

**Posting for Pay Period 6/9/18 – 6/22/18**

Please note the following for the pay period 6/9 – 6/22/18:

This is the last pay period for all 10- and 11-month employees who are scheduled to work for the FY17-18 school year. Due to the make-up days for students, please see the attached information regarding the last work day for 10- and 11-month staff.

Please also note that you will NOT be able to select the No Pre-Fill option for the pay period ending 6/22/18 for all 10- and 11-month professional employees. They will have 1/10th of their scheduled biweekly hours pre-filled for this pay period.



**Extracurricular Activity Payments**

Important date to remember regarding ECA payments:

**Pay Period Ending June 22, 2018** – Final date for posting ALL ECA payments (dollars/hours) to PACS Attendance for the current fiscal year (FY18). PACS Attendance collection for this pay period will be Friday, June 22, 2018.

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 7, 2018 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 7, 2018 through June 20, 2018. The Summer Employment Verification Form should be returned to ERSC by June 20, 2018 and the ESR form should be returned to ERSC by June 29, 2018.

**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.



**PACS Attendance Collection Dates**

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

Pay Period 6/09-6/22/18: Collection date - Friday, June 22, 2018 at 4:00 p.m.

Pay Period 6/23-7/06/18: Collection Date - Friday, July 6, 2018 at 4:00 p.m.



**Pay Period 6/23 – 7/06/18**

Please note the following changes for pay period 6/23-7/06/18. This is due to the fiscal year-end/new fiscal year processes that need to be run prior to July 1, 2018.

Timesheets

Timesheets for the pay period 6/23-7/06/18 will not be distributed to locations until the week of July 2nd. If you have employees that will not be there that week to fill out their timesheet, please have them use a blank timesheet. Please click on the link below which will take you to the Payroll forms and select the link with the appropriate timesheet.

<http://www.montgomeryschoolsmd.org/departments/forms/list.aspx?subCatID=36&catID=1>

PACS Attendance Screens

PACS Attendance screens for the pay period 6/23-7/06/18 will be available for posting on Monday, July 2, 2018. If we are able to open them earlier, we will send out an email notifying you of the change.

PACS Attendance Collection

PACS Attendance for the pay period 6/23-7/06/18 will be collected on Friday, July 6, 2018 at 4:00 p.m. Please note that posting for PACS Attendance during this pay period may only be available from Monday, July 2 through Friday, July 6<sup>th</sup>. (If you will not be available during this time period to post your payroll, please be sure you have an approved backup available to post your payroll.)



**June Mileage**

Reminder that June mileage must be submitted and approved no later than Friday, July 6, 2018. Approved mileage for June should be submitted to the Division of Controller's office.



## **Payday Schedules and Detailed Work Schedules for 2018-2019**

The Payday Schedules and notes and the Detailed Work Schedules for the 2018-2019 fiscal year have been posted to the ERSC website. Please click on the links below to access them.

[http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/payday\\_calendar\\_2019.pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/payday_calendar_2019.pdf)

[http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/payday\\_calendar\\_notes\\_2018-19.pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/payday_calendar_notes_2018-19.pdf)

[http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/work\\_schedule\\_2018-2019.pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/schedules/work_schedule_2018-2019.pdf)