

**Posting for Pay Period 4/15/17- 04/28/17**

Please note the following:

Monday, April 17, 2017 was a scheduled holiday for all MCPS staff and is prefilled as HOL.

SEIU members who were required to work on Monday, April 17, 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 – Monday, April 17, 2017 Holiday**

For those locations that have ICB workers, please note the Holiday schedule below for the pay period 4/15/17–4/28/17.

**April 17, 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>
	4/15	4/16	4/17	4/18	4/19	4/20	4/21		4/22	4/23	4/24	4/25	4/26	4/27	4/28
<i>REG</i>	8	8					<i>OFF</i>		8	8					4
<i>HOL</i>			4												



**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 at 8:30-11:30 a.m. and one at 12:30-3:30 p.m. Both will be held in the Maple Room at 45 W. Gude Drive.

Several topics will be presented:

- Wellness
- PACS Corrections
- Audit findings
- Upcoming Payroll dates/information
- Paraeducators
- ETL/EFR/ESR/SE
- ECA for high schools
- Long-term substitute teachers
- ICB Process for Approved Hours

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



**Time and Effort Certification/PAR Process – Grant-Funded Employees**

*Time and Effort Quarterly Certification Forms*

Your location should have received the quarterly time and effort certification forms for the quarter (January - March) of FY2017. This form is for employees paid from a grant. It is critical that these forms are signed and dated and kept with the last timesheet of that quarter. These forms only require one signature, either the principal/director’s signature or the employee’s signature.

*PAR Forms*

Employees who are paid from grant and local funds or paid from more than one grant are required to have a personnel activity report (PAR) with each timesheet. This form is now automatically generated after the payroll process has run. The forms are distributed with the normal biweekly distribution of timesheets and attendance approval reports. This form must be signed by both the supervisor and the employee and then filed with the employee’s corresponding timesheet.

Both the Time and Effort Certification Statement and the PAR form must be kept on file for 7 years per audit requirements.

\*\*Please note that you may receive a PAR form for an employee who may have worked as a substitute teacher or temporary sub at your location but does not have a permanent assignment at your location. If you are able to get the sub/temp to sign the form, please do, but in many cases, it may not be possible. Regardless, please be sure to have the principal/director sign and date the form and attach the PAR form to the corresponding timesheet. **Please do not send these forms to ERSC.**



**Payday Schedules for 2017-2018**

The **Pay Schedules and Pay Schedule Notes** for the 2017-2018 fiscal year has been posted to the ERSC website.



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

**MCPS Form 430-94, Professional Leave (PRO)** has been revised and is now available online. 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 to this updated form.