



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

## Timekeeper Notice draft

34 messages

Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 9:44 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Daniel Gainer <daniel.gainer@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>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>

Hello Timekeepers,

1. W2s: The W2 forms were mailed out by January 31 and are also available electronically via Oracle Employee Self-Service to active employees. Please be advised that W2s are not available on Oracle Employee Self-Service Limited. W2 reprints (duplicate copy) requests will be accepted after February 22 via email to [payroll.taxesw2s@pgcps.org](mailto:payroll.taxesw2s@pgcps.org). Please allow 5 to 7 days for the reprints to be processed and distributed.
2. IT continues to work on timecard and leave transfer issues. In some cases, they say the clearing of browser cache will alleviate issues by facilitating updates on individual computers. If staff encounter issues, please ask them to clear cache and reboot computers to see if the problem is resolved.
3. Suntrust/Truist bank merger: There has been a merger of Suntrust bank into Truist bank. Per our bank contact, there will be no changes for routing numbers in the foreseeable future. If there does come a change, all parties (the employee and the school system Treasury Operations office) will be notified by the bank. We will make the change on our end and notify the employee of the change.
4. March 7 was changed from non-duty to duty day for a number of positions. Some employees are concerned that this means they will work an extra day this school year. Employees will not work an extra day because June 20 was changed from a duty day to a holiday/non-duty day. Employees who do not work on March 7 would need to have leave charged for that day.
5. Timekeeper Q&A will be held on March 8 at 2p. Please sign up by clicking on the link below:  
[https://docs.google.com/spreadsheets/d/1YhpbH7IFZ\\_CJXrJbXwuKasqHH61ZREJIS2gmbd1uq0g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1YhpbH7IFZ_CJXrJbXwuKasqHH61ZREJIS2gmbd1uq0g/edit?usp=sharing)

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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Katherine Sumter <katherine.sumter@pgcps.org>

Wed, Mar 2, 2022 at 9:45 AM

To: Wilma.Marks@pgcps.org

I will be on leave March 2, 2022. I will return phone calls and emails upon my return.

--

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  
301 333-0965 fax  
[katherine.sumter@pgcps.org](mailto: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.

Mail Delivery Subsystem <mailer-daemon@googlemail.com>

Wed, Mar 2, 2022 at 9:45 AM

To: Wilma.Marks@pgcps.org



**Address not found**

Your message wasn't delivered to **beberlin.trejos@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; [beberlin.trejos@pgcps.net](mailto:beberlin.trejos@pgcps.net)  
Action: failed  
Status: 5.0.0  
Remote-MTA: dns; [bfjmailgw1.pgcps.org](mailto:bfjmailgw1.pgcps.org) (66.250.190.125, the server for the domain.)  
Diagnostic-Code: smtp; 550 #5.1.0 Address rejected.  
Last-Attempt-Date: Wed, 02 Mar 2022 06:45:50 -0800 (PST)

----- 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: Daniel Gainer <[daniel.gainer@pgcps.org](mailto:daniel.gainer@pgcps.org)>, Emma Yetter <[emma.yetter@pgcps.org](mailto:emma.yetter@pgcps.org)>, Erica Ford <[erica2.ford@pgcps.org](mailto:erica2.ford@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)>, Tessie Hoffmann <[tessie.hoffmann@pgcps.org](mailto:tessie.hoffmann@pgcps.org)>, Sherriel Sullivan <[Sherriel.Sullivan@pgcps.org](mailto:Sherriel.Sullivan@pgcps.org)>, Frieda Waithe <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>, Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>, Nick Venturini <[Nick.Venturini@pgcps.org](mailto:Nick.Venturini@pgcps.org)>  
Bcc:  
Date: Wed, 2 Mar 2022 09:44:56 -0500  
Subject: Timekeeper Notice draft  
----- Message truncated -----

**Crystal Crier** <[crystal.crier@pgcps.org](mailto:crystal.crier@pgcps.org)>  
To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Wed, Mar 2, 2022 at 9:49 AM

Hi Wilma,

I'm still seeing former employees on our payroll rosters. Any idea when this will be fixed?

