

Dept #/Name: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_

Section/Subsection: \_\_\_\_\_  
 Pay Period Dates: \_\_\_\_\_

## Managers – MTime Pay Period Close Checklist

	TASK	DESCRIPTION	<input checked="" type="checkbox"/>
1	Ensuring Timecard Accuracy	<p>Managers may correct any timecard error(s) made by the employee or the manager can contact the employee to correct the error(s).</p> <p><b>Note:</b> All approvals must be removed (manager and employee) before the employee can correct the error(s). <b>No one</b> (including MTime) can remove another manager's approval; however, there are some managers with the ability to make corrections on top another manager's approval. Check with your department's MC Point of Contacts – located under <a href="#">General Guidance</a>.</p> <p><b>Note:</b> If a change is made to an employee approved timecard, an automatic email will be sent to the employee as a notification that a change was made after the timecard was approved, which includes the User ID of the manager who made the change, but not what was changed.</p>	
2	Check for 80+ Hours	<p>Review the <b>Pay Period Close Genie</b>, using the "<b>All Home</b>" HyperFind. Sort the genie by the "Total Hours Towards Schedule" column. Are there any employees that have more than 80 hours in the "Total Hours Towards Schedule" column? If yes, check if there are any Historical Edits under the Historical Edits tab- if the amounts are equal to the number of hours over 80, then you are done. If there are no Historical Edits or the amount(s) do to match the number of hours over 80, research and determine where the problem is. Contact MTime (via email) for assistance.</p>	
3	Check for Full Time Regular employees with less than 80 hours	<p>Review the <b>Pay Period Close Genie</b> using the "<b>All Home</b>" HyperFind. Sort the genie by the "Total Hours Towards Schedule" column, then on the "R T" column. Currently, all employees with R-N appear as Full time employees and as such their timecards should account for 80 hours in a pay period – this is done through a combination of Hours Worked plus leave used. If the employee does not have 80 hours, then the manager/employee needs to use leave (including LWOP or AWOL if necessary) to ensure the timecard reflects 80 hours for the Pay Period.</p>	
4	Review Overtime and Comp Leave Hours Earned	<p>Review the amount of overtime or comp leave earned by employees.</p> <ol style="list-style-type: none"> <li>1. Select the <b>Pay Period Close Genie</b> with the "<b>All Home</b>" HyperFind.</li> <li>2. Sort all employees by the <b>Total OT Hours</b> column.</li> <li>3. Highlight all employees that have earned overtime.</li> <li>4. Click on the Timecard launch button to review individual timecards. Review days that reflect daily totals in excess of 8 (9, 10 if alt work schedules) hours. Look for the following error conditions.             <ol style="list-style-type: none"> <li>A. Hours worked combined with leave usage &gt; scheduled hours. For example, Hours Worked = 8.0 and Annual Leave used = 8.0.</li> <li>B. Duplicate rows of hours worked of 8 hrs in one day.</li> </ol> </li> <li>5. Review each timecard to ensure <b>neither</b> Compensatory Leave nor OT pay codes were added directly into the body of the timecard.</li> </ol> <p><b>Note:</b> There is a Manager Job Aid available to edit excess hours (Overtime/Comp Leave) when an employee uses Unscheduled Leave: <a href="#">Editing Overtime for an Unscheduled Absence</a> Use the <b>Unscheduled Leave Used Genie</b> with "<b>Unscheduled leave with OT</b>" HyperFind to review.</p>	

5	Review Pay Codes	<p>All employees are required to use the updated Pay Code Descriptions (<a href="#">Pay Code Descriptions</a>) reference guide when completing timecards.</p> <p>This reference guide must be used for recording appropriate pay codes in MTime when an employee is using a pay code other than "HOURS WORKED."</p> <p>Employees should choose the appropriate pay code for instances where they are not on leave, but also not available to perform their specific job functions, such as when they are attending a training or working on a special event.</p> <p>Managers and Supervisors must ensure that accurate codes are entered and approved.</p> <p>Department HR Liaisons should be the first point of contact for any questions on pay code descriptions.</p>	
6	Pay Code Moves	<p>If a pay code move was requested and performed, the 'Moved Amounts' tab appears in the bottom left portion of the timecard window. Take note that each pay code move uses the correct pay code and duration of hours. There is a Pay Code Move Job Aid (<a href="#">Pay Code Move Job Aid</a>) found on the resources tab on the MTime Informational Website.</p> <p><b>NOTE:</b> There should not be negative balances when viewing the Totals and Schedule tab information.</p> <p>If there is a transfer in the body of the timecard, and a Pay Code Move is performed, remember to also include the transfer account code information in the Pay Code Move.</p>	
7	Review Flex Hours Worked by <b>Non-Exempt</b> Employees on a <b>Compressed</b> Schedule	<p>Use the <b>Pay Rule Assignment Genie</b> and the "<b>Flex Hours Used</b>" HyperFind to review employee timecards. Sort on the column FLSA Grade and Schedule Group.</p> <p>For Non-Exempt Employees, Flex Hours Worked <b>must be</b> used to flex hours <b>within</b> the workweek only. Non-Exempt Employees may <b>not</b> flex hours between work weeks.</p> <p><b>Note:</b> If you are performing this Payroll Close Checklist on Friday or Saturday of the current pay period, remember that employees on a Friday Compressed Schedule may be found in the Previous Pay Period because they use an alternate display for reporting their time.</p>	
8	Review Flex Hours Worked by <b>Exempt</b> Employees on a <b>Compressed</b> Schedule	<p>Use the <b>Pay Rule Assignment Genie</b> and the "<b>Flex Hours Used</b>" HyperFind to review employee timecards. Sort on the column FLSA Grade and Schedule Group.</p> <p>For Exempt Employees, Flex Hours Worked <b>may</b> be used either to flex hours <b>within</b> the workweek <b>or between</b> work weeks.</p> <p><b>Note:</b> If you are performing this Payroll Close Checklist on Friday or Saturday of the current pay period, remember that employees on a Friday Compressed Schedule may be found in the Previous Pay Period because they use an alternate display for reporting their time.</p>	

9	Review Flex Hours Worked for <b>Non-exempt</b> Employees	Use the <b>Pay Rule Assignment Genie</b> and the “ <b><i>Flex Hours Used</i></b> ” HyperFind to review employee timecards. Sort on the column FLSA Grade and Schedule Group.  Non-Exempt Employees may <b>not</b> flex hours <b>between</b> work weeks. Part-Time Employees will need to use the pay code to suppress daily excess hour (overtime) thresholds. For most Full time Non-Exempt Employees it is not necessary to use the code within the week, so replace with Hours Worked.	
10	Review Flex Hours Worked for <b>Exempt</b> Employees	Use the <b>Pay Rule Assignment Genie</b> and the “ <b><i>Flex Hours Used</i></b> ” HyperFind to review employee timecards. Sort on the column FLSA Grade and Schedule Group.  For Exempt Employees, Flex Hours Worked <b>may</b> be used <b>between</b> work weeks. Part-Time Employees will need to use the pay code to suppress daily excess hour (overtime) thresholds. For most Full time Exempt Employees it is not necessary to use the code within the week, so replace with Hours Worked.	
11	Review Flex Hours Worked for <b>Employees with Multi-lingual Differential</b>	Use the <b>Differentials – MCGEO UNREP</b> and the “ <b><i>Flex Hours Used</i></b> ” HyperFind to review employee timecards. Employees certified to use ML1 must use the pay code Flex Hours Worked with ML1. Employees certified to use the ML2 the pay code must use Flex Hours Worked with ML2.	
12	Review Transfers	If there is a Transfer ensure that employee has used the correct account codes. <b>Note:</b> that if a Project-Task is used, there <b>must be</b> an Expenditure Code entered with the Project-Task.	
13	Review Shift Differential Codes	Review the <b>Differentials - MCGEO UNREP Genie</b> using the “ <b><i>All Home</i></b> ” HyperFind. Review each employee record and validate that the <b>SD TOTALS</b> column totals do not total higher than the number of <b>Total Reg Hours</b> column. The <b>Shift OT Totals</b> column should not be higher than the hours recorded in the <b>Total OT Hours</b> column.  <b>Note:</b> Leave hours are not eligible for Shift Differentials. Please verify that Shift Differential hours are not associated with hours when leave was used.	
14	Review Admin Leave Codes	Review the <b>Leave Used- Admin Genie</b> using the “ <b><i>All Home</i></b> ” HyperFind. Sort each column and verify use is proper. Admin Leave is not to be used for unscheduled hours and should not result in Excess hours for the day (overtime or compensatory leave). Confirm that the use of the <b>Admin Leave – Other</b> Pay Code is correct. If no other Admin Leave code is appropriate, then a Reason Code should be used in conjunction with Admin Leave - Other. Additional <b>Reason Codes may be requested</b> through your Mctime Departmental SME. SMEs will use this form to request a Reason Code: <a href="http://portal.mcqov.org/finance/serviceRequests.aspx">http://portal.mcqov.org/finance/serviceRequests.aspx</a>	
15	Review Leave Balances	Review the <b>Leave Balances Genie</b> using the “ <b><i>All Home</i></b> ” HyperFind.  <b>Notes:</b> If trying to use a leave type and receive a message box regarding a shortage or overdrawn:  1) Employee cannot earn leave and use it in the same pay period – can only use leave that is available in the accrual leave bucket.  2) Check future pay periods in case the employee entered leave in a future timecard.  3) In the case of a message box for Personal Days – refer to the Personal Day Usage Guidance on the Mctime Informational Website. <a href="#">Personal Day Usage</a>	

16	Review Leave Used	Use the <b>Leave Used Genie</b> with the " <b>All Home</b> " HyperFind. Verify that all hours recorded in the various columns agree with the employee's leave request (per the department leave process). Sort on each column to bring the amounts to the top of the column.	
17	Review Multilingual Differential Codes	Multilingual hours are automated for all regular hours worked and for excess hours (overtime). Review the <b>Differentials – MCGEO UNREP</b> Genie with the " <b>All Home</b> " HyperFind. Sort on the MO (MO1 & MO2) columns and compare to the hours listed in the Total OT Hours column – the hours in each of the MO columns should not be greater than the number of hours in the Total OT Hours. Please contact Mctime via email for assistance.	
18	Review Holiday Credits <i>Pay close attention to this step when there is a holiday in the pay period; but, also check that a Holiday pay code is not used in a pay period where there is no holiday.)</i>	<p>Follow the Mctime guidance posted on the informational website: <a href="#">Holiday Guidance for Regular, Full-time and Part-time Employees</a>.</p> <p>Use the <b>Holiday Credits Genie</b> with the "<b>All Home</b>" HyperFind.</p> <ol style="list-style-type: none"> <li>1) Sort on the <b>HOL</b> column to "float" the hours to the top of the column. The number of hours should be equal to the number of hours the employee is normally scheduled to work on that day.</li> <li>2) Sort on the <b>CLH</b> column to "float" the hours to the top of the column. The number of hours should reflect the number of hours the employee is taking as Comp Leave Earned for the Holiday for taking an alternate day off since the holiday falls on their normally schedule day off.</li> <li>3) Sort on the <b>HDP</b> column to "float" the hours to the top of the column. The number of hours should reflect the number of hours the employee is requesting holiday pay (in lieu of Comp Leave) because the employee is not taking an alternate day off.</li> </ol> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1) Generally, there should not be hours in a combination of the three columns. If an employee works a partial shift, and if there is the combination (such as 6 HP1 and 2 HOL) it should not exceed the normal daily total. If an employee works 8 hours, they should not have more than 8 hours in any of the columns (same for 9, 10 or 12 hours and pro-rated for Part time employees.)</li> <li>2) Review employees ineligible for Holiday Benefits and Holiday Premium Pay (use the <b>Holiday Credits Genie</b> with the "<b>_AWOL</b>" and "<b>_LWOP</b>" HyperFinds)  LWOP – Scheduled day on BOTH side, not eligible for holiday leave  AWOL – Scheduled day on EITHER side, not eligible for holiday leave</li> <li>3) <b>Regular full time and part time employees are entitled to a Holiday Benefit.</b> However, there is a Manager Job Aid available to edit Holiday Premium Pay for Unscheduled Absence: <a href="#">Editing Holiday Premium Pay for an Unscheduled Absence</a>. Use the <b>Unscheduled Leave Used Genie</b> with the "<b>_Unscheduled Leave Used with Holiday Premium Pay</b>" HyperFind to review.  Unscheduled absence, LWOP or AWOL on last scheduled day before or after Holiday Premium Pay, not eligible for Holiday Premium.</li> </ol>	

