

Posting for Pay Period 5/27/17 - 6/09/17

Please note the following for the pay period 5/27 – 6/09/17:

Monday, May 29 is prefilled as HOL (Holiday) for 9- and 10-month SEIU and all 12-month employees.

Monday, June 5 was the last scheduled duty day for 9-month cafeteria workers.

For 10-month MCEA and 11-month MCAAP, May 29 was a compensable non-duty day, and is also prefilled as HOL.

SEIU members who were required to work on Monday, May 29 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.



ICB Workers – Monday, May 29, 2017 Holiday

For those locations that have ICB workers, please note the Holiday schedule below for the pay period 5/27-6/9/17.

Monday, May 29, 2017 Holiday

	<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>5/27</i>	<i>5/28</i>	<i>5/29</i>	<i>5/30</i>	<i>5/31</i>	<i>6/1</i>	<i>6/2</i>		<i>6/3</i>	<i>6/4</i>	<i>6/5</i>	<i>6/6</i>	<i>6/7</i>	<i>6/8</i>	<i>6/9</i>
<i>REG</i>	<i>8</i>	<i>8</i>					<i>OFF</i>		<i>8</i>	<i>8</i>					<i>4</i>
<i>HOL</i>			<i>4</i>												



PACS Attendance for Pay Period 6/10-6/23/17

This is a reminder that you will NOT be able to select the No Pre-Fill option for the pay period ending 6/23/17 for all 10- and 11-month professional employees. They will have 1/10th of their scheduled biweekly hours pre-filled for this pay period.



PACS Attendance Collection Dates

Please see the pay period dates and collection dates for the upcoming end of fiscal year:

Pay Period 6/10-6/23/17: Collection date - Friday, June 23, 2017 at 4:00 p.m.
Pay Period 6/24-7/07/17: Collection Date - Friday, July 7, 2017 at 4:00 p.m.



Extracurricular Activity Payments

Important date to remember regarding ECA payments:

Pay Period Ending June 9, 2017 – Final date for posting ALL ECA payments (dollars/hours) to PACS Attendance for the current fiscal year (FY17). PACS Attendance collection for this pay period will be Monday, June 12, 2017.

Timekeepers should be reviewing their ECA screens on the PACS Attendance to determine which employees still have stipends remaining to be paid. Hours and dollars should only be posted if the employee has worked the stipend based on the timesheet submitted by the employee.

MCPS Form 430-59 should be completed and signed for each extra-curricular activity performed at your location. Failure to have this form completed, signed and filed at your location could result in an audit finding. Please see the link below to access the form.

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/430-59.pdf>



Verification Forms – (EFR/ETL/ESR/SE)

Packets were mailed on May 8, 2017 to all school principals/coordinators with information relating to Elementary Team Leader Assignments (ETL), Elected Faculty Representative Assignments (EFR), Summer Employment Verification Form, and SEIU Elected Support Representative (ESR). ETL and EFR online forms are available May 8, 2017 through June 21, 2017. The Summer Employment Verification Form should be returned to ERSC by June 21, 2017 and the ESR form should be returned to ERSC by June 30, 2017.

NOTE: Elementary Team Leaders must have a 1.00 FTE – employees with less than 1.00 FTE are not eligible and will not appear on the online verification form.

ALSO: Elected Faculty Representatives must have at least a .600 FTE – employees with less than .600 FTE are not eligible and will not appear on the online verification form.

Any questions, please call the Position and Salary Administration team at (301) 517-8100.



June Mileage

Reminder that June mileage must be submitted and approved no later than Thursday, July 6, 2017. Approved mileage for June should be submitted to the Division of Controller's office.