On Mar 2, 2022, at 9:45 AM, Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Crystal Crier <[crystal.crier@pgcps.org](mailto:crystal.crier@pgcps.org)>

Wed, Mar 2, 2022 at 9:52 AM

Hi Crystal,  
Please see item # 2. That's all I am able to share. IT has not given me any other information.

*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 **Internal Revenue Service (IRS) Tax Withholding Calculator!**

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[Click Here to Complete Customer Service Survey!](#)

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**Charlene Phillips** <charlene.phillips@pgcps.org>

Wed, Mar 2, 2022 at 9:53 AM

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

Thank you for the information

[Quoted text hidden]

--  
**Charlene Phillips-Mack**  
**Laurel Bus Lot**  
**Foreman**  
**301-497-3665**

**Patricia Bobbitt** <patricia.bobbitt@pgcps.org>

Wed, Mar 2, 2022 at 9:53 AM

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

Thank you for the good information. I have another question. If staff take leave on Friday , they must take the entire day correct? I am asking because it is a 3 hour early release.

**Patricia P. Bobbitt**  
**Principal's Secretary, Bookkeeper, Timekeeper**  
**Martin L. King Jr. Middle School**

[4545 Ammendale Road](#)[Beltsville, MD 20705](#)[patricia.bobbitt@pgcps.org](mailto:patricia.bobbitt@pgcps.org)

Main Office: (301) 572-0650 Fax Number: (301) 572-0668

Health Room: (240)297-6111

Guidance Office: (240) 297-6117 Guidance Fax (301) 931-6589



On Wed, Mar 2, 2022 at 9:45 AM Wilma Marks &lt;wilma.marks@pgcps.org&gt; wrote:

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**Dorothea Lomax** <dorothea.lomax@pgcps.org>

Wed, Mar 2, 2022 at 9:59 AM

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

Hi Ms. Marks,

I tried to input my name to the list and it indicates View Only. I would like to attend.

On Wed, Mar 2, 2022 at 9:45 AM Wilma Marks &lt;wilma.marks@pgcps.org&gt; wrote:

[Quoted text hidden]

**Wilma Marks** <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 10:00 AM

To: Dorothea Lomax &lt;dorothea.lomax@pgcps.org&gt;

Please click on the button to request access and I will be able to share access with you.

**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>

Wed, Mar 2, 2022 at 10:00 AM

To: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>

Cc: Daniel Gainer <daniel.gainer@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>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Patricia Hall <phall@pgcps.org>, Nick Venturini <Nick.Venturini@pgcps.org>

Hello Timekeepers,

I have one additional note: If staff take a whole day off on an early dismissal day(such as this Friday) or a late arrival day, a full day of leave needs to be charged.

*Wilma Marks*

*Supervisor Operations and Procedures*

*Payroll Services*

*301-952-6351*

*Fax: 301-952-6088*

*Strategic, Input, Consistency, Connectedness, Relator*

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Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 10:01 AM

To: Patricia Bobbitt <patricia.bobbitt@pgcps.org>

I am so glad you asked that question. I was supposed to include that in my email.  
If they take the whole day off, that is a whole day of leave.

