



Important PACS Attendance Posting Information – PLEASE READ

The following information contains common questions and answers and general information regarding transactions, time and attendance, PACS corrections, special check requests, etc. that are in effect for this pay period. **Please read this information first before contacting ERSC.** We believe most of the answers to your questions can be found in the information below.

Employees NOT ON PACS attendance screens:

Review your PACS attendance screens through Wednesday afternoon, 9/13/2017. If an employee is not on the screen please contact the staffing analyst in the Office of Human Resources and Development (OHRD) for your location.

Continue to check PACS attendance screens until **12:00 noon on Friday, 9/15/2017**. If an employee is not on the screen by that time, your payroll should be released.

For all permanent employees, Short Term Substitutes and Long Term Substitutes who are not on your PACS screen when you release: Prepare a PACS correction for the hours to be reported and paid and forward it to the Employee and Retiree Service Center (ERSC).

Temporary Part Time, Summer Employment, Extracurricular Activities and Workshops should be posted as a PRIOR PAY PERIOD correction on the current PACS Attendance during the pay period (9/16-9/29/2017). These will be paid on October 13, 2017.

Employees on PACS attendance screens and NO LONGER at your location:

Continue to check your PACS attendance screen until 12:00 noon on Friday, 9/15/2017. If the employee is still showing on the screen, report the hours scheduled as NPR (No Pay Reported) and RELEASE your payroll. It is imperative that these employees' attendance be reported as NPR or they could be overpaid and owe MCPS a repayment.

Permanent Employees with FTE changes for the same position:

Continue to check your PACS attendance screen until 12:00 noon on Friday, 9/15/2017. If the employee's FTE has not changed report the hours to be paid as follows:

1. FTE INCREASE

Complete a PACS correction and forward it to ERSC for payment of the additional hours on a future payday. **(Please do not post the additional hours for Supporting Services employees as OTR!)**

2. FTE DECREASE

Report the number of hours not to be paid as **NPR** (No Pay Reported). For example, if an employee's FTE has changed from 80 hours biweekly to 70 hours biweekly, post 7 hours REG (or approved leave). The additional hour that they are no longer working should be posted as NPR.

Employees who have TRANSFERRED locations:

If an employee has transferred from your location to a new location, report the hours as **NPR** (No Pay Reported). Their time must be reported at the new location.

DO NOT REPORT HOURS FOR ANY EMPLOYEE FOR TIME THAT WAS WORKED AT ANOTHER LOCATION.

If an employee is new to your location due to a transfer and they are not showing on your PACS attendance screen, follow the instructions as directed under "Employees NOT on PACS attendance screens."

Employees with 2nd positions NOT ON PACS attendance screens:

DO NOT REPORT these hours on any other position. DO NOT REPORT these hours as OTR (Overtime Regular Rate) on their other position.

Follow the instructions as directed under "Employees NOT on PACS attendance screens".

Special Check Requests

A special check should **only** be requested if the employee is receiving less than 50 percent of their expected pay and **only** if the lack of pay is creating a financial hardship. If this is the case, then please send a memorandum from the principal or AP directed to Dr. Andrew Zuckerman, Chief Operating Officer with an approval line for his signature, attach the PACS correction and submit it to CESC, Room 149 for approval.



September Paydays

Please see the following pay periods and their paydays.

- Pay period 9/2 – 9/15/17 will pay on Friday, September 22, 2017.
(PACS Attendance for this pay period will be collected on Friday, September 15 at 4:00 pm)
- Pay period 9/16 – 9/29/17 will pay on Friday, October 13, 2017

Please note that the pay period ending 9/15/17 will be processed and paid one week earlier than the normal two-week timeframe. Paydays September 15 and September 22 are one week apart. Please also note that the paydays September 22 and October 13 are three weeks apart. After that, we resume the normal two week payday cycle.



Paycheck of 9/15/17

The pay date of September 15, 2017 will also be the first pay date of the academic year in which 10-month employees will see FSA and 403B/457 deductions only withheld. All other deductions including mandatory pension contributions, association dues and health insurance premiums will be withheld starting with the September 22, 2017 paycheck for all employees.



PACS Attendance Training

PACS Attendance training is being offered on the following date:

Wednesday, September 20, 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 September and additional months throughout the school year.



Payroll Training for Principals and Directors

Upcoming payroll training for principals and directors will be:

Principals and their teams, Tuesday, September 19, 2017 @ 9:00 – 11:00 p.m. at 45 W. Gude Drive, Rockville in the Maple Room. Please sign up through PDO, Course Section 108765

Directors and their teams, September 20, 2017 @ 9:00 - 11:00 a.m. at 45 W. Gude Drive, Rockville in the Maple Room. Please sign up through PDO, Course Section #108764

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.



SEIU New Employee Orientation

New SEIU employees will be scheduled to attend either a morning or an afternoon orientation. The sessions are 8:30 a.m.-11:00 a.m. or 1:30 p.m.-4:00 p.m., and attendance is mandatory. The Office of Human Resources and Development will notify the employee via email and their immediate supervisor with the scheduled date and time for orientation. The Department of Transportation orientations are scheduled from 10:30 a.m.-12:30 p.m.

School Year Orientation

If the scheduled session will result in the employee working outside of their scheduled duty hours, overtime must be approved through the normal overtime approval process. Work schedules for that day should be adjusted to include the orientation session whenever possible.

Hours that the employee attended the orientation should be indicated on their timesheet, and required documents must be attached; e.g., the orientation notice and overtime approval documents.

Attendance for the orientation should be reported as working (REG) for all employees.

Overtime Eligible Employees

- If the hours exceed employees' scheduled duty hours, excess hours for overtime eligible employees should be reported as *overtime regular rate (OTR)*.

Overtime Exempt Employees

- Additional hours will not be paid for overtime exempt employees who attend orientation. Work schedules should be adjusted to include the orientation session.

Summer Orientation

Since orientations take place during the summer for new employees who will begin working at the start of the school year, special time reporting instructions apply.

Overtime Eligible Employees

- New employees will be required to complete a blank timesheet indicating their name, employee identification number (if known), location name and number, date of attendance, number of hours to be reported, and a signature. This timesheet should be turned in to the timekeeper (with all appropriate documentation) at their assigned locations. The timekeeper will report the orientation hours on the first day of the pay period (Saturday) in which the new employee's first duty day occurs.

Overtime Exempt Employees

- New employees will not be required to attend orientation prior to their first duty day at their location.



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.

More information will follow in the next couple of timekeeper messages regarding the agenda.

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



Payroll Calendars

See [a listing](#) of the FY2018 pay periods and paydays, SE pay schedule, MCEA salary lane pay schedule, and IAP pay schedule, please click on the link below:

