



Wilma Marks &lt;wilma.marks@pgcps.org&gt;

## Timekeeper Notice 8/26/2021

50 messages

Wilma Marks &lt;wilma.marks@pgcps.org&gt;

Thu, Aug 26, 2021 at 4:34 PM

To: Oracle TimeKeepers &lt;OracleTimeKeepers@pgcps.org&gt;

Cc: Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Payroll Director <frieda.waith@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

Hello Timekeepers,

Please share this email with your principals!

As you know this Friday is the end of the pay period of the first pay day for 10 month employees. Please follow the following procedures to ensure employees are paid correctly and on time on September 3, 2021

1. Payroll Roster
  - o Complete your roster as soon as possible so changes can go to HR for correction.
  - o For Employees who transfer to your work location but is not showing on your roster, email the employee's name, EIN, and First day of work to your payroll specialist
2. Return To Work Letters
  - o Sign and submit all RTW letters by August 27th for any employees returning from extended leave.
3. Employees on leave but not Returning on August 27th
  - o Send an email with the employee's name and EIN to your payroll specialist and absence management clerk
  - o Enter unpaid leave for all 10 days of the pay period.
4. Double and Triple Check Timecards
  - o Ensure all time is entered for substitute teachers, temporary hourly employees, substitute paraprofessionals
  - o Enter unpaid leave for employees who do not report to work . Unpaid leave should be entered for all 10 days (Aug 14 - Aug 27) on the timecard to avoid overpayments.
  - o Do not remove any line designated as "Regular Salary Time" or "Regular Wages Time"
  - o Ensure all applicable leave is entered accurately
  - o Ensure all supplemental pays are entered (Local 2250 substitute coverage pay, Teacher Sub Coverage pay, etc) - if necessary

Our website has been updated! The 2021 - 2022 Bulletins, Pay Schedule, and Forms are available online.

For new employees starting on August 27, please ask them to log into Oracle self service before the end of the day so they can ensure their addresses are correct. Many of them will not have direct deposit. We are working with the Treasury Office on a distribution plan; additional information will be given next week.

All newly hired PGCEA employees will be automatically enrolled in the extended option program. They have 30 days from their date of hire to withdraw. If they wish to remain in the program, please have them review their pay stub to ensure the deduction is being taken. Any discrepancies must be reported within 30 days to their respective payroll specialist. Also, have them refer to the Extended Option Program bulletin for additional information.

This is a very important payday. Please work doubly hard to make sure all time entries are correct. If there are any discrepancies, please contact your respective payroll specialist as soon as possible to avoid a delay in employees' pay.

Please remind all employees to use Oracle Self Service for leave requests. Teachers and paras should submit supplemental pay information to timekeepers weekly to avoid late time entry. Ensure your sub teachers and sub paras are using Frontline/Aesop to report days worked.

### Pay Period End Date Reminders:

- All leave requests must be approved by 10 am
- All timecards must be entered and submitted by 12 pm
- All timecards must be approved between 3 pm and 5pm tomorrow by COB on the following Monday

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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Leatrice Wharton &lt;leatrice.wharton@pgcps.org&gt;

Thu, Aug 26, 2021 at 4:34 PM

To: Wilma.Marks@pgcps.org

Thanks you for your email. I am out of the office until Tuesday, September 7, 2021 with limited access to emails. Please contact the main office for immediate assistance at 301-449-4800.

Upon my return your email will be answered in the order of which it was received.

Thank you in advance for your patience.

Mrs. Wharton

--  
\*Please use one of the links for further assistance.\*

- \*Select this link for further assistance or to schedule an \*\*Withdrawal Appointment\*  
<<https://calendly.com/leatrice-wharton/2021-sy-appointment-request?month=2021-07>>

- \*Select this Link to Request an Official Transcript, Diploma, Education Verification or Records Request. <<https://pgcpsmd.scribder.com>>  
- PGCPS Registration and Specialty Program Lottery Application  
<<https://pgcpsmdc.scribder.com>>  
- \*SCHOOLMAX FAMILY PORTAL PASSWORD RESET LINK!\*  
<<https://idm.pgcps.org/identity/faces/forgotpassword.jsp>>

\*Leatrice Wharton\*  
\*Crossland High School <<https://keyword-connect.com/s/?q=High+School>>\*  
\*Guidance Secretary\*  
\*301-449-4800 ext 81702\*  
\*HOME OF THE CAVALIERS WHERE WE \*  
\*\*ACHIEVE then LEAD\*\*

Mail Delivery Subsystem <mailer-daemon@googlemail.com>  
To: Wilma.Marks@pgcps.org

Thu, Aug 26, 2021 at 4:34 PM



## Address not found

Your message wasn't delivered to **Trina.Young@pgcps.net** because the address couldn't be found, or is unable to receive mail.

