



OFFICE OF HUMAN RESOURCES

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MEMORANDUM

Wednesday, June 03, 2020

TO: Executive Branch Department and Office Directors

FROM: Berke Attila, Director, Office of Human Resources *Berke Attila*  
Michael Coveyou, Director, Department of Finance *Michael J. Coveyou*

SUBJECT: Timekeeping Guidance for COVID-19 Event: May 24 – June 6, 2020

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This guidance is being provided to all Directors, ASCs or equivalent, and all HR Liaisons and Mctime Liaisons to address timekeeping for below referenced. Please share this information with your employees:

Status	Beginning	Ending
<b>County Open with Situational Telework for County Employees</b>	Sunday, May 24, 2020 at 12: 00 a.m.	Saturday, June 06, 2020 at 11: 59 p.m.

This memorandum outlines various timekeeping situations. There are **no changes** from the previous pay period (May 10 – May 23, 2020) guidance.

We strongly encourage employees to record hours worked into the Mctime application on a **daily basis** and approve their timecard on the employee's last scheduled day of the pay period. Managers are obligated to review and apply this guidance to ensure the accuracy of timecard entries for proper financial controls. Managers are expected to review, edit, and approve employee timecards BEFORE Tuesday noon, following the last day of the pay period (or other departmental established deadlines). Additionally, departmental Mctime SMEs will help employees apply timekeeping information by highlighting information that is most relevant to the department and provide the first level of troubleshooting. Departmental Mctime SMEs should also review timecards for employee and manager approvals and review the Pay Period Close checklist for compliance and accuracy.

## Project Code for Reimbursement

A project code has been established for the purposes of cost accumulation for **excess hours** or OEMHS designated tasks that may qualify for Federal FEMA/State MEMA reimbursements for personnel costs. Where employees **have been assigned tasks directly related to COVID-19 Event**, that may potentially be eligible for Federal FEMA/State MEMA reimbursements for personnel costs, OEMHS will provide authorization through the departmental EMG Coordinator to the employee's supervisor, if the codes should be applied to **regular** and/or **excess** (overtime) hours. In most cases the guidance will only require event transfer codes to be applied to excess hours.

- A **new** crosswalk to determine proper codes to use on the timecard:
  - [COVID 19 Special Event Crosswalk June 2 2020](#)
  - Note: The filter arrows in the header row will narrow the search to one department.
- Link to timecard guidance for transfers:  
[Guidance for Recording Event Related Project/Task Codes](#)
  - Note 1: Do not cut/paste the "PTAEO" code directly into the Mctime transfer field. Both the Project Task and the Expenditure Org must be **searched and selected**. If a Reason Code is required, it should also be **searched and selected** before clicking "OK."
  - Note 2: Project/Task begins with the leading letters PT[space]#####\* where the # represents project numbers from the crosswalk under your name and the asterisk (\*) represents the wildcard to search for the remaining string. Typically, items are selected from the drop-down options. All Project Tasks require an Employee Specific Expenditure Org, which can be found on the crosswalk.
  - Note 3: See also [Technical Issues - Compatibility Checks](#) or contact the IT Help desk at 240-777-2828.

## Timekeeping Guidance

This document and Timekeeping Guidance for future pay periods will be available on the [Mctime Informational Website](#), under the Resources Tab, Events Section. COVID-19. (<https://www.montgomerycountymd.gov/mctime/resources.html#Events>.)

- Employees may work different combinations of the examples below, depending on the circumstances of each day.

**Specific Examples:**

**County Employees Working:**

Working Regular Job and Regular Duties- On Site	Example 1
1a) Working Onsite – <b>Front Facing</b> (Regular & Excess Hours) (FOP/IAFF/GSS/MCGEO)	
1b) Working Onsite – <b>Back office</b> (Regular & Excess Hours) (GSS/MCGEO only)	
Employees authorized to Telework	Example 2
Working Excess Hours on Tasks Specific to COVID-19 Event	Example 3
Note: New Crosswalk for current pay period	
MLS and Question A - Time Reporting on Unpaid Time on tasks related to the COVID-19 Event	Example 4
County Facility Closed to the Public, with employees working	Example 5
Employees redeployed from Regular Job to tasks Directly related to Supporting the COVID-19 Event	Example 6

**County Employees Not Working:**

**Eligible Administrative Leave:**

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Healthcare provider directed Quarantine	Example 8
At Risk Employees or Family Members/Employees with Disabilities	Example 9

**Use of Personal Leave Types:**

Example 10

- 10a) Employees with absence not related to COVID-19
- 10b) Employees who decline available work (Onsite or Telework)
- 10c) Employees unable to work due to School Closings/Employees impacted by child/family or school/daycare closures

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**County Employees Working:**

**1) Working Regular Job and Regular Duties- On Site:**

Some Regular, Full-time or Part-time employees were required to work at their normal work location doing their normal duties. In some cases, this includes Temporary employees, check with your departmental HR Liaison to confirm. These may be employees **not** eligible for Telework. Employees who worked scheduled hours on site should code their timecard as normal, using the pay code: **Hours Worked** or with time punches.

