

REMINDER

PACS Attendance for the pay period 6/24-7/07/17 will be collected tomorrow, Friday, July 7, 2017 at 4:00 p.m. Please be sure to have your PACS Attendance posted and released by then. If you will not be available during this time period to post your payroll, please be sure you have an approved backup available to post your payroll.

Timesheets

Timesheets for the pay period 6/25-7/07/17 will be in locations the week of July 3rd. If you have employees that will not be there that week to fill out their timesheet, please have them use a blank timesheet. Please click on the link below which will take you to the Payroll forms and select the link with the appropriate timesheet.

<http://www.montgomeryschoolsmd.org/departments/forms/list.aspx?subCatID=36&catID=1>

Timesheets for the pay period 7/8-7/21/17 will be back on normal schedule and in locations next week.

Posting for Pay Period 6/24 – 7/7/17

Please note that this pay period crosses fiscal years (FY17 and FY18). For some staff members, there may be two timesheets and two PACS screens for the same position. This is due to a change that affects the new fiscal year such as an account change. Please be sure the staff member fills out both timesheets and please be sure to post their hours accordingly.

ICB Workers –Tuesday, July 4, 2017 Holiday

For those locations that have ICB workers, please note the Holiday schedule below for the pay period 6/24-7/7/17.

	<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>	
	6/24	6/25	6/26	6/27	6/28	6/29	6/30		7/1	7/2	7/3	7/4	7/5	7/6	7/7
<i>REG</i>	8	8					4		8	8					
<i>HOL</i>												4			

Any overtime worked for ICB on this day should be posted WIH