*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 Complete Customer Service Survey!](#)

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Mail Delivery Subsystem <mailer-daemon@googlemail.com>

Wed, Mar 2, 2022 at 10:01 AM

To: Wilma.Marks@pgcps.org

[Quoted text hidden]

Final-Recipient: rfc822; [beberlin.trejos@pgcps.net](mailto:beberlin.trejos@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: Wed, 02 Mar 2022 07:01:31 -0800 (PST)

----- 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: Daniel Gainer <[daniel.gainer@pgcps.org](mailto:daniel.gainer@pgcps.org)>, Emma Yetter <[emma.yetter@pgcps.org](mailto:emma.yetter@pgcps.org)>, Erica Ford <[erica2.ford@pgcps.org](mailto:erica2.ford@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)>, Tessie Hoffmann <[tessie.hoffmann@pgcps.org](mailto:tessie.hoffmann@pgcps.org)>, Sherriel Sullivan <[Sherriel.Sullivan@pgcps.org](mailto:Sherriel.Sullivan@pgcps.org)>, Frieda Waithe <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>, Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>, Nick Venturini <[Nick.Venturini@pgcps.org](mailto:Nick.Venturini@pgcps.org)>  
 Bcc:  
 Date: Wed, 2 Mar 2022 10:00:56 -0500  
 Subject: Re: Timekeeper Notice draft  
 ----- Message truncated -----

**Sharon Devonish-Prince** <[s.devonishprince@pgcps.org](mailto:s.devonishprince@pgcps.org)>

Wed, Mar 2, 2022 at 10:02 AM

To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
 Cc: Oracle TimeKeepers <[OracleTimeKeepers@pgcps.org](mailto:OracleTimeKeepers@pgcps.org)>, Daniel Gainer <[daniel.gainer@pgcps.org](mailto:daniel.gainer@pgcps.org)>, Emma Yetter <[emma.yetter@pgcps.org](mailto:emma.yetter@pgcps.org)>, Erica Ford <[erica2.ford@pgcps.org](mailto:erica2.ford@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)>, Tessie Hoffmann <[tessie.hoffmann@pgcps.org](mailto:tessie.hoffmann@pgcps.org)>, Sherriel Sullivan <[Sherriel.Sullivan@pgcps.org](mailto:Sherriel.Sullivan@pgcps.org)>, Frieda Waithe <[frieda.waithe@pgcps.org](mailto:frieda.waithe@pgcps.org)>, Patricia Hall <[phall@pgcps.org](mailto:phall@pgcps.org)>, Nick Venturini <[Nick.Venturini@pgcps.org](mailto:Nick.Venturini@pgcps.org)>

Thank you!

**Miss Sharon Devonish-Prince**  
**Assistant Foreman**  
**Bladensburg Bus Lot**

**Phone: 301-985-1870 EXT # 49002**

On Wed, Mar 2, 2022 at 9:45 AM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

**Eboney Brisker** <[eboney.pollard@pgcps.org](mailto:eboney.pollard@pgcps.org)>

Wed, Mar 2, 2022 at 10:02 AM

To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

hello Ms. Marks

the document to sign up in view only

On Wed, Mar 2, 2022 at 9:45 AM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

--  
**Mrs. Eboney Brisker**  
*Prince George's County Public Schools*  
 Secretary 2  
 301-918-8680 ext 73081  
 Thomas Johnson Middle School  
 5401 Barker Place  
 Lanham Md, 20706  
[www.pgcps.org](http://www.pgcps.org)

*Top 5 Strengths*  
*Empathy.....Consistency.....Discipline..... Responsibility.....Includer*

**Sharonda Green-Huggins** <[sharonda.green@pgcps.org](mailto:sharonda.green@pgcps.org)>

To: Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>

Thank you.

[Mrs. S. Huggins](mailto:Mrs.S.Huggins@pgcps.org)  
 Secretary  
 Avalon Elementary School  
 7302 Webster Lane  
 Fort Washington, MD 20744  
 (301) 449-4970 fax: (301) 449-2114  
*Leader~Organizer~Advocate~Determined~Achiever*

**NOTE: ALL Registrations/Enrollments are processed online via ScribOrder. Please use the following links provided to complete enrollments, withdrawals and transfers.**

Student Record links:

\* Registration/Enrollment Request: <https://pgcpsmdc.scriborder.com/>\* Transcript & Records Requests: <https://pgcpsmd.scriborder.com/>

[Quoted text hidden]

Patricia Bobbitt <patricia.bobbitt@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 10:05 AM

Thank you very much.

