



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Darryl Gorman
Acting Director

MEMORANDUM

Wednesday, July 13, 2022

TO: Executive Branch Department and Office Directors
FROM: Darryl Gorman, Acting Director, Office of Human Resources *Darryl Gorman*
Michael Coveyou, Director, Department of Finance *Michael Coveyou*
SUBJECT: Timekeeping Guidance: Pay Period July 3, 2022, Until Further Notice

This guidance is being provided to all Directors, ASCs or equivalent, and all HR Liaisons and Mctime Liaisons to address timekeeping for the pay period referenced below.

Departmental Mctime SMEs should assist employees in applying timekeeping information by highlighting information that is most relevant to the department and providing the first level of troubleshooting for any questions.

This memo will serve as timekeeping guidance for the pay period beginning July 3, 2022, and until operational changes would impact timekeeping requiring a new memo. Clarifying edits since the January 16, 2022, pay period timekeeping guidance are highlighted in yellow.

| Status | Beginning | Ending |
|--------|----------------------|------------------|
| OPEN | Sunday, July 3, 2022 | To Be Determined |

Event-related timekeeping guidance for essential and non-essential employees can be found online at <https://www.montgomerycountymd.gov/mctime/resources.html#Events>

COVID-19 Response

It is imperative that employees record time accurately. Employees are strongly encouraged to record hours worked into the Mctime application **daily** 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 as necessary, and approve employee timecards prior to noon on Tuesday, following the last day of the pay period (or other departmental established deadlines). Additionally, 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

The project code 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 has been extended. 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. The [Mctime Informational Website](https://www.montgomerycountymd.gov/mctime/resources.html#Events), under the Resources Tab, Events Section, COVID-19 will have the following resources: ([https://www.montgomerycountymd.gov/mctime/resources.html#Events.](https://www.montgomerycountymd.gov/mctime/resources.html#Events))

- The latest crosswalk updated quarterly or as needed, to determine codes to use on the timecard.
- [Guidance for Recording Event Related Project/Task Codes](#)

Timekeeping Guidance

This document and Timekeeping Guidance for prior pay periods is available on the [Mctime Informational Website](https://www.montgomerycountymd.gov/mctime/resources.html#Events), under the Resources Tab, Events Section, COVID-19. ([https://www.montgomerycountymd.gov/mctime/resources.html#Events.](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 to Telework | Example 2 |
| Working Excess Hours on Tasks Specific to COVID-19 Event | Example 3 |
| Employees redeployed from Regular Job to tasks directly related to supporting the COVID-19 Event (<u>including COVID-19 Test Kit/Mask Distribution</u>) | Example 4 |
| Employees Detailed to another Department | Example 5 |

County Employees Not Working:

Eligible Administrative Leave:

| | |
|---|-----------|
| Employee with absence related to COVID-19 or Healthcare Provider or OMS Directed Quarantine | Example 6 |
| <u>Use of Personal Leave Types:</u> | Example 7 |

- 7a) Self-Directed Quarantine or post Travel Quarantine.
- 7b) Employees unable to work due to post-vaccine effects.
- 7c) Employees who receives vaccine, other than at a County Clinic.

| | |
|--|------------|
| Public Safety Management - Time Reporting | Example 8 |
| Employees with work-related Contacts with or Diagnosis of COVID-19 | Example 9 |
| Temporary Employees | Example 10 |




Employees being Tested for COVID-19
 Employees obtaining a Vaccination for COVID-19

Example 11
 Example 12

County Employees Working:


1) Working Regular Job and Regular Duties:

Full-time or Part-time (including MLS and Question A) employees working onsite at a County location should code their timecard using the pay code: **Hours Worked** and apply any required transfer codes. To record hours worked remotely, see **Example 2) Employees authorized to Telework.**

| Add Row | Pay Code | Transfer | |
|---|--|--|-----|
|  | Hours Worked  | <input type="text"/>  | 8.0 |
| | | | 0.0 |

2) Employees authorized to Telework

Per the **Montgomery County Telework Policy**, employees must have an approved telework agreement **in eTelework** to work remotely. Employees who teleworked **any** hours should code their timecard using the pay code: **Hours Worked** and they must **search and select the reason code: TELEWORK**. Employees can work a combination of onsite and remote work on any given day. Time should be recorded based on the hours actually worked at each location. If some time is worked on site at a County location, see **Example 1) Working Regular Job and Regular Duties.**

| Add Row | Pay Code | Transfer | Sun 10/10 | Mon 10/11 |
|---|--|--|--------------------------|-----------|
|  | Hours Worked  | ////TELEWORK//  | <input type="checkbox"/> | 8.0 |
| | | | 0.0 | 8.0 |

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

Some Regular, Full-time, or Part-time employees are continuing 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. This guidance applies only to excess hours (overtime), but not to regular hours. Use the most recent crosswalk to determine your proper transfer codes.

