



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Shawn Y. Stokes
Director

MEMORANDUM

May 1, 2015

TO: Executive Branch Department and Office Directors

FROM: Shawn Y. Stokes, Director
Office of Human Resources

SUBJECT: Timekeeping Guidance Related to the Recent Unrest in Baltimore

As you may be aware, some County employees, as well as County resources, are actively involved in helping to control the unrest in Baltimore. While the situation itself is fluid, this memo is intended to address timekeeping concerns related to employees participating in this event.

Project Code

A special project code (2001926) has been created for use in tracking expenses **directly related** to the unrest in Baltimore. The following guidance is provided for tracking both personnel costs and operating expenses related to this event.

Timekeeping Guidance

Employees working the event are doing so as either a member of the National Guard or as a detailed County employee. Each employee status has a specific timekeeping guidance, as outlined below.

Employee Status	Timecard Action Needed
National Guard	For the number of regularly scheduled hours for which the employee is unable to work due to National Guard responsibilities, record: <ul style="list-style-type: none">• Admin Leave – Other; and• Reason Code – BALTEMG
Detailed Employees	For the number of hours worked due to responsibilities related to the unrest in Baltimore record: <ul style="list-style-type: none">• Hours Worked; and• From the crosswalk found on the Mctime website (link below), the Project-Task and Expenditure Org, and the Reason Code - BALTEMG

Timekeeping Guidance for Time Worked on Activities Directly Related to the Event

If the employee directly worked on activities relating to the event and therefore requires the use of a project/task/expenditure org transfer on the timecard, employees should access the Expense Tracking Crosswalk on the Mctime website at the link below for the special project related codes set up for each department and employee.

Link: Expense Tracking Crosswalk – [Crosswalk - Baltimore Unrest
http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Crosswalk_Baltimore_Violent_Unrest_2015.xls](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Crosswalk_Baltimore_Violent_Unrest_2015.xls)

Reminder to all departments from OEMHS: departments need to track the type of work being performed by all employees working on activities directly related to the event, for later coordination with OEMHS in determining expenditures eligible for reimbursement.

Questions regarding timekeeping may be directed to OHR Compensation Manager, Lori O'Brien at 240.777.5032 or via email at lori.obrien@montgomerycountymd.gov. You may also contact the Mctime office via email at mctime@montgomerycountymd.gov.

Operating Expenses

Operating expenses and purchases that are directly related to this event must be charged to the designated PTAE0 code. For the project portion of the PTAE0 code, refer to the Expense Tracking Crosswalk referenced above. For the award portion of the PTAE0, please use 'split' for all operating expenditures, except for those where a P-Card is used. Additional information is provided below:

- If a requisition and a purchase order are needed to make the emergency purchases, the PO must be coded to the designated PTAE0.
- If making a purchase using an exempt purchasing category (exempt from the PO process), the direct invoice must be coded to the designated PTAE0.
- If using a P-Card to make payment, you must re-allocate the charges to this PTAE0. If you have any questions related to the P-Card, please contact Sanjay Jhangiani via email at Sanjay.Jhangiani@montgomerycountymd.gov or at 240.777.8851.

Reminder to all departments from OEMHS: departments are reminded to retain all supporting documentation for expenses and purchases that might be needed to support any reimbursements.

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If you have any questions relating to using the PTAE0 when entering a **direct invoice** into Oracle, please call the Helpdesk at 240.777.2828, option 2, and ask for a ticket to be assigned to the ERP_AP group.

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