



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

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May 15, 2011  
Date

Payroll & Benefits Services  
Originating Office

June 30, 2011  
Cancellation Date

**TO:** All 10-Month and 11-Month Employees

**FROM:** Chief Financial Officer

**SUBJECT:** School Year 2011-2012 Extended Pay Option Plan for 10-Month and 11-Month Employees

I. **PURPOSE:** To provide 10-month and 11-month employees an optional pay method that disburses earnings on a 12-month pro-rata basis.

II. **RESPONSIBILITY:**

The Extended Pay Option Plan is for 10-month and 11-month biweekly employees (excluding substitutes and temporary hourly employees).

Ten-month and 11-month employees who elect to participate in the Extended Pay Option Plan for school year 2011-2012 will have funds deducted from their regular biweekly gross pay and accumulated in an escrow account. The accumulated escrow funds will be paid over additional pay dates during the months of June, July, and August, after the end of the school year. Salary changes during the school year **will** change the extended pay option deduction amount accordingly.

The Extended Pay Option Plan can only be rescinded during the school year based on proof of hardship on a case-by-case basis. Employees can otherwise withdraw from the plan between the end of a school year and the beginning of the next school year.

III. **PROCEDURES:**

A. **Extended Pay Option Process**

1. All 10-month and 11-month employees who wish to participate in the 10-Month or 11-Month Extended Pay Option Plans must enroll through **Oracle Employee Self-Service** by **August 26, 2011, for 10-month employees and by July 28, 2011, for 11-month employees**. Instructions for using Oracle Employee Self-Service are included on the back of this bulletin. Enrollments received after these dates **will not** be processed. Internal Revenue Service requirements limit enrollments to the beginning of the pay year. Deductions will be effective for the payday beginning September 2, 2011, for 10-month employees and August 4, 2011, for 11-month employees.

Special enrollment assistance can be provided for employees who have limited access to Oracle Employee Self Service by contacting the Payroll & Benefits Office at 301-952-6200, [Payroll-Supervisors@pgcps.org](mailto:Payroll-Supervisors@pgcps.org) or coming to Room 132, Sasscer Administration Building, 14201 School Lane in Upper Marlboro.

2. All 10-month and 11-month employees currently participating in the Extended Pay Option Plan **WILL AUTOMATICALLY CONTINUE** in the plan in the school year 2011-2012 Extended Pay Option Plan unless a signed and dated withdrawal form is received by **July 28, 2011**, from 11-month employees or **August 26, 2011**, from 10-month employees. Withdrawal forms received after these dates **will not** be processed.

Internal Revenue Service requirements prohibit withdrawals during the pay year except for hardship situations.

Withdrawal forms are available on the Payroll Services Web page at [www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/) or at the Payroll & Benefits Services Office, Room 132, Sasscer Administration Building, 14201 School Lane, Upper Marlboro, 301-952-6200.

## **B. Extended Pay Option Adjustments**

1. A leave without pay status that results in an employee not receiving a scheduled payment **will reduce** the amount of the additional summer payments.
2. Employees who are placed on an approved leave of absence without pay by Human Resources will be removed from the Extended Pay Option Plan for the remainder of the fiscal year. The total of all accumulated Extended Pay Option Plan deductions will be refunded to the employee unless there is an overpayment at the point of the leave of absence. Employees must submit a new enrollment form during the open enrollment period for the new school year if they want to resume participation in the plan.
3. Payroll & Benefits deductions (health insurance, tax sheltered annuities, retirement, credit union, etc.) will follow the same schedule announced for all employees and will be deducted from the payments received during the normal 10-month 22 pay cycles or 11-month 24 pay cycles. The only pay deductions in the additional summer payments will be mandatory taxes, Child Support Orders, State and Federal Tax Liens and Court Ordered Garnishments on Wages.
4. Each employee is responsible for monitoring voluntary deductions and notifying Payroll & Benefits Services at [Payroll-Supervisors@pgcps.org](mailto:Payroll-Supervisors@pgcps.org) of any discrepancy in the deductions.

## **C. Hardship Cases**

To discontinue the Extended Pay Option due to a hardship, complete a WITHDRAWAL FORM and provide documentation which may include outstanding bills, increased rental/mortgage notices, garnishment notices, or other documentation that will substantiate the amount of and the circumstances of the hardship. The deadline requirement on the Withdrawal Form does not apply to withdrawal requests based on hardship. Withdrawal forms are available on the Payroll Services web page at [www1.pgcps.org/](http://www1.pgcps.org/) or at the Payroll & Benefits Services Office, Room 132, Sasscer Administration Building, 14201 School Lane, Upper Marlboro, 301-952-6200.

After the documentation is received in Payroll & Benefits Services and if approved, accumulated Extended Pay Option Plan deductions sufficient to address the hardship will be refunded to the employee on the next scheduled pay date subject to the disclosure statement below. The refund payment is a lump-sum payment and is subject to be taxed at the supplemental rate which is approximately 25% for federal; 6.2% for social security; 1.45% for Medicare; and 7.35% for state. Funds withdrawn can only be in amounts sufficient to cover the hardship. Amounts in excess of those needed for the hardship will be held for summer payment. Employees must submit a new enrollment form during the open enrollment period for the new school year if they want to resume participation in the plan.

