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Date

Payroll Services
Originating Office

June 30, 2026
Cancellation Date

BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

TO: All Employees

FROM: Chief Financial Officer

SUBJECT: Employees Pay Schedule for the 2025-2026 School Year

I.   PURPOSE

The purpose of this Bulletin is to provide information regarding payroll schedules and processes for all employees during the 2025-2026 School Year, covering paydays and deadlines for submission of timecards.

II.   PROCEDURES

A.   Employees

1.   All ePayslips (direct deposits) for employees will be available for viewing in the afternoon (12:00 p.m.) on Thursdays preceding Friday paydays or as otherwise noted on the attached schedule.

2.   Paychecks for employees who elect to have a paper check will be mailed to the home address currently on the employee record on Wednesday evenings prior to Friday paydays.

3.   The first payday for employees is as follows:

- The first payday for all **10-month employees and substitute teachers** is **Friday, August 29, 2025**, and the last payday for 10-month employees is Friday, June 19, 2026. These dates comprise a total of 22 paydays for 10-month employees.

- The first payday for all **11-month employees** is **Friday, August 1, 2025**, and the last payday for 11-month employees is Friday, June 19, 2026. These dates comprise a total of 24 paydays for 11-month employees.

- **12-month employees** are paid every two weeks. The first payday in the 2025-2026 Fiscal Year will be **Friday, July 3, 2025,** and the last payday in the 2025-2026 Fiscal Year will be Friday, June 19, 2025. These dates comprise a total of 26 paydays for 12-month employees.

4.   This pay schedule shall remain in place regardless of any changes in the PGCPS schedule that may be necessitated due to inclement weather or other emergency conditions that may require the closing of school. Payroll Services will make any necessary emergency changes to the pay schedule that are in the best interest of Prince George's County Public Schools employees.

B. Timekeepers and Timecard Approvers

1. <u>All timecards must be completed and submitted by 12:00 p.m. on the last day of each pay period</u>, as reflected in the attached schedule, or as otherwise communicated from the Payroll Office. All Employee timecards must be reviewed and approved <u>by the Time Approver</u> on the pay period end day no later than 5:00 p.m.

2. For employees who are assigned to a base school but work at multiple locations (such as Itinerant Teachers), the base school is responsible for liaising with the other locations to obtain accurate time and leave information for timecard purposes. Additionally, for employees working at other locations for supplemental pay (such as PGCEA Substitute Coverage Pay), it is the responsibility of both locations to ensure that the time is properly recorded at the employee's base location.

3. <u>Changes to the pre-populated time entries require the insertion of a new line for each type of time or leave reported.</u> Enter the appropriate information, including hours and the correct "Hours Type" element, on the inserted line. Do not delete or overwrite any pre-populated information as this will cause the payroll payment to be incorrectly calculated or no pay at all for the employee.

4. Reported time and attendance must correspond to the correct assignment for each employee. Timekeepers and Timecard Approvers must verify with the HR Staffing and Operations hiring offices Instructional Personnel, 301-952-6131, and Supporting Personnel, 301-952-6134) that employees working at their respective locations are properly set-up for the assignment(s) for which work is being performed. <u>This must take place before employees are allowed or requested to perform work in the assignments in question.</u>

5. Timecard Approvers who are unable to approve timecards due to absences (annual leave, sick leave, or official travel) must approve timecards upon returning to work. Timecard Approvers **must** approve the timecards and email their respective payroll specialist for any corrections to the information submitted on the OTL or Substitute Teacher Timecards. Corrections and late submissions of time for regular pay will be paid on the Friday after payday (Off Cycle Payday), if received no later than the close of business on Monday after payday. Corrections and late submissions received <u>after</u> the close of business on Monday after payday will be paid on the next regular paycheck.

6. On days designated by PGCPS for early departures or late arrivals, employees' leave must be recorded based on their contractual hours for the entire day. Partial leave hours are not applicable on these specific days. Additionally, PGCPS will reinstate all leave charged to employees when the system is closed due to inclement weather conditions.

7. Employees of Local 2250 and Local 400 who are absent for more than fifteen (15) days, or ASASP, PGCEA, Confidential, and Executive employees who are absent for more than ten (10) days using sick, personal, and/or annual leave, must request an extended leave (FMLA, LOA, or SLB) through Absence Management. Approved leave requests will designate the authorized leave for the specified period of time. If approval is not obtained, any days exceeding the ten (10) or fifteen (15) days must be recorded as unpaid leave. **EXCEPTION: If an employee is out on a planned vacation for longer than the noted time frames, the employee should not be referred to Absence Management. It is the responsibility**

of the leave granting authority to monitor and approve employees who request time off for vacation purposes.

