Managers and Supervisors Role in Ensuring Accountability in Timekeeping

Participant Handout Copy
February 18, 2021

Revised 3/5/2021

Goals

1) Accurate Pay
2) Avoid Timecard Corrections - be accurate initially!
3) Timely Approvals – avoid receiving missed deadline approvals notifications for Employees or Managers
4) Know where to find more detailed timekeeping resource information

Objectives

As a result of this presentation, participants will be able to:

- Understand the CARE principles (Communication, Accountability, Responsibility and Efficiency) and how they relate to your role as timekeeping monitor.
- Know how the timekeeping process is impacted by the Fair Labor Standards Act, Pay Rules, Multi-Lingual Differentials, Employee Schedules, Employee Status, Collectively Bargained Statuses and special provisions.
- Understand key timekeeping topics, specific regulations, and processes such as: New Hires, Schedules, Transfer/Terminations, Temporary Employees, Pay Codes, Administrative Leave, Workers' Compensation, FMLA, Holidays, Excess Hours/Overtime, Shift Differential, Leave Accrual Balances, and Events.
- Identify employee and manager roles and responsibilities in the pay period closing.
- Know how to get help when there is a timekeeping question.

Why should I CARE?

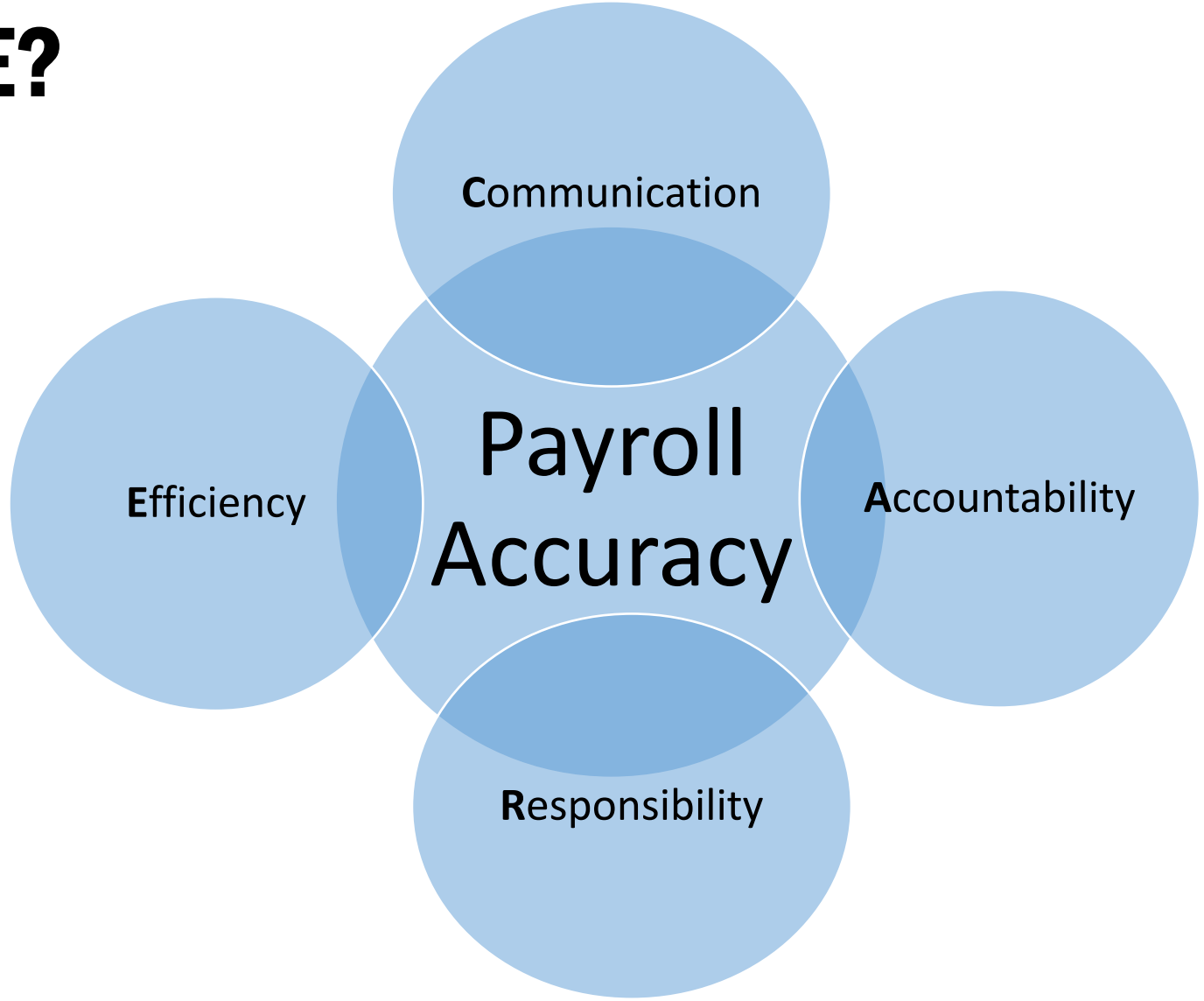
Accurate and timely data from payroll are needed for the County to:

- Process payroll by mandatory deadlines
- Pay employees what they are due - no more, no less
- Minimize timecard corrections
- Ensure compliance with County, State, and Federal labor laws
- Help department and County leadership make data-driven decisions on budget and personnel changes
- Help managers assess and act on leave and overtime trends
- Have an efficient workflow for employee, manager and Payroll

How do I show I CARE?

While viewing, editing and approving employee timecards, managers must exercise the CARE Principles:

- **C**ommunication
- **A**ccountability
- **R**esponsibility
- **E**fficiency



CARE Principles: Communication

- Employees
  - Establish a clear understanding of expectations for scheduling
  - Monitor and appropriately record absences
  - Authorize excess hours
  - Keep in touch during periods of absence
- HR Liaison/Department's MCtime Point of Contact (POC)/ Subject Matter Expert (SME)
  - Inform them of employee status change for actions
  - Channel questions through Department's MCtime POC/SME
- Payroll/MCtime
  - Resolve time sensitive matters before the pay period close
- MCtime Guidance: MCtime Point of Contact List (updated 3 or 4 times per year)

CARE Principles: Accountability

- **You are held accountable to the taxpayers of Montgomery County**
  - Personnel costs are the County's greatest expense
  - Employees should be paid what they are due, by law, regulations, and bargaining agreements
  - Small errors can add up
  - Maintain legal compliance
    - Federal Laws – Fair Labor Standards Act (FLSA),Family Medical Leave Act (FMLA), Grants, Federal Emergency Management (FEMA) Reimbursements
    - State Laws – Workers' Compensation and wage laws

CARE Principles: Responsibility

- **A**ccuracy – monitor employee timecards to ensure information is correct;
- **C**overage – arrange for another manager (with access) to approve timecards for you, when you are on leave/not available ("out of the office"). Communicate with your back-up manager.
- **T**imely – approve timecards no later than noon on the Tuesday following the close of the pay period;

The timecard is a legal, binding document. Your manager approval certifies it as accurate.

