

HR Liaisons & MLS Meeting with OHR & MTime

Friday, August 14, 2020

Welcome to the Live Event. Please make sure your audio is turned on.
The meeting will begin shortly.



Office of *Human Resources*

Introduction

Berke Attila

Director, Office of Human Resources



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Agenda

- Supporting Employees' Mental and Emotional Health – Berke Attila
- Understanding the Retirement Process – Francesca Dennis
- FFCRA Timekeeping Review – Lori Plazinski
- New HR Liaison Clinics and Training Compliance Report Demo – Teddy Ramet
- Question and Answer Session – Moderated by Katie Kasunic



Supporting Employees' Mental and Emotional Health

Berke Attila

Director, Office of Human Resources



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How Can Managers Support Emotional Health?

1. Be vulnerable
2. Model healthy behaviors
3. Build a culture of connection through check-ins
4. Offer flexibility and be inclusive
5. Communicate more than you think you need to



Why Be Vulnerable?



Sharing your own experiences normalizes mental health challenges.



Creates a culture where employees feel comfortable discussing mental health concerns.



Cultivates trust and improves employee engagement.



Ways to Model Healthy Behaviors

- Share that you are:
 - Taking a walk in the middle of the day
 - Attending a virtual fitness program
 - Prioritizing a good night's sleep
 - Having a therapy appointment
 - Taking a break from email during your time off



How Do We Build a Culture of Connection?



Check in on each employee on a regular basis



Ask specific questions about what supports would be helpful



Really listen – avoid making assumptions



Encourage questions and concerns



Be patient and compassionate



How to Prioritize Mental Health



- Communicate, communicate, communicate
- Be flexible, generous, and realistic with employees
- Proactively address stressors such as workload expectations and childcare responsibilities
- Make your team aware of mental health resources and encourage them to take advantage
- Be mindful of shame and stigma that may be preventing employees from seeking help



Understanding the Retirement Process

Francesca Dennis

Health Insurance Specialist

OHR



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2020 Retirement Class Schedule



**Office of Human Resources
Health and Employee Welfare Division**

Health Insurance at Retirement Registration Instructions

There are 4 Retirement classes that an **ERS (Pension)** plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an **RSP, GRIP or MD State** plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (4) - Retirement Plan Codes A, E, F, G, H, J

1. ERS Retirement Planning - ERS Groups A, E, F, G, H, J Class
2. Health Insurance Planning for Retirement Class
3. ERS Applying to Retire – ERS Groups A, E, F, G, H, J Class**
4. Health Insurance Applying to Retire Class**

RSP, GRIP, MD State (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM, T

1. Health Insurance Planning for Retirement Class
2. Health Insurance Applying to Retire Class**

****NOTE:** If you are enrolled in the Applying to Retire class and cannot attend, OHR and Retirement will mail forms to your home address on the day of the class.

SPACE IS LIMITED! YOU MUST REGISTER TO ATTEND A CLASS!

To register via the ePortal: <https://ex01.montgomerycountymd.gov>

1. Select **Employee Self Service (ESS)**.
2. Select **Go to Employee Self Service**.
3. Select **MCG HR Employee Self-Service**.
4. Scroll down to **Learner Access: Learning** and click on **Learner Home**.
5. In the Search bar enter **"Retire"**.
6. Locate the desired class, then Click the icon (yellow envelope) below the **Enroll** field.
7. Review the enrollment details, then click the **"Apply"** button.

Class Location: Rockville Memorial Library **Class Time:** 11:00am to 12:30pm
21 Maryland Avenue
Rockville, MD 20850

Parking Options:

1. The COB Parking Garage is Free with County ID up to 4 hours. OHR will provide you with a Parking Authorization form at the end of each class.
2. Rockville Town Square Parking **Garage B** offers Free for up to 2 hours with Library Validation. You are responsible for payment over the 2-hour limit.

If you need assistance with the registration process, please contact the OHR Training Team at (240) 777-5116.



2020 Health Insurance Planning for Retirement and Health Insurance Applying to Retire Monthly Class Schedule

Health Insurance Planning for Retirement Class - This class provides information on group health and life insurance election options at retirement. Topics covered include: Retiree Term Life Insurance, Cost Sharing Arrangements, Survivor Benefits, Social Security and Medicare. **You may bring a guest.**

2020 Health Insurance Planning for Retirement Class Dates

Jan. 15 th	May. 20 th	Sep. 16 th
Feb. 19 th	Jun. 17 th	Oct. 21 st
Mar. 18 th	Jul. 15 th	Nov. 18 th
Apr. 15 th	Aug. 19 th	Dec. 16 th

Health Insurance Applying to Retire Class – At this class you will complete all required group health insurance forms to elect insurance coverage for you and any eligible dependents at retirement. This class is required for all employees who are ready to retire on the date that coincides with the class.

