

Posting for Pay Period 2/17/18-3/02/18

Please note the following for the pay period 02/17-03/02/18:

Monday, February 19, 2018 - Holiday

- Prefilled as HOL (Holiday) for all permanent MCPS employees.
- SEIU members who were required to work on February 19, 2018 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 19, 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>
	<i>2/17</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>3/1</i>	<i>3/2</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>												

Inclement Weather Posting Instructions for March 2, 2018

Friday, March 2, 2018

Schools and Administrative Offices - Closed

Please note the following for the emergency closing on Friday, March 2, 2018:

1. Instructions for posting for the emergency day are attached to this email.
2. If you had already posted and/or released your payroll prior to the emergency day, please unrelease your payroll and correct anyone who may have been posted leave for Friday, March 2. You will need to change the leave on March 2 to 0 and then hit the change button. EMR should automatically populate for March 2 for the employee's regularly scheduled hours.
3. There are special posting instructions for building service staff that is included in the instructions attached to the email. Please note that you will have to manually post EMR for your building service staff.



Please note that due to the emergency day on Friday, March 2, 2018, PACS Attendance will be collected on Tuesday, March 6, 2018 at 4:00 p.m. Please be sure to have your PACS Attendance posted and released by then.



Upcoming PACS Attendance Training

Please note the upcoming PACS Attendance training being offered:

Wednesday, March 14, 2018

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.



Save the Date

The Spring ERSC semi-annual timekeeper meeting will be held on Tuesday, May 1, 2018. There will be two identical sessions, one at 8:30-11:30 a.m. and one at 12:30-3:30 p.m. Both will be held in the Maple Room at 45 W. Gude Drive.

Please save the date and plan on attending one of the two sessions.