



Sherriel Sullivan <sherriel.sullivan@pgcps.org>

Timekeeper Notice Aug 25

1 message

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

Tue, Aug 25, 2020 at 8:02 PM

Hello Timekeepers,

This week time is due for the first pay for 10 month employees for the pay period ending 8/28/2020. Please make sure you see time for all of your active employees on the timecard.

Please make sure you enter unpaid leave for all employees who do not show up or do not have approved long term leave.

There was a letter sent to principals about substitute teachers. The content is attached. Please be sure all substitutes are all entered in Frontline. If your sub is going to be long term, please make sure your principal has informed HR Employee support.

If you have employees who have to go out for quarantine for COVID testing, please inform your payroll clerk right away. Please make sure the employee knows that the test result needs to be sent to HR and Payroll as soon as it is received. If employees test positive, have to care for a family member who tested positive or have to request leave because childcare has been lost due to COVID, please inform them to contact Amana Simmons to request telework and if that is denied have them request leave thru Absence Management.

Please remind new hired employees to check Oracle by this Friday. They need to make sure their name, SSN, address, taxes and direct deposit are correct. If they set up direct deposit by 8/28 they will still get a live check on 9/4 mailed to their home address in Oracle. Check pickup will be available on 9/4 at Sasscer for employees with out of state addresses.

The deadline is this Friday (8/28/2020) for employees who want to enroll or withdraw from Extended option program.

For any second assignments which have still not been setup and employees not paid, please contact HR to get status. Once HR has setup the second assignment, please send the time to payroll on the Time Entry Wages late time form.

Please remember late time is paid within two pay periods. Please make entries on timecards on time so we can avoid late time payment issues.

Sincerely,
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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Greetings Principals.docx

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Greetings Principals,

We are looking forward to the start of the SY 2020-2021. As outlined in the PGCPS [Fall 2020 Final Reopening Plan](#) substitute employees will be utilized for long term and short term assignments to support student learning for the distance learning and hybrid models beginning 8.20.20. *Specifically, long term substitute teachers are eligible to fill an assignment due to an unfilled vacant position or, an absent teacher who is on an approved extended leave.* As such, attached is a document for your review/action which identifies a cohort of existing substitute teachers who have indicated their availability to support schools in a long term or short term capacity.

You are encouraged to identify prospects from the cohort and reach out to any that may be an adequate match for your school needs. To afford current substitutes the opportunity to accept assignments, all assignments must be placed in the [Frontline Absence Management](#) system and accepted by the substitute teacher. **This is the only platform for requesting assignments, and must be utilized in order for the substitute teacher to receive compensation. Any assignments created and or accepted outside of this platform, will result in the utilization of the SOR funds to compensate an employee.** Additionally, the SY 2020-2021 "Confirmation of Reasonable Assurance" document serves as valid proof of an active substitute teacher and or substitute paraprofessional status. Please be certain to request this document from the substitute prior to confirming an assignment.

What follows below, is the definition of a short term and long term substitute:

- **Short Term Substitute Teacher:** provides intermittent coverage for one or multiple educators on an as needed basis and is ineligible for long term pay. Required to provide distance learning onsite at the school building.
- **Long term substitute Teacher:** provides consistent and uninterrupted coverage for one educator, vacancy, or an educator on an approved extended leave. The assignment extends beyond 15 consecutive days or longer and must be for the same absent educator or unfilled educator vacancy. Distance learning option (onsite or via telework).

To ensure adequate preparation for facilitating instruction via distance learning, all Substitute Teachers and Substitute Paraprofessionals are required to complete training on best practices for online learning. **Substitutes who do not complete the training are prohibited from being considered for/or accepting any assignments.**

Questions related to this correspondence may be directed to hr.employeesupportcenter@pgcps.org