CARE Principles: Efficiency

- **Goal - NO email notification**
- Observe Deadlines*
  - Employees should approve their timecards on the last day worked in the pay period
    - Employee's must approve no later than noon on the Monday following pay period close
  - Managers must approve Employee timecards no later than noon on the Tuesday following pay period close
- Respond with urgency to emails from Payroll/MCtime
  - Emails indicate action needed regarding unapproved timecards or other timecard issues
  - The Manager has access to the timecard. If the manager is not able to approve the timecard the back up Manager should take action so that the timecard is approved.
  - When a manager approves a timecard, the manager is certifying that the timecard is accurate.

*Differences exist in Departments that use Automated Scheduling Systems

Payroll Laws, Rules and Regulations

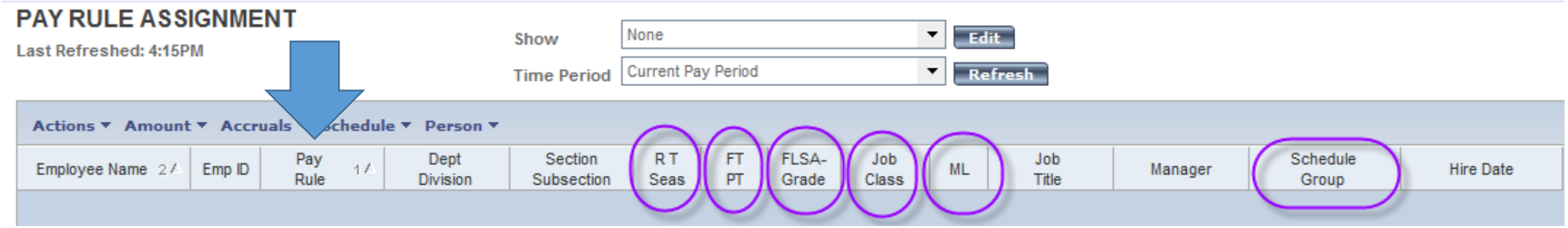
- Fair Labor Standards Act (FLSA)
  - Federal law regarding compensation
  - The County is subject to audits and penalties for non-compliance
  - Exempt and Non-Exempt employee status
    - Based on evaluations of job classification and position description
    - "Excess Hours" - New Term with respect to Collectively Bargained Agreements

System Configuration

- All employees are assigned to a pay rule which determines how hours reported are paid
- Based upon Montgomery County Personnel Regulations, and the County's Collectively Bargained Agreements
  - Also considers job class, schedule, grade, FLSA status, FT/PT status, etc.
- A pay rule determines if, when and how the following are paid:
  - Excess Hours beyond Scheduled or Thresholds
  - Holiday Leave and Holiday Premium Pay
  - Multilingual Pay
- Collectively Bargained Status / Special Provisions
  - http://www.montgomerycountymd.gov/OLR
- Montgomery County Personnel Regulations
  - http://www.montgomerycountymd.gov/HR/LaborRelations/PersonnelRegulation.html

Pay Rules

- MCtime Tools – Pay Rule Assignment Genie
  - In Show Field use HyperFind: __All Home



Schedules in MCtime

- Schedules are a key component in ensuring an employee is paid correctly
  - Default schedules are used to populate timecards for FT and PT Regular employees
  - Indicates duration of hours and pattern of days an employee is expected to work
  - Review employee schedules BEFORE the next pay period begins, or earlier, for “Reasonable Notice”
- In pay periods with holidays or events, schedule accuracy is critical for accurate pay
- Changes in schedules
  - Managers may alter one-off changes in MCtime by performing Ad-hoc schedule changes
  - If longer than one pay period the manager must submit a Schedule Change Request Form
  - Some Departments use a Scheduling Module to import schedules to MCtime

Pay Rules: Excess Hours (Overtime/Comp Leave)

- **Forms** of Pay for Excess Hours
  - Overtime Pay
  - Compensatory Leave
- **Rates** of Pay for Excess Hours
  - Straight Time (1.0)
  - Time and a Half (1.5)
  - Unpaid (for MLS)
- **Thresholds** for excess hours
  - FLSA Exempt Employees Grade 25 and above (including MLS) - 80 hour pay period
  - Public Safety Employees - alternate thresholds may be used per FLSA 7(k) Exemption
  - FLSA Non-Exempt Employees - 40 hour pay week
  - FLSA Exempt, below Grade 25 - 40 hour pay week
  - Part-time employees – daily thresholds, per CBA, although the employee may choose to “flex” w/in thresholds

Overtime/Comp Leave

Overtime Threshold Guidance is available on the MCtime website.

Excess Hours Thresholds (Overtime)

Thresholds are the workday or work week limits, beyond which excess (overtime) compensation is due. The form and rate of compensation comply with the Collective Bargaining Agreements (CBAs), Montgomery County Personnel Regulations (MCPR), and the Fair Labor Standard Act (FLSA), as determined by a position's Job Class, FLSA Status, and Grade.

Excess Hours	FLSA Non-Exempt	FLSA Exempt, Below Grade 25	FLSA Exempt, Grade 25 & Above	MLS, Directors, Question A Management
Daily Thresholds*	8	8	8	N/A
Weekly Thresholds	40	40**	N/A	N/A
Bi-Weekly Thresholds ***	N/A	80	80	80
Default Form of Payment	Overtime Pay	Compensatory Leave	Compensatory Leave	Unpaid
Rate of Payment	1.5	1.5	1.0	Unpaid

Notes-

* Daily Thresholds are based on scheduled hours, typically 8 hours. For Full time employees, weekly thresholds must be met before weekly or bi-weekly thresholds are triggered. For Part-time employees and some schedules, daily thresholds will trigger excess hours (overtime).

** MCGEO CBA allows for Exempt Employees below Grade 25 to request alterations to workday/work week. These requests are subject to Management approval. These requests are considered "employee directed" rather than "management directed."

*** Public Safety Employees (FOP, IAFF and SHF) are subject to adjusted bi-weekly FLSA 7(k) thresholds, regardless of FLSA Status or Grade.

