

Posting for Pay Period 5/13-5/26/17

Please note the following for the pay period 5/13 – 5/26/17:

There are no scheduled holidays or no-pay scheduled (NPS) days during this pay period.

Please note that PACS Attendance collection for this pay period will be collected on Tuesday, May 30, at 4:00 p.m. due to the Memorial Day Holiday on Monday, May 29, 2017.



ICB Workers – Monday, May 29, 2017 Holiday

For those locations that have ICB workers, please note the Holiday schedule below for the pay period 5/27-6/9/17.

Monday, May 29, 2017 Holiday

| | <i>Sat</i> | <i>Sun</i> | <i>Mon</i> | <i>Tues</i> | <i>Wed</i> | <i>Thurs</i> | <i>Fri</i> | | <i>Sat</i> | <i>Sun</i> | <i>Mon</i> | <i>Tues</i> | <i>Wed</i> | <i>Thurs</i> |
|------------|-------------|-------------|-------------|-------------|-------------|--------------|------------|--|------------|------------|------------|-------------|------------|--------------|
| | <i>5/27</i> | <i>5/28</i> | <i>5/29</i> | <i>5/30</i> | <i>5/31</i> | <i>6/1</i> | <i>6/2</i> | | <i>6/3</i> | <i>6/4</i> | <i>6/5</i> | <i>6/6</i> | <i>6/7</i> | <i>6/8</i> |
| <i>REG</i> | 8 | 8 | | | | | <i>OFF</i> | | 8 | 8 | | | | |
| <i>HOL</i> | | | 4 | | | | | | | | | | | |



PACS Attendance Collection Dates

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

Pay Period 6/10-6/23/17: Collection date - Friday, June 23, 2017 at 4:00 p.m.

Pay Period 6/24-7/07/17: Collection Date - Friday, July 7, 2017 at 4:00 p.m.



MCEA 10-month Unit Members Unscheduled Days

Reminder that the unscheduled leave deadline is Monday, June 5, 2017. Reports not received will prevent deduction of overpayments to those who have not worked the hours. If you still need to submit the report, please submit as soon as possible. Please refer to the attached memo/form that was sent by Dr. Zuckerman on May 11th for more detailed information.



Extracurricular Activity Payments

Important date to remember regarding ECA payments:

Pay Period Ending June 9, 2017 – Final date for posting ALL ECA payments (dollars/hours) to PACS Attendance for the current fiscal year (FY17). PACS Attendance collection for this pay period will be Monday, June 12, 2017.

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 8, 2017 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 8, 2017 through June 21, 2017. The Summer Employment Verification Form should be returned to ERSC by June 21, 2017 and the ESR form should be returned to ERSC by June 30, 2017.

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.