The response from the remote server was:

550 #5.1.0 Address rejected.

Final-Recipient: rfc822; [Trina.Young@pgcps.net](mailto:Trina.Young@pgcps.net)  
Action: failed  
Status: 5.0.0  
Remote-MTA: dns: [bfjmailgw2.pgcps.org](mailto:bfjmailgw2.pgcps.org) (66.250.190.127, the server for the domain.)  
Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.  
Last-Attempt-Date: Thu, 26 Aug 2021 13:34:49 -0700 (PDT)

----- Forwarded message -----

From: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>  
Cc: Bonnie Tippett <[Bonnie.Tippett@pgcps.org](mailto:Bonnie.Tippett@pgcps.org)>, Emma Yetter <[emma.yetter@pgcps.org](mailto:emma.yetter@pgcps.org)>, Erica Ford <[erica2.ford@pgcps.org](mailto:erica2.ford@pgcps.org)>, Ethel Taylor <[ethel.taylor@pgcps.org](mailto:ethel.taylor@pgcps.org)>, Laurie Shifflett <[laurie.shifflett@pgcps.org](mailto:laurie.shifflett@pgcps.org)>, Leonie Bailey <[leonie.bailey@pgcps.org](mailto:leonie.bailey@pgcps.org)>, Malik Baker <[Malik.Baker@pgcps.org](mailto:Malik.Baker@pgcps.org)>, Mamadou Sanogo <[mamadou.sanogo@pgcps.org](mailto:mamadou.sanogo@pgcps.org)>, Michele Simon - Payroll <[michele.simon@pgcps.org](mailto:michele.simon@pgcps.org)>, Nathaniel Okoroafor <[nathaniel.okoroafor@pgcps.org](mailto:nathaniel.okoroafor@pgcps.org)>, Teresa Charles <[teresa.charles@pgcps.org](mailto:teresa.charles@pgcps.org)>, Payroll Director <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>, Sherriel Sullivan <[Sherriel.Sullivan@pgcps.org](mailto:Sherriel.Sullivan@pgcps.org)>, Joy Walters <[joy.walters@pgcps.org](mailto:joy.walters@pgcps.org)>, Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>, Shontia Oliver <[shontia.oliver@pgcps.org](mailto:shontia.oliver@pgcps.org)>, Cheryl Cooper <[cheryl.cooper@pgcps.org](mailto:cheryl.cooper@pgcps.org)>, DaVisa Whitley <[davisa.whitley@pgcps.org](mailto:davisa.whitley@pgcps.org)>, Lorri Plater <[Lorri.Plater@pgcps.org](mailto:Lorri.Plater@pgcps.org)>  
Bcc:  
Date: Thu, 26 Aug 2021 16:34:06 -0400  
Subject: Timekeeper Notice 8/26/2021  
----- Message truncated -----

Gail Adams-Bullocks <[g.adamsbullocks@pgcps.org](mailto:g.adamsbullocks@pgcps.org)>

