



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 4/17/2023

16 messages

Wilma Marks <wilma.marks@pgcps.org>

Mon, Apr 17, 2023 at 4:11 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>, Joy Walters <joy.walters@pgcps.org>, Patricia Hall <phall@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>

Hello Timekeepers,

Due to Friday, April 21, 2023 (Pay Period End Date) being a holiday, all timecard entries must be made by midday on Thursday, April 20, 2023.

Check all timecards to ensure the following employee categories, additional pays, and leave types are entered correctly:

- Substitute teachers
- Temporary employees
- Substitute coverage
- Regular extra time
- Personal, annual, sick, and/or unpaid leave

If you have any questions or need additional assistance please contact your payroll representative.

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!](#)

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Quarantine leave: quaran.leaverequests@pgcps.org

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Katharine Kerdock <kathari.kerdock@pgcps.org>

Mon, Apr 17, 2023 at 4:15 PM

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

Good afternoon Wilma!

Quick question, one of my staff members put in leave for 4 days but ended up needing only 3 days. Since we can't make any changes until after 10am on Friday, what should I do to have today's leave deleted?

Thank you!

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Mon, Apr 17, 2023 at 6:08 PM

To: Katharine Kerdock <kathari.kerdock@pgcps.org>

You will need to send a send a prs 121 omitted leave form for us to change it after timecards transfer.

[Quoted text hidden]

Sakina Savoy <sakina2.savoy@pgcps.org>

Tue, Apr 18, 2023 at 11:42 AM

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

Cc: Kiah Whitfield <kiah.whitfield@pgcps.org>

Good morning Ms. Marks,

We have been informed that our acting principal, Ms. Cecelia Bowlding will not be in today and the remainder of the week. As I will be complete with entering payroll, I am unsure if this will be approved and submitted to payroll. I am concerned as this may possibly cause a repeat of the last pay period. Please advise.

Thank you,

Sakina Savoy
 Secretary I- Registrar

District Heights Elementary School
2200 County Road
District Heights, MD 20747
301-817-0484
301-817-0561 FAX

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Sakina Savoy <sakina2.savoy@pgcps.org>
Cc: Kiah Whitfield <kiah.whitfield@pgcps.org>

Tue, Apr 18, 2023 at 11:46 AM

Hello,

All you can do as timekeeper is submit. As long as you submit by the deadline, you have done what you should. Timekeepers have a longer time to approve.

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

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[Quoted text hidden]

Sakina Savoy <sakina2.savoy@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>
Cc: Kiah Whitfield <kiah.whitfield@pgcps.org>

Tue, Apr 18, 2023 at 11:49 AM

Ok Thank you.

Sakina Savoy
Secretary I- Registrar
District Heights Elementary School
2200 County Road
District Heights, MD 20747
301-817-0484
301-817-0561 FAX

[Quoted text hidden]

DeAndra Bratcher <deandra.bratcher@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Apr 20, 2023 at 8:48 AM

Received, thank you.



It's Always A Great Day!

Regards,
DeAndra L. Bratcher
School Secretary & Registrar
Imagine Lincoln Public Charter School
4207 Norcross Street
Temple Hills, MD 20748
(301) 808-5600
"Day ONE or ONE Day. It's YOUR choice"

Please use the following links for:

Requesting Student Records
<https://pgcpsmd.scriboder.com/>
Enrollment and updating residency information
<https://pgcpsmdc.scriboder.com>

On Mon, Apr 17, 2023 at 4:11 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Dorothea Lomax <dorothea.lomax@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Apr 20, 2023 at 11:28 AM

Hi Ms. Marks,

Can Sub payroll be submitted or completed on Monday 4/24/23?

On Mon, Apr 17, 2023 at 4:11 PM Wilma Marks <wilma.marks@pgcps.org> wrote:
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
To: Dorothea Lomax <dorothea.lomax@pgcps.org>

Thu, Apr 20, 2023 at 12:29 PM

Yes, sub payroll can be submitted on Monday.

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

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[Quoted text hidden]

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

Thu, May 11, 2023 at 10:02 AM

Good Morning Wilma,

Hope you are doing good. I am trying to add more days for our long term substitutes and is giving me the following error:

Error

an absence may not include more than 90 detail items.

This error started since this Monday. I have not had the chance to add more days for them. Any help would be appreciated.

Thank you!!

On Mon, Apr 17, 2023 at 4:11 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](#)

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

Thu, May 11, 2023 at 10:05 AM

Well that's a new one. Can you send me all the details of what you were entering so I can try it and test it?