8.　　Employees must provide appropriate documentation (such as a Certificate of Medical Release or a Request to Return to Work – Nonmedical) in order to be officially cleared to return to work. Both the Leave Granting Authority and the employee must sign the *Notice of Eligibility to Return to Work* letter and submit it to the assigned Human Resources Partner. Failure to comply will result in a delay in pay. It is imperative that all employees complete the Return-to-Work process **before** resuming their professional responsibilities. This ensures that all necessary checks and balances are in place to verify the employee's fitness for duty and proper assignment status within our system. Until the process is finalized and the employee is officially notified to return, the relevant work location must record the employee as being on unpaid leave. This protocol protects both the employee and the organization by confirming the employee's readiness to resume work duties and by ensuring accurate recordkeeping in Oracle.

9.　　When placing employees on administrative leave, a work location can approve up to two (2) days of administrative leave. The Instructional Director, Department Head or similar manager will have up to an additional two (2) days or 48 hours to determine if the employee should be returned to his/her regularly scheduled duty location or if the results of the inquiry warrant a recommendation for a request for administrative leave or temporary placement to the Director of Employee and Labor Relations. Any administrative leave days beyond the maximum of four (4) days must be authorized by the Employee Labor Relations Office (ELRO). Refer to Administrative Procedure 4156 Administrative Leave or Temporary Placement of Employees for further details. **The work location must enter Other Leave – Labor Relations on the timecard to account for the days they have placed an employee on administrative** leave. Employees can request military leave at their respective work locations provided that the duration does not exceed the maximum authorized time specified in item 7 above. The work location is responsible for coordinating with the payroll specialist to ensure that leave is accurately recorded in compliance with military orders. Should an employee require leave that extends beyond the authorized maximum duration, it is mandatory to submit an Extended Leave Request Form, accompanied by their military orders, to Absence Management for further processing.

C.　Timely Notice of Resignations, Retirements and Other Separations

1.　　The employee must use Oracle Employee Self-Service to submit their resignation. When a Time Approver (principal, supervisor, or department head) is notified that an employee is resigning, retiring or terminating employment, the Time Approver must immediately notify their Human Resources staffing specialist via email. The staffing specialist will complete the appropriate activities to change the employee to inactive status within one (1) business day. The original notice of resignation or retirement should be promptly uploaded in the Oracle resignation module or forwarded to the staffing partner for inclusion in the employee's personnel file. All resignation or retirement notices should clearly state the effective date.

2.　　The email must be copied to the assigned payroll specialist in Payroll Services to ensure that the employee's timecard is pulled immediately.

3.　　Employees who do not report to work for three (3) consecutive workdays without contacting the Timekeeper or Time Approver should have an Unpaid Leave entry made on their timecard from the first

day out and all subsequent days until they return to work. The payroll specialist must be notified via email.

III.   <u>**FILING INSTRUCTIONS**</u>

This Bulletin should be retained until June 30, 2026.

Lisa Howell

Lisa Howell
Chief Financial Officer

ORACLE EMPLOYEE SELF-SERVICE & PAYROLL SERVICES

Employees can access a wide range of payroll services online through **Oracle Self-Service** and the **Payroll Services webpage**. Below is a list of available tools and services:

Oracle Employee Self-Service

Log on to PGCPS Website (www.pgcps.org)
Click on **Options** (upper left of the page)
Click on **Staff Portal**
Click on **Oracle Employee Self-Service**
Log on using the username/password assigned to all PGCPS employees
Click on **PGCPS Employee Self-Service** where you can access the following:

- Personal Information to change your address or personal data
- Annual Salary to view salary and pay information
- View ePayslip to view and print pay slips
- Federal Tax Form to submit Federal tax withholding changes
- State Tax Form to submit Maryland, Virginia, and District of Columbia tax withholding changes
- Benefits to enroll or make changes to benefits during open enrollment periods
- Direct Deposit to selecting or changing direct deposit authorization
- Leave Balances and Leave Request to check annual, sick, and personal leave balances
- My Information to see a real-time employment summary
- Employee W-2 to view and print W-2 statements
- Employment Verification to release employment information and, optionally, salary information to an external organization or person.
- Extended Pay Option Enrollment to enroll in the Extended Pay Option Plan

Payroll Services Webpage

Go to www.pgcps.org/payroll

- Announcements
- Quick Links
- Absence Management
- Bulletins, Calendars, and Forms, ePayslip
- Extended Pay Option Plan
- Frequently Asked Questions
- Oracle Employee Self-Service for Payroll
- Sick and Safe Leave Information
- Tax and W-2 Information
- Timekeepers & Approvers Training
- Check out the Bi-weekly Pay Calculator in the Extended Pay Option Plan section.

PAYROLL SERVICES

Division of Business Management Services
Prince George's County Public Schools
Sasscer Administration Building
14201 School Lane, Room 132
Upper Marlboro, MD 20772
301-952-6200 | www.pgcps.org/payroll