

HR Liaisons & MLS Meeting with OHR & MTime

Friday, September 11, 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

- SHRM Certification Prep Course – Anita Brady
- 2021 Open Enrollment – Meredith Blais
- Timekeeping – Lori Plazinski
- Question and Answer Session – Moderated by Katie Kasunic



SHRM Certification Prep Course

Anita Brady

Manager, Training and Organizational Development

OHR



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Society for Human Resources Management (SHRM) Certification Prep Course

Course Description: 36-hour prep course to take the SHRM Certification Test.

Eligibility: Human Resources Liaisons and OHR Staff who meet SHRM certification test criteria

Course Cost:

- Approximately \$800-\$1,000* per person depending on the final number of participants (maximum of 30 people).
- Cost includes course, materials, and online access to practice test.
- Must have your department director approval for participation and cost.

*Note: This does not include the cost of taking the SHRM Certification test.



Society for Human Resources Management (SHRM) Certification Prep Course

Course dates: Tuesday and Wednesday 4 – 7 pm via Zoom.

- Orientation October 5
- October 6 – November 17

Participants may need to flex their hours to participate. Participants cannot receive overtime or comp time when participating in the class.

For additional course information: Contact Anita Brady at:
anita.brady@montgomerycountymd.gov



2021 Open Enrollment

Meredith Blais

Human Resources Specialist

OHR Health Insurance Team



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2021 Open Enrollment Benefits Bonanza



Saddle up! It's your chance to make changes to:

- U Medical
- U Dental
- U Prescription
- U Vision
- U Life Insurance
- U Flexible Spending Accounts

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**Deadline:
October 9, 2020**



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What Is Open Enrollment?

- Open Enrollment is the only time of year when employees can make changes to the following plans for next year's benefit elections without needing a qualifying life event:
 - Medical
 - Prescription
 - Dental
 - Vision
 - Optional Life
 - Healthcare & Childcare FSAs
 - AFLAC Short Term Disability or Critical Illness*

*Available to unrepresented and IAFF employees only



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What Changes Can be Made?

Changes employees can make during Open Enrollment are:

- Enroll in the benefit plan(s) for the first time
- Add/delete dependent(s)
- Change from one plan to another
- Drop coverage
- Enroll in or increase Optional Life insurance
- (Re)enroll in a Flexible Spending Account
- Enroll in AFLAC short-term disability or critical illness*

