




DEPARTMENT OF FINANCE

Marc Elrich
County Executive

Michael J. Coveyou
Director

August 10, 2021

TO: Department Directors

FROM: Michael J. Coveyou, Director 
Department of Finance

SUBJECT: Timecard Correction Request Implementation

The Department of Finance Payroll Section is implementing a new methodology for Timecard Correction Request Forms that will improve communications between employees, supervisors, and Payroll. This implementation replaces the current paper Timecard Correction Form and requires Supervisors/Authorized departmental personnel to submit timecard corrections electronically via a SharePoint form so that requests can be routed electronically throughout the process. Upon submission, the employee will receive an email notification of the submission and another email indicating the approval of the request (or the reason the request was denied if appropriate). If the request is approved, it is routed electronically to Payroll for processing. After Payroll processes the timecard correction, the employee and the supervisor will receive email notifications indicating Payroll's processing of the request including the pay date that the correction will appear on the employee's paystub.

This implementation will provide transparency throughout the process and allow employees and supervisors to better manage and track these requests. Our goal is to ensure that all timecard correction requests are properly authorized and processed in accordance with the Collective-Bargaining Agreements, Personnel Regulations, and Departmental Policy.

Effective August 29, 2021, we will begin rolling out an implementation schedule (see attached) by department to begin submitting all Timecard Correction Request Forms electronically. The form is located at www.montgomerycountymd.gov/mcg/timecardcorrections. Job aids are located at <https://mcgov.sharepoint.com/fin/Pages/Payroll.aspx>. Please communicate this information to appropriate members of your organization as soon as possible.

If you have any questions or concerns, please email the Payroll Section at payroll@montgomerycountymd.gov.