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 Project/Task Expenditure Org. 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 2/21 | Mon 2/22 | Tue 2/23 |
|---------|----------------------------|---|----------|----------|----------|
| | Hours Worked | | | 8.0 | 8.0 |
| | Hours Worked Excess | //PT 2003872-GEN00 Search PT & Exp Org | 5.0 | 1.0 | 2.0 |
| | | | 5.0 | 9.0 | 10.0 |

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 full application of Project/Task Expenditure Org applies only to excess hours (overtime), but not to regular hours. See: **Example 2) Employees authorized to Telework** also **search and select** the reason code: **TELEWORK** to the transfer.

| Add Row | Pay Code | Transfer | Sun 10/10 | Mon 10/11 | Tue 10/12 |
|---------|----------------------------------|---|-----------|-----------|-----------|
| | Hours Worked | ////TELEWORK// | | 8.0 | 8.0 |
| | Hours Worked Excess Hours | //PT 2003872-GEN00 Search PT & Exp Org & Reason Code: TELEWORK | | 1.0 | 1.5 |
| | | | | 9.0 | 9.5 |

4) Employees redeployed from Regular Job to tasks directly related to supporting the COVID-19 Event (including COVID-19 Test Kit/Mask Distribution)

Where employees continue to be 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. 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.

Where employees are deployed to distribute take home COVID-19 testing kits (or masks) use the Project/Task and the EMPLOYEE SPECIFIC Expenditure Org with reason code COVIDKIT.

| Add Row | Pay Code | Transfer | Sun 1/09 | Mon 1/10 |
|---------|--------------------------------|--------------------|----------|----------|
| | Hours Worked | | | 5.0 |
| | Regular or Excess Hours | | | |
| | Hours Worked | //PT 2003872-GEN00 | | 3.0 |
| | | | | 8.0 |

5) Employees Detailed to another Department-

Employees detailed to another department 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.

Managers should update timecards appropriately, **Example 1) Working Regular Job and Regular Duties** or employees have been authorized to complete specific duties while working remotely, via Telework, **Example 2) Employees authorized to Telework**. A reason code: **DETAIL** has been created if the home department wishes to track hours.

County Employees Not Working Eligible Administrative Leave –

6) Employee with absence related to COVID-19 Healthcare Provider or OMS Directed Quarantine*

Per the [4/15/22: Updated Supervisor Guidelines: What to Do If an Employee Becomes Sick or Exposed to COVID-19](#), Employees who believe they've been exposed or are experiencing symptoms, must contact the [Departmental COVID-19 POC](#) (in addition to their healthcare provider) who will **contact OMS to** assess whether there is a need for quarantine based on latest CDC, Maryland Department of Health (MDH), and Montgomery County Department of Health and Human Services (DHHS) guidelines. **Until a positive COVID-19 test result is confirmed, employees directed to quarantine must use a personal leave type.**

As the CDC guidance changes, it is important to note that mandated isolation/quarantine periods vary according to vaccination status, exposure, symptoms, and testing result.

If the employee has received a quarantine notice from a healthcare provider, the healthcare provider's written quarantine notice must be provided to OMS. Administrative Leave should only be used once the OMS COVID team indicates to quarantine and a positive COVID-19 test result is confirmed. OMS will provide clearance for return to work on site. If Telework is approved and employee is able to perform work, see: **Example 2) Employees authorized to Telework.**

Positive COVID -19 Test Results

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 be only used to bring an employee's weekly hours to 40 (for FLSA non-exempt and FLSA Exempt, Under Grade 25). **Managers should decide whether or not to approve excess hours for eligible employees when non-productive pay status types such as Administrative Leave or personal leave types are used within the week or pay period.**

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

7) Use of Personal Leave Types

7a) Self-Directed Quarantine or post Travel Quarantine

Self-Directed Absence

Any employee without **OMS approval** or a positive COVID-19 test **must** use their **own leave**. During the COVID-19 response, employees may utilize any personal leave type (sick leave, annual leave, comp leave supp compensatory leave, sick and safe leave, personal days or PTO-Paid Time Off). The employee should remain in contact with their healthcare provider **and OMS** if their symptoms or COVID-19 test status changes.

