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POL Managers - Pay Period Close Checklist

Telestaff Transactions Due by Monday, 2100 hours
Standard Manager Approval Due Tuesday, 2359 hours
Closeout Team Approval Due Wednesday, 1000 hours

	TASK	DESCRIPTION	☑
1	TeleStaff General Guidance	Employees should have everything in Telestaff by 0600 Sunday. Managers should have all Telestaff transactions/reviews completed by 2100 Monday. Managers should correct any timecard error(s), by comparing Telestaff Payroll Report to the MCtime entries.	
2	Check for 80+ Hours (Duty Cmdr is 84 hrs)	Review the **POL Pay Period Close Genie,** using the **_"All Home"_** 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 not match the number of hours over 80, research and determine where the problem is. Contact MCtime for assistance – mctime@montgomerycountymd.gov.	
3	Check for Full Time Regular employees with less than 80 hours	Review the **POL Pay Period Close Genie** using the **_"All Home"_** hyperfind. Sort the genie by the "Total Hours Towards Schedule" column, then on the "R T" column (Regular/Temp). 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.	
4	Review Pay Codes	Managers must use appropriate pay codes in MCtime when an employee is using a pay code other than "HOURS WORKED". Use the Pay Code Description reference guide to (Pay Code Descriptions) to ensure accurate pay codes are entered and approved.	

| 5 | Review Overtime and Comp Leave Hours Earned | Review the amount of excess hours: overtime or comp leave earned by employees.
1. Select the **Check Overtime Genie** with the ***"All Home"*** hyperfind.
2. Sort all employees by the **Total OT Hours** column which includes both Overtime Pay and Compensatory Leave Earned.
3. Highlight all employees that have earned overtime.
4. Click on the Timecard launch button to review individual timecards. Review days that reflect daily totals in excess of 10 (8, 9 if alt work schedules) hours. Look for the following error conditions.
   A. Hours worked combined with leave usage > scheduled hours. For example, Hours Worked = 8.0 and Annual Leave used = 8.0.
   B. Duplicate rows of hours worked of 8 hrs in one day.
   C. Confirm the hours and form of payment from Telestaff payroll report and MCtime match; or perform a Pay Code Move in MCtime.
5. Review each timecard to ensure **neither** Compensatory Leave nor OT pay codes were added directly into the body of the timecard.
6. **NOTE:** All POL OT requires a POL Code (Reason Code).
   A. Utilize the transfer column in the employee timecard to change the cost center if the OT worked is in a different cost center than the employee home cost center.
   B. If a Project-Task (Grant overtime) is used, there **must be** an Expenditure Org Code entered with the Project-Task. | |
| 6 | Pay Code Moves | Review employee timecards to ensure that the form of payment (comp leave or $) of overtime hours worked are compensated as requested by the employee in TeleStaff.

If a pay code move is necessary, please use the **Pay Code Move Job Aid** that can be found on the *MCtime-Telestaff MCPD Intranet* which can be accessed via MY Links or http://mcpintranet.mcgov.org/TECHNOLOGY/Telestaff .

When performing pay code moves, ensure that any POL codes (all data within the transfer column) is included in the TO and FROM of the pay code move.

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.

NOTE: There shouldn't be negative balances when viewing the Totals and Schedule tab information. | |

7	Review Flex Hours Worked for all Employees	Use the **Pay Rule Assignment Genie** and the "**_Flex Hours Used**" hyperfind to review employee timecards.	
		For FOP Employees, use the **Flex Hours Worked** code to suppress overtime, when altering the schedule. FOP and Police management work an 80 hour pay week, following the FLSA 7(k) exemption.	
		MCGEO and UNREP **Non-Exempt** Employees may **not** flex hours **between** work weeks.	
		• Part-Time Employees will need to use the pay code to suppress daily excess hour (overtime) thresholds.	
		• For most Full time Employees it is not necessary to use the code within the week, replace with Hours Worked.	
		• Review Multilingual eligibility, when appropriate use Flex Hours with appropriate ML code.	
8	Review Employees with Multi-lingual Differential	• *FOP and Police Management Employees* - For FOP and Police Management, multilingual hours are automated only for all regular hours worked. If the FOP and Police Management have excess hours (overtime), the manager must determine if the language skill was used during that detail, to determine if the employee should receive ML3 or MO3, ML4 or MO4.	
		• *MCGEO and GSS Unrepresented Employees* - MCGEO and unrepresented employees, multilingual hours are automated for all regular hours worked and for excess hours (overtime).	
		o Use the **POL Differentials Genie** and the "**_Flex Hours Used**" hyperfind to review employee timecards where the ML eligible employee should have used the Flex Hours with ML Pay code.	
		▪ 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.	
		Note: Discrepancies may be visible due to Historical Edit Requests, if the Manager did not specifically request Multilingual adjustments on the Timecard Correction request. Multilingual is not automated for Timecard Corrections. Review the **POL Differentials Genie** with the **"All Home"** 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 – MCtime@montgomerycountymd.gov.	

