

**Posting for Pay Period 1/20/18-2/02/18**

Please note the following for the pay period 1/20/18 – 2/02/18:

**Scheduled No-Work, No-Paydays (NPS) – Friday, January 26, 2018**

Friday, January 26, 2018 was a scheduled No-Work, No-Payday for the following: Food Services Field Managers; Café Perm Sub; Food Service Satellite Managers I, II & III; Cafeteria Worker I; Catering Service Worker; CPF Food Service Sanitation Tech; CPF Worker II; Cafeteria Managers I, II, III & IV. The PACS Attendance screens are prescreened with NPS for their daily scheduled hours for those days.

**Inclement Weather Posting Instructions for Tuesday, January 30, 2018**

**Tuesday, January 30, 2018**

Tuesday, January 30 - Schools Open Two Hours Late / Administrative Offices Open on Time

- There is no EMR (emergency leave) reported for any employee

Please refer to the Emergency Manual, pages III.1-III.3 for all other reporting procedures.

[http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/timekeepers/emergency\\_lv\\_reporting\\_manual.pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/timekeepers/emergency_lv_reporting_manual.pdf)



**PACS Attendance Collection for Pay Period 2/3 – 2/16/18**

PACS Attendance for the pay period 2/3 – 2/16/18 will be collected on Tuesday, February 20, 2018 at 4:00 p.m. This is due to the holiday on Monday, February 19, 2018.



**Federal Tax Change in the pay check of February 16, 2018.**

Due to the new tax reform law passed by the United States congress in December 2017, 2018 Federal Tax rates and tax tables have changed. Employees will see a change in their paychecks for February 16, 2018. Most employees should see a decrease in the amount of Federal tax being withheld and an increase in their net pay. More information, including the new tax tables and a worksheet to calculate Federal tax, is being provided with the next epaystub for the payday of February 16, 2018.



**Upcoming PACS Attendance Training**

Please note the upcoming PACS Attendance training being offered:

Thursday, February 15, 2018

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.



**Long Term Substitute Reminder**

If you have long-term substitute teachers, whose assignment ends earlier than their original end date, then please submit a revised Form 445-17 with the new end date (Section IV). This will help the long-term substitute from being overpaid in the long-term assignment. This will also allow the long-term substitute, if they have a new assignment, to have that information entered into the system in a timely manner so it can provide access to the various applications they will need for that new assignment.

