Adding VAXSTCOR Reason Code – HTML

When do I add the VAXSTCOR Reason Code to my timecard?
All employees assigned the task of Vaccination Site Coordinator should use the **Reason Code: VAXSTCOR.**

When do I enter <u>only</u> **the transfer Reason Code: VAXSTCOR to my timecard?**
- Employees detailed to the task of COVID19 Vaccination Test Coordinator during their **regular shift**, should record the Reason Code - **VAXSTCOR**, but <u>not the COVID Crosswalk PT EO codes</u> for hours worked.

For example, COVID19 Vaccination Site Test Coordinator employee would record 3 Hours Worked and onsite COVID19 Differential as with the **Reason Code: VAXSTCOR**. The employee worked the balance of the regular scheduled day remotely.

Save	Comments ⇒	Primary Account	Totals Summary	Refresh	Reason Code Only		
Add Row	Pay Code			Transfer		Sun 3/14	Mon 3/15
⊞	Hours Worked ▼			////VAXSTCOR// 🔍			3.0
⊞	Hours Worked ▼			🔍			5.0
⊞	Hours Worked ▼			////TELECOVD// 🔍			
						0.0	8.0

When do I enter the Project Task with **Expenditure Org and Reason Code: VAXSTCOR to my timecard?**
When potentially FEMA reimbursible criteria has been met, it is necessary use the transfer COVID19 Event **Project Task** with **Expenditure Org,** (found on the Event Crosswalk on the MCtime Website). Select the Pay Codes: Hours Worked and apply the COVID19 Event **Project Task** with **Expenditure Org,** <u>with</u> the **Reason Code: VAXSTCOR,** if one or more of the following is met:
- Employee called back from Administrative Leave, OR
- When the Employee is in an "excess hours" (overtime) capacity OR
- 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**.==

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How do I add the VAXSTCOR Reason Code to my timecard?

1. Add a row by clicking the "Add a Row" button
2. Select the Pay Code: Hours Worked
3. Enter the amount of Hours to designate as VAXSTCOR for the day and adjust scheduled hours accordingly.
4. Under the Transfer column, click the magnifying glass to Search

5. If required, enter the COVID Project Task and the employee specific Expenditure Org (found on the posted COVID Event Crosswalk at www.montgomerycountymd.gov/MCtime)
6. Look to the Reason Code section
7. Enter **VAXSTCOR*** (The asterisk is required to search)
8. Click Search
9. Highlight the words **"VAXSTCOR, EMPLOYEES WORKING AS COORDINATORS AT VACCINATION SITES"**
10. Click OK

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11. After the initial search, the Reason Code will be remembered in your last five Transfers Selection drop downs. (Note: This gets periodically cleared)

TRANSFER SELECTION

Labor Level Selection History **11**

////TELECOVD//
////VAXSTCOR//
//PT 2003872-GEN001/60000/VAXSTCOR//

Highlight and Select From History

Select From History ✐

12. The timecard will look like this when employee is in an excess hour (overtime) status with a transfer to the PT EO and Reason Code:

Add Row	Pay Code		Transfer		Sun 3/14	Mon 3/15	Tue 3/16
⬆	Hours Worked	**Regular Hours**	////VAXSTCOR//	**Reason Code Only**		8.0	8.0
⬆	Hours Worked	**Excess OT Hours**	//PT 2003872-GEN00	**PT, Exp Org & Reason Code**	0.0	2.0 0.0	2.0 10.0

Save   Comments ⇒   Primary Account   Totals   Refresh | Select an Action ▾

13. The timecard will look like this when employee is called back from an Administrative Leave status with a transfer to the PT EO and Reason Code:

Save   Comments ⇒   Primary Account | Refresh | Select an Action ▾

Add Row	Pay Code	Transfer	Sun 3/14	Mon 3/15	Tue 3/16
⬆	Hours Worked ▾	//PT 2003872-GEN001 🔍		7.0	
⬆	Admin Leave - Cnty Facilty Clsd ▾	🔍		1.0	8.0
			0.0	8.0	8.0

Note – If you find that you are not able to utilize any of the drop-down features of MCtime, it is most likely a compatibility and trusted sites issue. On the MCtime Informational website, www.montgomerycountymd.gov/MCtime, is a Job Aid: **Technical Issue Checking Compatibility**. If you are not comfortable troubleshooting on your own, please contact the Help Desk at 240-777-2828, for assistance.

Questions? Refer to OHR's COVID-19 FAQ website - https://www.montgomerycountymd.gov/HR/Benefits/EmpCoronavirus.html

Questions related to how to enter a Project Task, Expenditure Org or Reason Code should be directed to **MCtime by email** at MCtime.Finance@montgomerycountymd.gov.

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