



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 1/12/23

5 messages

Wilma Marks <wilma.marks@pgcps.org> Thu, Jan 12, 2023 at 2:46 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>, Patricia Hall <phall@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Hello Timekeepers,

Please note that Monday is a holiday. Regular payroll is due this Friday per usual. Payroll Clerks will not have Monday to assist with late time so please ensure all time is entered and correct by midday Friday.

Sub time is normally due Midday Monday. Due to the holiday Monday, please ensure your sub time is correctly entered on the Oracle sub timecard or correct in Frontline(for sub teachers only) to be transferred to Oracle on Friday evening. When you return on Tuesday, you can review the sub timecard. Any time missed can be entered on the timecard to be paid one week late.

There has been a lot of late time being submitted and requests for Payroll to submit or enter time in the absence of the timekeeper. If you, as timekeeper, are expecting to be off, please speak to your time approver about getting training and access for a backup timekeeper at your location.

Payroll Services thanks you for all of your hard work and wishes you a restful day off.

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!](#)

Payroll General Inquiries email: payroll@pgcps.org

For Long term Leave/FMLA/LOA Inquiries: absence.mgmt@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

Quarantine leave: quaran.leaverequests@pgcps.org


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!](#)

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: Wilma.Marks@pgcps.org

Thu, Jan 12, 2023 at 2:48 PM



Address not found

Your message wasn't delivered to **angelica.cruz@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; angelica.cruz@pgcps.net
Action: failed
Status: 5.0.0
Remote-MTA: dns; bfmailgw1.pgcps.org (66.250.190.125, the server for the domain.)
Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.
Last-Attempt-Date: Thu, 12 Jan 2023 11:48:21 -0800 (PST)

----- Forwarded message -----
From: Wilma Marks <wilma.marks@pgcps.org>
To: undisclosed-recipients;;
Cc:
Bcc: OracleTimeKeepers@pgcps.org
Date: Thu, 12 Jan 2023 14:46:57 -0500
Subject: Timekeeper Notice 1/12/23
----- Message truncated -----

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: Wilma.Marks@pgcps.org

Thu, Jan 12, 2023 at 2:48 PM



Address not found

Your message wasn't delivered to **Ruth.DavisBrown@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; Ruth.DavisBrown@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: Thu, 12 Jan 2023 11:48:38 -0800 (PST)

----- Forwarded message -----
From: Wilma Marks <wilma.marks@pgcps.org>
To: undisclosed-recipients;;
Cc:
Bcc: OracleTimeKeepers@pgcps.org
Date: Thu, 12 Jan 2023 14:46:57 -0500
Subject: Timekeeper Notice 1/12/23
----- Message truncated -----

Cynthia Holland <cynthia.holland@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Got it, thanks!

Cynthia Holland
Avalon Elementary
School Secretary
301-449-4970
Ext: 50452

[Quoted text hidden]

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

Fri, Jan 13, 2023 at 9:44 AM

Got it, thanks!
Have a great day.

On Thu, Jan 12, 2023 at 2:48 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

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Graciela Rosales
Secretary II
Adelphi Elementary School
8820 Riggs Rd.
Adelphi, MD 20783
301-431-6250