

# **HR Liaisons & MLS Meeting with OHR & MCTime**

# **Families First Coronavirus Response Act (FFCRA)**

Friday, July 10, 2020

Welcome to the Live Event. Please make sure your audio is turned on.

The meeting will begin shortly.



**Office of *Human Resources***

# Introduction

Berke Attila

Director, Office of Human Resources



Office of *Human Resources*

# Agenda

- FFCRA: The Law – Justin Nunley
- The County's Approach to FFCRA – Steven N. Blivess
- FFCRA/EFMLA Request Process – Johnna L. Bryant
- FFCRA and Mctime Timekeeping – Heather Black & Lori Plazinski
- Question and Answer Session – Moderated by Katie Kasunic



# **Families First Coronavirus Response Act (FFCRA)**

## **The Law**

Justin Nunley

Assistant County Attorney



Office of *Human Resources*

# What is FFCRA?

- The **Families First Coronavirus Response Act (FFCRA)** is a Federal statute, effective on April 1, 2020, that requires the County to provide employees with emergency paid sick leave (EPSL) or expanded family and medical leave (EFMLA) related to COVID-19.
- FFCRA permits, but does not require, the County to exclude certain healthcare providers and emergency responders from eligibility for EPSL or EFMLA leave.
- The FFCRA expires on December 31, 2020, unless extended by Congress.



# Emergency Paid Sick Leave (EPSL)

- 80 hours of paid sick leave available immediately to all full-time employees.
- Part-time employees are entitled to paid sick leave in an amount equal to the number of hours they would work in a two-week period.
- If taken for the employee's own condition, paid at the employee's regular rate (not to exceed \$511 per day).
- If taken to care for a family member, paid at two-thirds (2/3) of the employee's regular rate (not to exceed \$200 per day).
- Available for any qualifying condition.



# EPSL Qualifying Conditions

1. A federal, state, or local quarantine or isolation order;
2. The advice of a healthcare provider to self-quarantine;
3. An employee or family member experiencing symptoms and seeking a medical diagnosis;
4. Care for an individual subject to a quarantine or self-isolation order or who has received the advice of a healthcare provider to self-quarantine;
5. Care for a child due to a school or childcare closure; or
6. To the extent Federal regulations expand coverage.



# Who Is Eligible for EPSL?

- All employees are eligible.
- Except, the County may exempt emergency responders.
- In consultation with the Unions, the County is exempting emergency responders from the IAFF and FOP bargaining units from EPSL for childcare only. Further, these employees should not experience childcare closures as the State has ensured childcare was available for emergency responders.





# Expanded Family Medical Leave (EFMLA)

- Expansion of FMLA to add leave to care for a child (under age 18 or over 18 with a disability) due to a COVID-19 related school or childcare provider closure.
- Not an expansion of the total of number of available weeks under FMLA (12).
- Available to any employee employed for at least 30 days.
- First two weeks are unpaid, but the employee can substitute other leave, including EPSL, for the two unpaid weeks.
- The remaining ten weeks are paid at two-thirds the employee's regular rate of pay (not to exceed \$200 per day or \$10,000 total).



# Who Is Eligible for EFMLA?

- All employees who have worked for the County for at least 30 days are eligible for EFMLA, except the County may exempt emergency responders.
- Like EPSL, in consultation with the Unions, the County is exempting emergency responders from the IAFF and FOP bargaining units from EFMLA.
- It is important to be aware EFMLA is only available to one parent/guardian per household. If your spouse or child's co-guardian is using EFMLA to care for your child, you are not eligible.
- Additionally, you should know that EFMLA and FMLA come from the same 12-week leave balance. An employee does not get to take 12 weeks of EFMLA and an additional 12 weeks of FMLA. If you have exhausted your FMLA balance, you may not be eligible for EFMLA.



# The County's Approach to FFCRA

Steven N. Blivess

Acting Chief Labor Relations Officer



Office of *Human Resources*

# County's Approach to FFCRA

- FFCRA took effect on April 1, 2020 and employees were eligible for the EPSL and EFMLA benefit as of that date. Requests for retroactive application of the FFCRA must be submitted by July 31, 2020.
- After consultation with the IAFF and FOP, first responders at FRS and MCPD shall not receive FFCRA benefits.
- Unrepresented employees **will** receive the same benefit as MCGEO employees.