*Available to unrepresented and IAFF employees only



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Open Enrollment Dates

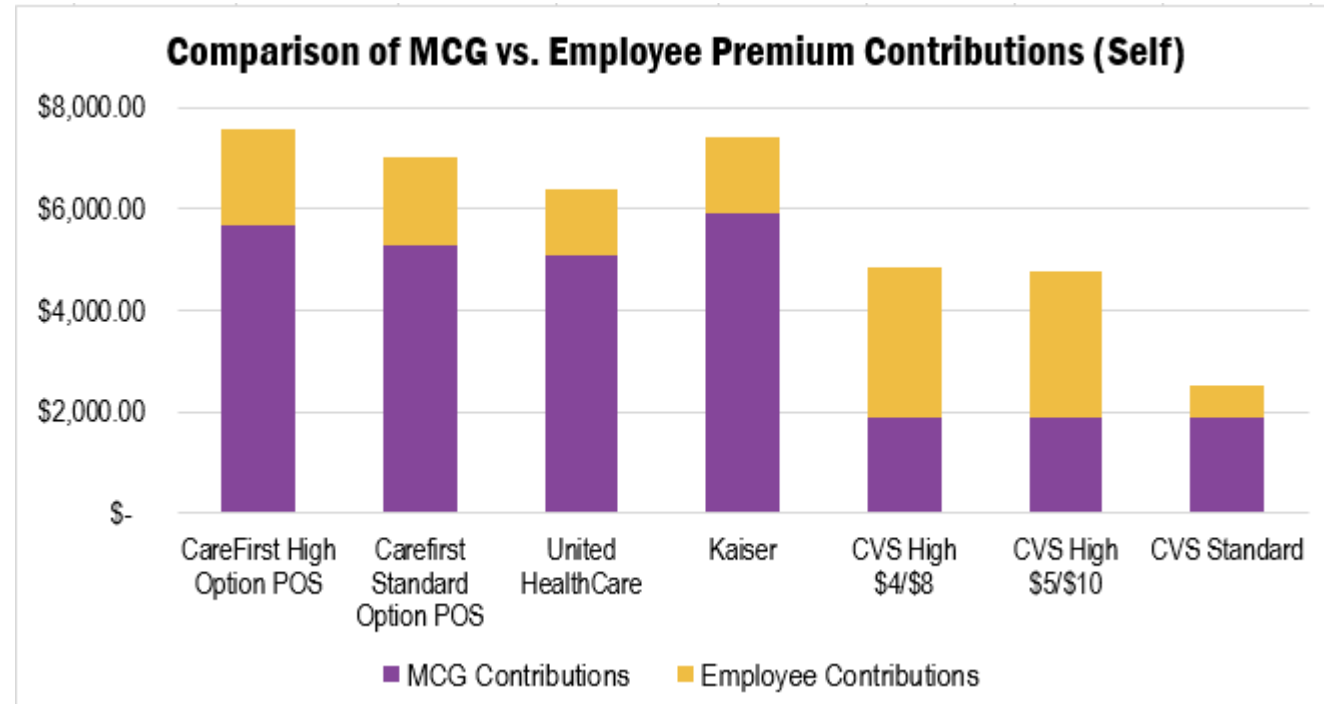
2021 Open Enrollment (OE) runs from September 21 – October 9, 2020.

- All OE changes must be submitted during the OE window:
 - Begins – Monday, September 21 at 8 am
 - Deadline – Friday, October 9 at 5 pm
- OE changes are effective January 1, 2021.



MCG Continues to Make Generous Employer Contributions

- This graph provides a visual example of the extremely generous employer contributions that MCG makes toward employee insurance premiums.
- These contributions reduce the amount employees pay. This is an important part of their total compensation package as an MCG employee.



Note: The chart above reflects Self only contributions. To view charts reflecting Self+1 and Self+Family contributions, visit the [Open Enrollment website](#) after September 21, 2020.



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Special 2021 Plan Rates Announcement

COVID-19 has impacted us in many ways, including financially.

In light of the fact that employees will not be receiving a General Wage Adjustment (GWA) in FY21:

- There will be **0%** rate increase for these medical plans:
 - CareFirst
 - United Healthcare
 - CVS Caremark
- The Kaiser medical plan costs are decreasing.
- The County will pay a large portion of the dental PPO and vision increases, but these increases will also be shared with employees.



Employee Rate Changes for Calendar Year 2021

Plan	Per Pay Period Increase		
	Self	Self + 1	Family
CareFirst High Option POS	\$0.00	\$0.00	\$0.00
CareFirst Standard Option POS	\$0.00	\$0.00	\$0.00
Kaiser	-\$1.47	-\$2.76	-\$4.35
United HealthCare HMO	\$0.00	\$0.00	\$0.00
CVS Standard Prescription Plan	\$0.00	\$0.00	\$0.00
CVS High \$4/\$8 Prescription Plan	\$0.00	\$0.00	\$0.00
CVS High \$5/\$10 Prescription Plan	\$0.00	\$0.00	\$0.00
CIGNA PPO Dental	\$0.41	\$0.94	\$1.34
CIGNA DHMO Dental	\$0.00	\$0.00	\$0.00
EyeMed Vision	\$0.09	\$0.14	\$0.20



Planning Ahead; Minimizing Future Rate Increases

Here are ways employees can work together with MCG to keep future plan rate increases at a minimum:

- Seek out preventive care such as annual exams and age-based screenings.
- Visit in-network doctors via virtual visits.
- Use urgent care facilities for non-emergent services rather than going to the emergency room.
- Choose generic prescription drugs.
- Maximize wellness resources through health insurance carriers and MCG's LiveWell program.



