



Wilma Marks <wilma.marks@pgcps.org>

Timekeeper Notice email

18 messages

Wilma Marks <wilma.marks@pgcps.org>

Thu, Mar 16, 2023 at 2:56 PM

Bcc: Oracle TimeKeepers <OracleTimeKeepers@pgcps.org>, Teresa Charles <teresa.charles@pgcps.org>, Emma Yetter <emma.yetter@pgcps.org>, Leonie Bailey <leonie.bailey@pgcps.org>, Michele Simon - Payroll <michele.simon@pgcps.org>, Erica Ford <erica2.ford@pgcps.org>, Nathaniel Okoroafor <nathaniel.okoroafor@pgcps.org>, Malik Baker <Malik.Baker@pgcps.org>, Tesa Butler <Tesa.Butler@pgcps.org>, Mamadou Sanogo <mamadou.sanogo@pgcps.org>, Daniel Gainer <daniel.gainer@pgcps.org>, Tessie Hoffmann <tessie.hoffmann@pgcps.org>, Laurie Shifflett <laurie.shifflett@pgcps.org>, Frieda Waithe <frieda.waithe@pgcps.org>, Sherriel Sullivan <Sherriel.Sullivan@pgcps.org>, Joy Walters <joy.walters@pgcps.org>, Lorri Plater <Lorri.Plater@pgcps.org>, Patricia Hall <phall@pgcps.org>

Hello Timekeepers,

Here are a few things to note:

1)The leave code for SPED teacher 5 days for IEP Paperwork is setup in Oracle. The code in Frontline is 05555. This code will automatically pickup the cost string approved by our Budget department to pay for the sub teachers used for those 5 days. When teachers are entering leave, they need to use the code Other leave with the reason IEP Paperwork. This leave type is only for teachers using their 5 SPED days and the cost string is only to be used to pay sub teacher covering for those teachers. This cost string may not be used to pay any other positions other than sub teachers.

2)Late time: Payroll is getting larger quantities of late time from schools and offices. Late time is processed within two pay periods. Large batches that go back multiple pay periods may take longer. Please ensure employees are informed of expected payout times and that they are not to call Payroll to ask when they will be paid. The individual calls are tying up a lot of payroll clerk time which could be devoted to processing the late time.

3)PGCEA Sub Cover pay: Please remember to follow the rules for this pay type. There are specific reason and rounding required for this pay. The forms include this information. Please read the forms carefully before submitting this time to ensure hours are not entered above 6 hours a day(unless the teacher does simultaneous coverage for two or more absent teachers or vacant positions) and to ensure that rounding is done the hour or half hour.

4)Timecard approval should be done no earlier than 3pm on timecard due date or on Monday after timecard due date. Earlier timecard approval limits the time for late time or corrections to be made on timecards. This will result in more time paid late to employees.

5)Payroll has been asked if subs are eligible to be paid for PD days. PD days are listed in the Oracle sub calendar as In-service days. This means, if the sub works and the school enters them for pay, the system will not stop the pay. If the sub does not work, long term will not be broken.

6)The next Timekeeper Q&A session will be on March 29 3pm to 4:30pm. A Google sheets signup document will be shared with all timekeepers so you can request to be added to the Google meet session.

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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Garnishment Inquiries: payroll.garnishment@pgcps.org

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Victoria Bechtold <vic.bechtold@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Mar 21, 2023 at 11:13 AM

Hi Wilma, I hope all is well!! I am checking to see if you have an earlier Q&A?

[Quoted text hidden]

--

Victoria Bechtold
Panorama ES
301-702-3870
Ext. 58028
vic.bechtold@pgcps.org

Wilma Marks <wilma.marks@pgcps.org>
To: Victoria Bechtold <vic.bechtold@pgcps.org>

Tue, Mar 21, 2023 at 11:14 AM

No, I am sorry. That is the only one I have scheduled for now. I will try to do another soon.

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

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[Quoted text hidden]

Victoria Bechtold <vic.bechtold@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>

Tue, Mar 21, 2023 at 3:15 PM

Ok, no problem. I was just looking for one that starts earlier. I am here at 6:00 a.m..

[Quoted text hidden]

Elizabeth Faison <elizabeth.sessoms@pgcps.org>
To: Wilma Marks <wilma.marks@pgcps.org>, Deirdria Hudnell <deirdria.hudnell@pgcps.org>
Cc: Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Wed, Apr 26, 2023 at 2:28 PM

Hi Wilma and Team,

Psychological Services looped me in to help resolve staff who have not received sub-coverage pay that was submitted back in January. How can I help and what is needed in order to get staff to receive their payments? The team notes that there have been 106 total submissions and about 20-30 have been paid out; 60-70 late. Please advise.