# County's Approach to FFCRA

- The MOAs signed with each union on April 3, 2020 provide for administrative leave at full pay for all FFCRA qualifying conditions, except for leave due to a childcare need.
- FFCRA leave will be paid at the employee's **regular** rate of pay.
- FFCRA leave may be used incrementally.



# County's Approach to FFCRA

- The first 80 hours of administrative leave for a condition covered by the MOA will be coded as EPSL leave except for high-risk (based on CDC guidelines) administrative leave, which is not an FFCRA qualifying condition.
- Employees may use EPSL leave to cover the first 2 weeks of unpaid EFMLA leave. If EPSL is exhausted or insufficient, the employee may use any available leave. If the employee has no leave, he may request leave from the sick leave bank or sick leave donor program. If no leave is available from the bank, administrative leave may be liberally granted on a case-by-case basis.



# FFCRA/EFMLA Request Process

Johnna L. Bryant

Program Manager, Occupational Medical Services



Office of *Human Resources*

# EFMLA Request Process

- The County has expanded its FMLA online application system to include EFMLA requests.
- The online system requires employees to certify their request and validate their reason for EFMLA.
- The expanded system allows employees to submit their request to OMS for processing, review, and approval as with traditional FMLA.
- The expanded system will allow the County to track how many EFMLA applications are submitted and how many hours are used.
- While FFCRA allows EFMLA for children up to age 18, or disabled adult children that are not capable of self-care, IRS guidelines recognize that generally children over 14 are capable of caring for themselves. Therefore, if you are seeking leave to care for a child over 14, you will need to provide a brief of the description of the special circumstances why you need leave to care for the child.





# Submitting EFMLA Requests

Log into the **Access MCG ESS** portal.

Click **HR Employee Self-Service** link.

Click on **MCG Request FMLA**

To submit a new request, click the button that says **Click here to Request FMLA**.

Home

Navigator

- MCG HR Employee Self-Service
  - Personal Information
  - Emergency Contacts
  - My Information
  - Employee Appraisal
  - Allocated Checklist
  - Self-Service Benefits
  - Payslip
  - Tax Forms
  - Employee W-2
  - Employment Verification
  - MCG Request FMLA
  - Learner Home

MCG Request FMLA: FMLA Summary

Employee Name  
Organization Email Address [noreply@mcgov.org](mailto:noreply@mcgov.org)

\* This is an overview of your current and previous FMLA Requests. To create a new FMLA Leave request please click on Request FMLA button below \*

Absence Management

FMLA Summary

Search

Note that the search is case insensitive

Absence Type  Start Date (23-Jun-2020)

Approval Status  End Date

Go Clear

Click here to Request FMLA



# Submitting EFMLA – Enter Details

## ➤ Select FMLA Type:

MCG eFMLA Child Care Hours

## ➤ Select eFMLA Reason:

eFMLA Child Care Closure - 14 years old and younger  
eFMLA Child Care Closure - over the age of 14 Special Circumstances

## ➤ Select Start and End Dates

## ➤ Comments are optional

## ➤ Click Next

Create FMLA: Enter FMLA Details Cancel Save For Later Next

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
Organization Email Address noreply@mco.gov.org Business Group Montgomery County MD

**ATTENTION 2020 FMLA APPLICATION REQUEST and or RECERTIFICATIONS**  
The 2020 leave year began on January 5, 2020. Your 2020 FMLA start date below should be on or after January 5th for the new leave year or your first (1st) absence due to an FMLA qualifying absence in the new Leave Year. FMLA requests with start dates prior to January 5th will not be automatically provisioned hours for 2020.  
As a reminder, the FMLA program runs on the County's Leave year, which starts with the first full pay period in January.