New for 2021

- All Open Enrollment events held virtually this year.
 - MCG's carriers will be hosting virtual presentations and Q&A sessions
 - OHR Virtual Office Hours
- Health Care FSA changes:
 - Annual contribution limit increasing to \$2,750
 - Over-the-counter expenses are permitted without a written prescription
 - Feminine products are now an eligible expense
- New Open Enrollment Communication Methods:
 - Benefits Bites delivered in the *MCG Employee Connect* newsletter.
 - Enhanced Open Enrollment website:
 - Frequently Asked Questions
 - MCG employee discount & resource section
 - Employee self-service (ESS) instructions and demonstrations
 - MCG vendor video presentations



Open Enrollment Communications

- 2021 Open Enrollment Guides were mailed to homes on September 11. Employees should receive the guides between September 14 – 16.
- Employees are encouraged to check their County email during and after Open Enrollment:
 - Open Enrollment email series featuring news and reminders.
 - *MCG Employee Connect* newsletter sharing Open Enrollment news in the Benefits Bites section.
 - After Open Enrollment ends, MetLife will email employees who elected or increased Optional Life to complete a Statement of Health online.
- The Open Enrollment Website is a dedicated resource for all Open Enrollment needs.
 - Available Monday, September 21 at 8 am



It's a New Frontier

COVID-19 has changed the way we utilize our plans. MCG's health insurance plans offer many value-added services and discounts to provide employees with support. This year more than ever, it is important to know our resources!

- Virtual doctor visits
- Built-in emotional & wellness support
- Disease management
- Lifestyle coaching
- Stress relief apps
- Discounts and more!



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2021 Open Enrollment Checklist

Follow these steps for a successful Open Enrollment:

1. Review available resources:

- 2021 Open Enrollment Guide (mailed to homes on September 11th)
- Open Enrollment Website
- County Email for Important Updates and Follow-Ups
- Benefits Bites Section of the *MCG Employee Connect* Newsletter

2. Attend a virtual Open Enrollment event

3. Attend OHR virtual office hours

4. Make changes online & print Confirmation Statement

5. (Re)Enroll in Flexible Spending Accounts (FSAs) and check FSA contribution amounts.

Stress the urgency of taking action early!



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Open Enrollment Website

Please encourage employees to visit the Open Enrollment website to access helpful Open Enrollment resources.

www.montgomerycountymd.gov/oe

(available starting at 8 am on Monday, September 21st)



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Open Enrollment Website Resources

- Open Enrollment schedule of virtual events
- 2021 Open Enrollment benefits refresher
- Open Enrollment frequently asked questions
- 2021 Employee Self-Service (ESS) instruction video & written instructions
- Side-by-side plan comparisons
- Life insurance needs estimator
- FSA tax savings calculator
- MCG employee discounts & resources
- and more!



Attend a Virtual Open Enrollment Event

- Insurance Carrier Virtual Presentations and Q&A Sessions
 - Visit the [Open Enrollment website](#) for full schedule of events
- Attend OHR Virtual Office Hours
 - [Virtual Office Hours Schedule](#)
 - **Please note:** Virtual Office Hours are held in a public virtual meeting. If questions will reveal any personal PHI (protected health information) such as a chronic medical condition or names of specific prescription drugs, employees should direct those questions to OHR's customer service center at 240-773-6471 to place a service request.



Making Changes

All Open Enrollment changes should be completed online via Employee Self-Service (ESS).

- If an employee does not have their ESS single sign-on, they should contact the IT Help Desk at 240-777-2828 (option 2) for login assistance.
- Employees must re-enroll in a Flexible Spending Account. FSA elections do not carry-over.
- Employees adding new dependents will need to upload dependent documentation in ESS. Ordering marriage/birth certificates can take time – don't wait until the last minute!
- Employees should print their 2021 confirmation statement before exiting ESS.
- Employees should make every effort to complete their Open Enrollment changes online via ESS. ESS is accessible via computer, smartphone or tablet.



