



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Berke Attila
Director, OHR

MEMORANDUM
Friday, December 03, 2021

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 November 21 - To Be Determined (TBD) - **Revised**

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 November 21, 2021, and until operational changes would impact timekeeping requiring a new memo. There are modifications to Example 9d, Employees unable to work due to post-vaccine effects, and Example 13, Employees being Tested for COVID-19. Updated resources were posted to the Mctime Informational Website to include a new crosswalk and the OHR/OMS Departmental COVID-19 POC list.

Status	Beginning	Ending
<p>Open</p> <p>Note: The <u>County</u> has transitioned out of situational telework status, <u>employees</u> can still engage in situational or recurring telework with supervisor approval.</p>	<p>Sunday, November 21, 2021 at 12: 00 a.m.</p>	<p>To Be Determined</p>

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
Employees authorized to Telework	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 (Note: MLSCOVID is no longer needed)	Example 4
Employees Detailed to another Department	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:

Employees in positions not eligible for Telework/No work provided Example 7
 (Note: This situation should no longer occur)

Employee with absence related to COVID-19 or Healthcare provider directed Quarantine Example 8

Use of Personal Leave Types:

Example 9




- 9a) Employees with absence not related to COVID-19.
- 9b) Self-Directed Quarantine or post Travel Quarantine.
- 9c) Employees unable to work due to childcare or elder care issues.
- 9d) Employees unable to work due to post-vaccine effects.
- 9e) Employees who receives vaccine, other than at a County Clinic.

Public Safety Management - Time Reporting	Example 10
Employees with work-related Contacts with or Diagnosis of COVID-19	Example 11
Temporary Employees	Example 12
Employees being Tested for COVID-19	Example 13
Employees acting as COVID-19 Test Site Coordinators	Example 14
Employees obtaining a Vaccination for COVID-19	Example 15
Employees acting as COVID-19 Vaccination Site Coordinators	Example 16
Holidays (including Actual/Observed)	Example 17
Collectively Bargained Changes	Example 18

County Employees Working:

1) Working Regular Job and Regular Duties:

Full-time or Part-time 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 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 submit a new application to telework in the revised eTelework system by December 3, 2021. 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		<input type="text"/>	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 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	Excess Hours		1.0	1.5
		Search PT & Exp Org & Reason Code: TELEWORK		9.0	9.5

4) MLS and Question A- Time Reporting on Unpaid Time on tasks related to the COVID-19 Event (Note: Use of the reason code MLSCOV1D is no longer required)

MLS and Question A employees should record *all hours actually worked*, with excess hours calculated as Unpaid Time. MLS and Question A employee working remotely should **search and select** the reason code: **TELEWORK**, see: **Example 2) Employees authorized to Telework**.

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

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.

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

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.

County Employees Not Working –
Eligible Administrative Leave

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

Based on the Chief Administrative Officer, Rich Madaleno’s “Transitions” email of June 7, 2021, Departments are to be returning employees to work and therefore this situation should no longer occur.

8) Employee with absence related to COVID-19 or Healthcare provider directed Quarantine*

Healthcare Directed Absence

All Employees (Regular or Temporary), who have been directed by a healthcare provider to quarantine or self-isolate, due to symptoms, exposure, or awaiting or receiving a positive COVID-19 test result will be provided administrative leave for the mandated self-isolation/self-quarantine period.

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 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’s a need for quarantine based on latest CDC guidelines. 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.

If advised to leave work, employee must notify their supervisor. 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. OMS will provide clearance for return to work. Employees will be placed on administrative leave or may continue to telework, if approved See: **Example 2) Employees authorized to Telework.**

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

9) Use of Personal Leave Types

9a) 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 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.

9b) Self-Directed Quarantine or post Travel Quarantine

Self-Directed Absence

Any employee who has not been directed by a healthcare provider to quarantine/isolate, due to symptoms, or exposure, or has no quarantine documentation should use their own leave. The employee should notify their supervisor that they will quarantine due to travel or 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, compensatory leave, comp leave supp, sick and safe leave, personal days or PTO-Paid Time Off) for quarantine.

The employee should remain in contact with their healthcare provider if their symptoms change. If their healthcare provider decides to send the employee for COVID-19 testing, the employee should notify their supervisor.

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 may telework with the approval of the supervisor. Employees are encouraged to utilize telework, if possible. 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.**

9c) 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.

9d) Employees unable to work due to post-vaccine effects.

***Employees who receive vaccines – See Example 15**

Similar to the annual flu vaccination program, Employees who are unable to work due to post-vaccine effects should record a personal leave type. Administrative Leave is not authorized for post vaccine effects, even with a health care provider note. 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 15, and 9e.

9e) Employees who receive vaccines, other than at a County Clinic.

***Employees who receive vaccines at County Run Clinic - See Example 15**

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.

10) 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.

11) 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](#).

12) Temporary Employees

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

13) 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](#).

14) 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](#).

15) Employees obtaining a Vaccination for COVID-19 at a County Clinic or Other site *Non-County Run Clinics - See Example 9e*

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 MTime Informational Website, under the Resources Tab, Topic: [Events](#).

16) 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 MTime Informational Website, under the Resources Tab, Topic: [Events](#)

17) Holidays (including Actual/Observed Holidays)

The MTime Team will work with individual [MTime Point of Contact List \(including Holiday Coordinators\) - Updated September, 2021](#) to coordinate proper holiday compensation entries in MTime for the Actual Holidays on Saturday, December 25 and Saturday, January 1, 2022 **OR** the Friday, Observed Holidays on December 24 and December 31. Managers that authorized employees to work on either Friday or Saturday, should provide this information to the Department Holiday Coordinators to ensure the calculation of the appropriate Premium Pay.

For any questions about specific employee holiday compensation, please contact your Departmental Holiday Coordinators. Part time employees will see their holiday benefit reflected on Saturday, rather than Friday in most cases. See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#). Please be careful in making edits to timecards. Any edits made to either Actual or Observed dates should be coordinated, and in consultation with, your Departmental Holiday Coordinator.

Employees on Compressed Patterns C and D with both a Friday and Saturday Regular Scheduled Day Off (RSDO) should follow normal holiday guidance to record an alternate day off within the pay period (12/19/21-1/1/22) OR reporting periods (12/17-12/30/21 OR 12/31-1/13/22) using the Pay Code: **HOL – Holiday Leave** or by entering the Pay Code: **CLH – Comp Leave for the Holiday** which provides for a day off to be used in a **future** pay period. Note: Comp Leave **earned** in a pay period cannot be used in the same period.

18) Collectively Bargained Changes

The [FY22 Compensation Changes – Berke Attila Memo – July 22, 2021](#) and relevant timekeeping guidance can be found on the [MCtime Information Website](#), under the [Resources Tab](#). Specifically, the following MCGEO changes (some with pass through to unrepresented GSS) include:

- Field Training Differential
- Resident Supervisors – Paid Meal Break (COR)
 - [DOCR Work Rule Transfer](#)
- Seasonal Salary Employees (Variable Rate Pay Codes)
- [MCGEO Shift Differential Job Aid - August 2021](#)
- [FCC Stand By Pay Job Aid](#) (DPS - Fire Marshall)

Questions?

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

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