



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 1 - 22

Originators Serial No.

July 1, 2021

Date

Payroll Services

Originating Office

June 30, 2022

Cancellation Date

**TO:** TIME APPROVERS  
TIME KEEPERS

**FROM:** Chief Financial Officer

**SUBJECT:** Payroll Procedures for the 2021-2022 School Year

- I. **PURPOSE:** To establish payroll guidelines and procedures for the School Year 2021-2022.
- II. **PROCEDURES:** Compliance with the procedures identified in this bulletin is essential to ensure that the first payroll for this school year is successful, and that any payroll issues encountered are effectively corrected and resolved.

## A. School Start-up PAYROLL ROSTER (Pay Period 31-Jul-2021 to 13-Aug-2021)

1. The Payroll Roster is available to all timekeepers through their Oracle Navigator Functions List. Timekeepers must use the Payroll Roster to verify each employee on the roster beginning July 31, 2021.
2. The Payroll Roster must be accurate to ensure that all returning 10-month employees assigned to all locations/organizations on or before Thursday, August 27, 2021, are correctly paid on Friday, September 3, 2021.
3. Ten (10)-Month employees will have **four (4) Extended Pay Option Payments** (July 8, 2022, July 22, 2022, August 5, 2022, and August 19, 2022) and Eleven-Month Employees will have **two (2) Extended Pay Option Payments** (July 8, 2022, and July 22, 2022). Only Ten (10)-Month and Eleven (11)-Month employees who had deductions during the 2021-2022 school year will receive Extended Option Payments on the aforementioned dates.
4. If an employee is assigned to your school or office but is not on the July 31, 2021 roster, send the employee's name and employee identification number (EIN) to your payroll specialist and indicate if the employee is a new hire or a transfer.
5. If an employee who no longer works at your school or office is still listed on the roster, please check the appropriate roster column and provide any available information in reference to the former employee's status (e.g., leave, terminated, or transferred) in the "Comments" column.
6. Upon completing the roster update "save" it. It will automatically be returned to the Payroll Office and the changes will be made as soon as possible via Human Resources.

## B. Timecard Entry Reminders for each Pay Period

1. Refer to the Oracle Time and Labor (OTL) training manual for detailed instructions and requirements for timecard entry. Review timecards as soon as possible after they are available during the pay period and complete time and leave entries daily. Daily review and entry is **a best practice** that will prevent errors and omissions due to last minute or rushed entries at the end of the pay period. Continue to submit any necessary employee changes (terminated, transferred, unknown) to the timecard by submitting them on the Payroll Roster and by contacting your assigned Payroll Specialist via e-mail for new hires and transfers to your school.
2. If an employee is assigned to a base school but work multiple locations, the base school is responsible for contacting the other location(s) to obtain time and leave information for timecard purposes.

3. Enter **Unpaid Leave** for employees who are listed on the timecard, but who:
  - i. Are not assigned to your location, but are listed on your timecard.
  - ii. Are No Shows – Assigned to your location, but do not show up
  - iii. Are assigned to your location, but are not returning to your location
  - iv. Are not on an approved leave status (i.e. LOA, FMLA, SLB, W/C).
  - v. **IMMEDIATELY INFORM your Payroll Specialist of these employees via e-mail.**
4. Keep accurate sign-in documentation for all employees and timesheets for all Temporary and Substitute employees, Local 2250 Acting Pay (Paraprofessionals, Nurses, and Secretaries), PGCEA Substitute Coverage, PGCEA Lunch/Recess Monitor Pay, Extended Learning Opportunities (ELO) Pay, Instructional Lead Teachers (ILT) 10 additional days, Workshop Pay, Summer School, Overtime (Reg. Extra Time), and Compensatory Time (Comp Time). Enter their time each pay period to avoid a delay in pay. Daily review and entry is recommended as **a best practice** in order to prevent errors and omissions due to last minute or rushed entries at the end of the pay period.
5. Submit completed timecards to your Time Approver no later than 12:00 P.M. (Noon) on Timecard Fridays in time for a thorough review and approval.