[Quoted text hidden]

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>  
To: Ebony Brisker <eboney.pollard@pgcps.org>

Wed, Mar 2, 2022 at 10:09 AM

Please click to request the access and I will grant you access to sign up.

*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]

Tamika Veney <tamika.staton@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 10:14 AM

Got it thanks

[Tamika Veney](#)

Principal's Secretary|Accountant Secretary

Imagine Foundations at Leeland Public

14111 Oak Grove Rd, Upper Marlboro MD 20774

Office: [\(301\) 383-1899](tel:3013831899) Fax: [\(301\) 281-1454](tel:3012811454)

Tamika.Staton@pgcps.org

I'll aim to get you a response within 24-48 hours.

**Please use the following links for:**

Requesting Student Records  
<https://pgcpsmd.scriborder.com/>  
Enrollment and updating residency information  
<https://pgcpsmdc.scriborder.com>

[Quoted text hidden]

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

Wed, Mar 2, 2022 at 10:49 AM

Thank you for the updates.

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](mailto:barbara.savory@pgcps.org)

[Quoted text hidden]

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**Esperanza Amaya** <esperanza.amaya@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 10:50 AM

Hi Ms. Marks,  
I will like to attend the Q&A but the spreadsheet will not let me sign up. Its says view only.

Esperanza Amaya  
EIN: 90277  
[esperanza.amaya@pgcps.org](mailto:esperanza.amaya@pgcps.org)  
Cesar Chavez Dual Spanish Immersion School

[Quoted text hidden]

--

**Esperanza Amaya**  
**Secretary II**  
*Cesar Chavez Dual Language Spanish Immersion School*  
6609 Riggs Rd.  
Hyattsville, MD 20782  
301-853-5694

---

**Michelle Morris** <michelle.morris@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 10:51 AM

Good morning Ms. Marks

I am on leave that day but would still like to hear the session. Can you please sign me up for it? Michelle Morris - EIN 37927 - Arrowhead ES - [michelle.morris@pgcps.org](mailto:michelle.morris@pgcps.org)

Have a wonderful day!

Thank you

Michelle

On Wed, Mar 2, 2022 at 9:45 AM Wilma Marks <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)> wrote:

[Quoted text hidden]

--

Michelle Morris  
Administrative Secretary/ Bookkeeper  
Arrowhead E.S.  
301-499-7071  
301-685-5896 fax

---

**Wilma Marks** <[wilma.marks@pgcps.org](mailto:wilma.marks@pgcps.org)>  
To: Esperanza Amaya <[esperanza.amaya@pgcps.org](mailto:esperanza.amaya@pgcps.org)>

Wed, Mar 2, 2022 at 11:17 AM

Please click the button to request access and I will give you access to sign up.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: Michelle Morris <michelle.morris@pgcps.org>

Wed, Mar 2, 2022 at 11:17 AM

Hello,  
Please click the button to request access and I will give you access to sign up.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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**Polatai Matthews** <polata.matthews@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Wed, Mar 2, 2022 at 12:11 PM

Hi Wilma,

Thank you for all of this helpful information. I can't believe that people are concerned about working 1 more day when they were getting paid to work from home due to COVID!

On Wed, Mar 2, 2022 at 9:45 AM Wilma Marks <wilma.marks@pgcps.org> wrote:

[Quoted text hidden]



**Polatai T. Matthews**  
**Administrative Assistant to Sam Stefanelli**  
**Director of Building Services**  
**Louis Wilson Sr. Facilities Administration Building**  
13300 Old Marlboro Pike Rm 13  
Upper Marlboro, Maryland 20772  
301-952-6340 - ext: 36340

Be happy\*~\*~\*  
..\*Be bright..\*~\*~\*  
(..\* (..\* \*Be you! \*



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Gladys Rosario <gladys.rosario@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Apr 7, 2022 at 3:41 PM

Good afternoon,

If a staff member takes a half day leave on a 2 hour early dismissal will they still need to be charged for a full day leave?

