



OFFICE OF HUMAN RESOURCES

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County Executive

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MEMORANDUM  
Thursday, January 13, 2022  
(Revised)

TO: Executive Branch Department and Office Directors

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

SUBJECT: Timekeeping Guidance: Pay Period January 2 – 15, 2022

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 January 2 -15, 2022. Guidance for the Delayed Opening and Liberal Leave Day are included. Clarifying edits since the November 21, 2021 pay period timekeeping guidance are highlighted in yellow.

Status	Beginning	Ending
<b>Liberal Leave</b>	Friday, January 7, 2022, at 5:00 a.m.	Friday, January 7, 2022, at 11:59 p.m.
<b>Facility Closure/Delayed Opening</b>	Friday, January 7, 2022, at 5:00 a.m.	Friday, January 7, 2022, at 9:59 a.m.

Event-related timekeeping guidance for essential and non-essential employees can be found online at <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 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 Facility 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 Facility 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 Facility Clsd** should be recorded as follows:

Employee’s Normal Scheduled Start Time	Time Affected by Delayed Opening	Hours to Record as <i>Admin Leave - Cnty Facility Clsd</i>
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

**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. 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 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. 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>.)

- 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>) 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
<b>Employees authorized to Telework</b>	Example 2
Working Excess Hours on Tasks Specific to COVID-19 Event	Example 3
Employees Detailed to another Department	Example 4
Employees redeployed from Regular Job to tasks Directly related to Supporting the COVID-19 Event <b>(including COVID-19 Test Kit Distribution)</b>	Example 5

##### **County Employees Not Working:**

Eligible Administrative Leave:	
<b>Employee with absence related to COVID-19 or Healthcare provider directed Quarantine</b>	Example 6
Use of Personal Leave Types:	Example 7
<b>7a) Employees with absence not related to COVID-19.</b>	

- 7b) Self-Directed Quarantine or post Travel Quarantine.
- 7c) Employees unable to work due to childcare or elder care issues.
- 7d) Employees unable to work due to post-vaccine effects.
- 7e) 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	Example 11
Employees acting as COVID-19 Test Site Coordinators	Example 12
Employees obtaining a Vaccination for COVID-19	Example 13
Employees acting as COVID-19 Vaccination Site Coordinators	Example 14

**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**

Teleworking employees (including MLS and Question A) must continue to be available to report to their main worksite as required by operational and service delivery needs and employees may not use telework as a substitute for childcare or elder care, see **Example 9d) Employees unable to work due to childcare or elder care issues.**

Per the 10/11/2021 [Montgomery County Telework Policy](#), employees **must have submitted** a new telework application in the revised eTelework system by December 3, 2021. **County employees must have an approved telework agreement to work remotely.** Employees who teleworked **any** hours should code their timecard using the pay code: **Hours Worked** and they must use the Telework reason code: **TELEWORK**. 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 or compensatory leave earned), 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 <b>Excess</b>	//PT 2003872-GEN00 <b>Search PT &amp; Exp Org</b>	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 or compensatory leave earned), 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 <b>Excess Hours</b>	//PT 2003872-GEN00 <b>Search PT &amp; Exp Org &amp; Reason Code: TELEWORK</b>		1.0	1.5
				9.0	9.5

**4) 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.

**5) Employees redeployed from Regular Job to tasks Directly related to supporting the COVID-19 Event (including COVID-19 Test Kit 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 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	<input type="text"/>	<input type="checkbox"/>	5.0
	Regular or Excess Hours	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	Hours Worked	//PT 2003872-GEN001	<input type="checkbox"/>	3.0
Search PT & Exp Org & Reason Code: COVIDKIT				8.0

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

**6) Employee with absence related to COVID-19 or Healthcare, including Televisit, provider directed Quarantine\***

Per the 9/30/2021: [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, no longer need to contact DHHS. Employees now must contact the [Departmental COVID-19 POC](#) (in addition to their healthcare provider) who will assess whether there is a need for quarantine based on latest CDC guidelines. 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.

The healthcare provider’s written quarantine notice must be provided to Occupational Medical Services, OMS. Admin leave should **only** be used if CDC guidelines indicate quarantine is needed based on the scenario, otherwise the employee can continue to report to work (onsite or approved telework) or use personal leave. OMS will provide

clearance for return to work on site. **Until a Positive COVID-19 Test result confirms symptoms, employee must use a personal leave type (See Example 7a). If Telework is approved, 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). Administrative Leave should not be used to cause an employee to earn excess (overtime hours).

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

## **7) Use of Personal Leave Types**

### **7a) Employees with absence not related to COVID-19**

If an employee is unable to return to onsite work due to an ADA or medical reason, the employee must email Occupational Medical Services (OMS), [MedicalInfo.OMS@montgomerycountymd.gov](mailto:MedicalInfo.OMS@montgomerycountymd.gov) immediately, but no later than 5 business days prior to their scheduled return date. Employees may also request to use their personal leave, LWOP, FMLA, sick leave or other available leave in accordance with the Collective Bargaining Agreements and Personnel Regulations.

### **7b) Self-Directed Quarantine or post Travel Quarantine**

#### **Self-Directed Absence**

Any employee without quarantine documentation or a positive COVID-19 test should use their own leave. The employee should notify their supervisor that that they are sick and will be staying home until they are symptom-free. 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 if their symptoms **or COVID-19 test status changes**.

**If the COVID-19 test is positive, the results must be provided to Occupational Medical Services, 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 Occupational Medical Services, 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.**

#### **7c) Employees unable to work due childcare or elder care issues**

Effective June 6, 2021, employees may not use telework as a substitute for childcare or elder care.

#### **7d) Employees unable to work due to post-vaccine effects.**

##### **\*Employees who receive vaccines – See Example 13**

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 **13**, and **7e**.



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

**\*Employees who receive vaccines at County Run Clinic - See Example 13**

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 and IAFF 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 to your Departmental COVID-19 Point of Contact found [here](#).

**12) Employees acting as COVID-19 Test Site Coordinators**

Some County employees will be designated as COVID-19 Site Test Coordinators. The pay code **Hours Worked** with the reason code **C19STCOR** should be used. Refer to the **C19STCOR** Reason Code Job aid to determine if the COVID project code should be applied. An Employee Job Aid can be found on the Mctime Informational Website, under the Resources Tab, Topic: [Events](#).

**13) Employees obtaining a Vaccination for COVID-19 at a County Clinic or Other site Non-County Run Clinics** - See Example **7e**

*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](#).

**14) Employees acting as COVID-19 Vaccination Site Coordinators**

Some County employees will be designated as COVID-19 Vaccination Site Coordinators. The pay code **Hours Worked** with the reason code **VAXSTCOR** should be used. Refer to the **VAXSTCOR** Reason Code Job aid to determine if the COVID project code should be applied. 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](mailto:OHR.Compensation2@montgomerycountymd.gov)
- **Finance, Mctime:** [Mctime@montgomerycountymd.gov](mailto:Mctime@montgomerycountymd.gov)

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