**"If you need additional information about FMLA or assistance with an FMLA leave request, please contact your respective FMLA administrator as stated below"**  
MCG employees contact Occupational Medical Services at fmla.information@montgomerycountymd.gov  
Circuit Court employees contact Court Administration at fmla@mccocourt.com  
Sheriff employees contact the Sheriff's Office at shf.FMLARequest@montgomerycountymd.gov

\* Indicates required field

FMLA Type MCG eFMLA Child Care Hours  
FMLA Category FMLA  
FMLA Reason eFMLA Child Care Closure - 14 years old and younger  
eFMLA Child Care Closure - over the age of 14 Special Circumstances  
Duration Start Date 15-Jun-2020  
End Date 31-Jul-2020  
\* Start Date is a required field

June 2020

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Comments from/to Approver  
Add any comments you want to send to the FMLA/eFMLA Team regarding your request. (optional)

Supporting Documents +

\*\* Upload required medical certification forms/documentation \*\*

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel Save For Later **Next**



# Submitting EFMLA – Review Page

➤ Warning Message will appear

➤ Review Information Entered

➤ Click Next

**Warning**

Please review the start date and end dates entered for FMLA request and click on Next to continue ...

---

**Create FMLA: Enter FMLA Details** Cancel Save For Later Next

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
Organization Email Address [noreply@mcgov.org](mailto:noreply@mcgov.org) Business Group Montgomery County MD

**ATTENTION 2020 FMLA APPLICATION REQUEST and/or RECERTIFICATIONS**

The 2020 leave year began on January 5, 2020. Your 2020 FMLA start date below should be on or after January 5th for the new leave year or your first (1st) absence due to an FMLA qualifying absence in the new Leave Year. FMLA requests with start dates prior to January 5th will not be automatically provisioned hours for 2020.

As a reminder, the FMLA program runs on the County's Leave year, which starts with the first full pay period in January.

**"If you need additional information about FMLA or assistance with an FMLA leave request, please contact your respective FMLA administrator as stated below"**

MCG employees contact Occupational Medical Services at [fmla.information@montgomerycountymd.gov](mailto:fmla.information@montgomerycountymd.gov)  
Circuit Court employees contact Court Administration at [fmla@mccourt.com](mailto:fmla@mccourt.com)  
Sheriff employees contact the Sheriff's Office at [shf.FMLARequest@montgomerycountymd.gov](mailto:shf.FMLARequest@montgomerycountymd.gov)

\* Indicates required field

\* FMLA Type MCG eFMLA Child Care Hours  
FMLA Category FMLA  
\* FMLA Reason eFMLA Child Care Closure - 14 years old and younger  
eFMLA Child Care Closure - over the age of 14 Special Circumstances  
Duration \* Start Date 15-Jun-2020  
\* End Date 31-Jul-2020  
\* FMLA Reason eFMLA Child Care Closure - 14 years old and younger

**Comments from/to Approver**

Add any comments you want to send to the FMLA/FMLA Team regarding your request. (optional)

**Supporting Documents**

\*\* Upload required medical certification forms/documentation \*\*

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel Save For Later Next



# Submitting EFMLA – Summary Page

Blue Message to Employee Appears on the Final Review Page

**\*\*If you are applying for eFMLA, you will receive a link in your initial notice to complete additional information to complete your request\*\***

**Create FMLA: Review FMLA Request** Cancel Printable Page Save For Later Back Submit

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
Organization Email Address: [noreply@mccgov.org](mailto:noreply@mccgov.org) Business Group: Montgomery County MD

**FMLA Review Details**

**\*\*If you are applying for eFMLA, you will receive a link in your initial notice to complete additional information to complete your request\*\***

Proposed	
<b>FMLA Type</b>	MCG eFMLA Child Care Hours
<b>FMLA Category</b>	FMLA
<b>FMLA Reason</b>	eFMLA Child Care Closure - 14 years old and younger
<b>Start Date</b>	15-Jun-2020
<b>End Date</b>	31-Jul-2020
<b>Hours</b>	0
<b>Comments</b>	Add any comments you want to send to the FMLA/eFMLA Team regarding your request. (optional)


**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	MCG FMLA Approver	Position Control Roles	1	Approver		

➤ Click Submit if Information was entered correctly



# Submitting EFMLA – Confirmation

 **Confirmation**

The changes have been submitted for approval.

