



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-6-26
Originator's Serial No.
July 1, 2025
Date
Payroll Services
Originating Office
June 30, 2026
Cancellation Date

TO: Time Approvers
Timekeepers

FROM: Chief Financial Officer

SUBJECT: Payroll Guidelines and Procedures for the 2025-2026 School Year

I. PURPOSE

To establish payroll guidelines and procedures for the School Year 2025-2026.

II. GUIDELINES AND PROCEDURES

Adhering to the guidelines and procedures outlined in this Bulletin is crucial for ensuring the successful processing of the first payroll for this school year, as well as for effectively addressing and resolving any payroll issues that may arise.

A. School Start-up Payroll Roster (Pay Period 26-Jul-2025 to 8-Aug-2025)

1. The Payroll Roster is available to all timekeepers through their Oracle Navigator Functions List. Timekeepers must use the Payroll Roster to verify each employee on the roster beginning July 26, 2025.
2. The Payroll Roster must be accurate to ensure that all returning 10-month employees assigned to all locations/organizations on or before Thursday, August 21, 2025, are correctly paid on Friday, August 29, 2025.
3. 10-month employees will have four (4) Extended Pay Option Payments during the 2025-2026 school year (July 3, 2025, July 18, 2025, August 1, 2025, and August 15, 2025) and 11-month Employees will have two (2) Extended Pay Option Payments (July 3, 2025, and July 18, 2025). Only 10-month and 11-month employees who had deductions during the 2024-2025 school year will receive Extended Option Payments on the aforementioned dates.
4. If an employee is assigned to your school or office but is not listed on the July 26, 2025 roster, send the employee's name and employee identification number (EIN) to your payroll specialist and indicate if the employee is a new hire or a transfer.

5. If an employee who no longer works at your school or office is still listed on the roster, please check the appropriate roster column and provide any available information in reference to the former employee's status (e.g., leave, terminated, or transferred) in the "Comments" column.

6. Upon completing the roster update "save" it. It will automatically be returned to the Payroll Office, and the changes will be made as soon as possible by Human Resources.

B. Timecard Entry Reminders for each Pay Period

1. **Training:** Refer to the Oracle Time and Labor (OTL) training manual for detailed instructions and requirements for timecard entry. Review timecards as soon as possible after they are available during the pay period and complete time and leave entries daily. Daily entry and review are the best practices that will prevent errors and omissions due to last minute or rushed entries at the end of the pay period. Continue to submit any necessary employee changes (terminated, transferred, unknown) to the timecard by submitting them on the Payroll Roster and by contacting your assigned Payroll Specialist via email for new hires and transfers to your school.

2. **Multiple Work Location Time Entry:** 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.

C. Leave Types and Entries

1. **Leave Entry for Early Departures and Late Arrivals:** 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.

2. **Administrative Leave:** 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 two (2), 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.

3. **Military Leave:** Employees are permitted to request military leave at their respective work location, provided that the duration does not exceed the maximum authorized time specified in item 6 above. The work location is responsible for coordinating with the payroll specialist to ensure that the leave is accurately recorded in accordance with their 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.

4. **Unpaid Leave:** Enter Unpaid Leave for employees who are listed on the timecard, but who are:

- Not assigned to your location but are listed on your timecard.
- No Shows – Assigned to your location, but do not show up
- Assigned to your location, but are not returning to your location
- Not on an approved leave status (i.e. LOA, FMLA, SLB, W/C).

IMMEDIATELY INFORM the Payroll Specialist of these employees via email.

D. Commonly Used Pay Elements

1. **Extended Learning Pay** – Used for PGCEA Unit 1 members only. This pay is paid at 1/1500 of the employee's annual salary. Unit 1 members can receive this pay when they are performing services with students after their regular duty hours or on Saturdays. The hours are limited to 4 hours per day.

2. **PGCEA Substitute Coverage Pay** – Used for PGCEA Unit 1 members who volunteer or are assigned to cover for another teacher who is absent or when they cover for a vacant position. Additional details concerning this element and who is eligible for this pay can be found in the PGCEA negotiated agreement.

3. **Local 2250 Acting Pay** – should be used for paraprofessionals, ISEAs, ISSMs, and Interpreters who cover for an absent teacher or vacant teaching position. This is for emergency situations only and for a limited time. Employees who substitute for a teacher will receive \$18.00 per hour for a maximum of 6 hours a day. Additional details of this pay element can be found in the ACE/AFSCME contract.

4. **Extended Duty Pay** – Used to pay PGCEA Unit 1 members for overnight duty at Camp Schmidt and Hard Bargain Farm. Employees can receive \$200 for a maximum of two nights.

5. **Regular Extra Time** – Use to pay Local 2250 and Local 400 employees for time worked beyond their regular duty hours. Employees will be eligible for overtime pay after

working 40 hours in a work week.

E. Timecard Submission

1. Submit completed timecards to your Time Approver no later than 12:00 p.m. on Timecard Fridays in time for a thorough review and approval.

