

Posting for Pay Period 9/16/17 – 9/29/17

Please note the following for the pay period 9/16/17-9/29/17:

Scheduled No-Work, No-Payday (NPS) for 9- and 10-month SEIU Staff

Thursday, September 21, 2017 was a scheduled No-work, No-payday for all 9- and 10-month SEIU staff **except** for the following: Bus Operators and Attendants; Food Services Field Managers; Café Perm Sub; Food Service Satellite Managers I, II & III; Cafeteria Worker I; Catering Service Worker; CPF Food Service Sanitation Tech; CPF Worker II; Cafeteria Managers I, II, III & IV.

All 9- and 10-month SEIU staff that were scheduled as No-work, No-pay are prefilled on September 21, 2017 as NPS.

9- and 10-month employees who were on No-Work, No-Paydays (NPS) who attended offered training will be paid through the PDO process. No hours should be reported on their timesheet.

Thursday, September 21, 2017 was a compensable non-duty day for 10-month MCEA & 11-month MCAAP staff, and these employees are prescreened as HOL (Holiday) for their daily scheduled hours.

For all 12-month employees, Thursday, September 21, 2017 was a scheduled work day and 12-month employees were expected to report to work or use leave. Those required to report for duty are prescreened as REG on the PACS Attendance. If an employee did not work, then they should be posted using an approved leave or NPR (No Pay Reported).



PACS Attendance Training

PACS Attendance training is being offered on the following date:

Wednesday, October 18, 2017

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.

Additional PACS Attendance trainings are being scheduled for future dates throughout the school year.



Payroll Training for Principals and Directors

Upcoming payroll training for principals and directors will be:

Principals and their teams, Monday, October 23, 2017 @ 9:00 – 11:00 p.m. at 45 W. Gude Drive, Rockville in the Maple Room. Please sign up through PDO, Course Section #109028

Directors and their teams, Monday, October 23, 2017 @ 1:00 - 3:00 p.m. at 45 W. Gude Drive, Rockville in the Maple Room. Please sign up through PDO, Course Section #109029

If your principal or 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). There is a separate training for principals and a separate training for directors.



Save the Date

The fall semi-annual timekeeper meeting will be held on Tuesday, October 10, 2017. 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.

Some of the agenda items being presented:

- Payroll information (includes new CBL pay code, Thanksgiving holiday leave, etc.)
- Time and Effort Certification process (employees paid on a grant)
- ECA online process
- Substitute/long-term substitutes
- ERSC Transaction Team
- Childcare/Worker’s Comp Leave
- Overtime/ICB/SPO
- Open enrollment changes
- Wellness initiatives

Please save the date and plan on attending one of the two sessions. No RSVP is necessary.



PACS Corrections

At this time of year, we are receiving a higher than normal volume of PACS corrections. While we are working hard to get them processed as quickly as we can, please note the following when submitting PACS corrections:

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.
4. Missing or incorrect pay codes. We don't know if the employee worked or used leave.
5. Dates being listed incorrectly.

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

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.



PACS Attendance – No Prefill

As a reminder, if you have employees at your location who work an alternative schedule (they do not work their scheduled hours as 1/10th every day), you must report their time exactly as they work their hours. To do this, you must use the "No Prefill" feature on the PACS Attendance and then post the hours (including REG hours) manually.

Posting an employee's hours exactly as they worked them must be done for the following reasons:

1. Posting incorrectly could cause an employee to be overpaid.
2. Posting incorrectly may undercharge an employee leave if they took leave during that pay period.
3. Posting incorrectly goes against audit procedures and would be considered a "finding" by the auditors.

The No-Prefill option was part of the PACS Attendance training you received when learning how to post payroll on the PACS Attendance. The No-Prefill option is available for both Professional and Supporting Services Payroll.

Please refer to [instructions](#) on how to post "No Prefill."
(Either pages 3.1-1, Step 4 and 5 or pages 3.2-4, Step 4 and 5)

If you have additional questions regarding posting No Prefill on the PACS Attendance, please call 301-517-8100.