Page 1 of 1

Updated 1/28/21 for Version 6.2

Pay Rules: Holiday Leave and Holiday Premium Pay

- Holiday Leave (HOL)
  - Paid time off due to the Holiday
  - May or may not occur on the actual day of the Holiday
  - Employees normally not scheduled to work on the Holiday may be:
    - Given an alternate day in the pay period or
    - Granted Compensatory Leave Holiday (CLH) for an alternate day off in another pay period or
    - Offered Holiday Pay (HDP), if the employee requires replacement and department budget allows
- Certain conditions, such as Leave Without Pay (LWOP), Absent Without Leave (AWOL) may cause an employee to forfeit Holiday benefits

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs)

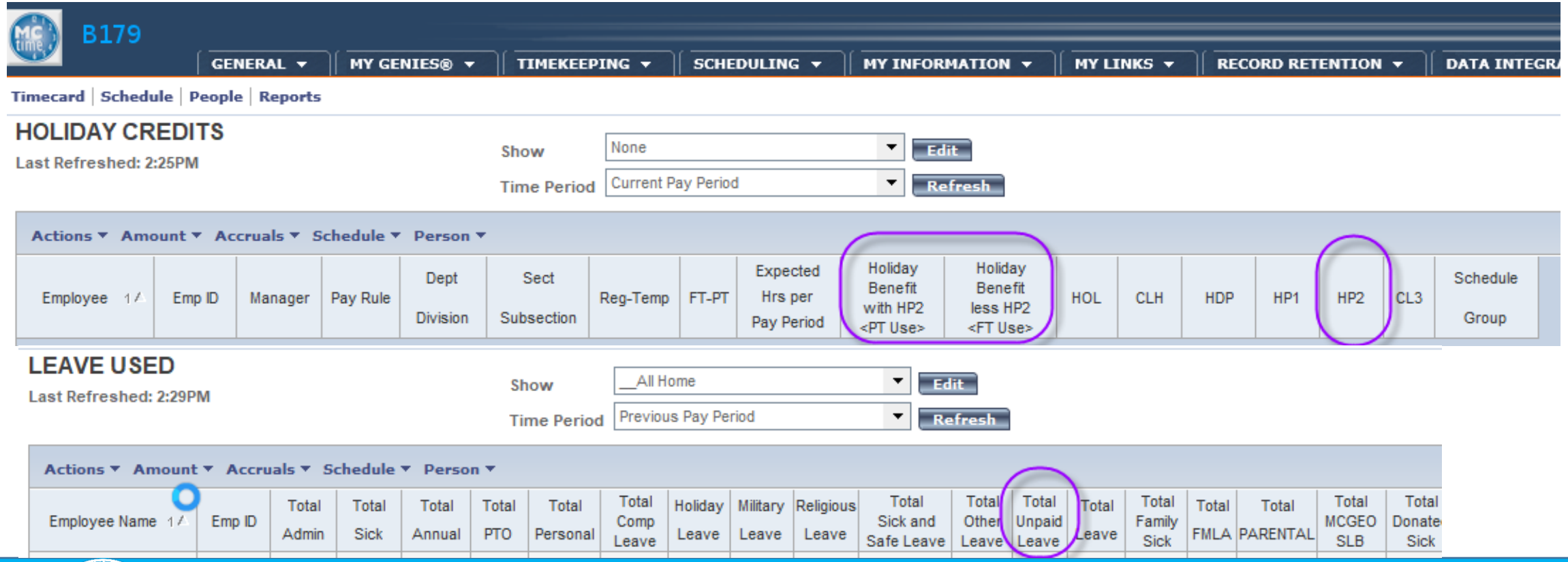
Pay Rules: Holiday Leave and Holiday Premium Pay

- Holiday Premium Pay *
  - Additional pay for working the holiday on a "scheduled" or "unscheduled" day
    - HP1 – Holiday Premium at 1.5 plus Hours Worked for a scheduled day
    - HP2 – Holiday Premium at 2.0 plus *manual addition* of Holiday Credit With Manager Planning HP2 – Holiday Premium at 2.0 should be avoided or minimal
- Certain conditions, such as Unscheduled Leave, LWOP, AWOL may cause an employee to forfeit Holiday Premium Pay
- MCtime may edit holiday credit to change when an employee is in an Administrative Leave Status*
- Apply FMLA/Parental when the employee is off for the full week.
- MCtime Guidance: Holiday Guidance for Regular, Full-time and Part-time Employees
  Editing Holiday Premium Pay for an Unscheduled Absence
  Holidays Paid as Admin Leave *

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs)

Pay Rules: Holiday Leave and Holiday Premium Pay

- MCtime Tools – Holiday Credits Genie & Leave Used Genie (Total Unpaid Leave)
  - In Show Field use HyperFind: _Unschd Lv with Hol Prem Pay, _AWOL and LWOP or __All Home



Pay Rules: Multilingual Pay

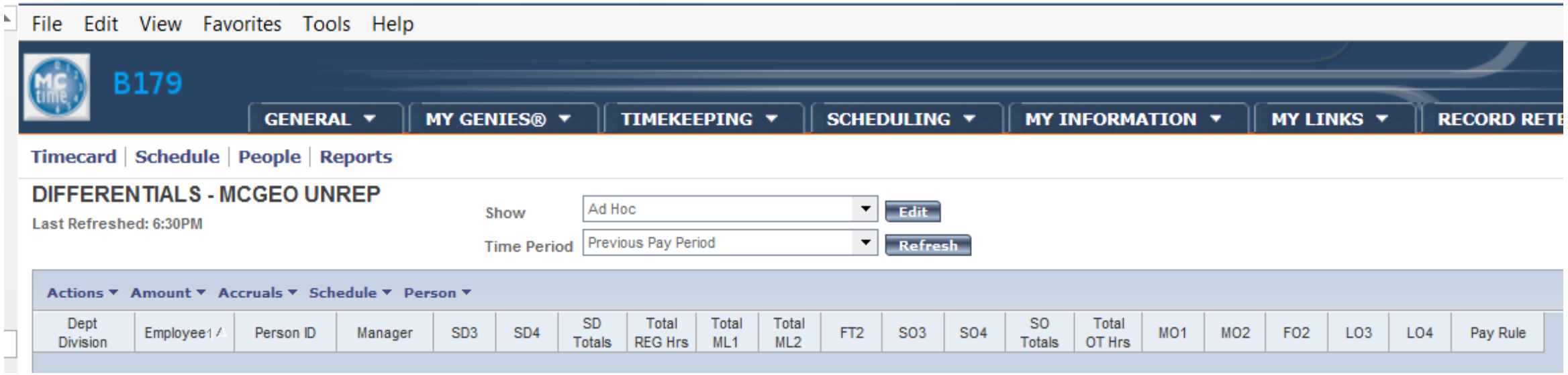
- Differential pay for demonstrated skill in a foreign language or American Sign Language
- Department determines the proficiency level required for a position
- OHR tests for level of skill proficiency : basic / advanced / expert level (for FOP only)*
- Employee is available to act as a translator, for own or other departments, or uses the skill to perform normal work duties
- MCtime is automated to pay differential for regular and excess hours worked for non-represented, MCGEO and IAFF employees

* Differences exist in Collectively Bargained Agreements (CBA)

- MCtime Guidance: Multilingual Certification Program - Overview and Guidance & Use of Flex Hours Worked Pay Code

