



OFFICE OF HUMAN RESOURCES

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County Executive

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MEMORANDUM

Thursday, March 26, 2020

TO: Executive Branch Department and Office Directors

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

SUBJECT: Timekeeping Guidance for COVID-19 Event: March 15-March 28, 2020

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
County Open with Situational Telework for County Employees	Sunday, March 15, 2020 at 12: 00 a.m.	Saturday, March 28, 2020 at 11: 59 p.m.

Due to the spread of COVID-19 (the COVID-19 Event) and the rapidly evolving nature of its impacts on Montgomery County, the County Executive closed some public facing facilities and authorized Situational Telework for all eligible employees. The County must track expenses and personnel costs related to its COVID-19 Event response as they may be eligible for Federal FEMA/State MEMA reimbursements.

This memo addresses various timekeeping situations. 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. As always, managers must review, edit, and approve employee timecards BEFORE Tuesday noon, following the last day of the pay period (or other departmental established deadlines). 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.

Please note, we intend to issue new guidance for each pay period for the duration of the COVID-19 Event.

## **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.

- [Timekeeping and Operating Expenses - COVID-19 Response March 10, 2020](#)
- Link to crosswalk to determine codes to use on the timecard:  
[COVID-19 Special Event Crosswalk - March 06, 2020](#)
- 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.

## **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. (<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	Example 1
Employees authorized for Situational Telework and Employees already authorized for the Formal Telework Program	Example 2
Working Excess Hours on Tasks Specific to COVID-19 Event	Example 3
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:**

Employees using personal leave types	Example 7
7a) Employee unable to participate in Situational Telework due to School Closings/Employees impacted by child/family or school/daycare closures	
7b) At Risk Employees; Family Members/Employees with Disabilities	
7c) Self-Directed Quarantine	
7d) New Pay Code: COVID Leave Advance (for Sick Leave, PTO or Sick & Safe Leave Advances)	
Eligible Administrative Leave	
Employees in positions not eligible for Situational Telework/No work provided	Example 8
Healthcare provider directed Quarantine	Example 9
Employees with work-related Contacts with or Diagnosis of COVID-19	Example 10
Other Situations	Example 11

**County Employees Working:**

**1) Working Regular Job and Regular Duties:**

Some Regular, Full-time or Part-time employees were required to work at their normal work location doing their normal duties. These may be employees **not** eligible for Telework. Employees who worked scheduled hours should code their timecard as normal, using the pay code: **Hours Worked**, leave used, or with time punches. Examples could be Correctional Officers, Fleet Mechanics, Bus Operators or Fire Fighters.

<b>Save</b>	<b>Comments →</b>	<b>Primary Account</b>	<b>Tot</b>	<b>Refresh</b>	Select an Action ▼
Add Row	Pay Code		Transfer		
	Hours Worked ▼	<input type="text"/>	<input type="text"/>	8.0	8.0

**2) Employees authorized for Situational Telework and Employees already authorized for the Formal Telework Program:**

Some Full-time or Part-time employees have been authorized to work remotely to maintain normal business operations, under Situational Telework. Employees who teleworked any hours should code their timecard using the pay code: **Hours Worked** and they must use the Situational Telework reason code: **TELECOVD** (note: this is a DIFFERENT Reason Code than referenced on the Application for Situational Telework). If some time is spent in the office, following social distancing practices, record that time on a second line following normal timekeeping processes.

Some employees have already been authorized to work remotely for a specific day under the Formal Telework Program. For the duration of this event, employees should **not** use the reason code: **TELEWORK**. These employees must use the reason code: **TELECOVD** for all days that they are working remotely, due to the COVID-19 event.

Add Row	Pay Code	Transfer		
	Hours Worked	TELECOVD	8.0	8.0

**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 is **new** guidance regarding the application of Project/Task Expenditure Org (PTAEO) as it 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: [COVID-19 Special Event Crosswalk - March 06, 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 3/15	Mon 3/16	Tue 3/17	Wed 3/18
	Hours Worked			8.0	8.0	8.0
	Hours Worked	<b>Search for PT &amp; Exp Org</b>	7.0	4.5	1.0	3.0

**Note:** If managers need to change the excess hours default form of compensation (overtime pay to compensatory leave, or vice versa), See: [Pay Code Move Job Aid](#), 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 is new guidance regarding the application of Project/Task Expenditure Org (PTAEO) as it applies only to excess hours (overtime or compensatory leave earned), but not to regular hours. See: **Example 2) Employees authorized for Situational Telework and Employees already authorized for the Formal Telework Program** also adding the reason code: **TELECOVD** to the transfer.

Save		Comments →		Primary Account		Totals Summary		Refresh		Select an Action ↓	
Add Row	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18					
+	Hours Worked			8.0		8.0	8.0				
+	Hours Worked			4.5		1.0	3.0				
			7.0	12.5	9.0						

**For Excess Hours** (highlighted in the original image)

**Search for PT & Exp Org & Reason Code** (highlighted in the original image)

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

MLS employees working excess hours (unpaid) on tasks directly related to COVID-19 Event, should record all hours actually worked with the reason code: **MLSCOVID**. Only Hours Worked beyond an MLS employee’s regularly scheduled hours should be coded with the reason code: **MLSCOVID**.

For all regularly paid, Hours Worked, the MLS employee working remotely should **search and select** the reason code: **TELECOVD**.

