

Posting for Pay Period 6/23/18 – 7/06/18

Please note the following for the pay period 6/23-7/06/18:

*****Important PACS Attendance Collection Information*****

PACS Attendance for the pay period 6/23-7/6/18 will be collected on Friday, July 6, at 4:00 p.m. Please be sure your attendance is posted and released no later than 4:00 p.m.

Wednesday, July 4, 2018

Wednesday, July 4, 2018 was a holiday and is prefilled as HOL (Holiday) for all 12-month employees.

For overtime eligible permanent SEIU employees who worked on the July 4 holiday, their normal hours will be posted as HOL. Any hours actually worked on July 4 should be reported as follows:

WOH – If the work the employee did is not related to ICB then the actual hours worked should be posted as **WOH** (worked on holiday).

WIH – If the work the employee did is ICB work, then the actual hours worked must be reported as **WIH** (worked on holiday ICB).

ICB Workers – Wednesday, July 4th Holiday

For those locations that have ICB workers, please note the Holiday schedule below for the pay period 6/23-7/4/18.

Wednesday, July 4, 2018

	<i>Sat</i>	<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>		<i>Sat</i>	<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
	6/23	6/24	6/25	6/26	6/27	6/28	6/29		6/30	7/01	7/02	7/03	7/04	7/05	7/06
<i>REG</i>	8	8							8	8					<i>OFF</i>
<i>HOL</i>							4						4		



June 26, 2018

June 26, 2018 was Election Day for Montgomery County residents. This was **NOT** a holiday for Montgomery County Public School employees. All 12-month employees were scheduled to report to work or use leave.

Building service workers who worked beyond their normal scheduled hours on June 26 whose duties were related specifically to the elections being held in their building, should report the overtime hours as OUR (if their overtime and regular hours combined did not go over 8 hours/day) or OUP (for any hours worked, whether overtime and/or regular hours, that were over 8 hours in the day).

If your building service workers worked beyond their normal scheduled hours but it was not related to the elections going on in their building, then the overtime hours should be posted as OTR.



Timesheets

Timesheets for the pay period 7/7-7/20/18 will be in locations by the beginning of the week of July 9, 2018. Then we should be back on the normal distribution schedule.

Attendance Approval Reports and PAR reports for the pay period ending 6/8/18 were not sent with the timesheets for the pay period ending 7/6/18 due to the quick turnaround to get them to the locations. They are being printed and will be sent with a future timesheet distribution in the next couple of weeks.



June Mileage

Reminder that June mileage must be submitted and approved no later than Friday, July 6, 2018. Approved mileage for June should be submitted to the Division of Controller's office.



Important Change Regarding Requests for Special Checks

Effective immediately, special check requests should be directed to Mr. Krishna Tallur, Director of Employee and Retiree Service Center, for approval.

Special requests should still include the memo/email from the principal/director, along with the completed and signed PACS correction(s).



Payday Schedules and Detailed Work Schedules for 2018-2019

The Payday Schedules and notes and the Detailed Work Schedules for the 2018-2019 fiscal year have been posted to the ERSC website. Please click on the links below to access them.

http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/payday_calendar_2019.pdf

http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/payday_calendar_notes_2018-19.pdf

http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/work_schedule_2018-2019.pdf