Pay Rules: Multilingual Pay

- MCtime Tools – Differentials – MCGEO UNREP Genie
  - In Show Field use HyperFind: _Employees with ML 1-7, _Employees with MO 1-7, or __All Home



Sources for Reporting

- MCtime is the system of record for timekeeping, and is generally used for individual information
  - Timecard Details
  - Timecard Audit Trail
  - Daily recording of Hours Worked or Leave Used
  - Employee Approval
  - Manager Approval
- Oracle is the system of record for pay, and BI Tool generally used for group information
  - Reason Codes
  - Overtime
  - Charges by Labor Accounts
  - Final Payroll data

Oracle Data – Passed Nightly to MCtime

- Oracle is the system of record for employee data
- Assignment Status Types:
  - Active – use the HyperFind : __All Home
  - Inactive – use the HyperFind : _Inactive Employees
  - Terminated - use the HyperFind : _Terminated Employees with Hours Worked
- MCtime receives data from Oracle HR to assign pay rules – data includes:
  - Full Time or Part -Time Status
  - FLSA Status & Employee Grade
  - Employee Job Classification
  - Manager or Timecard Approver
  - Collectively Bargained Status
  - Employee User ID
  - Temporary /Seasonal
  - Department

Leave Approval Requests

- Currently there is no County standard
- Contact your department MCtime SME or Departmental HR Liaisons for your department's process
- Best practice is a written form of communication
  - Emails
  - Leave Slips
  - Separate Leave System

Leave

- MCtime Tools – LEAVE USED and LEAVE BALANCES Genies
  - In Show Field use HyperFind: __All Home or _FMLA - Used

Timecard | Schedule | People | Reports

LEAVE USED

Last Refreshed: 6:35PM

Show: None [Edit]

Time Period: Previous Pay Period [Refresh]

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾

Employee Name2	Person ID	Total Admin	Total Sick	Total Annual	Total PTO	Total Personal	Total Comp Leave	Holiday Leave	Military Leave	Religious Leave	Total Other Leave	Total Unpaid1 Leave	Total Leave	Total FMLA	Total Family Sick	Total Parental	Total Donated Sick	Total MCGEO SLB	Department Divison	Manager

LEAVE BALANCES

Last Refreshed: 6:57PM

Show: None [Edit]

Time Period: Today [Refresh]

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾

Employee Name	Employee ID	Hire Date	Annual Leave 2	Sick Leave	MCGEO SLB 1	Comp Leave	PTO	Personal Days	Religious Leave	Comp Leave Supp	Department Division	Section Sub-Section	Manager

Manager Access

- Department Directors determine the access within each department. Using **Department Director Delegation Form** this authority may be delegated.
- Employees who are designated in Oracle as a Managers or Supervisor and who have direct reports in Oracle, will automatically have Manager access within MCtime. To have access to additional employee (not direct reports) special access is needed.*
- Department Manager (DM) Access allows one to view, edit and approve another employee's timecard.
- Director or Director Delegate may authorize other types of access or access to an expanded group of employees with the **Special Access Request for Managers/Department Administrators**.

*Some Departments have different hierarchy structures configured in MCtime – POL, FRS

Common Access to Other Employee Timecards

Access Profile Name	Type	View	Edit	Approve	Self- Approve	Edit after OTHER Manager Approval
View Only	VO	x				
Department Administrator	DA	x	x			
Department Timekeeper	DT	x	x			
Department Manager	DM	x	x	x		
Expanded Manager	EM	x	x	x		x
Department Director	DD	x	x	x	x	
Other Profiles – Dept Specific	varies					

- Access to view employee groups is based on Oracle's Organizational Structure (Dept./Division/Section/Subsection)
- Only Director or those designated with Director Authority may sign the Special Access Form.
- Department Special Access is certified annually.

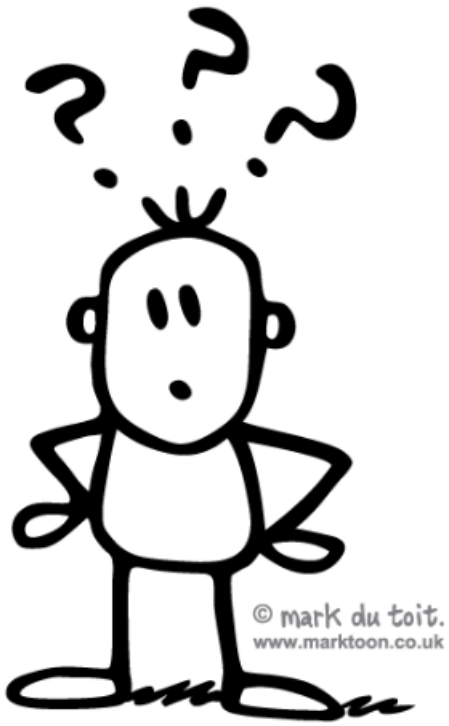
Pay Period Close Checklists

Pay Period Close (PPC) Checklists for Managers:

- General PPC Checklist
- Fire Rescue PPC Checklist
- Police PPC Checklist

Manager – General - MCtime Pay Period Close Checklist

	`	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.	
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.	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Critical Timekeeping Topics

High Level Tips and Resources

- Schedules*
- Oracle Assignment Status
- Transfers/Terminations
- Holidays*
- Excess Hours / Overtime
- Shift Differential*
- Events
- Workers' Compensation*
- FMLA
- Leave Accrual Balances
- Pay Code
- Administrative Leave
- Temporary Employees
- New Hires

* Note some differences exist between Collectively Bargained Agreements (CBAs) and Departments

MCtime Tools: **Pay Period Close (PPC) Checklists for Managers**

Schedules

Managers are responsible for ensuring that schedule durations are accurate in MCtime.

- **Departments use either Project or Hourly View**
  - **Project View uses Durations** of hours only in the day (MCtime may not reflect true start and stop times)
  - **Hourly View uses actual punches** (true start and stop times*)

Hourly View **	Project View
Police POL (47)	Corrections DOCR (42) *
Transit DOT (50)	All other Departments
Alcohol Beverage Svcs (85)	

** Scheduling Differences exist in Departments that use Automated Scheduling Systems and due to MOU Agreements

Schedules

Managers are responsible for ensuring that schedule durations are accurate in MCtime.

