Manager – General - MCtime Pay Period Close Checklist

	TASK	DESCRIPTION	☑
1	**Ensuring Timecard Accuracy**	Managers may correct any timecard error(s) made by the employee or the manager can contact the employee to correct the error(s). **Note:** 1) Only the approving manager may remove his/her own approval. However, there are some managers with the Expanded Manager (EM) access that can make corrections on top another manager's approval. See the **Genie: Special Mgr Settings** to identify managers with the EM access by sorting on the Mgr Class column. 2) To identify these managers, check with your department's MC Point of Contacts – located under General Guidance. 3) If a change is made to an employee approved timecard, an automatic email will be sent to the employee as a notification that a change was made after the timecard was approved, which includes the User ID of the manager who made the change, but not what was changed.	**1**
2	**Importance of Schedules**	**Note:** While reviewing timecards, if you see **red boxes outlining** any days, this is an indicator that the employee is not recording time that aligns with their expected schedule. a) A schedule change form may be required to enter the correct schedule into MCtime for the employee. b) Managers may refer to the Managing Schedules Job Aid for managing Ad Hoc Scheduling (for one pay period). Long term changes require that a MCtime Schedule Request Form be submitted for the employee. c) Link to: Managing Schedules.	**2**
3	**Review Pay Codes**	a) All employees are required to use the approriate Pay Codes when recording time. A Pay Code Descriptions reference guide is available. b) This reference guide indicates if a Pay Code should be used with or instead of the default schedule Pay Code: "HOURS WORKED." c) Employees should choose the appropriate pay code for instances where they are on personal, annual or sick leave, or excused from their job due to a workplace injure, an accepted Workers Comp Claim, Union Business or an Event. Differentials are also Pay Codes. LWOP and AWOL, FMLA and Parental are Tracking Pay Codes, not associated with Pay. d) Managers and Supervisors must ensure that accurate codes are entered and approved. e) Department HR Liaisons should be the first point of contact for any questions on pay code descriptions.	**3**

| 4 | **Review**

Over and Under

80 Hours | Use the **Genie: Pay Period Close,** with the **HyperFind: __All Home.** Sort the genie by the "Total Hours Towards Schedule" column.

a) **Over 80:** Are there any employees that have more than 80 hours in the "Total Hours Towards Schedule" column? If yes, check if there are any Historical Edits under the Historical Edits tab- if the amounts are equal to the number of hours over 80, then you are done. If there are no Historical Edits or the amount(s) do not match the number of hours over 80, research and determine where the problem is. Contact: Finance, MCtime (via email) for assistance.

b) **Under 80:** Sort using on the "R T" column; then sort again on the "FT PT" column. All employees with "R-N" & "FT" appear as Full-time employees and as such their timecards should account for 80 hours in a pay period – this is done through a combination of Hours Worked plus leave used. If the employee does not have 80 hours, then the manager/employee needs to use leave (including LWOP or AWOL if necessary) to ensure the timecard reflects 80 hours for the Pay Period. | 4 |
| 5 | **Review**

Overtime/

Comp Leave Hours Earned | Use the **Genie: Check Overtime Genie** with **HyperFind: __All Home.**

Review the amount of overtime or comp leave earned by employees.

a) Sort all employees by the **Total OT Hours** column.
b) Highlight all employees that have earned overtime.
c) Click on the Timecard launch button to review individual timecards. Review days that reflect daily totals more than 8 (9, 10 if alt work schedules) hours. Look for the following common error conditions.
    a) Hours worked combined with leave usage > scheduled hours. For example, Hours Worked = 8.0 and Annual Leave used = 8.0.
    b) Duplicate rows of hours worked of 8 hrs in one day.
d) Monitor to avoid AWOL, LWOP or Sick and Safe Leave (for Temporary Employees) causing excess hours.
e) Review each timecard to ensure **_neither_** Compensatory Leave nor OT pay codes were added directly into the body of the timecard.

Note: Review the **Genie: Check Overtime Genie** with **HyperFind: _Temporary Employees_**. Generally, managers should avoid working any temporary employee more than 40 hours in a week; take efforts to prevent this in the future. Monitor to avoid Sick and Safe Leave causing excess hours. AWOL or LWOP should not be used for Temporary Employees.