## **D. Withdrawal Disclosure**

Prince George's County Public Schools' regular 10-month and 11-month pay period calendar is scheduled so that employees receive a full paycheck on their first pay day even though they may not have worked a full pay period. This benefits employees immediately with a full paycheck, but results in the receipt of a portion of their salary before it is earned. Therefore, if employees leave employment anytime during the year, they will have to return any funds paid in advance of the days worked. The amount that must be repaid decreases as the school year progresses, but the break even point is only reached with the last regular paycheck.

Therefore, when employees who have opted to enroll in the Employee Extended Pay Option Plan leave employment, are approved for any extended leave, or are terminated or suspended during the school year, the money deducted from each biweekly paycheck for the summer payments will be applied against any amount that must be repaid to Prince George's County Public Schools in producing their final paycheck. Any refund payment is a lump-sum payment and is subject to be taxed at the supplemental rate which is approximately 25% for federal; 6.2% for social security; 1.45% for medicare; and 7.35% for state.

## E. Processing Errors or Enrollment Corrections

1. The Prince George's County Public Schools (PGCPS) is committed to honoring employee requests to take advantage of the Employee Extended Pay Option Plan.
2. PGCPS will use its best efforts to provide expedited corrections or adjustments of Extended Pay Option Plan deductions associated with its alleged failure to enroll employees in the deduction plan or a processing error of the automated payroll system.
3. Automation processing errors – If a processing error of the automated payroll system occurs and deductions are not made; PGCPS Payroll & Benefits Services Office will correct the processing error before the next paycheck and make a one-time catch-up deduction (approximately two times the regular deduction).
4. Enrollment Corrections - If an Employee Extended Pay Option Plan is not implemented due to an error on the part of Payroll & Benefits Services; PGCPS Payroll Services shall make all reasonable efforts to enroll an affected employee no later than the third paycheck, provided Payroll & Benefits Services is contacted no later than 3 work days after the second paycheck of the school year. This date will be included on the Employee Extended Pay Option Plan.
  - a) In order for any corrections to be made by the third paycheck, the employee's automatic Oracle Employee Self-Service Enrollment date will be used as proof that enrollment was submitted on time and according to the enrollment guidelines. This must be done no later than 3 work days after the third paycheck of the school year. The deduction will be entered so that it is effective with the fourth scheduled paycheck.
  - b) PGCPS Payroll & Benefits Services will make its best effort to investigate any reported error and take corrective action as expeditiously as possible, but no later than the third paycheck and continued through the last paycheck. If the investigation/confirmation exceeds two business days from the date that Payroll & Benefits Services is notified of the error, Payroll & Benefits Services will make its best effort to communicate with affected employees by the end of the close of the second business day of record and explain the reason for the extended time.
  - c) PGCPS will not be responsible for Employee Extended Pay Option Plan enrollments that are not submitted properly. The Self-Service enrollment procedure will generate an e-mail notification to each employee at their PGCPS e-mail confirming their enrollment. If an employee does not receive this notification within 1 day of enrollment, they should enroll again.

Examples of how the Extended Pay Option Plan works are available on the Payroll & Benefits Services Webpage ([www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)).

An Extended Pay Option Plan Estimator is also available on the Payroll Services web page ([www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)). Any questions regarding this Bulletin should be directed to Payroll & Benefits Services at 301-952-6200, or via email to [Payroll\\_Services@pgcps.org](mailto:Payroll_Services@pgcps.org).

## IV. **FILING INSTRUCTIONS:** Retain until June 30, 2012.



Mathew E. Stanski,  
Chief Financial Officer

DISTRIBUTION: List 9

# **Payroll & Benefits Services Oracle Employee Self Service and Web Page Services**

Employees can now access many payroll services online through Oracle Employee Self Service and the Payroll & Benefits Services Webpage. These two tools and the services available are listed below.

## **Oracle Employee Self Service @ [www1.pgcps.org](http://www1.pgcps.org)**

- **Log on** to [www1.pgcps.org/](http://www1.pgcps.org/)
- **Click on** the HR/Employee Self-Service Tab (upper right of page)
- **Log on** using your Username and Password assigned to all PGCPs Employees
- **Click on** [PGCPs Employee Self Service](#) listed in the [Navigator Menu](#)
- **Click on** the Employee Self Service you wish to access:
  - **Personal Information** to change your address or personal data.
  - **Annual Salary**
  - **View ePayslip** to view and print the most current and past payslips.
  - **Federal Tax Form** to submit Federal Withholding changes.
  - **State Tax Form to submit** Maryland, Virginia and District of Columbia tax withholding changes
  - **Benefits**
  - **Payslip Options**
  - **Manage Payroll Payments** by selecting or changing your direct deposit authorization
  - **Leave Balances and Extended Leave Request** to check annual, sick and personal leave balances.
  - **My Information**
  - **Employee W-2** to view and print the most current and past W-2 statements.
  - **Employment Verification**
  - **Extended Pay Option Enrollment** to enroll in the Extended Pay Option Plan.

## **Payroll Services Webpage @ [www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)**

- Payroll Services Home Page
- Payroll Services Staff Directory
- Payroll Services Forms
- Payroll Services Calendars
- Associated Offices
- Payroll Services Tax Information
- Extended Pay Option Plan
- Employee Self Service
- Training

**[Check out the Extended Option Pay Plan Calculator on the Payroll web page on the Extended Pay Plan Page.](#)**

Payroll and Benefits Services  
Sasscer Administration Building  
14201 School Lane, Room 132  
Upper Marlboro, MD 20772  
301-952-6200 FAX: 301-952-6088  
[www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)