- When to notify MCtime Team of a schedule change
  - New Hires – FT Regular employees who are not Monday to Friday 8-hour days;
  - ALL PT Regular employees
  - Changes to PT/FT Scheduled days/durations
  - Alternate Work Schedule (AWS) / Compressed Schedules

Compressed Schedules

- Separate form required for Non-Exempt and Exempt, Below Grade 25
- Requires lead time (2 weeks) - evaluation for OT impacts, transition pay period, leave usage
  - Transition on or off Compressed Schedule may require that the employee use personal leave

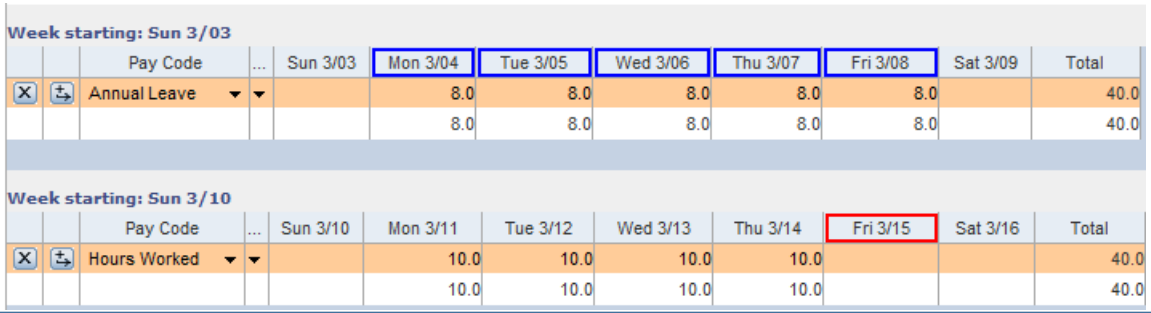
Schedules

Managers are responsible for ensuring that schedule durations are accurate in MCtime.

- MCtime will display blue blocks around days the employee is on Leave (after the day has passed)
  - Annual, Sick, PTO, Administrative Leave, Holidays
- MCtime will display red blocks around days where time entry is expected but not displayed ("look at me")
  - MCtime will perform Schedule Change requests, complete Schedule Change Form

    OR
  - Department can perform ad-hoc scheduling – for 1 pay period adjustments
  - MCtime Guidance: Managing Schedules Job Aid

*Differences exist in Departments that use Automated Scheduling Systems and due to MOU Agreements



Week starting: Sun 3/03

		Pay Code	...	Sun 3/03	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Total
		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
					8.0	8.0	8.0	8.0	8.0		40.0

Week starting: Sun 3/10

		Pay Code	...	Sun 3/10	Mon 3/11	Tue 3/12	Wed 3/13	Thu 3/14	Fri 3/15	Sat 3/16	Total
		Hours Worked			10.0	10.0	10.0	10.0			40.0
					10.0	10.0	10.0	10.0			40.0

Test your Knowledge

1. FLSA non-exempt employee, Vernon Davis, is not working the pre-populated MCtime schedule duration. Which of the following statements is correct?

   a. Schedules are not important in MCtime.

   b. If the alteration is for more than one pay period, the manager is expected to submit a MCtime Schedule Change form to the MCtime Team.

   c. As long as the employee records 80 hours, it doesn't matter where in the pay period time is recorded.

   d. All of the above

Oracle Status - Leave without Pay (LWOP)

- Leave without Pay (LWOP) is an employee's approved unpaid absence for more than 10 consecutive workdays.
- Employees must submit a written LWOP request in advance to their Supervisor if the LWOP period is expected to last more than 10 consecutive workdays, the request must include the reason for the LWOP.
- Supervisors MUST notify the HR Liaison to initiate an Oracle transaction to place the employee in a LWOP status if the LWOP request is approved for more than 10 consecutive workdays.
- If no LWOP request was submitted and the employee has been absent for more than 10 consecutive workdays, the Supervisor must still notify the HR Liaison to place the employee in an Oracle LWOP status, provided that the department does not plan to terminate at that time.
- Please NOTE: Using the "Leave without Pay" pay code in MCtime does not change the employee's status in Oracle.
- The department MUST approve all LWOP requests for military leave, parental leave, political leave or approved FMLA leave.

Oracle Status - Leave without Pay (LWOP)

- Employees in an Oracle LWOP status should receive a net zero paycheck.
- Supervisors MUST NOT apply partial accrued leave or Holiday Pay to the employee's timecard while the employee is in an Oracle LWOP status, as this is in not in line with MCPR Section 23.1
- The County continues contributions towards insurance coverage for an employee in an Oracle approved LWOP status for a specific length of time, which will vary by the type of LWOP.
- OHR Records Management administers LWOP cases for all County employees once they are placed in an official LWOP status in Oracle. This includes billing employees for their insurance premiums while they are out on LWOP. Employees are obligated to pay their portion of insurance premiums while on LWOP.
- Failure to place an employee in an Oracle approved LWOP status will result in accumulation of debt to the County and can cause a financial hardship to the employee upon their return or termination from County employment.

Resources

MCPR – Section 23 on LWOP : https://tinyurl.com/MCLWOP
MCGEO CBA – Article 16 on LWOP: https://tinyurl.com/MCGEOCBA
IAFF CBA – Article 12 on LWOP: https://tinyurl.com/IAFFCBA
FOP CBA – Article 20 on LWOP: https://tinyurl.com/FOPCBA

Test your Knowledge

2. Which of the following statements are true?
   a. Employees must submit a written request for LWOP in advance to their supervisor.
   b. Supervisors are responsible for monitoring the amount of LWOP hours used on an employee's timecard and must notify their HRL to initiate a transaction to OHR when the LWOP taken is more than 10 consecutive days.
   c. Selecting the LWOP pay code on MCtime does not place the employee under LWOP status in Oracle.
   d. There are critical consequences for the employee if they are not placed on an Oracle LWOP status when absent for 10 or more consecutive days.
   e. All of the above

Additional Questions? Contact: LWOP@montgomerycountymd.gov.

Transfers/Terminations/Inactive Employees

The County has integrated systems and therefore managers must communicate employee status changes in a timely manner within their department.

- Oracle is the system of record for employee data
- Oracle must be updated with transfer, resignation, or retirement status changes in a timely manner for MCtime to receive accurate data within the appropriate pay period
- Managers should communicate to their department HR Liaison any employee status changes
- Managers should confirm that changes accurately reflect in appropriate systems in a timely manner
  - This ensures that the employee is paid correctly
  - Reduces unnecessary timecard corrections
  - Use MCtime HyperFinds to locate _Inactive employees or _Terminated with Hours Worked

Test your Knowledge

3. What is a reason a manager might get a “timecard not approved” notification for a recently terminated employee’s timecard?

   a. Manager did not approve the timecard
   b. Manager need to use the “_Terminated Employees with Hours Worked” HyperFind to locate the timecard for a terminated employee
   c. The supervisor is responsible for this timecard until the termination is processed in Oracle. The timecard can be found using the “_Terminated Employees” HyperFind.
   d. All of the above

Administrative Leave

Managers are accountable for ensuring that appropriate Administrative Leave pay codes are used.

