

## **Reminder:**

PACS Attendance for the pay period 9/2/17 – 9/15/17 will be collected this Friday, September 15, 2017 at 4:00 p.m. Please be sure your PACS Attendance has been posted and released by then.

Please see below for posting instructions for this pay period.

Thank you!

## **Important PACS Attendance Posting Information – PLEASE READ**

The following information contains common questions and answers and general information regarding transactions, time and attendance, PACS corrections, special check requests, etc. that are in effect for this pay period. **Please read this information first before contacting ERSC.** We believe most of the answers to your questions can be found in the information below.

### **Employees NOT ON PACS attendance screens:**

Review your PACS attendance screens through Wednesday afternoon, 9/13/2017. If an employee is not on the screen please contact the staffing analyst in the Office of Human Resources and Development (OHRD) for your location.

Continue to check PACS attendance screens until **12:00 noon on Friday, 9/15/2017**. If an employee is not on the screen by that time, your payroll should be released.

For all permanent employees, Short Term Substitutes and Long Term Substitutes who are not on your PACS screen when you release: Prepare a PACS correction for the hours to be reported and paid and forward it to the Employee and Retiree Service Center (ERSC).

Temporary Part Time, Summer Employment, Extracurricular Activities and Workshops should be posted as a PRIOR PAY PERIOD correction on the current PACS Attendance during the pay period (9/16-9/29/2017). These will be paid on October 13, 2017.

### **Employees on PACS attendance screens and NO LONGER at your location:**

**Continue to check your PACS attendance screen until 12:00 noon on Friday, 9/15/2017. If the employee is still showing on the screen, report the hours scheduled as NPR (No Pay Reported) and RELEASE your payroll. It is imperative that these employees' attendance be reported as NPR or they could be overpaid and owe MCPS a repayment.**

### **Permanent Employees with FTE changes for the same position:**

Continue to check your PACS attendance screen until 12:00 noon on Friday, 9/15/2017. If the employee's FTE has not changed report the hours to be paid as follows:

## 1. FTE INCREASE

Complete a PACS correction and forward it to ERSC for payment of the additional hours on a future paydate. (**Please do not post the additional hours for Supporting Services employees as OTR!**)

## 2. FTE DECREASE

Report the number of hours not to be paid as **NPR** (No Pay Reported). For example, if an employee's FTE has changed from 80 hours biweekly to 70 hours biweekly, post 7 hours REG (or approved leave). The additional hour that they are no longer working should be posted as NPR.

### **Employees who have TRANSFERRED locations:**

If an employee has transferred from your location to a new location, report the hours as **NPR** (No Pay Reported). Their time must be reported at the new location.

### **DO NOT REPORT HOURS FOR ANY EMPLOYEE FOR TIME THAT WAS WORKED AT ANOTHER LOCATION.**

If an employee is new to your location due to a transfer and they are not showing on your PACS attendance screen, follow the instructions as directed under "Employees NOT on PACS attendance screens."

### **Employees with 2nd positions NOT ON PACS attendance screens:**

**DO NOT REPORT** these hours on any other position. **DO NOT REPORT** these hours as OTR (Overtime Regular Rate) on their other position.

Follow the instructions as directed under "Employees NOT on PACS attendance screens".

### **Special Check Requests**

A special check should **only** be requested if the employee is receiving less than 50 percent of their expected pay and **only** if the lack of pay is creating a financial hardship. If this is the case, then please send a memorandum from the principal or AP directed to Dr. Andrew Zuckerman, Chief Operating Officer with an approval line for his signature, attach the PACS correction and submit it to CESC, Room 149 for approval.