9	Review Shift Differential Codes	Review the **POL Differentials Genie** using the **"All Home"** hyperfind, with the **Previous Pay Period**. Review each employee record and validate that the **SD TOTALS** column totals do not total higher than the number of **Total Reg Hours** column. The **Shift OT Totals** column should not be higher than the hours recorded in the **Total OT Hours** column.
		Note: Leave hours are not eligible for Shift Differentials. Please verify that Shift Differential hours are not associated with hours when leave was used.
10	Review Admin Leave Codes	Review the **Leave Used- Admin Genie** using the "**All Home**" 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 **Admin Leave – Other** 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.
11	Review Holiday Credits *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.)*	*MCGEO and GSS Unrepresented Employees*– Follow the MCtime guidance posted on the informational website: Holiday Guidance for Regular, Full-time and Part-time Employees. Use the **Holiday Credits Genie** with the **"All Home"** hyperfind. 1) Sort on the **HOL** column to sort employees who used HOL 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. 2) Sort on the **CLH** column to sort employees who used CLH 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. 3) Sort on the **HDP** 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 for the Holiday) because the employee is not taking an alternate day off. **Notes:** 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.) 2) Review folks ineligible for Holiday Benefits and Holiday Premium Pay (use the **Holiday Credits Genie** with the "**_AWOL"** and "**_LWOP"** hyperfinds) LWOP – Scheduled day on BOTH side, not eligible for holiday leave AWOL – Scheduled day on EITHER side, not eligible for holiday leave 3) There is a Manager Job Aid available to edit Holiday Premium Pay for Unscheduled Absence: Editing Holiday Premium Pay for an Unscheduled Absence. Use the **Unscheduled Leave Used Genie** with the "Unscheduled Leave Used with Holiday Premium Pay*"* hyperfind to review. Unscheduled absence, LWOP or AWOL on last scheduled day before or after Holiday Premium Pay, not eligible for Holiday Premium.

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	Review Holiday Credits (continued)	*FOP and Police Management Employees –* Follow the terms of the FOP contract to verify that an appropriate holiday benefit (or Administrative Leave paid time off) was provided to each eligible employee using the appropriate Pay Code and for the correct amount of hours.	
12	Timecard Approvals - Active Employees	Using the **POL Pay Period Close Genie** and the ***"All Home"*** hyperfind, check that all ***"Active"*** timecards have been approved for those employees. **Note:** All employees for the department need to be approved regardless of whether they have worked hours or not. ***No one*** (including MCtime or Telestaff Management) 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 MCtime Points of Contact – located under General Guidance. **Note:** 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 USERID of the manager who made the change, but not what was changed.	
13	Timecard Approvals - Terminated Employees	Using the **POL Pay Period Close Genie** and the ***"_Terminated Employees with Hours Worked"*** hyperfind, check to see if there are timecards for Terminated Employees that need to be approved by a manager. If yes, review and approve.	
14	Timecard Approvals - Inactive Employees	Using the **POL Pay Period Close Genie** and the ***"_Inactive Employees"*** hyperfind, check to see if there are any timecards for employees on Leave of Absence. All hours worked should be approved by a manager.	
15	Pay Period Close Review Complete	Managers have all day Tuesday to complete the timecard review process Super-Approvers have until 10am to make sure everything looks ok with their respective division. Please respond to any outstanding emails or voicemails from Payroll and/or MCtime, otherwise, you are done. Once you have completed these steps, Payroll will begin its review of the department timecards.	
16	Importance of Schedules In Telestaff	**Verify Telestaff Schedule is correct prior to 9pm Monday.** **Note:** While reviewing timecards, if you see solid **red boxes**, this is an indicator of a "missed punch" and needs to be corrected first as it will impact other calculations within the timecard.	

Managers/Supervisors receive Email Notification to approve employee timecards between 2am-3am Wednesday

NOTE: Refer to the MCtime Informational Website to access Forms, Resources and Frequently Asked Questions.
www.montgomerycountymd.gov/mctime