

**Posting for Pay Period 4/1/17–4/14/17**

Please note the following:

- PACS Attendance screens will be available for posting on Thursday, April 6, 2017. PACS Attendance collection for the pay period 4/1/17-4/14/17 will be Tuesday, April 18, 2017 at 4:00 p.m.
- Friday, April 7 is a scheduled No Work-No Pay Day for all 9- and 10-month SEIU staff and will be prefilled as NPS.
- Friday, April 14, 2017 is a scheduled holiday for all MCPS staff and will be prefilled as HOL.
- April 10, 11, 12, 13 and 14 are compensable non-duty days for 10-month MCEA and 11-month MCAAP staff and will be prefilled as HOL (Holiday).
- April 10, 11, 12 and 13, 2017 are scheduled No Work-No Pay (NPS) days for all 9- and 10-month SEIU employees. Employees’ scheduled hours are prefilled as NPS for these days.

All 12-month employees are required to report to work or use approved leave.

- SEIU members who are required to work on Friday, April 14, 2017 are prescreened as HOL for one-tenth of their regularly scheduled hours for those days and the hours that they actually worked should be reported as WIH (worked on holiday ICB) if the work is related to ICB. If the work is **not related** to ICB, then report the hours actually worked as WOH).

**ICB Workers–Friday, April 14, 2017 Holiday**

For those locations that have ICB workers, please note the holiday schedule below for the pay period 4/1/17–4/14/17.

**April 14, 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>Fri</i>
	4/1	4/2	4/3	4/4	4/5	4/6	4/7		4/8	4/9	4/10	4/11	4/12	4/13	4/14
<i>REG</i>	8	8					4		8	8					<i>OFF</i>
<i>HOL</i>											4				



**Upcoming PACS Attendance Training**

PACS Attendance training will be offered **Wednesday, April 5, 2017**. The 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.



**Save the Date**

The Spring ERSC semi-annual timekeeper meeting will be held on Monday, May 8, 2017. There will be two identical sessions, one from 8:30-11:30 a.m. and one from 12:30-3:30 p.m. Both will be held in the Maple Room at 45 West Gude Drive.

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



**Profession Leave (PRO) Form – Form 430-94**

[Form 430-94, Professional Leave \(PRO\)](#) has been revised. The section related to substitute funding source has been expanded to prompt staff to provide the information required for financial staff and timekeepers. Please alert staff at your location about this updated form.