Thu, Aug 26, 2021 at 6:14 PM

To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
Cc: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>, Bonnie Tippett <[Bonnie.Tippett@pgcps.org](mailto:Bonnie.Tippett@pgcps.org)>, Emma Yetter <[emma.yetter@pgcps.org](mailto:emma.yetter@pgcps.org)>, Erica Ford <[erica2.ford@pgcps.org](mailto:erica2.ford@pgcps.org)>, Ethel Taylor <[ethel.taylor@pgcps.org](mailto:ethel.taylor@pgcps.org)>, Laurie Shifflett <[laurie.shifflett@pgcps.org](mailto:laurie.shifflett@pgcps.org)>, Leonie Bailey <[leonie.bailey@pgcps.org](mailto:leonie.bailey@pgcps.org)>, Malik Baker <[Malik.Baker@pgcps.org](mailto:Malik.Baker@pgcps.org)>, Mamadou Sanogo <[mamadou.sanogo@pgcps.org](mailto:mamadou.sanogo@pgcps.org)>, Michele Simon - Payroll <[michele.simon@pgcps.org](mailto:michele.simon@pgcps.org)>, Nathaniel Okoroafor <[nathaniel.okoroafor@pgcps.org](mailto:nathaniel.okoroafor@pgcps.org)>, Teresa Charles <[teresa.charles@pgcps.org](mailto:teresa.charles@pgcps.org)>, Payroll Director <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>, Sherriel Sullivan <[Sherriel.Sullivan@pgcps.org](mailto:Sherriel.Sullivan@pgcps.org)>, Joy Walters <[joy.walters@pgcps.org](mailto:joy.walters@pgcps.org)>, Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>, Shontia Oliver <[shontia.oliver@pgcps.org](mailto:shontia.oliver@pgcps.org)>, Cheryl Cooper <[cheryl.cooper@pgcps.org](mailto:cheryl.cooper@pgcps.org)>, DaVisa Whitley <[davisa.whitley@pgcps.org](mailto:davisa.whitley@pgcps.org)>, Lorri Plater <[Lorri.Plater@pgcps.org](mailto:Lorri.Plater@pgcps.org)>

Will do, thanks!  
[Quoted text hidden]

**Dr. E. Carlene Murray** <elaine.murray@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Hello Ms. Marks,

I hope you are well! With the below email, is it unpaid leave regardless of their accrued leave?

Please advise me as I have a few employees who requested leave for tomorrow, August 27, 2021.

Thank you,

Carlene

----- Forwarded message -----  
From: **Jocita Deal** <jdeal@pgcps.org>  
Date: Thu, Aug 26, 2021, 6:50 PM  
Subject: Fwd: Timekeeper Notice 8/26/2021  
To: Carlene Murray <elaine.murray@pgcps.org>  
[Quoted text hidden]

**Cynthia Holland** <cynthia.holland@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

I will share.

Thanks,  
Cynthia Holland  
Avalon Elementary  
School Secretary  
301-449-4970  
ext: 50452

[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
To: "Dr. E. Carlene Murray" <elaine.murray@pgcps.org>

Thu, Aug 26, 2021 at 8:41 PM

Hello,

Yes, if the employee was on long term leave at the end of the last school year, and you have no update, charge unpaid. Remember that leave must be approved to be used. The employee needs to either present papers to return to work or file for extension of long term leave.

[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org> Thu, Aug 26, 2021 at 8:41 PM  
To: Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>

Please be sure to forward this to your principals who do not have timekeepers.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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From: **Wilma Marks** <wilma.marks@pgcps.org>  
Date: Thu, Aug 26, 2021 at 4:34 PM  
Subject: Timekeeper Notice 8/26/2021  
To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>  
Cc: Bonnie Tippett <Bonnie.Tippett@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Ethel Taylor <ethel.taylor@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Michele Simon -

Payroll <michele.simon@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Payroll Director <frieda.waite@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Patricia Hall <phall@pgcps.org>, Shontia Oliver <shontia.oliver@pgcps.org>, Cheryl Cooper <cheryl.cooper@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>

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**Dr. E. Carlene Murray** <elaine.murray@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Aug 26, 2021 at 8:45 PM

Thank you! I have a few teachers who have requested leave and I approved them back in July. Two requested this week and I have not approved them yet based on the memo.

Am I able to approve them?

Thank you so much,  
Carlene

[Quoted text hidden]

--

**E. Carlene Murray, Ed.D.**

Principal

Northwestern High School

301-985-1820

elaine.murray@pgcps.org

<https://www.pgcps.org/northwestern/>

7000 Adelphi Road, Hyattsville, Md. 20782

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: "Dr. E. Carlene Murray" <elaine.murray@pgcps.org>

Fri, Aug 27, 2021 at 8:11 AM

Only approve if they have a current long term leave approval, were not out end of last school year and are using sick leave.

[Quoted text hidden]

**Fay Rogers** <fay.best@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 8:17 AM

Good Morning,

What do we do when we have a new employee who still does not have their EIN number or email address yet?