Thanks,
Wilma Marks
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Fax: 301-952-6088

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

Wilma,

This is one of the one I need to update:

View Vacancy #548479394 - Teacher Vacancy - 00000

**December 07 - December 22; January 03 -
January 13; January 17 - February 17;
February 21 - March 03; March 07 - March 30;
April 11 - April 20; April 24 - May 05**

Status: Filled by Vincent Williams / No Approval Required
Hours Per Day: 7.5 | Created: 12/7/22 4:53 PM | Last Update: 5/2/23 12:22 PM

Vacancy	Vacancy Log	Available Subs	Call History	Mobile History
---------	-------------	----------------	--------------	----------------

December 07 - December 22; January 03 - January 13; January 17 - February 17; February 21 - March 03; March 07 - March 30; April 11 - April 20; April 24 - May 12 at Judith P Hoyer Montessori *0 out of 90 Days Reconciled*

Select the day(s) you will be out:

From _____ To _____

Custom Date Selection [Clear](#)

Pr: _____

Ne: _____

May 2023						
SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Vacancy Reason (Vacancy Position) [Add New Variation](#)

Time Please enter a valid time range using the HH:MM AM format.
Full Day to

Substitute Report Times Please enter a valid time range using the HH:MM AM format.
Full Day to

Accounting Code None Available

[Save Vacancy](#)
[Save Vacancy and Reassign](#)
[Cancel](#)
[Delete](#)



[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>
 To: Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>, Monica Jenkins <monica.jenkins@pgcps.org>

Thu, May 11, 2023 at 10:38 AM

Ok. I thought you were talking about an Oracle screen. This is Frontline so you have gone past my knowledge base. LOL

Good Morning Monica,
 Could you please assist Ms. Rosario-Santana?

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

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[Quoted text hidden]

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

Thu, May 11, 2023 at 10:44 AM

Wilma,
 I am sorry for the confusion I thought I wrote Frontline. :)
 Thanks for assisting with this issue.

[Quoted text hidden]

Monica Jenkins <monica.jenkins@pgcps.org>
 Reply-To: monica.jenkins@pgcps.org
 To: Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>
 Cc: Wilma Marks <wilma.marks@pgcps.org>

Thu, May 11, 2023 at 11:30 AM

Hi Ms. Rosario,

Frontline will only allow you to create a vacancy for 90 days at a time. Please create a new vacancy for the substitute for the remaining time they are working this school year. This will generate a new confirmation number for the substitute.

Monica

Monica Jenkins

Instructional Technology Specialist

Relator * Arranger * Analytical * Connectedness * Self-Assurance

Technology Training Team

Bonnie F. Johns EMC

8437 Landover Road, Rm 213

Landover, MD 20785

Office-301-925-2874

T3 Instructional Website: bit.ly/t3pgcps

[Quoted text hidden]

Zaidy Rosario-Santana <zaidy.rosario@pgcps.org>

To: monica.jenkins@pgcps.org

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

Great Afternoon Monica,

I see now it makes sense. I did not but I know now.

Thanks so much for your assistance ladies. Have a great afternoon!!

On Thu, May 11, 2023 at 11:31 AM Monica Jenkins <monica.jenkins@pgcps.org> wrote:

Hi Ms. Rosario,

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Monica

Monica Jenkins

Instructional Technology Specialist

Relator * Arranger * Analytical * Connectedness * Self-Assurance

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Vacancy
Vacancy Log
Available Subs
Call History
Mobile History

Save
Vacancy

Save
Vacancy
and
Reassign

Cancel

Delete

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From _____ To _____
Custom Date Selection Clear

May 2023

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Vacancy Reason (Vacancy Position) Add New Variat

Time
Please enter a valid time range using the HH:MM AM format.
Full Day ▼

to

Substitute Report Times
Please enter a valid time range using the HH:MM AM format.
Full Day ▼

to

Accounting Code None Available ▼

Notes

Notes

Notes

Notes

Files

Related Files

Uploaded Files
No Uploaded Files

Choose a file

Related Files
No Related Files

On Thu, May 11, 2023 at 10:05 AM Wilma Marks <wilma.marks@pgcps.org> wrote:
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Fax: 301-952-6088

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Thanks and Have a good day!!

Zaidy Rosario
Principal's Administrative Assistant
Judith P. Hoyer Montessori School
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zaidy.rosario@pgcps.org

Office# 301 808-4420 Ext 57571/57612
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[SCHOOL WEBSITE](#)

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Thanks and Have a good day!!

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