All Directors identified Services and Programs that must be maintained. Each Service and Program was designated as: Front - Facing Onsite or Back - Office Onsite. In addition, these Services and Programs were identified as COVID Direct Response or a Critical Core Service. It is imperative that Managers confirm the proper COVID-19 Differentials are entered on the timecard prior to approving. See: [Reviewing COVID 19 Differentials Job Aid](#).

**1a) Working Onsite – Front Facing (Regular & Excess Hours) (FOP/IAFF/GSS/MCGEO)**

All three unions will use the pay code differential: **COVID19 Front Facing Onsite** for designated front facing work. All on-site work by FOP and IAFF employees is considered “Front Facing.” GSS, MCGEO, and FOP employees will **record time hourly, based upon the service or program designation by Directors.**

Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
	Hours Worked		8.0	8.0
	COVID19 Front Facing Onsite		8.0	8.0
		0.0	16.0	16.0

When an employee works excess (overtime) hours, the employee must designate the overtime differential: **COVID19 OT Front Facing Onsite** for designated front facing excess hours worked. Note - Differentials are IN ADDITION to Hours Worked.

Add Row	Pay Code	Mon 3/30	Tue 3/31
	Hours Worked	6.0	2.0
	Hours Worked		8.0
	COVID19 Front Facing Onsite		8.0
	COVID19 OT Front Facing Onsite	6.0	2.0
		12.0	20.0

Note - In some departments with unique pay rules, Mctime has automated pay rules to include the on-site differentials. Employees (HTML platform) must run the Totals Summary report to view the differential. Managers (using Java platform) will review the Totals and Schedules tab.

Note – GSS (unrepresented) employees, FLSA- Exempt, and are grade 25 and above, who earn excess hours at the straight time rate (1.0), must continue to use the pay code differential: **COVID19 Front Facing Onsite** (\$10) for designated front facing excess hours worked. These employees may not use the COVID19 **OT** Differential (\$15) for excess hours. Managers can locate an employee’s FLSA-Grade on the Mctime Genie: **Pay Rule Assignment**.



In the example below, a GSS (unrepresented) employee who worked 3 excess hours Sunday and 4 excess hours on Monday (8 regular + 4 excess hours =12 hours) will record the pay code differential: COVID19 Front Facing Onsite (\$10) for all 15 hours (3+12). Therefore, the employee is compensated at the straight time rate (1.0) for base wage, excess hours and differentials.

Save | Comments → | Primary Account | T

Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
Hours Worked		3.0	12.0	
Hours Worked	////TELECOVID//			9.0
COVID19 Front Facing Onsite		3.0	12.0	
		6.0	24.0	9.0

Front Facing Differential (1.0) for \$10/hour is applied to all Front Facing hours, not the OT on-site Differential

**1b) Working Onsite – Back Office (Regular & Excess Hours) (GSS/MCGEO only)**

GSS and MCGEO employees are eligible to use the pay code differential: **COVID19 Back Office Onsite**. GSS and MCGEO employees will record time hourly, based upon the service or program designation by Directors.

Save | Comments → | Primary Account | T

Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
Hours Worked			8.0	8.0
COVID19 Back Office Onsite			8.0	8.0
		0.0	16.0	16.0

When an employee works excess (overtime) hours, the employee must designate the overtime differential: **COVID19 OT Back Office Onsite** for designated back office excess hours worked.

