



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 7 - 09  
Originators Serial No.

May 15, 2009  
Date

Payroll Services  
Originating Office

June 30, 2009  
Cancellation Date

**TO:** All 10-Month and 11-Month Employees  
**FROM:** Acting Chief Financial Officer  
**SUBJECT:** School Year 2009-2010 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 2009-2010 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The Extended Pay Option Plan can only be rescinded during the school year based on proof of hardship on a case-by-case basis.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** Extended Pay Option Plan by **August 14, 2009 for 10-month employees and by July 31, 2009 for 11-month employees**. 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 August 21, 2009 for returning 10-month employees and for the payday beginning September 4, 2009 for new hire 10-month employees and August 6, 2009 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 Office at 301-952-6200, [Payroll-Supervisors@pgcps.org](mailto:Payroll-Supervisors@pgcps.org) or coming to Room 132, Sasscer Administration Building, 16201 School Lane in Upper Marlboro, or completing an enrollment form available on the Payroll Web page at [www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)

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 2009-2010 Extended Pay Option Plan unless a signed and dated withdrawal form is received by **July 31, 2009** from 11-month employees or **August 14, 2009** 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 Services Office, Room 132, Sasscer Administration Building, 14201 School Lane, Upper Marlboro, 301-952-6200, or by emailing a request to [Payroll-Supervisors@pgcps.org](mailto:Payroll-Supervisors@pgcps.org).

#### **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 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 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 (see page 1 for locations of 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.

After the documentation is received in Payroll 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. 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 for 10 days on their first paycheck 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, 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.

## 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 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 Services, PGCPS Payroll Services shall make all reasonable efforts to enroll an affected employee no later than the third paycheck, provided Payroll 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 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 Services is notified of the error, Payroll 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 Services Webpage ([www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)) or by contacting the Payroll Services Office at 301-952-6200 or [Payroll-Supervisors@pgcps.org](mailto:Payroll-Supervisors@pgcps.org).

Any questions regarding this Bulletin should be directed to Payroll Services at 301-952-6200, or via email to [Payroll-Supervisors@pgcps.org](mailto:Payroll-Supervisors@pgcps.org).

## IV. **FILING INSTRUCTIONS:** Retain until June 30, 2010.

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Mathew E. Stanski,  
Acting Chief Financial Officer

Attachments

DISTRIBUTION: List 9

# **Payroll 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 Services Webpage. These two tools and the services available are listed below.

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

- **Log on** to [www1.pgcps.org/payroll/](http://www1.pgcps.org/payroll/)
- **Click on** the **Employees Tab** (Upper right of Page)
- **Click on** Oracle Self Service
- **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
  - **Payslip** to view and print the most current and past payslips.
  - **Employee W-2** to view and print the most current and past W-2 statements.
  - **Tax Form** to submit Federal, Maryland, Virginia and District of Columbia tax withholding changes.
  - **Leave Balances** to check annual, sick and personal leave balances.
  - **Manage Payroll Payments** by selecting or changing your direct deposit authorization.
  - **Personal Information** to change your personal data.
  - **Extended Pay Option Online Enrollment** to enroll in the Extended Pay Option Plan.
  - Other self service items.

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

- Payroll Services Home Page
- Payroll Services Staff
- Payroll Services and Timekeeping Forms
- Payroll Services Calendars and Events
- Related Offices and Agencies
- Payroll Frequently Asked Questions
- Payroll Taxes Main Page
- New Tax Table

## **Technology Training Webpage at [www1.pgcps.org/it/training](http://www1.pgcps.org/it/training)**

- **Click on** Classes
- **Click on** Payroll-Oracle Time and Labor
- **Click on** Your needed training document
  - Payroll Timekeepers
  - Payroll Approvers
  - PTO-Location Accruals Report
  - Temps and substitutes Payroll Entry and Approval
  - Viewlets
    - OTL (Oracle Time and Labor) Timekeeper Entry Process
    - OTL (Oracle Time and Labor) Approval Process
    - PTO Pay Period End Report
  - Timekeeping and Leave Reporting, Administrative Procedure (4132)
  - Forms

