@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 16, 2022 at 11:06 AM

Good morning Ms. Marks ,
For those Unit 1 teachers that attended the overnight at Camp Schmidt, do we enter time hours? If so how many hours?

On Thu, Dec 15, 2022 at 4:39 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

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

Payroll Director <frieda.waithe@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>
Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 11:21 AM

Revised language below. Please review and let me know your thoughts.

Attached are the revised PGCEA Substitute Coverage Pay forms.

PRS-110-PGCEA Unit 1 Members - INTERACTIVE form - This form is used by the work location to track and monitor any PGCEA employee who is subbing or covering for another PGCEA Unit 1 member. The timekeeper can use this form once it is completed to enter hours worked on the timecard every pay period. This form is also a good source document if the work location is ever audited.

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- Any Unit I member who volunteers or is assigned to cover or teach a class other than their regular scheduled assignment shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**
- In the event that a Unit I member is absent and no substitute is available and the principal divides a class between staff members, the unit members to whom the students are assigned shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**

- When a Unit I member assigned to a co-taught class is absent and no substitute teacher is available the remaining co-teacher shall be compensated, in addition to their regular pay. **Payable in no less than half (0.5) hour increments.**
- In the event a Unit I member is designated by an assigned supervisor to cover the caseload/work of another Unit I position in addition to their regular assignment, the Unit I member shall be compensated in addition to their regular pay. **Payable in no less than one (1) hour increments.**
- In the event a non-classroom-based educator is absent, and the principal/ supervisor divides the work/caseload between multiple staff members, the unit members to whom the work is assigned shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**
- Should an unscheduled emergency require that a Unit I member does not receive all or a portion of his/her planning time for the purpose of lunch/recess duty coverage, the member will be compensated, in addition to their regular pay. **Payable in no less than half (0.5) hour increments.**

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Frieda Waithe

Director, Payroll Services

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Fax# - 301-952-6088

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Esperanza Amaya <esperanza.amaya@pgcps.org>

Fri, Dec 16, 2022 at 12:14 PM

Hello Ms. Amaya,
If the day worked/night worked is in the current pay period, yes you would put the time on the timecard.
Please read the instructions on the form as it answers your second question.

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: Payroll Director <frieda.waithe@pgcps.org>
Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 12:16 PM

Thank you Frieda. I think this is great. So they will get the information on the form and in the body of the email.

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

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[Quoted text hidden]

Esperanza Amaya <esperanza.amaya@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 16, 2022 at 12:22 PM

Thank you.

[Quoted text hidden]

Payroll Director <frieda.waithe@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>
Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 12:28 PM

Exactly!! No questions about what they did not know or did not read.

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Frieda Waithe

Director, Payroll Services

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Fax# - 301-952-6088

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[Quoted text hidden]

Payroll Director <frieda.waithe@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Dec 16, 2022 at 4:46 PM

Cc: Joy Walters <joy.walters@pgcps.org>

Good evening

Please review the autofill PDF forms...let me know if you have any questions or if anything needs to be changed

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[Quoted text hidden]

2 attachments



PRS-112- PGCEA Classroom coverage Late - Autofill.pdf

252K



PRS-110-PGCEA Classroom coverage Tracking - Autofill.pdf

262K

Wilma Marks <wilma.marks@pgcps.org>

To: Payroll Director <frieda.waithe@pgcps.org>

Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 5:30 PM

They look great to me. Thank you. I will work on Monday to post these and the Extended Duty forms on the website.

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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[Quoted text hidden]

Payroll Director <frieda.waithe@pgcps.org>
 To: Wilma Marks <wilma.marks@pgcps.org>
 Cc: Joy Walters <joy.walters@pgcps.org>

Fri, Dec 16, 2022 at 6:37 PM

Max is also on standby to assist us with the posting of these forms. Keep him in the loop as well.

Thanks for being #PGCPSPROUD every day!!

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*Wilma Marks
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301-952-6351
Fax: 301-952-6088*

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

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- In the event a Unit I member is designated by an assigned supervisor to cover the caseload/work of another Unit I position in addition to their regular assignment, the Unit I member shall be compensated in addition to their regular pay. **Payable in no less than one (1) hour increments.**
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shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**

- Should an unscheduled emergency require that a Unit I member does not receive all or a portion of his/her planning time for the purpose of lunch/recess duty coverage, the member will be compensated, in addition to their regular pay. **Payable in no less than half (0.5) hour increments.**

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On Fri, Dec 16, 2022 at 9:49 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

How about this?