Save | Comments → | Primary Account | T

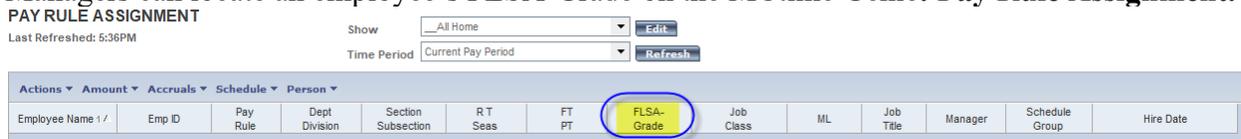
Add Row	Pay Code	Sun 3/29	Mon 3/30	Tue 3/31
Hours Worked			8.0	8.0
Hours Worked			2.0	2.0
COVID19 Back Office Onsite			6.0	3.0
COVID19 Front Facing Onsite			8.0	5.0
COVID19 OT Back Office Onsite			2.0	2.0
		0.0	20.0	20.0

Match Excess Hour Row, where applicable

Match regular Hour Row, where applicable

Note: Temporary employees working onsite **are** eligible for on-site COVID-19 differential pay.

Note – GSS (unrepresented) employees, FLSA- Exempt, and are grade 25 and above, who earn excess hours at the straight time rate (1.0), must continue to use the pay code differential: **COVID19 Back Office Onsite** (\$3) for designated back office excess hours worked. These employees may not use the COVID19 **OT** Differential (\$4.50) for excess hours. Managers can locate an employee’s FLSA-Grade on the Mctime Genie: **Pay Rule Assignment**.



In the example below, a GSS (unrepresented) employee who worked 3 excess hours Sunday and 4 excess hours on Monday (8 regular + 4 excess hours =12 hours) will record the pay code differential: COVID19 Back office Onsite (\$3) for all 15 hours (3+12). Therefore, the employee is compensated at the straight time rate (1.0) for base wage, excess hours and differentials.

Save Back Office Differential (1.0) for \$3/hour is applied to all Back Office hours, **not** the OT on-site Differential

	Mon 3/30	Tue 3/31	
Hours Worked	12.0	8.0	
COVID19 Back Office Onsite	12.0	8.0	
	6.0	24.0	16.0

**2) Employees authorized to Telework:**

Some Full-time or Part-time employees have been authorized to work remotely to maintain normal business operations. Employees who teleworked any hours should code their timecard using the pay code: **Hours Worked** and they must use the Telework reason code: **TELECOVID**. If some time is spent on site, see **Example 1) Working Regular Job and Regular Duties – On Site**.

Save Comments → Primary Account Tc Refresh | Select an Action ▼

Add Row	Pay Code	Transfer	
Hours Worked	////TELECOVID//	8.0	8.0

Note: Employees teleworking are not eligible for on-site COVID-19 differential pay.

For a review of how to select a Reason Code Transfer. See:

- [How to Add the Telework Reason Code to Your Timecard \(HTML\)](#)
  - (employees, who can view their own timecard only) or
- [How to Add the Telework Reason Code to Your Timecard \(JAVA\)](#)
  - (managers, who can also view other employee timecards)

Due to periodic software upgrades on computers, functionality issues sometimes occur. If the program is not allowing you to select an item, it is most likely a compatibility and trusted sites issue. A Job Aid: [Technical Issues - Compatibility Checks](#), is available to provide guidance and troubleshoot, or if you prefer, you may call the IT HELP Desk (240-777-2828) for assistance.

### 3) Working Excess Hours on Tasks Specific to COVID-19 Event

Some Regular, Full-time or Part-time employees were required to work to perform tasks specifically related to the COVID-19 Event. Employees who work more than their scheduled hours should code their timecard using the pay code: **Hours Worked** and must use the posted Crosswalk for the pay period to determine their individual/personal Project/Task Expenditure Org transfer codes (PTAEO).

- This guidance regarding the application of Project/Task Expenditure Org (PTAEO) applies only to **excess hours** (overtime or compensatory leave earned), but **not to regular hours**. To determine the PTAEO transfer codes, find your department, then name on the current [COVID 19 Special Event Crosswalk June 2 2020](#) and see: [Guidance for Recording Event Related Project/Task Codes](#) for instructions on how to **search and select**.

Employees who work more than their scheduled hours, on tasks specifically related to the COVID-19 Event, should record the **excess** hours as a separate row, with the appropriate PTAEO. If excess hours are **not** on tasks related to the COVID-19 Event, just record as normal, by increasing the hours worked on the regular hour line, or a separate line, to comply with departmental coding requirements.

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
+	Hours Worked			8.0	8.0
+	Hours Worked			2.0	2.0
+	COVID19 Front Facing Onsite			8.0	8.0
+	COVID19 OT Front Facing Onsite			2.0	2.0
			0.0	20.0	20.0

**Note:** If managers need to change the excess hours default form of compensation (compensatory leave to overtime pay), see: [Pay Code Move Job Aid](#), (Java only) being sure to **search and select** the transfer codes in the Pay Code Move.