[Quoted text hidden]

--  
Gladys Rosario  
William Wirt Middle School  
Administrative Assistant  
Strengths: Adaptability, Responsibility, Harmony, Deliberative & Arranger  
301-985-1720 (Office)  
73502 - EXT  
301-985-2135 (Fax)

Wilma Marks <wilma.marks@pgcps.org>  
To: Gladys Rosario <gladys.rosario@pgcps.org>

Thu, Apr 7, 2022 at 9:35 PM

Yes  
[Quoted text hidden]

Gladys Rosario <gladys.rosario@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Thu, Apr 7, 2022 at 9:47 PM

Thank you!  
[Quoted text hidden]

Kathleen Stokes <kathleen.stokes@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, May 13, 2022 at 8:36 AM

Good Morning,

I hope all is well. I have two teachers who put in leave for today, Friday, May 13, 2022. Today is a 3-hour early dismissal day. If I am understanding this correctly, on three-hour early dismissals, staff should be charged full day leave. Please advise. As always, my sincere thanks for your help. Take Care. Enjoy your day.

Best,  
[Quoted text hidden]

--  
Kathleen L. Stokes  
**Carmody Hills Elementary School**  
Office: 301-808-8180, Ext. 51532  
Fax: 301-808-8188  
**"Never Stop Learning, Because Life Never Stops Teaching"**

Wilma Marks <wilma.marks@pgcps.org>  
To: Kathleen Stokes <kathleen.stokes@pgcps.org>

Fri, May 13, 2022 at 8:57 AM

Yes, you are correct. If a staff member is off the whole day that is a whole day of leave regardless of early dismissal.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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**Garnishment Inquiries:** payroll.garnishment@pgcps.org  
**Payroll Escheatment Inquiries:** payroll.escheatment@pgcps.org  
**Quarantine leave:** quaran.leaverequests@pgcps.org

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**Kathleen Stokes** <kathleen.stokes@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, May 13, 2022 at 9:02 AM

Thank you for the clarification.

[Quoted text hidden]

**Kitty C. M. Cooper** <kitty.cooper@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, May 13, 2022 at 9:13 AM

May I use this email below, if staff have any questions?

*Kitty C. M. Cooper*

*Secretary I I*

**Kitty.Cooper@pgcps.org**

**Concord *Elementary* School**

**2004 Concord Lane**

**District Heights, MD 20747**

**<https://schools.pgcps.org/concord/>**

**(P) 301-817-0488**

**(F) 301-817-0922**

**Ext: 52342**

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: "Kitty C. M. Cooper" <kitty.cooper@pgcps.org>

Fri, May 13, 2022 at 9:15 AM

I have the power or a gnat so it may not do you any good but sure.

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

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**Kitty C. M. Cooper** <kitty.cooper@pgcps.org>  
To: Wilma Marks <wilma.marks@pgcps.org>

Fri, May 13, 2022 at 9:21 AM

Ms. Marks,

Thank you. I'm sure they will be asking when they see they have been charged a full day vs the half day they entered. Have a wonderful weekend.

*Kitty C. M. Cooper*

*Secretary JF*

**Kitty.Cooper@pgcps.org**

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**2004 Concord Lane**

**District Heights, MD 20747**

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**(P) 301-817-0488**

**(F) 301-817-0922**

**Ext: 52342**

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**Wilma Marks** <wilma.marks@pgcps.org>  
To: "Kitty C. M. Cooper" <kitty.cooper@pgcps.org>

Fri, May 13, 2022 at 9:34 AM

This has always been the case. This is not new.

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

*Strategic, Input, Consistency, Connectedness, Relator*

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