

Posting for Pay Period 2/18/17–3/3/17

Please note the following:

Monday, February 20, 2017

- Prefilled as HOL (Holiday) for all permanent MCPS employees.
- SEIU members who were required to work on January 20, 2017 are prescreened as HOL for one-tenth of their regularly scheduled hours for that day and the hours that they actually worked should be reported as WIH (worked on holiday ICB) if the work was related to ICB. If the work was **not related** to ICB, then report the hours actually worked as WOH).

Please see the schedule below for ICB workers and how they were to work and be posted for this pay period:

Monday, February 20, 2017

	<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>
	<i>2/18</i>	<i>2/19</i>	<i>2/20</i>	<i>2/21</i>	<i>2/22</i>	<i>2/23</i>	<i>2/24</i>		<i>2/25</i>	<i>2/26</i>	<i>2/27</i>	<i>2/28</i>	<i>3/01</i>	<i>3/02</i>	<i>3/03</i>
<i>REG</i>	<i>8</i>	<i>8</i>							<i>8</i>	<i>8</i>					<i>4</i>
<i>HOL</i>			<i>4</i>												



Upcoming PACS Attendance Training

Please note the upcoming PACS Attendance training being offered:

Friday, March 3, 2017

The training will take place at the CTI training facility from 8:30-11:30 a.m.

This training is for new timekeepers who have not taken the training as well as for anyone who is designated as "backup" timekeeper at your location. If you do not have a backup timekeeper at your location, it is highly recommended that your principal/director designate someone.

To sign up for the session above, please register through PDO.



Payroll Training

If your director has not yet taken the payroll training course, please encourage them to sign up and attend with their payroll team (including timekeeper(s) and alternate timekeeper).

Directors and Their Payroll Team

Payroll training for directors and their teams has been scheduled for Monday, March 6, 2017 from 1:00 – 3:00 p.m. at 45 W. Gude Drive, Rockville in the Maple Room.

Please sign up through PDO, Course Section #64576



2016 Tax Forms (W-2s and 1095-Cs)

Employees who may have misplaced their 2016 W-2s and/or 1095-C may now download and print a duplicate from the **Employee Self-Service web page**. They will need to click on either **My W-2s** or **My 1095-Cs** under the green My Pay banner. Then, they will need to log in with their Outlook username and password. If the employee hasn't already done so, they will need to authorize web delivery of their tax forms. Instructions are available on the **Tax Information web page**.



PACS Corrections

We continue to receive a high volume of PACS corrections every pay period. While we are working hard to get them processed as quickly as we can, we continue to find an unusual number of corrections being submitted that are either missing important information or being filled out incorrectly.

Please be sure when you are submitting PACS corrections that you are including the following:

- 1. Correct name to match the correct ID number.

2. Multiple employees have multiple positions. Many corrections are missing the **Job Code** or have an incorrect job code listed. We can't pay employees if we don't know which position they need to be paid on.
3. Missing authorized signatures and dates.
4. **Missing or incorrect pay codes.** We don't know if the employee worked or used leave.
5. Dates being listed incorrectly.
6. Original posting information is either missing or incorrect.

Without the above information, it puts the employee at risk of being further delayed in getting paid.

We are also finding that many of the PACS corrections have copies of leave and overtime slips attached with them. We do **not** require additional documentation to accompany the PACS corrections unless we specifically request it. (Copies of timesheets are only required when submitting a request to Dr. Zuckerman's office for a special check.)

In addition, we are receiving PACS corrections for temporary part-time and SSE hours that were not paid. These hours do not need to be submitted on PACS corrections, but instead should be posted as a "prior pay period" function on the current PACS Attendance.

We understand that sometimes you are unable to enter all the information you need to when filling the PACS Correction form out online. If that becomes the case, please handwrite in the additional information on the same PACS correction. Payroll is aware of this issue and we are working to recreate the PACS correction form to make it more user friendly.



Long-term Substitutes

Please see the information below related to long-term substitute teachers.

- We are finding that some locations have postings under both the Short-term Sub and Long-term Sub payrolls for the same long-term substitute. This has caused the long-term substitutes to be double paid and we are having to go back and take monies away from them. Here are several ways to prevent this from happening:
 - If you have a long-term substitute, as a rule of thumb, always check both your short and long-term substitute screens on the PACS Attendance to be sure they are not being reported in both places for the same long-term sub assignment.

- Short-term substitute hours that are loaded by the Sub System should only be processed if there is a matching timesheet to go with it. If you do not have a matching timesheet, then the hours should be deleted from the screen.
- Sometimes the teacher who is out on long-term leave puts their absence in the sub system for the entire time of their absence. When this happens, it causes the long-term sub to have hours loaded to the short-term sub payroll. If this is the case and the employee has an assignment showing on the long-term sub screen, then you will need to go into the sub system and cancel the job. This way you are only posting hours to the Long-term sub screen.
- If you have a long-term substitute teacher whose long-term assignment is not yet showing on your long-term sub screen or if the long-term sub is being extended in their assignment, but the extension is not showing up on the Long-term sub screen, then their hours should be posted as short-term sub on the Short-term Sub payroll. Payroll will process a retroactive adjustment for the long-term pay once they have received notification of the assignment or extension.
- A long-term substitute teacher who has been in the same assignment for 45 days or more is entitled to a 10% increase in pay. Please send an email to the ERSC mailbox providing the name, ID# and date of the 45th day of the long-term substitute so that we can enter them into the system for the additional pay. Again, Payroll will process a retroactive adjustment as needed.