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## Timekeeper Notice

2 messages

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**Wilma Marks** <wilma.marks@pgcps.org>  
Bcc: Sherriel.Sullivan@pgcps.org

Fri, Mar 13, 2020 at 12:59 PM

Hello Timekeepers,

Here is information for the time schools are closed.

Non-school based locations will be working from home.

Payroll employees will be available online so we will do work via email primarily.

Long term subs and temps continue to be paid during closure. Other temps and subs will not be paid. The non paid subs and temps may use their Sick and Safe leave if they choose.

Employees on leave without pay will remain as such.

School based employees leave for the next two weeks will be reinstated to their balances.

Time approval will not be required for next pay period.

For return to work from leave employees, principal will still need to confirm employee return to work thru HR.

For new hires, principal should email payroll clerk confirmation that the person is working.

Stay Safe All!

*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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**Wilma Marks** <wilma.marks@pgcps.org>  
Bcc: Sherriel.Sullivan@pgcps.org

Fri, Mar 13, 2020 at 2:05 PM

Hello all,

Here are a couple of clarifications to the last email:

12 month employees will operation on a code green with the ability to telework based upon position and approval.

Also, DAs will be paid for the next two weeks same as long term subs and long term temps.

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

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