- Administrative Leave is used to excuse an employee from their scheduled hours
  - Use of Administrative Leave must not result in excess hours
  - Employees may alter schedules
- Reason Codes Required
  - Use of Admin Leave - Other
    - Examples: CAOAUTH; AMLBLOOD; ADMCOVID
  - Use of Admin Leave - Union Business requires a Reason Code
    - Examples: COLLBARG; REPRESNT; NON-REP
- MCtime Tools: Leave used – Admin Genie
  - In Show Field use HyperFind: _Admin Leave –Other Used or _Admin Leave with OT
- MCtime Guidance: Pay Code Description Document & Reason Codes for Union Administrative Business

Test your Knowledge

4. Which of the following scenarios would be appropriate to record the Pay Code: Admin Leave – Prof Improvement?

   a. John is a manager attending this OHR sponsored MCtime training.

   b. Paul is attending an approved conference in New York for 2 days.

   c. George attends a webinar at his desk for 3 hours.

   d. All of the above

Holidays

Holidays require advanced planning and communication between the manager and employee.

- Managers should ask yourself these questions:
  - Is the employee required to work on the holiday?
  - Do I have enough operational coverage or do I need to alter the schedule of another employee?
  - Does the holiday fall on an employee's regularly scheduled workday or an unscheduled day?
  - If not a regularly scheduled workday, will the employee be offered an alternate day off or receive Compensatory Leave (CLH) or Holiday Pay (HDP)?
  - Does the employee have AWOL or LWOP surrounding the holiday?
- Temporary Employees do not receive any holiday benefit

- MCtime Guidance: Holiday Guidance for Regular, Full-time and Part-time Employees
  Editing Holiday Premium Pay for an Unscheduled Absence

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs)

Test your Knowledge

5. When an employee records 5 Hours Worked on a Holiday, the line with the Holiday changes from 8 hours to 3 hours. Which of the following statements is correct?

a. The manager will need to do a Pay Code Move to add back hours of missing Holiday Leave.

b. The employee may record Holiday Leave on another day.

c. When an employee works on a scheduled day, the MCtime application automatically reduces the employee's holiday benefit from HOL - Holiday Leave and changes it to HP1 - Premium Pay at 1.5.

d. All of the above

Excess Hours (Overtime)

The MCtime application is configured for efficiency – allow it to do the calculations!

- Enter only Hours Worked into timecard / record ALL hours worked
  - Excess Hours are automatically calculated based on the employee's pay rule when Hours Worked exceeds Thresholds
  - Excess Hours must have prior manager approval (Manager must compensate or adjust schedule)
  - Overtime Pay Codes should not be entered into the body of the timecard
- As a general rule, MCtime is configured to pay the appropriate rate of pay in the appropriate form
  - Non-Exempt Employees - receive Overtime Pay
  - Exempt Employees - receive hours as Comp Leave Earned
- If employee requests alternate form of excess pay compensation, the employee should request that the manager change the form within MCtime. The manager performs a Pay Code Move if authorized by Department based on consistent policy and funding.
- MCtime Guidance: Pay Code Move Job Aid
- MCtime Guidance: Overtime Thresholds

Test your Knowledge

6. FLSA non-exempt employee, Lorenzo Antonio, normally works 8 hours. The employee is required to work an extra 3 hours. How should time be recorded?

a. 11 Hours Worked

b. 8 Hours Worked and 3 Hours of OT Overtime Pay 1 hour equals at 1.5

c. 8 Hours Worked and 4.5 Hours of OT Overtime Pay 1 hour equals at 1.0

d. 8 Hours Worked and 3 Hours of CLE – Comp Leave Earned 1 hour equals at 1.5

Shift Differential

Managers must be accountable to correctly apply shift differential so employees are paid what they are due.

- An employee's **shift** defined as "regular reoccurring tour of duty" determines if they are eligible for shift differential
- The starting time of the an employee's shift determines their eligibility for shift differential *
- No Shift Differential for Leave Hours
- Extension of shift – may only continue eligible shift differential, at the overtime rate
- Piece of work (a period of time that does not constitute a regular shift) – is not eligible for shift differential
- An employee who works complete full, back to back shifts "tours of duty" should receive the shift differential appropriate for each of the shifts worked.

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs) & some MCGEO MOUs

Test your Knowledge

7. An employee, Phoenix Copley, normally works from 8:00 a - 4:30 p. The manager authorizes the employee to work an additional 3 hours, from 4:30 – 7:30 p. What shift differential should be recorded?

   a. 5.5 hours of SD3 - Shift Differential for hours 2 p - 7:30 p

   b. 3 hours of SO3 - Shift Differential Overtime for hours 4:30 p - 7:30p

   c. 3 hours of SD3 - Shift Differential for hours 4:30 p - 7:30p

   d. No Shift Differential should be recorded

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Events

Managers are responsible for following guidance and ensuring that timecards are recorded accurately.

- Official memo will be issued and posted notifying of the change in status of government
  - General Emergency
  - Delayed Opening
  - Liberal Leave
- Are your employees required to work?
    - Essential or Non-Essential Employees (Departmental HR Liaison Access to BI Tool Report)
    - Needed to support Event or Mission Critical functions
- Each status of government may require different timecard actions
- MCtime Guidance: Dedicated "EVENTS" Section (Find COVID-19 Timekeeping Memo and Resources here)

Test your Knowledge

8. Which of the following statements are true when recording time for a General Emergency?
    a. OHR/FIN will issue a memo indicating the status of government for the specific time period of the General Emergency.
    b. If the event has the potential to be reimbursed by FEMA or the State, guidance for essential employees using the appropriate transfer codes with a link to an employee specific crosswalk to obtain the Project/Task and Expenditure Org codes will be included in the memo.
    c. A non-essential employee is generally not expected to work during a General Emergency and is authorized to use Admin Leave – Gen Emergency for scheduled hours.
    d. All of the above

Workers' Compensation

Managers are responsible for ensuring that timecards are recorded accurately to ensure proper administration of Workers' Compensation Leave.

- Finance/Risk Management oversees administration of all Workers' Compensation claims by the contracted CorVel Claims Service (1.800.234.5003)
- Proper Workers' Compensation Pay Codes are:
  - **Admin Lv - Temp Disability -** used *pending* a claim decision
  - **Disability Lv - Work Comp -** used *after acceptance of the claim* by Claims Service with a Timecard Correction applied (by Payroll) to the Admin Leave –Temp Disability
    - If denied, Timecard Correction is required to use the employee's own leave ad recover the Admin Lv – Temp Disability paid.
    - For Temporary Employees, please work closely with Claims Services for bi-weekly timecard directions
  - If the Workers Compensation claim also qualifies under FMLA, the FMLA tracking codes should be used
- OHR and Finance/Risk Management schedule regular training sessions: Overview of Workers' Compensation
- MCtime Guidance: Workers Compensation Leave Administration Chart

* Differences exist in Police Department procedures

Test your Knowledge

9. Which of the following statements are true?
    a. A Workers' Compensation injury may also be an FMLA Qualifying Event.
    b. **Disability Lv – Work Comp** is to be used when an employee is unable to finish the employee's workday following a work-related injury or illness.
    c. **Disability Lv – Work Comp** may be used to attend physical therapy appointments following a work-related injury.
    d. All of the above

FMLA

Managers are responsible for following guidance and ensuring that timecards are recorded accurately to ensure compliance with Family Medical Leave Act (FMLA).