Thank you and continue to stay safe,

Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

**Top 5 Strengths: Positivity, Consistency, Includer, Achiever, Harmony.**

Disclaimer:

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[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Fay Rogers <fay.best@pgcps.org>

Fri, Aug 27, 2021 at 8:50 AM

Check with grandma send me the person name to me.

[Quoted text hidden]

**Fay Rogers** <fay.best@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 8:52 AM

Her name is Erin Troast

Thank you and continue to stay safe,

Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

**Top 5 Strengths: Positivity, Consistency, Includer, Achiever, Harmony.**

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[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Fay Rogers <fay.best@pgcps.org>

Fri, Aug 27, 2021 at 9:18 AM

Sorry about the Gramma. That was supposed to be HR.  
We will check on Monday.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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Click [HERE](#) to go to the [Absence Management Website!](#)

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[Quoted text hidden]

**Lenea Folk** <lenea.folk@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 9:23 AM

Good Morning Ms. Marks,

My two new hires don't have email addresses yet, how are they supposed to log into ORACLE?

Ms. Folk

On Thu, Aug 26, 2021 at 4:34 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--  
**Lenea Folk**  
**Principal's Secretary/Office Manager**  
**Kenilworth Elementary**  
**12520 Kembridge Drive**  
**Bowie, MD 20715**  
**(O) 301.805.6600**  
**(F) 301.805.6605**

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Lenea Folk <lenea.folk@pgcps.org>

Fri, Aug 27, 2021 at 9:24 AM

Do they have passwords? If not have them call the IT helpdesk at 301-386-1549

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

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**Lenea Folk** <lenea.folk@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 9:25 AM

They only have their EIN numbers.

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Lenea Folk <lenea.folk@pgcps.org>

Fri, Aug 27, 2021 at 9:27 AM

Then have them call IT please. They can get their username and password setup from IT. I can't do that part.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

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**Neris Valladares** <neris.valladares@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>

Hello Ladies!!

I am trying to edit my time card, but for some odd reason it is not letting me. Can someone help me?

On Thu, Aug 26, 2021 at 4:34 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]

--  
**Neris Valladares**

*Principal's Secretary  
Hollywood Elementary School  
"Where Everyone's A Star!"  
301-513-5900 (O)  
Direct Ext. 54591  
301-513-5383 (F)*

---

**Lenea Folk** <lenea.folk@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 9:36 AM

Thank you so much, working on that now.

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Neris Valladares <neris.valladares@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>

Fri, Aug 27, 2021 at 10:14 AM

Hello Neris,  
Are you getting an error message?

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

---

**Neris Valladares** <neris.valladares@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>

Fri, Aug 27, 2021 at 10:19 AM

No, not even the option to add anything.

[Quoted text hidden]

---

**Neris Valladares** <neris.valladares@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>

Fri, Aug 27, 2021 at 10:22 AM

NMust have been a glitch!! It works now!!

[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Neris Valladares <neris.valladares@pgcps.org>  
Cc: Teresa Charles <teresa.charles@pgcps.org>

Fri, Aug 27, 2021 at 10:24 AM

Glad to hear it!  
Wilma Marks  
Supervisor Operations and Procedures  
Payroll Services  
301-952-6351  
Fax: 301-952-6088

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

---

**Dr. E. Carlene Murray** <elaine.murray@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Aljeana Pratt <aljeana.pratt@pgcps.org>, Jocita Deal <jdeal@pgcps.org>

Fri, Aug 27, 2021 at 10:40 AM

Good Morning Ms. Marks,

Thank you so much! I appreciate your response.

Make it a great day,

Carlene  
[Quoted text hidden]

**Wendy Alvarenga** <wendy.alvarenga@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 12:00 PM

Good afternoon Wilma,

I have a substitute, Estelle Tobias who is transitioning into the ART Teacher roll this school year. She is not on our payroll as of yet but I do not have her EIN number. I am waiting for her to respond to me with it.

