MEMORANDUM

March 10, 2020

TO:             Distribution

FROM:           Michael Coveyou, Director
                Department of Finance

SUBJECT:        EOC Event Project Code Guidance for Timekeeping and Tracking of Expenses
                for COVID-19 Response

A special project code has been created for use in tracking expenses <u>directly</u> related to the current COVID-19 Response effort.  Personnel cost and expense tracking is required in response to this event; such costs are being tracked, as they may possibly be eligible for Federal or State of Maryland reimbursement under the State's declaration of emergency announced March 5, 2020.  Guidance is provided below for tracking both personnel costs and operating expenses related to this event.

If any County department has questions about eligible personnel or operating costs directly associated with this event, please contact Michael Goldfarb or Chuck Crisostomo:
Michael.Goldfarb@montgomerycountymd.gov, (240-286-1160) or
Chuck.Crisostomo@montgomerycountymd.gov, (240-277-3514)

**Timekeeping Guidance and Examples**

Time worked on activities <u>directly</u> related to your department's response to this event must be charged to special project related codes.  Employees working on activities directly related to this event should refer to the timekeeping guidance and examples that have been posted on the MCtime website via the following links:

**Office of the Director**

101 Monroe Street, 15th Floor · Rockville, Maryland 20850 · (240) 777-8860 · (240) 777-8857 FAX
www.montgomerycountymd.gov

montgomerycountymd.gov/311   MC**311** ANSWERING TO YOU   240-773-3556 TTY

**Link to timecard guidance:**
Guidance for Recording Event Related Project/Task Codes
(http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Guidance_for_Recording_Event_Related_Project_Task_Codes_rev312014_.pdf)

**Link to crosswalk for codes to use on timecard:**
COVID-19 Special Event Crosswalk - March 06, 2020
*(accessed via http://www.montgomerycountymd.gov/mctime/resources.html*, then select Events)

**Please note:** The project code MUST NOT be entered directly into a timecard; it must be selected via dropdown box in the Transfer Column of the timecard based on the instructions referred to above.

## Operating Expenses

Operating expenses and purchases that are directly related to your department's response to this event must be charged to the designed PTAEO code. For the project portion of the PTAEO code, refer to the COVID-19 Special Event Crosswalk - March 06, 2020 referred to above. For the award portion of the PTAEO, please use 'Split' for all operating expenditures, except for those where a P-Card is used. Additional information is provided below:

- If a requisition and a Purchase Order are needed to make the emergency purchases, the PO must be coded to the designated PTAEO.
- If making a purchase using an exempt Purchasing Category (exempt from the PO process), the direct invoice must be coded to the designated PTAEO.
- If the purchase is made using a P-card, the transaction must be re-allocated to the designated PTAEO. For questions about the award portion of the PTAEO, please contact Tim Hughes via email or at 240-777-8809, or Mauricio Delgado via email or at 240-777-8804.

If you have any questions related to using the PTAEO when re-allocating P-card changes, have P-card limits increased or MCC restrictions temporarily lifted, please contact the P-card administrator, Sanjay Jhangiani via email or at 240-777-8851, or Karen Smith via email or at 240-777-8844.

If you have any questions related to using the PTAEO when entering a direct invoice into Oracle, please call the Helpdesk at 240-777-2828 and ask for a ticket to be assigned to the ERP_AP group.

**<u>Distribution</u>**
OEMHS EMG Group
Executive Branch Department/Office Directors
HR liaisons
ASCs and functional equivalents

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          Posted to WebEOC