Hello Timekeepers,

Attached are an updated PGCEA Sub Cover Pay forms. These forms are for coverage done by a PGCEA Unit 1 member for an absent Unit 1 member or a vacant Unit 1 position. There are many changes so please ensure that you read the form carefully to ensure you understand how to properly report these hours. Please use these forms to replace any old versions of these forms which you may have.

Also attached are forms for Extended Duty PM Pay. These forms are for PGCEA Unit 1 member overnight duty at Camp Schmidt or Hard Bargain farm.

These forms will be updated on the website shortly.

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

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On Fri, Dec 16, 2022 at 9:32 AM Payroll Director <frieda.waithe@pgcps.org> wrote:
I will make the changes...and yes, please

Thanks for being #PGCPSPROUD every day!!

Please let us know how we are doing...

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Frieda Waithe
Director, Payroll Services
Ph# - 301-952-6219
Fax# - 301-952-6088

Payroll General Inquiries email: payroll@pgcps.org

Payroll Tax and/or W2 Inquiries email: payroll.taxesw2s@pgcps.org

Payroll Stop Payment Submission and/or Inquiries: payroll.stoppayment@pgcps.org

Garnishment Inquiries: payroll.garnishment@pgcps.org

Payroll Escheatment Inquiries: payroll.escheatment@pgcps.org

Extended leave requests and inquiries (FMLA, LOA, SLB): absence.mgmt@pgcps.org

Quarantine leave inquiries and requests: quaran.leaverequests@pgcps.org

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On Fri, Dec 16, 2022 at 9:24 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

Good Morning,

The late form looks all good to me.
The tracking form had two small changes:

Pay Period End Date:

School/Office Name: _

using the OTL Timecards, "PGCEA/

s for covering classroom for an abs

Shall I write up the email to 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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On Fri, Dec 16, 2022 at 4:20 AM Joy Walters <joy.walters@pgcps.org> wrote:

Good morning,

These both look good! I created a form also that you can take a look at just as a potential option. I can pretty it up, but didn't want to devote too much time to it if you don't like it. The purpose for moving toward a form could be to be able to export the data to a google sheet for potential easier processing, tracking of submission, centralized submission, to be able to sort the data to manipulate the spreadsheet for reporting purposes or to send a comprehensive list/report to principals, less paper, etc. We can do it for both forms as well. The only thing we would need to sort through is the need for the "employee's initials". We don't require it on the late form so we may be able to not require it on the coverage (non late) form. I would think if an employee had a discrepancy, we could sort the data for the employee on the master spreadsheet and provide the employee with the hours submitted or even a copy of the form submitted as opposed to the employee signing the paper form and seeing the information on the form for other employees.

Let me know what you think.

Thanks,
Joy

On Thu, Dec 15, 2022 at 9:28 PM Payroll Director <frieda.waithe@pgcps.org> wrote:

Good evening

Before I PDF these forms, please review and let me know if I need to make any changes.

Thanks for being #PGCPSPROUD every day!!

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Frieda Waithe

Director, Payroll Services

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On Thu, Dec 15, 2022 at 4:39 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

Hello Timekeepers,

Please share this information with your time approvers

1. The end of year is fastly approaching. In preparation for W2 season we are requesting your help to get the W2 relevant information out to employees. Please post the attached document (Payroll Services W2 Notice 2022) on your common area and email to all staff members.
2. Please note this Friday, 12/16/2022 is a pay period end date; timecards are due as normal.

For the next scheduled pay period ending 12/30/2022, the timecards will be due on next Thursday, 12/22/2022. Please ensure you finalize your timecards before you leave COB on 12/22/2022.

3. PGCEA Retros were paid out on 12/9. Corrections, terminated employees and newly made retroactive changes are in progress to be paid out as soon as possible. Other employees who have retro issues should be asked to email Payroll with specific concerns. They will be responded to within 3 days. Payroll is working diligently to get corrections done and sent out as soon as possible.

4. Extended Duty Pay is a new pay type defined by the recently approved PGCEA bargaining agreement. This allows for \$200 per night to be paid to employees whose positions fall under PGCEA. This pay type is now available to be used in Oracle. This time should be entered on the timecard each pay period as it occurs. If the time is late, please use the attached late time form to submit it to payroll. Please enter 1 in the hours column - this represents one day of overnight duty.