Note: There is a Manager Job Aid available to edit excess hours (Overtime/Comp Leave) when an employee uses Unscheduled Leave: Editing Overtime for an Unscheduled Absence Use the **Genie: Unscheduled Leave Used** with **HyperFind: _Unscheduled leave with OT_** to review. | 5 |

6	Review AWOL & LWOP	Use the **Genie: Check Overtime Genie** with **HyperFind: __All Home** a) Sort on the **AWOL LWOP** column highlight the rows with amounts in this column and review each timecard. b) AWOL & LWOP pay codes are used to reflect time when the employee does not meet either the threshold for hours per week (40). c) If the timecard displays more than 80 hours as Hours Twds Schedule, the AWOL and or LWOP may need to be adjusted. d) To denote that an employee was in this status, the pay code remains but the hours are altered (often changed to zero) and the Comment: ***Reduce LWOP, AWOL hrs due to excess Hrs Twds Sched*** is added. Contact MCtime for assistance, if needed. In the event of a Holiday, review employees ineligible for Holiday Benefits and Holiday Premium Pay (use the **Genie: Holiday Credits** with the **HyperFind: _AWOL** and **_LWOP**) LWOP – Scheduled day on BOTH sides, not eligible for holiday leave AWOL – Scheduled day on EITHER side, not eligible for holiday leave a) Employees with unscheduled absence, the day after a Holiday, are not eligible for Holiday Premium Pay. b) Refer to Manager Job Aid available to edit Holiday Premium Pay for Unscheduled Absence: [Editing Holiday Premium Pay for an Unscheduled Absence](#).	6
7	Review Leave Used	Use the **Genie: Leave Used** with **HyperFind: __All Home**. a) Verify that all hours recorded in the various columns agree with the employee's leave request (per the department leave process). Sort on each column to bring the amounts to the top of the column. b) Periodically, review Leave types with Limits, FMLA, PARENTAL, Family Sick Leave, Sick and Safe Leave. For the Show field, display the Leave Year from the start of the first pay period of the Leave Year through the end of the current pay period.	7
8	Review FMLA & PARENTAL	Use the **Genie: Leave Used** with **HyperFind: _FMLA or PARENTAL Used** a) Check that all employees using FMLA or PARENTAL are also using some type of Leave Type or Leave Without Pay. b) Do not use FMLA or PARENTAL Leave unless the employee has been provisioned the FMLA or PARENTAL Leave by OHR/OMS. Review **Genie: Leave Balances** with **HyperFind: __All Home** to check for negative leave balances c) Managers supervising employees with FMLA and/or PARENTAL qualifying events and questions should contact: OHR/OMS via the FMLA Information Team: FMLA.Information@montgomerycountymd.gov	8

9	Review Admin Leave Codes	Review the **Genie**: **Leave Used - Admin** with the **HyperFind: __All Home**. a) Sort the Total Admin Column. b) Admin Leave is not to be used for unscheduled hours and use should not result in Excess hours for the day (overtime or compensatory leave). c) Confirm that the use of the **Admin Leave – Other** Pay Code is correct. When no other Admin Leave code is appropriate, then a **Reason Code** should be used in conjunction with **Admin Leave - Other**. d) Use of **Admin Leave – {Union} Business** requires one of three approved **Reason Codes**. e) Additional ***Reason Codes may be requested*** through your MCtime Departmental SME. SMEs will use this form to request a Reason Code: https://mcgov.sharepoint.com/fin/Pages/SystemControl.aspx	9
10	Review Leave Balances	Review the **Genie**: **Leave Balances** with the **HyperFind: __All Home**. **Notes:** If trying to use an exhausted leave type, when a save is attempted, most leave types will show a message box regarding a shortage or overdrawn: a) Employee cannot earn leave and use it in the same pay period – can only use leave that is available in the accrual leave bucket. b) Check future pay periods, in case the employee has entered leave on a future timecard. c) Once leave has been exhausted, the next pay period a manager is not required to apply the partial leave accrued, unless used with donated leave, which requires the employee to use earned leave prior to donated leave. d) In the case of a message box for Personal Days greater that 8 hours – refer to the Personal Day Usage Guidance on the MCtime Informational Website. Personal Day Usage	
11	Review Transfers	If there is a Transfer, ensure that employee has used the correct account codes. **Note:** If a Project-Task is used, there **must be** an Expenditure Code entered with the Project-Task.	
12	Review Pay Code Moves	a) If a pay code move was requested and performed, the 'Moved Amounts' tab appears in the bottom left portion of the timecard window (Java view only). b) Take note that each pay code move uses the correct pay code and duration of hours. c) There is a Pay Code Move Job Aid (Pay Code Move Job Aid) found on the resources tab on the MCtime Informational Website. **Note:** There should not be negative balances when viewing the Totals and Schedule tab information. a) If there is a transfer in the body of the timecard, and a Pay Code Move is performed, remember to also include the transfer account code information in the Pay Code Move.	