## MCG Request FMLA: FMLA Summary

Employee Name **Byers, Jennifer J.**  
Organization Email Address [noreply@mcgov.org](mailto:noreply@mcgov.org)

\* This is an overview of your current and previous FMLA Requests. To create a new FMLA Leave request please click on Request FMLA button below \*





### Absence Management

**FMLA Summary**

**Search**

Note that the search is case insensitive

Absence Type  Start Date   
Approval Status  End Date

Start Date ▼	End Date ▲	Absence Type ▲	Duration Hours	Supporting Documents	Details	Update	Delete
15-Jun-2020	31-Jul-2020	MCG eFMLA Child Care Hours	0				 



# Submitting EFMLA – Initial Notice

MCG eFMLA Initial Notice (Submitted Notice)



FMLAAdmin@app.montgomerycountymd.gov

To Employee@montgomerycountymd.gov

Cc FMLA Information; Employee Supervisor; HR Liaison

Dear Employee

On **02-JUL-2020** we received your notice of your need to take eFMLA leave due to the following reason:

- **eFMLA Child Care Closure - 14 years old and younger**

To complete your submission, click on the link below to complete your request:

[eFMLA Online](#)

**Initial Notices generate overnight**

**Employee must click the [eFMLA Online](#) link in the Initial Notice to complete their request.**



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# Submitting EFMLA – Form/Certification

## Information Requested in the Certification

- Have you worked for Montgomery County for 30 calendar days or more?
- Job Title
- Department
- Supervisor Name
- Phone Number
- Personal Email
- Child/Childrens Names & Ages
- Name and contact number of schools or places of care that are unavailable
- Special circumstances requiring care for any children over 14 years of age
- Beginning and End Dates Requested
- Type of Leave Requested; Block of Time, Intermittent, Modified Schedule



# Submitting EFMLA – Form/Certification

## Information Requested in the Certification (continued)

I am unable to work (or telework) or return to work for the following reason(s) due to an emergency with respect to COVID-19 declared by a Federal, State, or local authority. (check all that apply):

Son” or “daughter” means biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is under 18 years of age; or is 18 years of age or older and incapable of self-care because of mental or physical disability. Children ages 15-17 require special circumstances for approval to take leave under Expanded FMLA.

- ✓ I need to care for my son or daughter under age 18 because my child’s school has been closed due to COVID-19
- ✓ I need to care for my son or daughter under age 18 because my child’s place of care has been closed or the childcare provider is unavailable due to COVID-19.
- ✓ I need to care for my son or daughter over age 18, who is incapable of self-care because of a mental or physical disability, because my child’s place of care has been closed or the childcare provider is unavailable due to COVID-19.





# Submitting EFMLA – Form/Certification

## REQUIRED ACKNOWLEDGEMENTS

- I understand that by submitting this request, I represent that I am unable to work, or telework, due to a bona fide need for leave to care for my son or daughter whose school or child care facility is closed, or child care provider is unavailable, due to COVID-19 related reasons.
- I certify that no other person will be providing care for my child (or children) during the period being requested.
- I certify that all of the information I have provided on this form and in any accompanying document is true, complete and correct to the best of my knowledge and belief.

**Employee must click each acknowledgement to complete their request.**



**Office of *Human Resources***

# Submitting EFMLA – Approval

MCG eFMLA request is Approved (FMLA Approval)



FMLAAdmin@app.montgomerycountymd.gov v

To Employee@montgomerycountymd.gov

Cc FMLA Information; Employee Supervisor; HR Liaison

Reply

Reply All

Forward



5/28/2020



EFMLA\_Request\_Approved\_Notice\_21215\_30926164.pdf

452 KB

Dear **Employee**

Based on the information you submitted, your request for eFMLA Child Care Closure – 14 years old or younger has been APPROVED.

Your leave will begin on 01-MAY-2020 to 31-JUL-2020 or up to 12 work weeks / 480 hours. The duration/frequency of time off is for **care for your child**.