[Quoted text hidden]  
--

Respectfully,

Wendy Alvarenga  
*Secretary II*  
**Indian Queen Elementary**  
9551 Fort Foote Road  
Fort Washington, MD 20744  
Office Number: (301) 749-4250  
Office Fax: (301) 749-4252  
Email: [wendy.alvarenga@pgcps.org](mailto:wendy.alvarenga@pgcps.org)

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Wendy Alvarenga <wendy.alvarenga@pgcps.org>, Darrell Hardie <darrell.hardie@pgcps.org>

Fri, Aug 27, 2021 at 12:05 PM

Hello Ms. Alvarenga,  
That has not been changed by HR yet. I still see her as a sub.

Hello Darrell,  
Could you please check on this one for Ms. Alvarenga?

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

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[Quoted text hidden]

**Darrell Hardie** <darrell.hardie@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Wendy Alvarenga <wendy.alvarenga@pgcps.org>

Fri, Aug 27, 2021 at 12:06 PM

Once she clears the background check, she will be entered into the system as a teacher.

Darrell Hardie  
Human Resources Partner  
Department of Human Resources Operations & Staffing  
Prince George's County Public Schools  
14201 School Lane  
Upper Marlboro, MD 20772  
Phone:301-780-6417

**For employee questions regarding COVID-19 please click the link below:**  
<https://www.pgcps.org/coronavirus/employees/>

[Quoted text hidden]



Wendy Alvarenga <wendy.alvarenga@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 12:10 PM

Wilma,

Another quick question, all the time cards reflect only the 7.5 hours across the board for all teachers including the new ones who had professional duty days starting the 24th. Should I enter time for them starting on the 24th?

[Quoted text hidden]

Wendy Alvarenga <wendy.alvarenga@pgcps.org>  
To: Darrell Hardie <darrell.hardie@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 12:10 PM

Thank you Mr. Hardie.  
[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Wendy Alvarenga <wendy.alvarenga@pgcps.org>

Fri, Aug 27, 2021 at 12:12 PM

They only get paid for 192 days per year. The first day for teachers is 8/27. Those other days were unpaid training days.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

Wendy Alvarenga <wendy.alvarenga@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, Aug 27, 2021 at 12:13 PM

Okay that's right! Thank you for your assistance.  
[Quoted text hidden]

Fay Rogers <fay.best@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 30, 2021 at 7:29 AM

Good Morning,

The following employee that we spoke about on Friday now is showing on my timecards.

Erin Troast  
EIN - 81376

Remember she is the one that was not on my timecards on Friday. Are you able to now submit payment for her on Friday?

Thank you and continue to stay safe,

Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

***Top 5 Strengths: Positivity, Consistency, Includer, Achiever, Harmony.***

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 30, 2021 at 9:29 AM

To: Fay Rogers <fay.best@pgcps.org>

Good Morning Ms. Rogers,

That EIN does not match the name. I still don't see a person named Troast in Oracle.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

---

**Fay Rogers** <fay.best@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 30, 2021 at 9:38 AM

Hi,

It has Erin McGuire

Thank you and continue to stay safe,

Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

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[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Fay Rogers <fay.best@pgcps.org>

Mon, Aug 30, 2021 at 9:47 AM

Hello,

Please end me her 210 day calendar

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

 2021-2022 11 month employee\_yearly\_calendar.docx  
28K

Fay Rogers <fay.best@pgcps.org>

Mon, Aug 30, 2021 at 10:42 AM

To: Wilma Marks <wilma.marks@pgcps.org>

Cc: LaTanya Sothern <latanya.sothern@pgcps.org>, Erin Troast <erin.mcguire@pgcps.org>

Hi,

Couple of things:

- 1.) The calendar dates are all not there, is there one with all the dates?
- 2.) She has to do 210 days. Does she put the extra days at the end or will her days be prorated since she started 8/27/21.

Thank you and continue to stay safe,

Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 30, 2021 at 12:36 PM

To: Fay Rogers <fay.best@pgcps.org>

Cc: LaTanya Sothern <latanya.sothern@pgcps.org>, Erin Troast <erin.mcguire@pgcps.org>

Hello Ms. Rogers,

I am not sure what you mean. Please try this one and let me know if you still see an issue. If the employee is starting late, she may not be able to do 210 days.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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[Quoted text hidden]

 2021-2022 11 month employee\_yearly\_calendar (4).docx  
28K

Fay Rogers <fay.best@pgcps.org>

Mon, Aug 30, 2021 at 12:49 PM

To: Wilma Marks <wilma.marks@pgcps.org>

Cc: LaTanya Sothern <latanya.sothern@pgcps.org>, Erin Troast <erin.mcguire@pgcps.org>

Hi, thank you! The calendar printed out correctly this time. Yes, the employee just started on 8/27/21, she is the staff member that you had to submit her time on her timecard. So does she still need to fill out the calendar?