13	**Review** **Flex Hours Worked**	Use the **Genie: Pay Rule Assignment** with the **HyperFind**: _*Flex Hours Used*	13
		a) Review employee timecards. If any employees have used the code, sort on the column FLSA Grade and Schedule Group.	
		For Non-Exempt Employees, Flex Hours Worked **must be** used to flex hours **within** the workweek only. Non-Exempt Employees may **not** flex hours **between** work weeks.	
		a) Most Full time Non-Exempt Employees, use of the Flex Hours Worked code is not necessary to within the week, so replace with Hours Worked.	
		b) Part-Time Employees and Compressed Schedules will need to use the pay code to suppress daily excess hour (overtime) thresholds.	
		Note: If you are performing this Payroll Close Checklist on Friday or Saturday of the current pay period, remember that employees on a Friday Compressed Schedule may be found in the Previous Pay Period because they use an alternate display for reporting their time.	
		For Exempt Employees, Flex Hours Worked **may** be used either to flex hours **within** the workweek **or between** work weeks.	
		a) For Full-time Exempt Employees, below Grade 25, use of the Flex Hours Worked code is not necessary within the week, so replace with Hours Worked.	
		b) Exempt Employees, below Grade 25 **may** elect to alter work weeks, using the Flex Code only for the minimum hours needed, between work weeks.	
		c) For Full-time Exempt Employees, Grade 25 and above, use of the Flex Hours Worked code is generally not necessary, so replace with Hours Worked.	
		d) Part-Time Employees will need to use the pay code to suppress daily excess hour (overtime) thresholds.	
		For Multilingual Certified Employees, review that the appropriate Flex Hours Worked pay code was used to maintain the employee Differential.	
		a) Review employee timecards. Employees certified to use ML1 must use the pay code Flex Hours Worked with ML1.	
		b) Employees certified to use the ML2 the pay code must use Flex Hours Worked with ML2.	

14	**Review** **Multilingual Differential Codes**	Multilingual hours are automated for all regular hours worked and for excess hours (overtime). a) Multilingual is automated for MCGEO and UNREP employees for Regular and Excess hours. There is no need to add the Multilingual differential codes to the timecard. b) Employees certified to use ML1 (Basic) must use the pay code Flex Hours Worked with ML1. Employees certified to use the ML2 (Advanced) the pay code must use Flex Hours Worked with ML2. c) If you have questions about multilingual certifications, contact OHR.LanguageTesting@montgomerycountymd.gov d) Review the **Genie: Differentials – MCGEO UNREP** with the **HyperFind: ___All Home**. Sort on the MO (MO1 & MO2) columns and compare to the hours listed in the Total OT Hours column – the hours in each of the MO columns should not be greater than the number of hours in the Total OT Hours. Please contact MCtime for assistance.	14
15	**Review** **Shift Differential Codes**	Using the **Genie: Differentials - MCGEO UNREP** with the **HyperFind: ___All Home**. a) Review each employee record and validate that the **SD TOTALS** column totals do not total higher than the number of **Total Reg Hours** column. b) The **Shift OT Totals** column should not be higher than the hours recorded in the **Total OT Hours** column. **Note:** Leave hours are not eligible for Shift Differentials. Please verify that Shift Differential hours are not associated with hours when leave was used.	15

| 16 | **Review Temporary Employee Timecards** | If you supervise Temporary Employees, Temporary Employees – avoid scheduling for excess hours (See #5 Review Overtime/Comp Leave Hours Earned). Use the **Genie**: **Check Overtime** with the **HyperFind**: **_Temporary Employees**

Note: Generally, it is fiscally responsible to avoid working any temporary employee more than 40 hours in a week; take efforts to prevent this in the future. Monitor to avoid AWOL, LWOP or Sick and Safe Leave causing excess hours.

a) Do not record Hours with AWOL or LWOP for a Temporary Employee. (see #6 Review AWOL & LWOP) Use the **Genie: Check Overtime** with the **HyperFind _Temporary Employees**.

b) Monitor the Leave Year Usage of Sick and Safe Leave, not to exceed 80 hours in a Leave Year. (see #9 Review Admin Leave Codes) Use the **Genie: Leave Used** with the **HyperFind _Temporary Employees.**

  a. Sort on Sick and Safe Leave column to bring the amounts to the top of the column. Verify that the use of Sick and Safe Leave is not causing excess hours (generally more than 40-hours in the week). Reduce Sick and Safe Leave to the 40-hour threshold.

  b. Periodically, Review Sick and Safe Leave, Leave Year Limit, of 80 hours. For the Show field, display the Leave Year from the start of the first pay period of the Leave Year through the end of the current pay period.

c) Do not record Hours Administrative Leave for a Temporary Employee. (See #9 Review Admin Leave Codes).
Use the **Genie: Leave Used** with the **HyperFind _Temporary Employees**.

d) Do not record Holiday Leave for a Temporary Employee. (See #17 Review Admin Leave Codes.)
Use the **Genie: Holiday Credits** with the **HyperFind _Temporary Employees**. | |

| 17 | **Review** **Holiday Credits** *Pay close attention to this step when there is a holiday in the pay period; but, also check that a Holiday pay code is not used in a pay period where there is no holiday.* | Follow the MCtime guidance posted on the informational website: Holiday Guidance for Regular, Full-time and Part-time Employees.