### C. Timecard Approval for TIME APPROVERS

1. Refer to the Payroll Oracle Time and Labor (OTL) training materials (available on the IT Training Web page at [www1.pgcps.org/it/training](http://www1.pgcps.org/it/training)). For specific instructions and requirements for timecard approval, Click on “Classes and Online Help”, then click on “Oracle”, and then click on “Entering and Approving Payroll Timecards,” and then click on “Timecard Approvers.”
2. All timecards must be reviewed and approved for your location each pay period no later than 5:00 p.m. on the last day of the pay period, a.k.a. “Timecard Friday.” Please do not approve prior to 3pm as late time would not be able to be entered once timecard is approved. If timecards are not approved by 5pm on “Timecard Friday”, approval can be done the following week as long as timecards were submitted.
3. If any timecards appear for employees who do not work at your location, you must notify your Payroll Specialist and your appropriate Human Resources Partner **immediately via e-mail** and specify why the employee(s) is no longer at your location (e.g., extended leave, terminated, retired, resigned or transferred).

### D. Delivery of Checks and Direct Deposits

#### 1. Checks

a. Effective March 28, 2014, all payroll checks will be mailed to employee’s home address on record. All checks are mailed on the Wednesday prior to the pay date. Employees are not authorized to have checks transported to their work locations nor can they pick checks up from the Sasscer Administration Building. Employees who receive their pay via direct deposit will not receive paper pay slips (e-payslips). E-payslips can be accessed via Oracle Self-Service.

b. If an employee does not receive their paycheck 5 business days after the scheduled pay date, they can request for a stop payment to be placed on the outstanding check. All stop payment inquires can be sent to [payroll.stoppayment@pgcps.org](mailto:payroll.stoppayment@pgcps.org). Once the outstanding checks has been successfully stopped and a replacement check is issued, the employee must present a photo ID in order to pick up the replacement check from the Treasury Office (Sasscer Building Room 113).

#### 2. Direct Deposits

a. Direct deposit provides assurance that an employee's pay will be in their bank account on the scheduled payday even if severe weather such as a hurricane, snow day or other unforeseen circumstance. The only days direct deposits will deviate from the biweekly pay schedule is if there is a federal holiday in this case the direct deposit will post on the day prior.

b. Any new or updated Direct Deposit information entered in Oracle self-service or via the Direct Deposit form must be verified using the bank pre-notification (Pre-Note Process). It will take between 14 to 24 working days for the direct deposit information to be verified. During the pre-note process, the employee will receive a paper check which will be mailed to the employee's home address on record.

#### **E. Payroll Corrections**

1. Upon receipt of payroll checks, employees should review and verify the accuracy of their pay. If there are any discrepancies, employees must notify their respective timekeepers as soon as possible. Timekeepers must submit an e-mail inquiry describing the discrepancy to their payroll specialist for verification and corrective action with a copy sent to their Time Approver for acknowledgement of the requested corrective action request. Employee name, EIN, date of correction, hours corrected (if applicable) must be included on the e-mail.
2. Corrections for time errors or omissions, missing overtime hours, workshops, and other miscellaneous payments (which are not part of the regular pay) will be corrected and paid the Friday after Pay Day (Off Cycle Pay Day) if received by the close of business on the Monday after Pay Day. Corrections and late submissions received after the close of business of the Monday after Pay Day will be paid on within two pay periods.
3. Substitute Missed Time Payment Schedule: For any missed substitute time during a current pay period, enter the time on the substitute timecard. Missed time can be entered back ONE pay period. The time must be entered by 12 noon on the Wednesday following the pay day. The Payroll Office will process the time and issue payment on the off-cycle Fridays (the Fridays in between the pay days). Substitutes who are set up with direct deposit will have their funds direct deposited into their bank accounts; otherwise checks will be mailed to the home address on record. Any time that dates prior to the previous pay period must be submitted on the Substitute Teachers' Time and Attendance Late Report form or Sub Para late form.

#### **F. Leave without Notice and Extended Leaves**

1. **3 - Days** – Any employee absent without notice to their Time Approver will be recorded with unpaid leave for all days absent without notice. The assigned Payroll Specialist shall be notified immediately for monitoring and research assistance. If the employee remains out, a No Pay Status Letter will be issued to the employee and that employee will be referred to Employee Labor Relations Office for disciplinary action.
2. **10 - Days** - for Executives, Confidential, ASASP II & III, and PGCEA or **15 days** for ACE-ASFCME and SEIU - Any employee absent without notice to their Time Approver shall be notified that they need to apply for an Extended Leave immediately or they will be placed on unpaid leave according to the requirements of Administrative Procedure 4151.1. The assigned Payroll Specialist and Case Management Clerk shall be notified immediately for monitoring and research assistance.

Any questions regarding this Bulletin should be directed to your assigned Payroll Specialist and/or Case Management Clerk.

**III. FILING INSTRUCTIONS:** Retain until June 30, 2022.



Michael Herbstman  
Chief Financial Officer