What to Bring? A legible photocopy of your birth certificate or U.S. Passport, your State issued marriage certificate, as well as a birth certificate for each eligible dependent child.

2020 Health Insurance Applying to Retire Class Dates

(Prerequisite: Health Insurance Planning for Retirement Class)


If Your Retirement Date Is... Your Class Date Is...




January 1, 2020	November 6, 2019
February 1, 2020	December 4, 2019
March 1, 2020	January 8, 2020
April 1, 2020	February 5, 2020
May 1, 2020	March 4, 2020
June 1, 2020	April 1, 2020
July 1, 2020	May 6, 2020
August 1, 2020	June 3, 2020
September 1, 2020	July 1, 2020
October 1, 2020	August 5, 2020
November 1, 2020	September 2, 2020
December 1, 2020	October 7, 2020
January 1, 2021	November 4, 2020
February 1, 2021	December 2, 2020



Retirement Plan Code Location on Payslip

Pre-Tax Deductions



Description 	Current 	YTD 
Retirement GRIP CN	168.86	2,904.40
Health FSA	103.84	1,765.28
RX STD Pretax	69.16	1,175.72
Dental PPO Pretax	13.67	232.39
UH HMO Pretax	149.87	2,547.79
Vision Pretax	1.12	19.04
Def Comp Fidelity	115.00	1,695.00



OHR Website

Planning for Retirement Links

- [Montgomery County Employee Retirement Plan](#)
- [2020 Pre-Retirement Health Insurance Class Schedule](#)
- ["Planning for Retirement" Class Presentation](#)
- ["Applying to Retire" Class Presentation](#)



FFCRA Timekeeping Review

Lori Plazinski,
MCtime HR Liaison
Finance

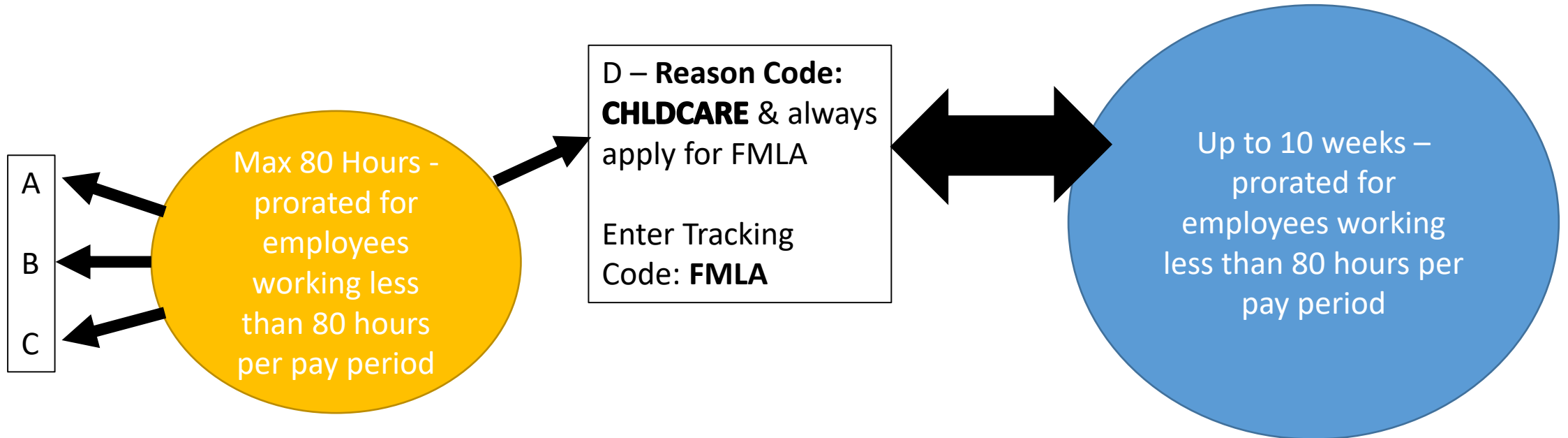


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Families First Coronavirus Response Act (FFCRA)

Example 8 - EPSL Pay Code:
FFCRA - 80 Hours Paid Sick Leave

Example 9 - EMFLA Pay Code:
FFCRA – Child Care



FFCRA Leave can be used in future pay periods until Friday, December 31, 2020.



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FFCRA – Retroactive Application

Examples 8 & 9

- Employees who wanted FFCRA leave applied in lieu of annual leave, sick leave, comp leave used or PTO for the period of Wednesday, April 1, 2020, through Saturday, July 18, 2020, should have already requested to have leave restored (deadline was July 31.)
 - For childcare reasons (8d or 9), employees should already have applied via Employee Self Service (ESS) and the approved FMLA should be available within the FMLA tracking accrual code.
- Department must submit timecard corrections to [Payroll](#) no later than **today**, Friday, August 14, 2020 for any retroactive leave under the FFCRA.



Mctime FFCRA TOOLS

REMEMBER: MCGEO and unrepresented employees and temporary employees should **exhaust** the 80 hours of FFCRA Paid Sick Leave (for qualifying FFCRA reasons) before being granted any additional Administrative Leave – Other, with reason code ADMCOVID.

HyperFinds

FFCRA – 80Hours Paid SickLeave
 FFCRA 80Hrs + Childcare
 FFCRA-80Hrs Paid Sick L > 80Hr
 FFCRA – Childcare

_Admin Leave - Other Used

_Reason Code Used = ChildCare

Genie: (FMLA LY 1.5.2020 – 1.2.2021) (FFCRA – effective 4.1.2020 – 12.31.2020)

[Timecard](#) | [Schedule](#) | [People](#) | [Reports](#)

FFCRA - 1.5.2020 - 12.31.2020

Last Refreshed: 10:26PM

Show
 Time Period

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾

Employee Name 2/	Emp ID	R T Seas	FT PT	Manager	FFCRA 80 Hours Paid Sick Leave	FFCRA Childcare	Total FFCRA 80 Hrs + Childcare	FMLA 1 ▾	Pay Rule	Job Title	Dept Division
	16	R-N	F		max 80	max 400	max 480	max 480	MCGEO Rg FT EX G-1 R8		
	67	R-N	F						85R UNRP Rg FT EX G-1 R8 S...		
	23	R-N	F						MCGEO Rg FT ML-B EX G-1 R8		



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Timecard Reminders

- MTime Informational Website: www.montgomerycountymd.gov/MTime
- Follow Timekeeping Memo appropriate to the Pay Period
- Perform Pay Period Close Checklist (at Manager & Department level)
 - Meet Approval Deadlines
 - Follow up quickly to any Payroll/MTime requests
 - Ensure appropriate Hours Towards Schedule for ALL employees (FT employees = 80 hours)
- USE “COVID” Genies
 - Differentials – COVID 19 (Differentials in ADDITION to Hours Worked)
 - FFCRA
- USE Crosswalk to determine correct - Project Task & Expenditure Org, if required
- Technical Issues – Compatibility Checks job aid or call the Help Desk at 240-777-2828



Virtual Coaching Clinics for Instructors and HR Liaisons

Teddy Ramet

Human Resources Specialist

Training and Organizational Development, OHR



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Virtual Open Computer Lab Hours

- Open to Instructors who currently conduct training, briefing and workshops
- Open to HR Liaisons who are monitoring their department training compliance

These are open Question and Answer sessions focused on:

- **MCG Learning Instructor responsibilities in Oracle Learning Management (OLM)**
- **Class Enrollment Business Intelligence (BI) Dashboard for HR Liaisons and Instructors**

Day	Time	Location
Second Wednesday of each month	12pm to 1pm	Virtual through MS Teams



Training Compliance Report Demo

Teddy will now give a brief demonstration of how to run a Department Training Compliance Report.



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Q & A

Moderated by Katie Kasunic



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Thank You for Attending

This presentation will be posted on the Weekly HR Liaisons & MLS Meeting Dashboard:

montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html

For more information on Timekeeping, visit the MCTime Events - COVID-19:

montgomerycountymd.gov/mctime/resources.html#Events

OHR's Employee Coronavirus News Webpage:

montgomerycountymd.gov/employeenewscovid19

OLM User Guide and Resources:

[User Guide for Instructors](#)

[Class Enrollment BI Dashboard User Guide](#)



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