5. Federal Tax Form and State Tax Form screens are no longer visible when employees are logged into Oracle Employee Self Services Limited. Employees must be logged in via the school system network in order to be behind the firewall and access the full Oracle Employee Self Service in order to see these screens to make tax changes.

Sincerely,
Payroll Services

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Quarantine leave: quaran.leaverequests@pgcps.org

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Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Dec 19, 2022 at 8:00 AM

Good morning Ms Marks,

I have a question about the long term substitutes: do we need to add 2 weeks of pay? or are they only getting paid for 4 day?

On Thu, Dec 15, 2022 at 4:39 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Thanks and Have a good day!!

Zaidy Rosario

Principal's Administrative Assistant
Judith P. Hoyer Montessori School
"Committed to Excellence"

zaidy.rosario@pgcps.org

Office# 301 808-4420 Ext 57571/57612

Fax# 301-808-8270

[SCHOOL WEBSITE](#)

Retha Carr <retha.carr@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Dec 19, 2022 at 8:14 AM

Good morning Ms. Marks,

I hope you had a great weekend.

May I get the name of my payroll contact for the Ofc of Community Partnerships? IwNt to make sure our time cards were submitted on Friday and to know who to contact with any additional questions.

Thank you,
Retha Carr

On Thu, Dec 15, 2022 at 4:39 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--

Thank you for supporting PGCPS!

Retha Carr

Administrative Coordinator
Office of Community Partnerships
Office of Communications and Community Engagement
Prince George's County Public Schools

Main Office: 301-952-6380

Extension: 26516

Twitter: @PGCPSpartners

Website: www.pgcps.org

Belief *Responsibility*Relator *Learner *Arranger

Sharon Breeden <sharon.breeden@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>
Cc: Florence Foreman Wain <florenc.foreman@pgcps.org>, Scott Showalter <scott.showalter@pgcps.org>

Tue, Jan 3, 2023 at 4:34 PM

Hi Wilma,

The forms that are attached are not for PGCEA Sub-coverage for Late Pay or PGCEA Sub-coverage Pay. They are only for payment of Extended Hours. Can you please send us the updated forms for PGCEA Sub-coverage Pay and PGCEA Sub-coverage for Late Pay? Thank you for your help!




Sharon Breeden
 Secretary II
 Psychological Services, Rm. 369
 Judy Hoyer Family Learning Center
 8908 Riggs Rd.
 Adelphi, MD 20784
 301-431-5630; extension 45404
 Websites: [Office of Psychological Services](#) & [PGCPS Mental Health](#)

If you need immediate help due to suicidal thoughts or other serious emotional challenges, please contact:

Suicide & Crisis Lifeline: Call 988
Maryland 211: Call 211 or Text your zip code to 898-211
Crisis Text Line: Text HOME to 741741
Safe Schools Maryland: Call 1-833-632-7233

[Quoted text hidden]

3 attachments

-  **PRS-123-PGCEA Extended Duty Late-INTERACTIVE (4).pdf**
139K
-  **PRS-123-PGCEA Extended Duty Tracking-INTERACTIVE (4).pdf**
129K
-  **Payroll Services W2 notice 2022.docx**
14K

Wilma Marks <wilma.marks@pgcps.org>

Tue, Jan 3, 2023 at 5:09 PM

To: Sharon Breeden <sharon.breeden@pgcps.org>

Cc: Florence Foreman Wain <florenc.foreman@pgcps.org>, Scott Showalter <scott.showalter@pgcps.org>

Sure. Here are the forms.

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

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2 attachments



PGCEA Unit I Members Coverage.pdf
262K



Request for Late Payment for PGCEA Unit I Members Coverage.pdf
252K

Sharon Breeden <sharon.breeden@pgcps.org>

Wed, Jan 4, 2023 at 9:08 AM

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

Cc: Florence Foreman Wain <florenc.foreman@pgcps.org>, Scott Showalter <scott.showalter@pgcps.org>

Good morning,

Thank you, as always, for your help Wilma!

Sharon Breeden
Secretary II
Psychological Services, Rm. 369
Judy Hoyer Family Learning Center
8908 Riggs Rd.
Adelphi, MD 20784
301-431-5630; extension 45404
Websites: [Office of Psychological Services](#) & [PGCPS Mental Health](#)

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[Quoted text hidden]