Employees required to perform tasks specifically related to the COVID-19 event remotely, who worked more than their scheduled hours, should code their timecard using the pay code: **Hours Worked** and must use the posted Crosswalk for the pay period to find the Project/Task and the EMPLOYEE SPECIFIC Expenditure Org. This guidance regarding the application of Project/Task Expenditure Org (PTAEO) applies only to excess hours (overtime or compensatory leave earned), but not to regular hours. See: **Example 2) Employees authorized to Telework** also adding the reason code: **TELECOVID** to the transfer.

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
+	Hours Worked			1.0	2.0
+	Hours Worked	////TELECOVID//		8.0	8.0
			0.0	9.0	10.0

**4) MLS and Question A- Time Reporting on Unpaid Time on tasks related to the COVID-19 Event**

MLS and Question A employees should record *all hours actually worked*. For all regularly paid, Hours Worked, the MLS and Question A employee working remotely should **search and select** the reason code: **TELECOVID**. For all regularly paid, Hours Worked, by MLS and Question A employees not working remotely should record hours without a reason code. All MLS and Question A employees working excess hours (unpaid) on tasks directly related to COVID-19 Event, on tasks resulting from the COVID-19 Event, or on critical core mission tasks, as designated by Department Directors, should be recorded with the reason code: **MLSCOV**ID. Only Hours Worked beyond an MLS and Question A employee’s regularly scheduled hours should be coded with the reason code: **MLSCOV**ID.

Save		Comments →	Primary Account	Totals Summary	Refresh	Select an Action ↓
Add Row	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17	
	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.0	
	Hours Worked	///MLSCOVID//	3.25	0.5	3.0	
	Hours Worked	///TELECOVID//	4.0	8.0		
			7.25	8.5		11.0

Note: MLS employees are not eligible for on-site COVID-19 differential pay.

**5) County Facility Closed to the Public, with employees working**

Where possible, many employees in departments that the County Executive has closed to the public have been redeployed to duties to support the department’s core mission, **Example 1) Working Regular Job and Regular Duties – On Site** or employees have been authorized to complete specific duties while working remotely, via Telework, **Example 2) Employees authorized to Telework**

Employees detailed to another department for work will most likely continue to have their time charged to their home department. Since managers in the detailed department will not have access to timecards in the employee’s home department, the employee should complete a [Manual Time Tracking Form](#), submit to the detailed manager for approval signature. The detailed manager should transmit the timecard to the employee’s home manager for entry and approval.

**6) Employees redeployed from Regular Job to tasks Directly related to supporting the COVID-19 Event**

Where employees have been redeployed to tasks directly related to COVID-19 Event, that may potentially be eligible for Federal FEMA/State MEMA reimbursements for personnel costs, OEMHS will provide authorization through the departmental EMG Coordinator to the employee’s supervisor. In this case, the supervisor will provide direction to the employee to record regular Hours Worked with transfer codes found on the posted Crosswalk for the pay period for the Project/Task and the **EMPLOYEE SPECIFIC** Expenditure Org. See: **Example 3 Working Excess Hours on Tasks Specific to COVID-19 Event**. Only OEMHS will authorize transfer codes to be applied to an employee’s regular and/or excess (overtime) hours.

**County Employees Not Working – Eligible Administrative Leave**

Where Directors have granted administrative leave, the manager may add this directly into employee timecards. This will alleviate the need for employees to log onto their timecards remotely. Managers are expected to remain in contact with employees on Administrative Leave.

**7) Employees in positions not eligible for Telework/No work provided**

Directors have the authority to grant administrative leave to employees (no longer including Temporary Employees) whose functions cannot be performed via telework and whose presence is not required at the worksite.

Eligible employees may enter the pay code: **Admin Leave - Cnty Facility Clsd** on the timecard for all regular scheduled (full or part time) hours for which they have been excused from work. Administrative Leave should not be used to cause an employee to earn excess (overtime) hours.

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
	Admin Leave - Cnty Facility Clsd	<input type="text"/>	0.0	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>

**Note:** HR Liaisons should consult with OHR regarding moving Temporary Employees to the Oracle assignment status: COVID LWOP.