- OHR/Occupational Medical Services (OMS) centrally manages and approves ALL FMLA leave, Parental Leave FMLAInformation@montgomerycountymd.gov and the MCGEO Sick Leave Bank (SLB) MCGEOSLB@montgomerycountymd.gov and other Donated Leave Programs and Family Sick Leave Waivers
- Employees should not use provisioned codes, unless OMS has approved the use
- Managers must use FMLA codes when approved and out of the office due to a qualifying event
- OHR/Occupational Medical Services (OMS) schedules regular training sessions:
  - FMLA and Me Training Class (for Employees)
  - FMLA Overview for Management Training Class (for Managers)
- OHR/OMS FMLA Guidance: http://www.MontgomeryCountyMD.gov/HR/oms/OMS.html
- MCtime Guidance: Specific Genies and HyperFinds exist to help review FMLA usage

FMLA

Leave Accrual Categories:

TOTALS & SCHEDULE | ACCRUALS | AUDITS

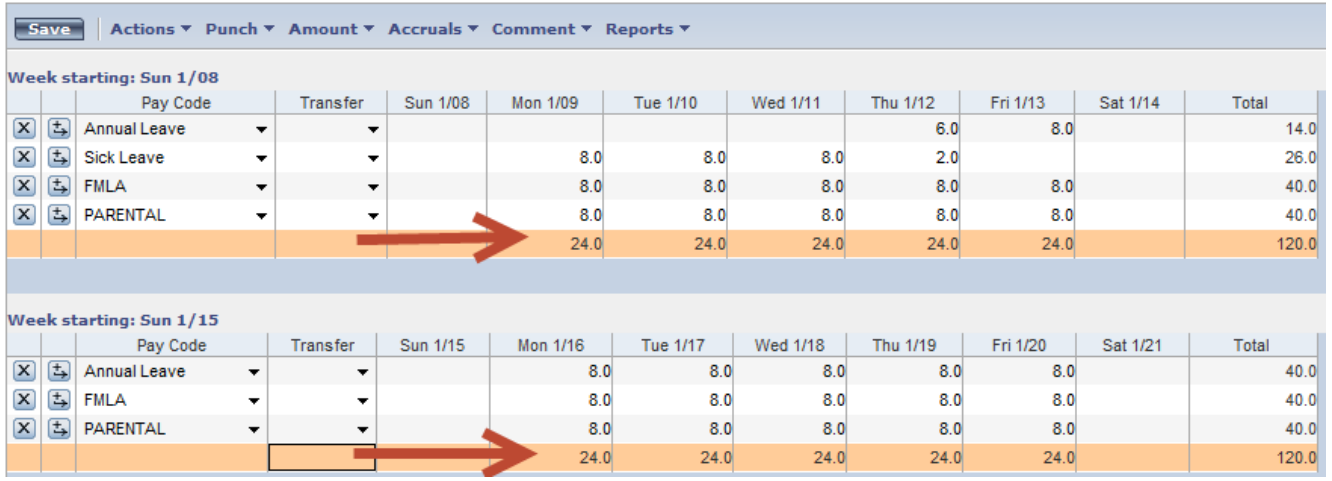
Accrual Profile FT PT EMPLOYEES

Accrual Code	Balance on Selected Date	Units
ANNUAL LEAVE	240.0	Hour
COMP LEAVE	80.0	Hour
COMP LEAVE SUPP	0.0	Hour
FMLA	480.0	Hour
MCGEO SLB	0.0	Hour
PAID TIME OFF	0.0	Hour
PARENTAL	720.0	Hour
PERSONAL DAY	3.0	Day
RELIGIOUS LEAVE	0.0	Hour
SICK AND SAFE LEAVE	0.0	Hour
SICK LEAVE	1075.72	Hour

FMLA

Timecard reporting should be recorded in the following manner:

- **Step 1**) First indicate how (or if) the employee will be paid ($) using the appropriate leave code
  (*Annual Leave / Sick Leave / Family Sick Leave / Admin Leave – Temp Disability / Disability Lv - Workers' Comp /* Paid Time Off (*PTO*) or *Leave Without Pay (LWOP*)
- **Step 2**) Add a Row. Select FMLA (if applicable) Note: Comp Leave is not eligible to be used with FMLA Leave.
- **Step 3**) Add a Row. Select PARENTAL (if applicable)
- **Step 4**) Save timecard



Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
Annual Leave						6.0	8.0		14.0
Sick Leave			8.0	8.0	8.0	2.0			26.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

Week starting: Sun 1/15

Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

Test your Knowledge

10. Which of the following statements are true?
    a. A Workers' Compensation injury may also be a FMLA Qualifying Event.
    b. An employee who calls out for sick leave for 5 days and says they have chicken pox may have a FMLA Qualifying Event
    c. An employee who is the spouse of a member of the military may have a FMLA Qualifying Event.
    d. OHR/Occupational Medical Services (OMS) should be notified by the employee or manager, if an employee may have a FMLA Qualifying Event.
    e. All of the above

Leave Accrual Balances

The MCtime application is configured for efficiency – in general, employees can't use leave they don't have!

- Accruals are imported from Oracle into MCtime on regular intervals
- Reviewing Balances
  - For groups of employees, use the Leave Balances Genie with your "ALL HOME" HyperFind
  - For individuals, run Report – Accrual Balances & Projections (within the report, ignore projections)
- Note: There must be a leave balance to draw upon. The MCtime application will not allow the timecard to save, if a leave type/amount requested is not available.
  - Compensatory leave is not earned, until the pay period has been processed.
    - A non exempt employee, with no comp leave balance, cannot earn comp leave in week 1 and use it in week 2.
    - Adjustments to schedules are subject to FLSA thresholds

Test your Knowledge

11. Mary Jackson, an engineer, is trying to reconcile her leave balance in MCtime with the leave balance on her last pay slip. Which of the following statements is correct?

a. MCtime leave accrual balance is dynamic in that it will change based on where your cursor is in the pay period, when leave is used.

b. MCtime leave balances are refreshed regularly to reflect earned accruals based on the number of pay status hours in the previous pay period.

c. If an employee has recorded leave in future pay periods, which leave will not show in the available balances for use in the current pay period.

d. All of the above

Pay Codes

Managers / Supervisors are responsible to ensure the appropriate Pay Code is used.

- Important for Enterprise Wide Reporting for example – County Stat

- Pay Code Description Document – MCtime Informational Website
  - Employees/managers need to access to determine appropriate codes

- MCtime Guidance: Pay Code Description Document
- MCtime Guidance: Pay Code Move Job Aid

Test your Knowledge

12. An employee, Kate Pearson, calls the morning of their shift to say, “My child is not feeling well today and I will not be coming in to work.” Which Pay Code should be recorded for the day?

    a. Family Sick Leave

    b. Family Sick Leave – Unscheduled

    c. Sick Leave

    d. Sick Leave – Unscheduled

Temporary Employees

Managers are responsible for managing workload and scheduling temporary employees so that weekly overtime thresholds are not exceeded.