19	Events – Recording Time	<p>Should an Event occur where the County may delay opening or close, MTime will post the OHR Timekeeping Guidance Memo for the event. Link to: <a href="#">Events</a></p> <p><b>Note:</b> Other event Guidance is available as follows.</p> <p>1) Crosswalk – some events may require project/task codes. The OHR Timekeeping Guidance Memo will include this information where applicable.</p> <p>2) <a href="#">Guidance for Recording Event Related Project/Task Codes</a> – this document describes how employees enter project tasks and expenditure orgs on timecards.</p> <p>3) <a href="#">Liberal Leave Guidance</a> – this document describes how employees complete their timecard during a period of liberal leave.</p> <p>4) <a href="#">Timekeeping Guidance for a Declared General Emergency</a> – this document describes how employees complete their timecard during a period of a declared general emergency. Note: MLS employees are not eligible to receive General Emergency Pay.</p>	
20	Timecard Approvals - Active Employees	<p>Using the <b>Pay Period Close Genie</b> and the "<b>All Home</b>" HyperFind, check that all "<b>Active</b>" timecards have been approved for those employees.</p> <p><b>Note:</b> All employees for the department need to be approved regardless of whether they have worked hours or not.</p>	
21	Timecard Approvals - Terminated Employees	<p>Using the <b>Pay Period Close Genie</b> and the "<b>_Terminated with Worked Hours</b>" HyperFind, check to see if there are timecards for Terminated Employees that need to be approved by a manager. If yes, review and approve.</p>	
22	Timecard Approvals - Inactive Employees	<p>Using the <b>Pay Period Close Genie</b> and the "<b>_Inactive Employees</b>" HyperFind, check to see if there are any timecards for employees on Leave of Absence. All hours worked should be approved by a manager.</p>	
23	Pay Period Close Review Complete	<p>Managers should complete this review by noon on Tuesday following the close of each pay period. Please respond to any outstanding emails or voicemails from Payroll, otherwise, you are done. Once you have completed these steps, Payroll will begin its review of the department timecards.</p>	
24	Importance of Schedules	<p><b>Note:</b> While reviewing timecards, if you see <b>red boxes outlining</b> any days, this could be an indicator that the schedule entered for the employee is not being worked. A schedule change form may be required to enter the correct schedule into MTime for the employee. Managers may refer to the Managing Schedules Job Aid for managing Ad Hoc Scheduling (for one pay period). Long term changes require that a MTime Schedule Request Form be submitted for the employee. Link to: <a href="#">Managing Schedules</a> .</p>	

Employees receive Email Notification to approve their timecards between 11am – 12pm, Monday

Managers/Supervisors receive Email Notification to approve employee timecards between 11am – 12pm, Tuesday

**NOTE: Refer to the MTime Informational Website to access Forms, Resources and Frequently Asked Questions.**

[www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime)