



Isiah Leggett
County Executive

Alexandre A. Espinosa
Director

DEPARTMENT OF FINANCE

MEMORANDUM

September 23, 2016

TO: Executive Branch Department and Office Directors

FROM: Alexandre A Espinosa, Director
Department of Finance

SUBJECT: Timecard Correction Policy

The Department of Finance has a new policy pertaining to the submission of timecard corrections located at <https://mcgov.sharepoint.com/fin/Pages/Controller.aspx>

The Timecard Correction Policy outlines the following:

- The location of the newest Timecard Correction Request for Previous Pay Period forms;
- Submission Deadlines;
- Expected Benefits.

This policy outlines the process for requesting a timecard correction and the timeframe in which corrections should be identified and submitted to Payroll. This policy provides a hierarchy of approval and support for a timecard correction based on the timeframe in which the request is made. Any timecard correction request forms exceeding 30 days after the corresponding pay period will require Department Director approval.

This intent of the new policy is to ensure accurate timecard recording, streamline timecard correction reporting, implement stronger payroll controls, and provide greater assurance that employee pay properly reflects time spent in a pay period.

This new policy is effective as of November 13, 2016.

Office of the Director

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