



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice 11/17/2021

12 messages

Wilma Marks <wilma.marks@pgcps.org>

Wed, Nov 17, 2021 at 12:49 PM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Payroll Director <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Bonnie Tippet <Bonnie.Tippet@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>, 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>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Morvena Bourne <morvena.bourne@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Shaneena McDonnaugh Holland <Shane.Colemcdonnaugh@pgcps.org>

Hello Timekeepers,

The Payroll Services Office would like to extend warm holiday wishes during the upcoming Thanksgiving break!! But...before you go just a few notes:

1) Other Leave: Quarantine Work: There is a new Other leave reason that has been added to the Oracle Leave Management Request Module. The new leave is Quarantine Work and is to be used when the supervisor/time approver grants an employee the ability to work from home while quarantining. Employees are able to select this leave when submitting leave requests in Oracle Self Service. Please be sure to let your time approvers know of this new type of leave.

* Absence Type * Absence Reason

2) Timekeeper Q&A will be held on December 8. The google doc will be shared with you so you can sign up to attend.

3) November 17 has been reported as a day schools were not able to sign up substitute teachers to be paid. IT has changed the Frontline schedule so this should no longer be an issue. IT should be adjusting any upcoming 2 hour early dismissal days so this issue should not occur again.

4) Timecard Due Dates: Please remember payroll deadlines for timecard due dates and plan time entry to get this done early. Please ensure supplemental pay types for staff are entered by the normal deadline to avoid late payment to staff. When late time is sent to payroll, please let staff know payment will be reviewed, processed, and paid within two pay periods.

5) Oracle upgrade: Due to the upcoming Oracle upgrade slated for November 24 - 29, Oracle systems may not be available when we return to work after Thanksgiving Break. Please be extra careful and ensure all time is entered by November 19. Payroll will not be able to do adjustments or corrects or late checks next week. If any time is not entered to be paid on the November 26 paycheck, please let staff know corrected payment may not be paid until December 3.

6) Concurrent pay:

For employees who elected to have the biweekly differential payments:

- o The differential started on 10/29/21 and retros were paid on 11/5/21. Please be advised that we will be reconciling all payments once we have all final retros processed and paid. We will continue to make the necessary adjustments to ensure the full differential amount is paid by June 24, 2022.

For employees who elected to have 2 lump sum payments:

- o The first lump sum payment will be made on Dec 10, 2021
 - Any missed or make up payments will be made on Dec 24, 2021
- o The second lump sum payment will be made on June 10, 2022
 - Any missed or make up payments will be made on Jun 24, 2022

For substitute teachers:

Compensation will be issued on a bi-weekly basis. Information will be shared regarding retro payments for service. Due to Oracle upgrades, payments are slated to commence in early December but additional information will be forthcoming.

- The estimated payment date for concurrent pay for sub teachers is Dec 17, 2021
- Retro payments are estimated to be paid on Dec 24, 2021

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!**

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Click [HERE](#) to go to the **Internal Revenue Service (IRS) Tax Withholding Calculator!**

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Katherine Sumter <katherine.sumter@pgcps.org>
To: Wilma.Marks@pgcps.org

Wed, Nov 17, 2021 at 12:50 PM

I will be out of the office this afternoon. I will return phone calls and emails upon my return on November 18, 2021.

--

Kathy Sumter, Secretary
Prince George's County Public Schools
Department of Creative and Performing Arts
Vocal and General Music Office
Thomas Claggett Teacher Leadership Center, Room 11
[2001 Addison Road South](#)
[District Heights, MD 20747](#)
301 333-0961 phone
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katherine.sumter@pgcps.org

The Prince George's Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Teri Marable <teri.marable@pgcps.org>
To: Wilma.Marks@pgcps.org

Wed, Nov 17, 2021 at 12:50 PM

Out of the office.