**8) Healthcare provider directed Quarantine**

Employees **who have been directed by a healthcare provider** to quarantine or self-isolate, due to symptoms, exposure or travel, will be provided COVID-19 administrative leave for the mandated self-isolation/self-quarantine period, up to 14 calendar days. All employees who believe they may have had community contact or are experiencing symptoms should contact HHS Public Disease Line at 240-777-1755. They will be triaged to determine if additional health screening is needed. The healthcare provider’s written quarantine notice must be provided to Occupational Medical Services, OMS (or FROMS for Fire Rescue Service IAFF employees). OMS will provide clearance for return to work.

Eligible employees should enter the pay code: **Admin Leave - Other** and **search and select** the reason code: **ADMCVID** on the timecard for all regular scheduled (full or part time) hours for which they have been excused from work. Administrative Leave should not be used to cause an employee to earn excess (overtime hours).

Add Row	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31
	Admin Leave - Other	ADMCVID		<input type="text" value="8.0"/>	

### 9) At Risk Employees or Family Members/Employees with Disabilities

Any employee who is considered high-risk, or who resides with a family member who is considered high-risk, shall be provided the ability to telework. If work is not available for the employee to telework, the employee will be provided COVID-19 administrative leave until a healthcare provider documents that it is safe for the employee to return to the workplace. At-Risk Employees and Family Members/Employees with Disabilities must receive OMS verification that they or a person they are caring for is at risk.

Eligible employees should enter the pay code: **Admin Leave - Other** and **search and select** the reason code: **ADMCOVID** on the timecard for all regular scheduled (full or part time) hours for which they have been excused from work. Administrative Leave should not be used to cause an employee to earn excess (overtime hours).

Note: For details on the CDC definition of at-risk populations, click [here](#).

Add Row	Pay Code	Transfer	
	Admin Leave - Other	////ADMCOVID//	8.0
			8.0

### 10) Use of Personal Leave Types

#### 10a) Employees with absence not related to COVID-19

Employees unable to work due to reasons other than related to the COVID-19 Event, must use their own personal leave types, subject to manager approval.

#### 10b) Employees who decline available work (Onsite or Telework)

Employees who decline available work due (Onsite or Telework) may use their own personal leave types, subject to manager approval.

#### 10c) Employees unable to work due to School Closings/Employees impacted by child/family or school/daycare closures

During the COVID-19 Event, employees may utilize any personal leave type: annual leave, compensatory leave, comp leave supp, sick leave, personal days or PTO-Paid Time Off, subject to manager approval.

### 11) Public Safety Management - Time Reporting

The FOP, IAFF and MCGEO union agreements do not pass through to Public Safety Management. Public Safety Management employees who are required to work at their normal work location doing their normal duties should code their timecard as normal, using the pay code: **Hours Worked**, leave used, or with time punches. Note 1: Public Safety Management employees are not eligible for on-site COVID-19 differential pay.

When Public Safety Management employees work remotely, see **Example 2)** **Employees authorized to Telework** to **search and select** the reason code: **TELECOVD** to the transfer.

## **12) Employees with work-related Contacts with or Diagnosis of COVID-19**

During the COVID-19 Event, and for contacts with COVID-19 only, until a reported CorVel Claim has been investigated, timekeeping should follow the most appropriate example(s) above. If the CorVel claim is accepted, follow Workers' Compensation timekeeping for accepted claims See: [Workers Compensation Leave Administration Chart](#).

## **13) Temporary Employees**

Department Directors who have available work for Temporary employees need to ensure that employees are receiving appropriate on-site COVID-19 differential pay.

Department Directors who do not have available work for Temporary employees should consult with OHR regarding moving Temporary Employees to the Oracle assignment status: COVID LWOP.

## **14) Other Situations:**

- Employees currently in another type of Administrative Leave status (Disciplinary, Military, Workers Compensation) are **not** impacted and will remain in their previous status as authorized.
- Employees in a Leave Without Pay (LWOP) status, the previous scheduled day, or in an Absent Without Leave (AWOL) status, or other inactive status, are **not** impacted and will remain in that status, until they report to work again.

## **Questions?**

- **OHR Compensation:** [OHR.Compensation2@montgomerycountymd.gov](mailto:OHR.Compensation2@montgomerycountymd.gov)
- **Finance, MCtime:** [MCtime@montgomerycountymd.gov](mailto:MCtime@montgomerycountymd.gov)

cc: Administrative Services Managers and functional equivalents  
Finance, Payroll  
Finance, MCtime  
Dept HR Liaisons  
MLS Managers  
Managers, Public Safety  
MCtime POC's