If a COVID-19 test is positive, the results must be provided to **Departmental COVID-19 POC and OMS**. OMS will provide clearance for return to work. If employee receives a positive test result from the COVID-19 test, the personal leave type that was used to self-quarantine will be converted to administrative leave, in accordance with the union-negotiated agreements. **Upon notification of the positive test, the manager is responsible to convert the leave via the timecard correction process.**

Travel Related Absence

Per the 5/10/2021: [Revised OHR Travel and Leave Guidance](#), if an employee is engaging in self-quarantine due to travel, and until COVID-19 test results are received, the employee is encouraged to telework, if possible and if authorized, with the approval of the supervisor. If the employee is unable to telework, employee should use a personal leave type after return from travel, while engaging in self quarantine, until the COVID-19 test result is received. Generally, no Administrative Leave may be provided for travel related quarantine, even with a health care provider note. IAFF represented employees required to travel for work will follow departmental guidance.

If the COVID-19 test is positive, the results must be provided to **Departmental COVID-19 POC and OMS**. OMS will provide clearance for return to work. If employee receives a positive test result from the COVID-19 test, the personal leave type that was used to self-quarantine will be converted to administrative leave, in accordance with the union-negotiated agreements. **Upon notification of the positive test, the manager is responsible to convert the leave via the timecard correction process.**

7b) Employees unable to work due to post-vaccine effects.

***Employees who receive vaccines – See Example 12**

Similar to the annual flu vaccination program, Employees who are unable to work due to post-vaccine effects should record a personal leave type. During the COVID-19 Event, employees may utilize any personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval. Per MCGEO MOU & FOP MOA represented

employees may contact the [Departmental COVID-19 POC](#) to request one day of a personal leave type be converted to administrative leave. IAFF represented employees shall follow departmental procedures for requesting leave following a vaccination. For Vaccination, See Examples **12**, and **7c**.

7c) Employees who receive vaccines, other than at a County Clinic.

Employees who receive vaccines at County Run Clinic - See Example **12*

Similar to the annual flu vaccination program **Employees who receive vaccines or booster vaccinations at clinics run by other organizations** (Veterans Affairs (VA) Medical Center, Hospitals, Pharmacies, Maryland mass vaccination sites, Physician Offices, etc.) must use a personal leave type or schedule appointments outside of their regularly scheduled hours.

8) Public Safety Management - Time Reporting

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

9) 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](#).

10) Temporary Employees

Departments that continue to have Temporary employees in an Oracle assignment status: COVID LWOP should consult with OHR.

11) Employees being Tested for COVID-19

The pay code **Hours Worked** with the reason code **COVIDTST** should be used for travel time from a County work site to the appointment and back to the County work site, appointment time and any appointment wait time should be captured. Travel time from home to the appointment and returning home is considered normal work commute and should not be recorded. One hour is considered a reasonable timeframe to be excused from work for testing. An Employee Job Aid can be found on the Mctime Informational Website, under the Resources Tab, Topic: [Events](#).

FOP represented employees shall follow departmental procedures for timekeeping for COVID-19 Testing. Department of Correction and Rehabilitation (DOCR) employees shall follow departmental procedures for timekeeping for COVID-19 Testing.

Questions related to COVID-19 Testing and Timekeeping should be directed [Departmental COVID-19 POC](#).

12) Employees obtaining a Vaccination for COVID-19

Non-County Run Clinics - See Example **7c**

County Run Clinics

Like the annual flu vaccination program, effective March 14, 2021, employees who obtain a COVID-19 Vaccination (Shot #1, Shot #2, or booster vaccinations) during the employee's scheduled working hours at a **Montgomery County, MD Run Clinic** should use the pay code **Hours Worked** with the reason code **COVIDVAX** for travel time from a County work site to the vaccine appointment in Montgomery County and back to the County work site; appointment time and any appointment wait time should be captured. Travel time from home to the appointment and returning home is considered normal work commute and should not be recorded. Overtime is not approved for the purposes of obtaining a vaccine. Managers should proactively allow a schedule adjustment to avoid excess hours. An Employee Job Aid can be found on the Mctime Informational Website, under the Resources Tab, Topic: [Events](#).

Questions?

- **OHR Compensation:** OHR.Compensation2@montgomerycountymd.gov
- **Finance, Mctime:** Mctime@montgomerycountymd.gov

cc: Administrative Services Managers and functional equivalents
Payroll
Mctime
Dept HR Liaisons
MLS Managers
Managers, Public Safety
Mctime SMEs & POCs
SEAs
Supervisors