MEMORANDUM

January 25, 2024

TO: Executive Branch Department and Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources
Michael Coveyou, Director, Department of Finance

SUBJECT: Timekeeping Guidance: Pay Period January 14 – 27, 2024

This guidance is being provided to all Directors, ASCs or equivalent, Public Safety and MLS Managers, 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 January 14 - 27, 2024. Please share this information with your employees.

Status	Beginning	Ending
Liberal Leave	Tuesday, January 16, 2024, at 5:00 a.m.	Tuesday, January 16, 2024, at 11:59 p.m.
Facility Closure/Delayed Opening	Tuesday, January 16, 2024, at 5:00 a.m.	Tuesday, January 16, 2024, at 9:59 a.m.
Liberal Leave	Friday, January 19, 2024, at 6:00 a.m.	Friday, January 19, 2024, at 11:59 p.m.

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. 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.

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

A project code has not been established for the purposes of cost accumulation for Federal FEMA/State MEMA reimbursements for personnel costs.

Timekeeping Guidance

This document and other timekeeping resources is available on the MCtime Informational Website, under the Resources Tab, Events Section, (https://www.montgomerycountymd.gov/mctime/resources.html#Events.)

Liberal Leave

- Non-essential employees who did not work must use an unscheduled personal leave type, including Annual Leave, Comp Leave Supp, Comp Leave, Paid Time Off (PTO), or Leave Without Pay (LWOP).
    - See Liberal Leave Guidance

Facility Closure/Delayed Opening

- Essential or Non-essential employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code: ***Hours Worked***.
- Employees already on pre-scheduled leave on the day of the facility closure are to use their own accrued personal leave type as originally planned for that day.
- Employees on a Regular Scheduled Day Off (RSDO) who did not work are not impacted by a delayed opening.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.
- Non-essential employees who were scheduled to report to a physical work location and did not report due to facility closures, including the delayed opening, are eligible for Administrative Leave. Non-essential employees should use the pay code: ***Admin Leave - Cnty Facilty Clsd*** to record the number of scheduled hours that were not worked, due to the closure of the facility.
- Non-essential employees who were scheduled for Telework are eligible for Administrative Leave. Non-essential employees should use the pay code: ***Admin Leave - Cnty Facilty Clsd*** to record the number of scheduled hours that were not worked, due to the delayed opening. See Example below.

    - See Delayed Opening/Early Closure Guidance

Depending on an employee's regular work schedule start time, **Admin Leave - Cnty Facilty Clsd** should be recorded as follows:

Employee's Normal Scheduled Start Time	Time Affected by Delayed Opening	Hours to Record as *Admin Leave - Cnty Facilty Clsd*
7:00 a.m.	7:00 a.m. – 10:00 a.m.	3 hours
8:00 a.m.	8:00 a.m. – 10:00 a.m.	2 hours
9:00 a.m.	9:00 a.m. – 10:00 a.m.	1 hour

Questions?
- **Finance, MCtime:** MCtime@montgomerycountymd.gov
- **OHR:** ohr@montgomerycountymd.gov

cc: Administrative Services Managers and functional equivalents
      Dept HR Liaisons
      Finance, MCtime
      Finance, Payroll
      Managers, Public Safety
      MCtime SMEs & POCs
      MLS Managers