If this is a request for intermittent eFMLA leave, it must be approved by your department in advance. Therefore, you must request intermittent leave through your supervisor/manager.

Reminder: eFMLA approvals will count towards your total 12-week FMLA coverage for the current leave year.



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# FFCRA Timekeeping

Heather Black,  
MCtime Manager  
Finance

Lori Plazinski,  
MCtime HR Liaison  
Finance



Office of *Human Resources*

# EPSL = FFCRA - 80 Hours Paid Sick Leave

Example 8 - EPSL Pay Code: **FFCRA - 80 Hours Paid Sick Leave**

**Note:** In consultation with the unions, the County will extend EPSL and EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP).

**8a)** Employee quarantined (pursuant to Federal, State, or local government order or on the advice of a health care provider)

**8b)** Employee or family member is experiencing COVID-19 symptoms and seeking a medical diagnosis, or



**8c)** Employee has a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or on the advice of a health care provider).

**The County provided Admin Leave – Other for these three reasons from (before) April 1 - July 4, 2020**





**Office of *Human Resources***

# EPSL = FFCRA - 80 Hours Paid Sick Leave

Add Row	Pay Code	Transfer	Sun 7/05	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Total
	FFCRA - 80 Hours Paid Sick Leave ▼	<input type="text"/> 	<input type="text"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text"/>	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

Add Row	Pay Code	Transfer	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total
	FFCRA - 80 Hours Paid Sick Leave ▼	<input type="text"/> 	<input type="text"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text"/>	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0



# EPSL = FFCRA - 80 Hours Paid Sick Leave

Example 8 - EPSL Pay Code: FFCRA - 80 Hours Paid Sick Leave

**Note:** In consultation with the unions, the County will extend EPSL and EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP).

**8d)** Employee is unable to work because of a bona fide need to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

**Note:** Must use reason code: CHLDCARE

Add Row	Pay Code	Transfer	Sun 7/05	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Total
	FFCRA – 80 Hours Paid Sick Leave	////CHLDCARE//	<input type="text"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text"/>	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

Add Row	Pay Code	Transfer	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total
	FFCRA – 80 Hours Paid Sick Leave	////CHLDCARE//	<input type="text"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text"/>	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0



# EPSL = FFCRA - 80 Hours Paid Sick Leave

## Example 8 - EPSL Pay Code: FFCRA - 80 Hours Paid Sick Leave

- **Retroactive Application** : Employees who want the EPSL **FFCRA - 80 Hours Paid Sick Leave** applied in lieu of annual leave, sick leave, comp leave used or PTO for the period of Wednesday, April 1, 2020, through Saturday, July 18, 2020, can request to have their leave restored if personal leave was originally used for FFCRA eligible reasons.
- They must notify their timecard approver in writing no later than Friday, July 31, 2020. The department must submit timecard corrections to [Payroll](#) no later than Friday, August 14, 2020.
- The **FFCRA - 80 Hours Paid Sick Leave** can be used in future pay periods until Friday, December 31, 2020.



# EFMLA = FFCRA – Child Care

Example 9 - EFMLA Pay Code: **FFCRA – Child Care**

**Note:** In consultation with the unions, the County will extend EPSL and EFMLA provisions to MCGEO and unrepresented employees; these provisions will not be extended to first responders at FRS (IAFF) and MCPD (FOP).

**Note:** Must use Reason Code: CHLDCARE

\*Employees may apply Example 8 in lieu of unpaid time or personal leave type

Add Row	Pay Code	Transfer	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Total
<input type="checkbox"/>	FFCRA – Childcare	////CHLDCARE//	<input type="checkbox"/>	<input type="checkbox"/>	10.0	10.0	10.0	10.0	<input type="checkbox"/>	40.0
<input type="checkbox"/>	FMLA		<input type="checkbox"/>	<input type="checkbox"/>	10.0	10.0	10.0	10.0	<input type="checkbox"/>	40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