Thank you and continue to stay safe,

Fay Rogers  
 Secretary II  
 EXCEL Academy Public Charter School  
 7910 Scott Road  
 Landover, Md. 20785  
 Phone: 301-925-2320  
 Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

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[Quoted text hidden]

---

**Wilma Marks** <wilma.marks@pgcps.org>  
 To: Fay Rogers <fay.best@pgcps.org>  
 Cc: LaTanya Sothern <latanya.sothern@pgcps.org>, Erin Troast <erin.mcguire@pgcps.org>

Mon, Aug 30, 2021 at 1:14 PM

Yes, I still need the calendar.

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

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[Quoted text hidden]

---

**Fay Rogers** <fay.best@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Aug 30, 2021 at 1:19 PM

Okay, thank you!

Thank you and continue to stay safe,

Fay Rogers  
 Secretary II  
 EXCEL Academy Public Charter School  
 7910 Scott Road  
 Landover, Md. 20785  
 Phone: 301-925-2320  
 Fax: 301-636-2427  
[fay.rogers@pgcps.org](mailto:fay.rogers@pgcps.org)

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---

**Fay Rogers** <fay.best@pgcps.org>  
 To: Wilma Marks <wilma.marks@pgcps.org>  
 Cc: LaTanya Sothern <latanya.sothern@pgcps.org>

Tue, Aug 31, 2021 at 9:14 AM

Good Morning,

Please see the attached calendar for Erin Troast - 81376. She is the new employee that we have talked about. Remember you said she may not be able to do 210 days.

Thank you and continue to stay safe,


Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
fay.rogers@pgcps.org

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---

 **Calendar for Erin Troast - 21-22SY.pdf**  
149K

---

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Fay Rogers <fay.best@pgcps.org>  
Cc: LaTanya Sothern <latanya.sothern@pgcps.org>

Tue, Aug 31, 2021 at 9:25 AM

Got it, thanks!  
*Wilma Marks*  
*Supervisor Operations and Procedures*  
*Payroll Services*  
*301-952-6351*  
*Fax: 301-952-6088*

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[Quoted text hidden]

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**Fay Rogers** <fay.best@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: LaTanya Sothern <latanya.sothern@pgcps.org>

Tue, Aug 31, 2021 at 9:28 AM

Thank you for your help and patience.

Thank you and continue to stay safe,

Fay Rogers  
Secretary II  
EXCEL Academy Public Charter School  
7910 Scott Road  
Landover, Md. 20785  
Phone: 301-925-2320  
Fax: 301-636-2427  
fay.rogers@pgcps.org

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**Wendy Alvarenga** <wendy.alvarenga@pgcps.org>  
To: Darrell Hardie <darrell.hardie@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>

Thu, Sep 9, 2021 at 7:44 AM

Good day Ms. Marks and Mr. Hardie,

Is there any update on the timecard for Ms. Tobias who started in our school and will need to get compensated for her time for this current pay period?

On Fri, Aug 27, 2021 at 12:06 PM Darrell Hardie <darrell.hardie@pgcps.org> wrote:

[Quoted text hidden]

[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>  
To: Wendy Alvarenga <wendy.alvarenga@pgcps.org>  
Cc: Darrell Hardie <darrell.hardie@pgcps.org>

Thu, Sep 9, 2021 at 8:32 AM

Good Morning Ms. Alvarenga,

I am sorry but I do not recall the situation. Can you please give a recap along with the employee's full name and EIN?

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

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[Quoted text hidden]

**Darrell Hardie** <darrell.hardie@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>  
Cc: Wendy Alvarenga <wendy.alvarenga@pgcps.org>, Aundrea McCall <aundrea.mccall@pgcps.org>

Thu, Sep 9, 2021 at 9:13 AM

Hello Wendy,

Ms. Tobias is set up at indian queen ES with an effective date of 9/2/21. Please see below.