Thanks,
Liz

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

From: **Florence Foreman Wain** <florenc.foreman@pgcps.org>
Date: Tue, Apr 11, 2023 at 1:40 PM
Subject: Fwd: Timekeeper Notice email
To: Elizabeth Faison <elizabeth.sessoms@pgcps.org>
Cc: Scott Showalter <scott.showalter@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Hello Liz,

Please know Wilma Marks has always been extremely responsive to our requests. Below is an email from Wilma Marks about the late payment sub coverage. As you will see in item number two, she states that large batches of late payment forms may take longer than two pay periods. We and our staff are concerned about the possibility of school psychologists not being paid by the end of the school year and no budget money being left to pay them. If late payment will take longer than two pay periods, how many more weeks will it take to pay them for their sub coverage? We are having a staff meeting on Friday, and if possible we would appreciate a response back from your inquiry by Friday.

[Quoted text hidden]

--
Florence Foreman, Ed.D.
Supervisor-Office of Psychological Services

--
"The only reason we exist collectively in this space is to serve children. Let's keep the main thing, the main thing."

Elizabeth Faison, Ph.D., NCC, LCPC (she/her)
Associate Superintendent of Student Services
Prince George's County Public Schools
Oxon Hill Staff Development Center
[7711 Livingston Rd, Suite I](#)
[Oxon Hill, MD 20745](#)
301-567-5702 Office
301-567-8606 Fax
<https://www.pgcps.org/offices/student-services>

[PGCPS Guide to Mental Health Services for Students, Parents, and Staff](#)*Strengthfinder Themes:***Positivity * Empathy * Ideation * Relator * Intellection****Wilma Marks** <wilma.marks@pgcps.org>

Wed, Apr 26, 2023 at 2:52 PM

To: Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Cc: Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Hello Ms. Faison,

If I can get a list of the people, I can run reports of sub cover hours paid to them for the year. You all could use that to see what dates are missed and then submit the missed dates. Would that help?

Thanks,

*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!****Payroll General Inquiries email:** payroll@pgcps.org**For Long term Leave/FMLA/LOA Inquiries:** absence.mgmt@pgcps.org**Payroll Tax and/or W2 Inquiries email:** payroll.taxesw2s@pgcps.org**Payroll Stop Payment Submission and/or Inquiries:** payroll.stoppayment@pgcps.org**Garnishment Inquiries:** payroll.garnishment@pgcps.org**Payroll Escheatment Inquiries:** payroll.escheatment@pgcps.org**Quarantine leave:** quaran.leaverequests@pgcps.org***Providing excellent customer service is very important to us*********Please, take a moment to rate our service by clicking the link below:**[Click Here to Complete Customer Service Survey!](#)

[Quoted text hidden]

Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Wed, Apr 26, 2023 at 2:55 PM

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

Cc: Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Hi Wilma,

I think so. Thanks so much.

You're very much appreciated.

Liz 🌸

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Wed, Apr 26, 2023 at 2:56 PM

To: Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Cc: Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Good. If you can send me a list of EINs, I can run the report.

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

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[Quoted text hidden]

Deirdria Hudnell <deirdria.hudnell@pgcps.org>

Wed, Apr 26, 2023 at 3:23 PM

To: Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Cc: Wilma Marks <wilma.marks@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Good Afternoon,

I've reviewed the correspondence and it seems as though this is a Payroll Services issue, because it involves full time employees. I see where Wilma Marks has responded with follow-up activity.

Yours in service,

Deirdria A. Hudnell, Senior Employee Services Partner
Division of Human Resources Employee Services Center
Operations and Staffing

Prince George's County Public Schools

14201 School Lane, Suite 124

Upper Marlboro, MD 20772

Office: 301.780.2191

Email: deirdria.hudnell@pgcps.org

Primary Strengths : Strategic/Achiever/Learner/Deliberative/Relator

If your actions inspire others to dream more, learn more, do more and become more, you are a leader!

For employee questions regarding COVID-19 please click the link below:

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

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On Wed, Apr 26, 2023 at 2:29 PM Elizabeth Faison <elizabeth.sessoms@pgcps.org> wrote:

[Quoted text hidden]

Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Wed, Apr 26, 2023 at 3:27 PM

To: Deirdria Hudnell <deirdria.hudnell@pgcps.org>

Cc: Wilma Marks <wilma.marks@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Deirdria,

I apologize for the email in error. I do hope you are doing well.

Liz 🌸

[Quoted text hidden]

Sharon Breeden <sharon.breeden@pgcps.org>

Wed, Apr 26, 2023 at 3:41 PM

To: Deirdria Hudnell <deirdria.hudnell@pgcps.org>

Cc: Elizabeth Faison <elizabeth.sessoms@pgcps.org>, Wilma Marks <wilma.marks@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>

Good afternoon,

I will scan all of the PRS-112 (Late Payment for PGCEA) forms we have received, which includes their EIN numbers, and do not believe any of the late forms have been paid yet. They are scanned usually every Friday to the payroll clerk.