Add Row	Pay Code	Transfer	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/01	Total
<input type="checkbox"/>	FFCRA – Childcare	////CHLDCARE//	<input type="checkbox"/>	<input type="checkbox"/>	10.0	10.0	10.0	10.0	<input type="checkbox"/>	40.0
<input type="checkbox"/>	FMLA		<input type="checkbox"/>	<input type="checkbox"/>	10.0	10.0	10.0	10.0	<input type="checkbox"/>	40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0





# EFMLA = FFCRA – Child Care

## Example 9 - EMFLA Pay Code: FFCRA – Child Care

- **Retroactive Application**: Employees who want the **EFMLA FFCRA – Child Care** applied in lieu of annual leave, sick leave, comp leave used or PTO for the period of Wednesday, April 1, 2020, through Saturday, July 18, 2020, can request to have their leave restored if personal leave was originally used for FFCRA eligible reasons. Employees must enter the retroactive date in Oracle Empleyee Self Service (ESS) when applying for the EFMLA.
- They must notify their timecard approver in writing no later than Friday, July 31, 2020. The department must submit timecard corrections to Payroll no later than Friday, August 14, 2020.
- The **FFCRA – Child Care** can be used in future pay periods until Friday, December 31, 2020.



# NEW MCTIME FFCRA TOOLS

**NOTE:** MCGEO and unrepresented employees and temporary employees should exhaust the 80 hours of FFCRA Paid Sick Leave before being granted any additional Administrative Leave – Other, with reason code ADMCOVID.

## New HyperFinds

- FFCRA – 80Hours Paid SickLeave
- FFCRA 80Hrs + Childcare
- FFCRA-80Hrs Paid Sick L > 80Hr
- FFCRA – Childcare

## New Genie: (FMLA LY 1.5.2020 – 1.2.2021) (FFCRA – effective 4.1.2020 – 12.31.2020)

[Timecard](#) | [Schedule](#) | [People](#) | [Reports](#)

FFCRA - 1.5.2020 - 12.31.2020

Last Refreshed: 10:26PM

Show    
 Time Period

Employee Name	Emp ID	RT Seas	FT PT	Manager	FFCRA 80 Hours Paid Sick Leave	FFCRA Childcare	Total FFCRA 80 Hrs + Childcare	FMLA	Pay Rule	Job Title	Dept Division
	16	R-N	F		max 80	max 400	max 480	max 480	MCGEO Rg FT EX G-1 R8		
	67	R-N	F						85R UNRP Rg FT EX G-1 R8 S...		
	23	R-N	F						MCGEO Rg FT ML-B EX G-1 R8		



# Timecard Reminders

- **MCtime Informational Website:** [www.montgomerycountymd.gov/MCtime](http://www.montgomerycountymd.gov/MCtime)
  - Follow Timekeeping Memo appropriate to the Pay Period
  - Perform Pay Period Close Checklist (at Manager & Department level)
    - Meet Approval Deadlines
    - Ensure appropriate Hours Towards Schedule for ALL employees (FT employees –80 hours)
    - Review ON-SITE COVID Differentials – in ADDITION to HOURS WORKED
    - Review FFCRA Genie
    - If entering the Project Task – the Expenditure Org must be entered – USE the CROSSWALK exp org and an applicable Reason Code
- **Only IAFF/FOP Employees in Admin Leave- Other with reason code ADMCOVID**
- **Technical Issues – use Compatibility Checks job aid or call the IT Help Desk at 240-777-2828**



# Q & A

Moderated by Katie Kasunic



Office of *Human Resources*

# Thank You for Attending

By meeting the needs and concerns of our workforce, HR Liaisons provide the critical support employees need to be successful.

This presentation will be posted on the Office of Human Resource's Employee Coronavirus News webpage:

[www.montgomerycountymd.gov/EmployeeNewsCOVID19](http://www.montgomerycountymd.gov/EmployeeNewsCOVID19)

For more information on Timekeeping, visit the MCTime Events - COVID-19

<https://www.montgomerycountymd.gov/mctime/resources.html#Events>

For more information on EFMLA, contact [FMLA.Information@montgomerycountymd.gov](mailto:FMLA.Information@montgomerycountymd.gov)



Office of *Human* Resources