 Use the **Genie: Holiday Credits** with the **HyperFind: ___All Home**.

 a) **Regular Full-time Employees:** Sort on the **Holiday Benefit Less HP2 <FT Use>** column to "float" the hours to the top of the column. (The number of hours should be equal to the number of hours the employee is normally scheduled to work on that day.) In cases where HP2 is earned, managers must manually add the Holiday Credit.

 b) **Regular Part-time Employees:** Sort on the **Holiday Benefit with HP2 <PT Use>** column to "float" the hours to the top of the column. (The number of Holiday Credit should reflect the number of hours the employee is regularly scheduled divided by 10.)

 Note: Typically, there is not a combination of the three columns.

 c) If an employee works a partial shift, and if there is the combination (such as 6 HP1 and 2 HOL) it should not exceed the normal daily total.

 d) If an employee works 8 hour days, they should not have more than 8 hours Holiday Credit (same for 9, 10 or 12 hours.)

 Using the **Genie: Holiday Credits** with the **HyperFind: _AWOL** and **_LWOP**:

 e) Review employees who are ineligible for Holiday Benefits or Holiday Premium Pay

      a) LWOP – Scheduled day on BOTH sides, not eligible for holiday leave

      b) AWOL – Scheduled day on EITHER side, not eligible for holiday leave

 Using the **Genie: Holiday Credits** with **HyperFind: _Unscheduled Leave Used with Holiday Premium Pay**

 a) Review regular full time and part time employees are entitled to a Holiday Benefit. There is a **Manager Job Aid** available to edit Holiday Premium Pay for Unscheduled Absence: Editing Holiday Premium Pay for an Unscheduled Absence.

 b) Employees with unscheduled absence, LWOP or AWOL on the day after a Holiday, are not eligible for Holiday Premium Pay.

 Note:

 a) Some offices/divisions within the County recognize Federal Holidays in addition to the County's Official holidays, such as Columbus Day, Inauguration Day. Some Divisions exchange Holidays

 b) MLS employees are not eligible for Premium Pay, HDP or CLH – they may only receive HOL – Holiday Leave. | |

18	Review Events Recording Time	Know who your ***Essential vs Non-Essential Employees*** are should an Event occur where the County may delay opening or close, MCtime will post the OHR Timekeeping Guidance Memo for the event. To check the Status of County Government use [Montgomery County Status of Government](). Link to: [Events]() **Note:** Event Guidance is available as follows. **Remember, sometimes, there may be both a General Emergency and Liberal Leave in the same pay period.** a) [Crosswalk]() – some events may require project/task codes. The OHR Timekeeping Guidance Memo will include this information where applicable. NOT EVREY event will require a crosswalk. If there is no crosswalk, some departments may elect to utilize their own Project Task and Expenditure Org codes. b) [Guidance for Recording Event Related Project/Task Codes]() – this document describes how employees enter project tasks and expenditure orgs on timecards. c) [Liberal Leave Guidance]() – this document describes how employees complete their timecard during a period of liberal leave. d) [Timekeeping Guidance for a Declared General Emergency]() – this document describes how employees complete their timecard during a period of a declared general emergency. e) [Delayed Opening and Early Closure Guidance]() - this document describes how employees complete their timecard should one of these events occur. **Note:** MLS employees are not eligible to receive General Emergency Pay. Using the **Events Genie** with the "_***Temporary Employees"*** hyperfind) a) Review Temp employees – no Admin Leave or Emergency Pay	
19	Timecard Approvals	Using the **Pay Period Close Genie** a) **Active Employees:** with the **"*All Home"*** Hyperfind, b) **Terminated Employees:** with the **"_*Terminated with Worked Hours"* h**yperfind c) **Inactive Employees:** with the **"_*Inactive Employees"* h**yperfind, (check to see if there are any timecards for employees on Leave of Absence) **Note:** All employees for the department need to be approved regardless of whether they have worked hours or not.	

20	**Pay Period Close**	a)	Managers should complete this review **and approve timecards no later than noon** on the Tuesday following the close of each pay period.	20
	Review – Complete	b)	Please respond promptly to any outstanding emails or voicemails from MCtime or Payroll, to avoid Timecard Corrections.	
		c)	Once the manager and Department Lead have completed these steps, Payroll will begin its review of the department timecards.	

Employees receive Email Notification to approve their timecards between 11am – 12pm, Monday
Managers/Supervisors receive Email Notification to approve employee timecards between 11am – 12pm, Tuesday

NOTE: Refer to the MCtime Informational Website to access Forms, Resources and Frequently Asked Questions.
www.montgomerycountymd.gov

Questions? Contact the MCtime Team via email: Finance, MCtime **in Outlook or** **MCtime@montgomerycountymd.gov**