- Temporary Employees
  - MCtime schedules are not required
  - Eligible to accrue Sick & Safe Leave (effective 10/2/16)
  - Not eligible for holiday benefits
  - Not eligible for Administrative Leave
  - Temporary Employees should not exceed overtime thresholds – OHR Policy Memo
  - Inactive Temporary Employees should be terminated in a timely manner.
- OHR Guidance: Avoiding Excess Hours for Temporary Employees
  - Earned Sick and Safe Leave Memo & Guidance for Earned Sick and Safe Leave - FAQs

Test your Knowledge

13. Temporary employee, Sarah Conner, has already worked 40 hours this week. It is only Wednesday. Which of the following statements is correct?

a. Sarah should not work any more days in this week.

b. A different temporary employee should work Thursday- Saturday.

c. Most temporary employees should not work more than 40 hours in a week.

d. All of the above

Newly Hired Employees

Managers must communicate and coordinate within their department to ensure that newly hired employees have access to the appropriate systems.

- Employees should have access to timecard on Thursday of first week
  - Manual Time Tracking Form
- In MCtime, for an new employee's FIRST Pay Period, the system will always note "partial approval" of the timecard.
  - Both the employee and managers receive a "Please approve your timecard" notification because only a partial pay period was approved. This is because to the hire date (usually Monday) is after the pay period start date (Sunday). It is not possible to approve every day in the entire pay period. Both employee and manager should verify the approved the timecard, and may ignore this message in the initial pay period.
- User ID's are required, if an employee is to access their own timecard.

Test your Knowledge

14. Which of the following are correct ?
    a. Until the employee can view their own timecard, a manual “paper” timecard may be used to record time.
    b. New employee’s first timecards will always show “partial approval” because the employee was not employed for the entire FULL, Sunday-Saturday pay period.
    c. New Employee Navigational Computer Based Training (CBT) is available on the MCtime website
    d. All of the above

Pay Period Close – Deadlines

Managers are responsible for completing timecard reviews to meet existing deadlines.

- An Employee should review, edit and approve their timecard on the last day worked within the pay period.
- Managers must review, edit and approve employee timecards no later than Tuesday at Noon following the close of the pay period.
  - Managers are accountable for the accuracy of timecard entries
- Managers should complete the step-by-step guide **Pay Period Close (PPC) Checklists for Managers**
- MCtime Guidance: **Pay Period Close (PPC) Checklists for Managers**
  - Departmental specific Pay Period Close Training may be coordinated through the your departmental MCtime POC/SME

* Differences in Deadlines exist for Department/Divisions using Scheduling Systems (FRS, POL, DOT)

Pay Period Close – Follow up

Managers and Departments as a whole are accountable for accuracy and ensuring prompt communication

- Departments should perform Department or Division pay period close check list to ensure entire department timecard accuracy.
  - This is typically the responsibility of the MCtime POC/SME
- Payroll and MCtime review timecards during pay period close and contact departments as questions arise.
  - Managers/Departments should be mindful of these time sensitive requests and strive to respond quickly, so that payroll can be completed on time.
- Payroll completes a formal sign off on Wednesday following the close of the pay period.

Timecard Corrections

- Do it right the first time to avoid a timecard correction!
  - Timecard Correction has a negative impact to employee
  - Time impact for manager to complete form and notify employee in writing
  - Time impact for Payroll to process
  - (Due to timing delays, adjustments to FMLA, SLB, Parental and Workers Comp Claims are understood.)
- Payroll Timecard Correction Policy –announced 9/23/16 and effective 11/13/16 (https://mcgov.sharepoint.com/FIN/Pages/Controller.aspx)
  - Complete the Timecard Correction Request for Prior Pay Period Form, located on the MCtime Informational Website
  - Forward to Payroll for Processing – Payroll@MontgomeryCountyMD.gov or Fax 240-777-8843
- Expect corrections to be processed within 3 weeks, depending on when in the pay period cycle submitted

MCtime - Informational Website

- The MCtime Informational Website is designed to provide helpful resources. Sections include:
  - Frequently Asked Questions (FAQs)
  - Forms
  - Resources
    - Pay Period Close Checklists (some department specific)
    - Guidance documents for Holidays, Events, and General Timekeeping
    - On-line Navigational training tutorials for new employees and managers
    - Timekeeping Toolkit Tips
    - Job Aids - MCtime "how to" guides: Pay Code Moves, Managing Schedules, Adding transfer codes (Cost Center, Reason Codes, or Project Task and Expenditure Org)

Need Help with MCtime?

- Check out the MCtime Informational Website –
  - Access the website within MCtime under MYLINKS or
  - http://www.MontgomeryCountyMD.gov/MCtime/
- MCtime Mailbox – MCtime@MontgomeryCountyMD.gov
  - MCtime Mailbox is monitored during regular office hours
  - Provides maximum visibility of correspondence/requests to the MCtime Team
- IT Help Desk 7-2828 – open a ticket
- Fax 7-9724 (to Finance, MCtime)
- Contact via Microsoft Teams (please check availability status first)

Review

As a result of this presentation, participants will be able to:

- Understand the CARE principles (Communication, Accountability, Responsibility and Efficiency) and how they relate to your role as timekeeping monitor.
- Know how the timekeeping process is impacted by the Fair Labor Standards Act, Pay Rules, Multi-Lingual Differentials, Employee Schedules, Employee Status, Collectively Bargained Statuses and special provisions.
- Understand key timekeeping topics, specific regulations, and processes such as: New Hires, Schedules, Transfer/Terminations, Temporary Employees, Pay Codes, Administrative Leave, Workers' Compensation, FMLA, Holidays, Excess Hours/Overtime, Shift Differential, Leave Accrual Balances, and Events.
- Identify employee and manager roles and responsibilities in the pay period closing.
- Know how to get help when there is a timekeeping question.

Plus/Delta Evaluation

- Plus (Compliment)– provide positive feedback about the presentation that you would suggest keeping for future departmental training.
- Delta (Change) – provide constructive feedback regarding any element of the presentation that you would suggest changing or a topic request for future departmental timekeeping training.

- Direct any specific questions or concerns to Heather Black, MCtime Manager.

Course Evaluation

Please complete the online evaluation now (link is in the chat)

Presenter – **Heather Black** (not Lori Plazinski)

- Is there any topic that was not addressed?
- What topics would like to see covered in greater detail or as a stand-alone presentation?
- What additional resources would be helpful to post on the MCtime website?
- What additional FAQ would be helpful to post on the MCtime website?

Direct feedback comments to Heather.Black@MontgomeryCountyMD.Gov