Add Row	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18
+	Hours Worked	////MLSCOVID//	3.25	0.5	3.0	
+	Hours Worked	////TELECOVD//		8.0	8.0	
			3.25	8.5	11.0	

For all regularly paid, Hours Worked, by MLS employee not working remotely see **Example 1) Working Regular Job and Regular Duties**. Add another row without the reason code.

Save		Comments →		Primary Account		Totals Summary		Refresh		Select an Action ↓	
Add Row	Pay Code	Transfer	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18					
+	Hours Worked				8.0						
+	Hours Worked	////MLSCOVID//	3.25	0.5	3.0						
+	Hours Worked	////TELECOVD//	4.0	8.0							
			7.25	8.5	11.0						

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

As of the date of this memo – all Libraries (LIB) and Recreation (REC) Department, recreation facilities and senior centers are closed to the public. DOT Transit is operating on a reduced schedule. Montgomery County Schools are closed during this period, so employees in units such as POL Crossing Guards and HHS School Health, may be redeployed.

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** or employees have been authorized to complete specific duties while working remotely, via Telework, **Example 3) Employees authorized for Situational Telework**

See also: **Example 7a) Employee unable to participate in Situational Telework due to School Closings/Employees impacted by child/family or school/daycare closures.**

See also: **Example 8) Employees in positions not eligible for Situational Telework/No work provided**

**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. Only OEMHS will authorize transfer codes to be applied to an employee's **regular** and/or **excess** (overtime) hours. See: **Example 2) Employees authorized for Situational Telework and Employees already authorized for the Formal Telework Program:**

**County Employees Not Working – Personal Leave Types**

**7) Employees using personal leave types**

Employees who already are on any pre-scheduled leave will remain in that personal leave type status: annual leave, compensatory leave, comp leave supp, sick leave, personal days or PTO-Paid Time Off.

**7a) Employee unable to participate in Situational Telework due to School Closings/Employees impacted by child/family or school/daycare closures**

Employees in positions that qualify for Situational Telework, who are impacted by child/family or school daycare closures, with supervisory approval, if unable to participate in Situational Telework, may use any personal leave type. During the COVID-19 Event, to care for young children or other persons requiring care and supervision employees may utilize any personal leave type: annual leave, compensatory leave, comp leave supp, sick leave, personal days or PTO-Paid Time Off during the time you are home. **Employees who have less than 80 hours of total leave balances may be advanced up to 10 days of sick leave.**

**7b) At Risk Employees; Family Members/Employees with Disabilities**

Employees unable or in positions not eligible to Telework, because they are caring for a sick family member may also use the pay code: **Sick Leave** instead of the pay code: ~~Family Sick Leave~~. 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. **Employees who have less than 80 hours of total leave balances may be advanced up to 10 days of sick leave.**

**7c) Self-Directed Quarantine**

All employees who are sick should stay home until fully recovered. During the COVID-19 Event, employees may utilize any personal leave type (annual leave, compensatory leave, comp leave supp, sick leave, sick and safe leave, personal days or PTO-Paid Time Off) during the time you are home.

Employees who have **not** been directed by a health provider to self-quarantine, and **who have less than 80 hours of total leave balances may be advanced up to 10 days of sick leave.**

**7d) New Pay Code: COVID Leave Advance (for Sick Leave, PTO or Sick & Safe Leave Advances) – All employees who have less than 80 hours of total leave balances may be advanced up to 10 days of leave.**

After exhausting **ALL** personal leave types, the employee may request, by selecting a **new** pay code: **COVID Leave Advance**. The **COVID Leave Advance** should not be applied to cause an employee to earn excess (overtime) hours.

The employee will see a “negative” leave balance on the employee’s pay slip. Approved advances will be repaid primarily through future leave accruals or other methods, as required.

The screenshot shows a software interface for entering timecard data. At the top, there are buttons for 'Save', 'Comments', 'Primary Account', 'Refresh', and a dropdown menu for 'Select an Action'. Below these is a table with columns for 'Add Row', 'Pay Code', and 'Transfer'. The 'Pay Code' column contains a dropdown menu with 'COVID19 Leave Advance' selected. The 'Transfer' column contains a text input field with the value '8.0' and a magnifying glass icon. The total value '8.0' is also displayed at the bottom right of the table.

Add Row	Pay Code	Transfer
	COVID19 Leave Advance	8.0

**County Employees Not Working – 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.

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

Directors have the authority to grant administrative leave to employees (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.

Save		Comments →		Primary Account		To Refresh		Select an Action ▼	
Add Row	Pay Code	Transfer							
	Admin Leave - Cnty Facility Clsd ▼	<input type="text"/>	8.0						
8.0									

**Note:** While Temporary Employees are **not** normally authorized to receive Administrative Leave, due to the COVID-19 Event, Directors may grant **Admin Leave - Cnty Facility Clsd** to Temporary Employees for regular hours, not to exceed the total regular hours worked in the pay period 3/1-3/14/2020.

**9) Healthcare provider directed Quarantine**

Employees (including Temporary 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 may enter the pay code: **Admin Leave - Other** and search for 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).

Add Row	Pay Code	Transfer							
	Admin Leave - Other ▼	<input type="text"/>	8.0						
8.0									

**10) 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: **Example 7d) Self-Directed Quarantine** or **Example 9) Healthcare provider directed Quarantine**. If the CorVel claim is accepted, follow Workers' Compensation timekeeping for accepted claims See: [Workers Compensation Leave Administration Chart](#).

**11) Other situations:**

- Employees may work different combinations of the above examples, depending on the circumstances of each day.
- 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  
Mctime POC's