

# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 2 - 24  
Originating Serial No.

July 1, 2023  
Date

Payroll Services  
Originating Office

June 30, 2024  
Cancellation Date

**TO:** All Employees

**FROM:** Chief Financial Officer

**SUBJECT:** Employee Pay Schedule for the 2023–2024 School Year

**I. PURPOSE:**

To provide information regarding payroll schedules and processes for all employees during the school year 2023-2024 covering paydays and deadlines for submission of timecards.

**II. PROCEDURES:**

**A. Employees**

1. All ePayslips (direct deposits) for employees will be available for viewing in the afternoon (12:00 p.m.) on Thursdays preceding Friday paydays or as otherwise noted on the attached schedule.
2. Pay checks for employees who elect to have a paper check will be mailed to the home address currently on the employee record on Wednesday evenings prior to Friday paydays.
3. The first payday for **10-month employees** and substitute teachers is Friday, **September 1, 2023**, and the last payday for 10-month employees is Friday, June 21, 2024. These dates comprise the total of 22 paydays for 10-month employees.

The first payday for all **11-month employees** is Friday, **August 4, 2023**, and the last payday for 11-month employees is Friday, June 21, 2024. These dates comprise the total of 24 paydays for all 11-month employees.

**Twelve-month employees** are paid every two weeks. The first payday in the 2023-2024 Fiscal Year will be Friday, **July 7, 2023**, and the last payday in the 2023-2024 Fiscal Year will be Friday, June 21, 2024. These dates comprise the total of 26 paydays for 12-month employees.

This pay schedule shall remain in place regardless of any changes in the school schedule that maybe necessitated due to inclement weather or any other emergency conditions that may require the closing of school. Payroll Services will make any necessary emergency condition changes to the pay schedule that is in the best interest of the Prince George's County Public Schools employees.

**B. Timekeepers and Timecard Approvers**

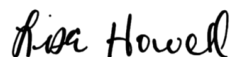
1. **All timecards** must be completed and submitted by 12:00 p.m. of the last day of each pay period, as reflected in the attached schedule, or as otherwise communicated from the Payroll Office. All **Employee timecards must be reviewed and approved by the Time Approver on the pay period end day no later than 5:00 p.m.**
2. For employees who are assigned a base school but work at more than one location, the base school is responsible for contacting the other location(s) to obtain time and leave information for timecard purposes.

3. Changes to the pre-populated time entries require the insertion of a new line for each type of time or leave being reported. Enter the appropriate information, including hours and the correct "Hours Type" element, on the inserted line. **Do not delete or overwrite any pre-populated information. This will cause the payroll payment to be incorrectly calculated.**
4. Time and attendance reported must correspond to the correct assignment for each employee. Timekeepers and Timecard Approvers must verify with the HR Staffing and Operations hiring offices (Administrative Personnel, 301-780-5913, Instructional Personnel, 301-952-6131, and Supporting Personnel, 301-952-6134) that employees working at their respective locations are properly set-up for the assignment(s) for which work is being performed. This must take place before the employee(s) are allowed or requested to perform work for the assignments in question.
5. Timecard Approvers who are unable to approve timecards due to absences (annual leave, sick leave, or official travel) must be approved upon return. Upon returning to work, the Timecard Approvers **must** approve the timecards and email their respective payroll specialist any corrections to the information submitted on the OTL Timecard or the Substitute Teacher Timecard. Corrections and late submissions of time for regular pay will be paid the Friday after payday (Off Cycle Payday), if received no later than the close of business on Monday after payday. Corrections and late submissions received after the close of business on Monday after payday will be paid on the next regular paycheck.
6. For Local 2250 and Local 400 employees who are absent for more than 15 days or ASASP, PGCEA, Confidential, and Executive employees who are absent for more than 10 days, employees must request an extended leave (FMLA, LOA, or SLB) through Absence Management. Employees must provide appropriate documentation prior to returning to work. The Leave Granting Authority and the employee must sign the Return to Work notification and submit it to their assigned Human Resources Partner. Failure to do so will result in a delay of pay.
7. When placing employees on administrative leave, a work location can approve up to 2 days of administrative leave. Any administrative leave days beyond the 2 days must be authorized by Employee Labor Relations Office. Refer to Administrative Procedure 4156 Administrative Leave or Temporary Placement of Employees for further details.

### **C. Timely Notice of Resignations, Retirements and Other Separations**

1. The employee is required to use the Oracle Self-Service module to submit their resignation. When a principal, supervisor or department head (Time Approver) is notified that an employee is resigning, retiring or terminating employment, the Time Approver must immediately notify their Human Resources staffing specialist via e-mail. The staffing specialist will complete the appropriate activities to change the employee to inactive status within 1 business day. The original notice of resignation or retirement should be promptly forwarded to the staffing partner for inclusion in the employee's personnel file. All resignation or retirement notices should clearly state the effective date.
2. The e-mail must be copied to Payroll Services to your payroll specialist to ensure that the employee's timecard is pulled immediately.
3. Employees who fail to report to work for three consecutive work days without contacting the Timekeeper or Time Approver should have an Unpaid Leave entry made on their timecard from the first day out and all subsequent days until they return to work. Your payroll specialist must be notified by e-mail.

**III. FILING INSTRUCTIONS:** Retain this bulletin until June 30, 2024.



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Lisa Howell  
Acting Chief Financial Officer

**Payroll Services  
Oracle Employee Self Service  
and  
Web Page Services**

Employees can now access many payroll services online through Oracle Employee Self Service and the Payroll Services Webpage. These two tools and the services available are listed below.

**Oracle Employee Self Service @ <https://www.pgcps.org/offices/business-management-services/payroll-services>**

- **Log on** to <https://www.pgcps.org/offices/business-management-services/payroll-services>
- **Click on** the HR/Employee Self-Service Tab (Upper right of Page)
- **Log on** using your Username and Password assigned to all PGCPs Employees
- **Click on** [PGCPs Employee Self Service](#) listed in the [Navigator Menu](#)
- **Click on** the Employee Self Service you wish to access:
  - **Personal Information** to change your address or personal data
  - **Annual Salary** to view salary and pay information
  - **View ePayslip** to view and print the most current and past payslips
  - **Federal Tax Form** to submit Federal tax Withholding changes
  - **State Tax Form to submit** Maryland, Virginia and District of Columbia tax withholding changes
  - **Benefits** to enroll or make changes to benefits during open enrollment periods
  - **Payslip Options**
  - **Manage Payroll Payments** by selecting or changing your direct deposit authorization
  - **Leave Balances and Extended Leave Request** to check annual, sick and personal leave balances
  - **My Information**
  - **Employee W-2** to view and print the most current and past W-2 statements
  - **Employment Verification**
  - **Extended Pay Option Enrollment** to enroll in the Extended Pay Option Plan

**Payroll Services Webpage @ <https://www.pgcps.org/offices/business-management-services/payroll-services>**

- Home Page Information
- Forms
- Calendars
- Associated Offices
- Tax Information
- Extended Pay Option Plan
- Employee Self Service
- Training
- Benefits Plans

**Check out the Bi-weekly Pay Calculator on the Payroll Web page in the Extended Pay Plan Section.**

**Payroll Services  
Sasscer Administration Building  
14201 School Lane, Room 132  
Upper Marlboro, MD 20772  
Payroll 301-952-6200  
FAX: 301-952-6088**

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