Sharon Breeden

Secretary II

Psychological Services, Rm. 369

Judy Hoyer Family Learning Center

8908 Riggs Rd.

Adelphi, MD 20784

301-431-5630; extension 45404

Websites: [Office of Psychological Services](#) & [PGCPS Mental Health](#)

If you need immediate help due to suicidal thoughts or other serious emotional challenges, please contact:

Suicide & Crisis Lifeline: Call 988

Maryland 211: Call 211 or Text your zip code to 898-211

Crisis Text Line: Text HOME to 741741

Safe Schools Maryland: Call 1-833-632-7233

On Wed, Apr 26, 2023 at 3:23 PM Deirdria Hudnell <deirdria.hudnell@pgcps.org> wrote:

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Wed, Apr 26, 2023 at 3:51 PM

To: Sharon Breeden <sharon.breeden@pgcps.org>

Cc: Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Elizabeth Faison <elizabeth.sessoms@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>

Hi Sharon,

If you want to send me the forms for me to check instead of me sending you the report so you can check what has been paid or not, that will be much longer.

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]

Deirdria Hudnell <deirdria.hudnell@pgcps.org>

Wed, Apr 26, 2023 at 3:55 PM

To: Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Cc: Wilma Marks <wilma.marks@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Sharon Breeden <sharon.breeden@pgcps.org>

Oh no...please absolutely no apologies due whatsoever. Not at all, I just wanted to acknowledge the email on my end and that I saw follow-up from Wilma. No worries--you and the team are always so communicative, it could have been mine to resolve so it's good you did include me.

Hope you're getting a chance to enjoy some work life balance!

Yours in service,

Deirdria A. Hudnell, Senior Employee Services Partner
 Division of Human Resources Employee Services Center
 Operations and Staffing
 Prince George's County Public Schools
 14201 School Lane, Suite 124
 Upper Marlboro, MD 20772
 Office: 301.780.2191
 Email: deirdria.hudnell@pgcps.org

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Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Wed, Apr 26, 2023 at 11:10 PM

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

Cc: Sharon Breeden <sharon.breeden@pgcps.org>, Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>

Hi Wilma,

I understand. Please send the report and the team will review.

Thanks,

Liz

[Quoted text hidden]

Wilma Marks <wilma.marks@pgcps.org>

Thu, Apr 27, 2023 at 8:10 AM

To: Elizabeth Faison <elizabeth.sessoms@pgcps.org>

Cc: Sharon Breeden <sharon.breeden@pgcps.org>, Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>

Good morning,

I need the list of EINs to run the report on please.

[Quoted text hidden]

Sharon Breeden <sharon.breeden@pgcps.org>

Thu, Apr 27, 2023 at 1:15 PM

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

Cc: Elizabeth Faison <elizabeth.sessoms@pgcps.org>, Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>

Good afternoon,

Please see the [list of names and EIN #s for psychologists](#) who have submitted for Late Payment Coverage. Also attached are the psychologists' PGCEA Late Payment for Coverage forms. The current coverage payments are entered onto the timecards and have been paid, but staff say they have not received payment for the late payment coverage. Thank you in advance for your assistance.

Sharon Breeden

Secretary II

Psychological Services, Rm. 369

Judy Hoyer Family Learning Center

8908 Riggs Rd.

Adelphi, MD 20784

301-431-5630; extension 45404

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Crisis Text Line: Text HOME to 741741

Safe Schools Maryland: Call 1-833-632-7233

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 **Late Payment Coverage for PGCEA Members 2022-23.pdf**
4864K

Wilma Marks <wilma.marks@pgcps.org>

Thu, May 4, 2023 at 4:48 PM

To: Sharon Breeden <sharon.breeden@pgcps.org>

Cc: Elizabeth Faison <elizabeth.sessoms@pgcps.org>, Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>

Hello all,

I am sorry but here are the time paid report.

Sincerely,

Wilma Marks

Supervisor Operations and Procedures

Payroll Services

301-952-6351

Fax: 301-952-6088

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[Quoted text hidden]

 **Pay Elements Psychologist.xlsx**
12K

Sharon Breeden <sharon.breeden@pgcps.org>

Fri, May 5, 2023 at 4:07 PM

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

Cc: Elizabeth Faison <elizabeth.sessoms@pgcps.org>, Deirdria Hudnell <deirdria.hudnell@pgcps.org>, Florence Foreman Wain <florenc.foreman@pgcps.org>, Antinia Robinson <antinia.robinson@pgcps.org>, Scott Showalter <scott.showalter@pgcps.org>

Hi Wilma,

Thank you for providing the report of payments made to our staff for sub-coverage. I went through the report and added a new column for the type of sub coverage payment (Late/Current) made. All of the payments made were current sub coverage payments and entered onto the timecard. There is one partial payment of a Late Payment for Coverage for Claire Agard on November 16th for 5 hours (not the full 21 hours submitted on the form). No other payments have been made for the Late Payment for Coverage submissions for our staff. The Late Payment Coverage Forms were previously attached on this email thread and attached again here. At the staff meeting this morning, our staff asked when they will be paid.

Sharon Breeden
Secretary II
Psychological Services, Rm. 369
Judy Hoyer Family Learning Center
8908 Riggs Rd.
Adelphi, MD 20784
301-431-5630; extension 45404
Websites: [Office of Psychological Services](#) & [PGCPS Mental Health](#)

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Safe Schools Maryland: Call 1-833-632-7233

[Quoted text hidden]

2 attachments

 **Late Payment Coverage for PGCEA Members 2022-23.pdf**
4864K

 **Payments for Sub Coverage 5.4.23.xlsx**
12K