F. Timecard Approval for Time Approvers

1. Refer to the Payroll Oracle Time and Labor (OTL) training materials (available on the IT Training Web page at <https://www.pgcps.org/offices/business-management-services/payroll-services>). For specific instructions and requirements for timecard approval, click on “Classes and Online Help”, then click on “Oracle”, and then click on “Entering and Approving Payroll Timecards,” and then click on “Timecard Approvers.”
2. All timecards must be reviewed and approved for your location each pay period no later than 5:00 p.m. on the last day of the pay period, a.k.a. “Timecard Friday.” Please do not approve prior to 3:00 p.m. as late time will not be able to be entered once the timecard is approved. If timecards are not approved by 5:00 p.m. on “Timecard Friday”, approval can be done the following week as long as timecards were submitted.
3. If any timecards appear for employees who do not work at your location, you must notify your Payroll Specialist and your appropriate Human Resources Partner immediately via email and specify why the employee(s) is no longer at your location (e.g., extended leave, terminated, retired, resigned, or transferred).

G. Payroll Documentation and Retention Period

1. Keep accurate sign-in documentation for all employees and timesheets for all Temporary and Substitute employees, Local 2250 Acting Pay (Paraprofessionals, Nurses, and Secretaries), PGCEA Substitute Coverage, PGCEA Lunch/Recess Monitor Pay, Extended Learning Opportunities (ELO) Pay, Instructional Lead Teachers (ILT) 10 additional days, Workshop Pay, Summer School, Overtime (Reg. Extra Time), and Compensatory Time (Comp Time). Entering time each pay period to avoid a delay in pay. Daily entry and review are recommended best practices to prevent errors and omissions due to last minute or rushed entries at the end of the pay period.
2. All payroll records should be maintained for a period of five (5) years for audit purposes.

H. Direct Deposits and Delivery of Checks

1. Direct Deposit

a) Direct deposit provides assurance that an employee's pay will be in their bank account on the scheduled payday even if severe weather such as a hurricane, snow day or other unforeseen circumstance. The only days direct deposits will deviate from the bi-weekly pay schedule is if there is a federal holiday, and in this case the direct deposit will post on the day prior.

b) Any new or updated Direct Deposit information must be verified using the bank pre-notification (Pre-Note Process). It will take between 14 to 24 working days for the direct deposit information to be verified. During the pre-note process, the employee will receive a paper check which will be mailed to the employee's home address on record.

2. Checks

a) Employees who receive their pay via direct deposit will not receive paper pay slips. E-payslips can be accessed via Oracle Self-Service. Employees who do not sign up for direct deposit will receive a paper pay slip mailed to the employee's home address on record. All checks are mailed on the Wednesday prior to the pay date. Employees are not authorized to have checks transported to their work locations nor can they pick checks up from the Sasscer Administration Building.

b) If an employee does not receive their paycheck within five (5) business days after the scheduled pay date, they can request a stop payment to be placed on the outstanding check using PGCPs Employee Self-Service. Once the outstanding checks have been successfully stopped and a replacement check is issued, the employee must present a photo ID to pick up the replacement check from the Treasury Office (Sasscer Administration Building Room 113).

I. Payroll Corrections

1. Review and Verify

a) Employees should review and verify the accuracy of their pay each pay day. If there are any discrepancies, employees must notify their respective timekeepers as soon as possible. Timekeepers must submit an email inquiry describing the discrepancy to their payroll specialist for verification and corrective action with a copy sent to their Time Approver for acknowledgement of the requested corrective action request. Employee name, EIN, date of correction, and hours corrected (if applicable) must be included in the email.

b) Corrections for time errors or omissions, missing overtime hours, workshops, and other miscellaneous payments (which are not part of the regular pay) will be corrected and paid on an Off Cycle Pay Date

2. Substitute Teacher Missed Time Payment Schedule

a) For any missed substitute teacher time during the current pay period, enter the time on the substitute timecard. Missed time can be entered back ONE pay period. The time must be entered by 12:00 p.m. on Wednesday following the pay day. The Payroll Office will process the time and issue payment on the off-cycle Fridays (the Fridays in between the pay days). Substitute teachers who are set up with direct deposit will have their funds deposited into their bank accounts; otherwise checks will be mailed to the home address on record. Any time that dates prior to the previous pay period must be submitted on the Substitute Teachers' Time and Attendance Late Report form or Sub Para late form.

J. Leave Without Notice and Extended Leaves

1. Absence Without Leave (AWOL)

a) Employees absent without notice to their Time Approver will be recorded with unpaid leave for all days absent without notice. The assigned Payroll Specialist shall be notified immediately for monitoring and research assistance. If the employee remains out, a No Pay Status Letter will be issued to the employee and that employee will be referred to the Employee Labor Relations Office for disciplinary action.

2. FMLA/LOA Requests

a) 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. If approval is not obtained, any days exceeding the ten (10) or fifteen (15) days must be recorded as unpaid leave.

b) EXCEPTION: If an employee is out on a planned vacation longer than the time frames noted above, 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.

3. Return to Work Notification

Employees must provide appropriate documentation (such as a Certificate of Medical Release or a Request to Return to Work – Nonmedical) 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

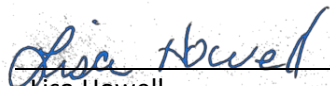
fitness for duty and proper assignment status within our system. Until the process is finalized and the employee is officially notified to return, the relevant work location must record the employee as being on unpaid leave. This protocol protects both the employee and the organization by confirming the employee's readiness to resume work duties and by ensuring accurate recordkeeping in Oracle.

III. QUESTIONS

Questions regarding this Bulletin should be directed to the assigned Payroll Specialist and/or Case Management Clerk for the work location.

IV. FILING INSTRUCTIONS

This Bulletin should be retained until June 30, 2026.



Lisa Howell

Chief Financial Officer