Assignment (Tobias, Estelle Victoria)

Organization	Indian Queen ES	Group	10 No Membership 1T0 No
Job	94. Elementary Classroom Teacher, Instructio	Position	327020 Classroom Teacher_Art
Grade	Instr A B C 2 Bachelor.10. Salary	Payroll	SubsTemp Payroll
Location	INDIAN QUEEN ES	Status	Active Assignment
Assignment Number	83573	Vacancy	
Assignment Category	Fulltime-Regular	Collective Agreement	
		Employee Category	

Supervisor

Name	McCall, Aundrea Latrise
Worker Number	17947
Assignment Number	

Effective Dates

From	02-SEP-2021	To	
------	-------------	----	--

Salary    Entries    Tax Info    Others...

**Darrell Hardie**  
Human Resources Partner  
Department of Human Resources Operations & Staffing  
Prince George's County Public Schools  
14201 School Lane  
Upper Marlboro, MD 20772

Phone:301-780-6417

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

[Quoted text hidden]

Wendy Alvarenga <wendy.alvarenga@pgcps.org>  
To: Darrell Hardie <darrell.hardie@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>, Aundrea McCall <aundrea.mccall@pgcps.org>

Thu, Sep 9, 2021 at 9:59 AM

Great but I am still not showing her on our payroll roster nor do I have a timecard for her as of yet. I will also reach out to my payroll specialist.

[Quoted text hidden]

Darrell Hardie <darrell.hardie@pgcps.org>  
To: Wendy Alvarenga <wendy.alvarenga@pgcps.org>  
Cc: Wilma Marks <wilma.marks@pgcps.org>, Aundrea McCall <aundrea.mccall@pgcps.org>

Thu, Sep 9, 2021 at 10:13 AM

Ok, thank you Wendy.

Darrell Hardie  
Human Resources Partner  
Department of Human Resources Operations & Staffing  
Prince George's County Public Schools  
14201 School Lane  
Upper Marlboro, MD 20772  
Phone:301-780-6417

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[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Darrell Hardie <darrell.hardie@pgcps.org>  
Cc: Wendy Alvarenga <wendy.alvarenga@pgcps.org>, Aundrea McCall <aundrea.mccall@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>

Thu, Sep 9, 2021 at 10:24 AM

Hello all,  
It appears this employee's record was changed on 9/7. As that was after timecard generation, that would explain why the school is not seeing the employee on the roster or timecard. I will add her to the timecard group now.

Assignment(Tobias, Estelle Victoria)

Organization: Indian Queen ES  
Job: 94.Elementary Classroom Teacher.Instructic  
Grade: Instr A B C.2.Bachelor.10.Salary  
Location: INDIAN QUEEN ES  
Group: 10.No Membership.1T0.No  
Position: 327020.Classroom Teacher.Art  
Payroll: Substemp Payroll  
Status: Active Assignment  
Vacancy:   
Assignment Number: 83573  
Assignment Category: Fulltime-Regular  
Collective Agreement:   
Employee Category:

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Name: McCall, Aundrea Latrise  
Worker Number: 17947  
Assignment Number:   
Effective Dates: From 02-SEP-2021

Created By: DUPEXTACC\_TBENTERPRISE@GMAIL.COM  
Creation Date: 30-SEP-2014 21:53:17  
Table Name: PER\_ASSIGNMENTS\_v  
Updated By: DASONYA SELLMAN  
Update Date: 07-SEP-2021 13:19:03  
System Logon: UNKNOWN  
Terminal: UNKNOWN

Timekeeper Entry

INDIAN QUEEN ES - TK/Biweekly - Starts Sa Approver Comments  
28-AUG-2021 - 10-SEP-2021

Message Status	Type	Person Name	Hours Type	Other Leave Reas	SI Program Names	Thu 02-09	Fri 03-09	Sat 04-09	Sun 05-09	Mon 06-09	Tue 07-09	Wed 08-09	Thu 09-09	Fri 10-09	Total
<input checked="" type="checkbox"/>	W	Tobias, Estelle Vic	Reg Salary Time			7.5	7.5			7.5	7.5	7.5	7.5	67.5	
<input checked="" type="checkbox"/>	W	Tobias, Estelle Vic	Non Duty Days						0					0	

Ms. Alvarenga,  
Please wait about 20 minutes then check for the employee.

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

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