--

Teri Marable
Assistant Bus Driver Foreman

Prince George's County Public Schools

teri.marable@pgcps.org

Forestville Bus Lot 15

[3414 S. Forest Edge RD](#)

[Forestville, MD 20743](#)

301-817-0319 Ext: 49081

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Strengthfinders: Responsibility, Consistency, Harmony, Arranger, Belief

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

Wed, Nov 17, 2021 at 1:00 PM

Happy Holidays!

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Jeanne M Mowrey

Building Services / Maintenance

[4801 Brown Station Road](#)

[Upper Marlboro MD 20772](#)

Jbone@pgcps.org

Office Number 301 952 7815

Rosanne Viveiros <rosanne.viveiros@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Nov 17, 2021 at 1:13 PM

Hi Wilma,

When did this **Other Leave: Quarantine Work start?** Is it as of today?

Thanks

On Wed, Nov 17, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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Rosanne Viveiros
Department of Special Education
John Carroll Building
1400 Nalley Terrace
Landover, Maryland 20785
(301) 618-8355 x41056/41034 Phone
(301) 567-8654 Fax

Barbara Savory <barbara.savory@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Nov 17, 2021 at 1:22 PM

Received, Ms. Marks; thank you.

Regards,

Barbara Savory
Secretary II
Dodge Park Elementary School
3401 Hubbard Road
Landover, MD 20785
Phone: (301) 883-4220
Fax: (301) 883-4223
Email: barbara.savory@pgcps.org

On Wed, Nov 17, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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Wilma Marks <wilma.marks@pgcps.org>
To: Rosanne Viveiros <rosanne.viveiros@pgcps.org>

Wed, Nov 17, 2021 at 1:47 PM

It was put in last week I think. I was not given a specific start date.

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

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Rosanne Viveiros <rosanne.viveiros@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Nov 17, 2021 at 1:48 PM

Thank you

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Viola Harley <viola.harley@pgcps.org>

Wed, Nov 17, 2021 at 2:13 PM

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

Cc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Payroll Director <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, DaVisa Whitley <davisa.whitley@pgcps.org>, Patricia Hall <phall@pgcps.org>, Bonnie Tippet <Bonnie.Tippet@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>, 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>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Morvena Bourne <morvena.bourne@pgcps.org>, Joseph Shirley <joseph.shirley@pgcps.org>, Kim Pollard <kim.pollard@pgcps.org>, Joy Cucuzza <joy.cucuzza@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>, Shaneena McDonnaugh Holland <Shane.Colemcdonnaugh@pgcps.org>

Thank you for the information!

On Wed, Nov 17, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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Viola E. Harley
Secretary II
Green Valley "Success" Academy
[2001 Shadyside Avenue](#)
[Suitland, MD 20746](#)
viola.harley@pgcps.org
301-817-3100 (Office)
301-817-3176 (Fax)

Teleta Howard <teleta.johnson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Nov 22, 2021 at 11:58 AM

Hello Ms. Marks,

I have a question. My coworker, a temp employee, just received a call from her child's school stating she needs to pick her child up as soon as possible and has to quarantine until December 7th because there was a COVID exposure in the class. What does she need to do at this point? Is it based on the supervisor to allow her to work from home? I couldn't find written info for temps.

On Wed, Nov 17, 2021 at 12:50 PM Wilma Marks <wilma.marks@pgcps.org> wrote:

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--

Teleta E. Howard
Administrative Secretary, McKinney-Vento Program

Prince George's County Public Schools
7711 Livingston Rd., Suite J
Oxon Hill, MD 20745
P: 301-925-2482 x 42061

Wilma Marks <wilma.marks@pgcps.org>
To: Teleta Howard <teleta.johnson@pgcps.org>

Mon, Nov 22, 2021 at 11:59 AM

Hello,

Yes, supervisors can approved work from home during quarantine and the employee would enter Other leave: quarantine work if it is approved.
Otherwise, the employee would email quaran.leaverequests@pgcps.org to request quarantine leave.

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

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Teleta Howard <teleta.johnson@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Mon, Nov 22, 2021 at 12:06 PM

Thank you for the quick response, Ms. Marks.

Have a great week.

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