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Timekeeper Notice

1 message

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Hello School-based Timekeepers and Time approvers,

We hope you are all well and safe in the current uncertain times.

Just a few notes to keep all updated on the payroll processing for temporary and substitute employees during the system closure days.

Per Dr. Goldson's email dated March 13, Long-term substitutes as of Friday, March 13 will continue to be paid during the two-week closure. All temporary employees will be paid over the two-week time closure for their scheduled hours to be worked. Other substitutes will not be paid during this two-week time period.

We are asking that the school-based timekeepers refrain from making any time cards entries during the district closure. School-based time approvers are exempted from approving time for the pay period March 14 through March 27. The Payroll Office will ensure the hours are submitted for the temporary and substitutes based on the communication we receive from Executive Leadership.

We want to stress that school-based timekeepers and approvers should not be in timecards during the district school closure time frame. We will notify you when you can resume timekeeping and time approval responsibilities.

If you have any questions/concerns, please email your respective payroll clerk.

For additional Corona Virus information for employees please click the link below:

<https://www.pgcps.org/coronavirus/employees/>

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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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