Paper Enrollment Form Exceptions

There are only two exceptions permitting the use of paper Open Enrollment forms:

- Technical barriers **preventing access** to ESS (only in the event of no internet / no smartphone or computer): the employee should contact MC311 and place a service request to be mailed a paper enrollment form.
 - Call 240-773-OHR1 (240-773-6471), available Monday through Friday, 8 am to 5 pm.
- Experiencing a Life Event: If an employee has a qualified status change (life event) **during** Open Enrollment, **they cannot make changes using the Open Enrollment form or online system.** Instead, they should contact the OHR Health Insurance Team via MC311 to make changes.
 - Qualifying life events: marriage, divorce, the birth of a child or the death of spouse, or a dependent aging out
 - Note: anyone who has a dependent aging out will receive a separate reminder (with paper form) mailed to their home.



Dependent Eligibility

Eligible dependents for medical, prescription, dental and vision coverage are:

- Spouse
 - Legally married? **Eligible**
 - Divorced? **Not Eligible**
- Children (biological, legally adopted, stepchildren, or under your legal custody):
 - Under age 26? **Eligible**
 - Age 26 and over? **Not Eligible**, unless incapable of self support

Proof of eligible dependents is required.



Proof of Dependent Eligibility

Employees enrolling new dependents during Open Enrollment must upload the necessary dependent documentation in ESS prior to October 9 at 5 pm.

Required Documentation:

- **Spouse:** Official State Marriage Certificate (certified by appropriate State or County Official)
- **Biological Child:** State Birth Certificate (For newborns, OHR will accept hospital discharge papers for first 60 days; birth certificate must then be submitted)
- **Adopted Child:** Copy of Adoption or Placement for Adoption Papers
- **Step-Child:** State Birth Certificate, Marriage Certificate and Divorce Decree or Custody Papers
- **Disabled Child:** Medical plan verification of disability prior to age 26
- **Legal Custody:** Copy of Court Order granting legal custody



Marriage Certificate Example

Required Documentation (Continued)

Official State Marriage Certificate (certified by appropriate State or County Official)

Certificate of Marriage
State of Maryland
MONTGOMERY COUNTY (15)
LICENSE NO. 157129
I Herby Certify that on the 18th day of September 1993
the following persons were by me united in marriage at Bethesda, Maryland
in accordance with the License of the Clerk of the Court in the jurisdiction shown above.

Groom's Name Bruce Walter Dennis Age 35 Birthplace Maryland
Residence Germantown, Montg. Co., Md. Marital Status Single
Bride's Name Francesca LaSonya Wallace Age 29 Birthplace D. C.
Residence Rockville, Montg. Co., Md. Marital Status Single
Relationship to groom if any None
Groom's S.S. No. _____
Bride's S.S. No. _____
License Date Sept. 15 19 93 608 North Homers Lane, Rockville, Maryland
523/181

Not Acceptable

Office of the Clerk of the Circuit Court for Montgomery County, Md.
State of Maryland  Montgomery County, Sect.
I HEREBY CERTIFY, That a Marriage License was issued to
Bruce Walter Dennis Age 35 Marital Status Single
Francesca LaSonya Wallace Age 29 Marital Status Single
on the 15th day of September in the
year one thousand nine hundred and ninety-three, as appears
by the Record of Marriage Licenses of this office. Lib. 523 Folio 181
And I further certify that a certificate of Marriage was returned to this office on
September 20, 1993, by Leon Grant, Minister or Authorized Official
showing that he married the above named parties at Bethesda, MD
on September 18, 1993
In Testimony Whereof, I hereunto subscribe my name and
affix the seal of the Circuit Court for Montgomery County,
at Rockville, Maryland, this 27th
day of September A. D. 1993
Bette A. Skelton
Bette A. Skelton
Clerk of the Circuit Court for Montgomery County

Acceptable



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Open Enrollment Questions?

OHR's 7th floor Customer Care Center is closed. To address OE questions, follow the steps below (in order):

1. Search the interactive Open Enrollment FAQs on the [Open Enrollment website](#).
2. Search MC311's website for knowledge-based articles:
<https://www.montgomerycountymd.gov/mc311/>
3. Attend OHR's Virtual Office Hours.
 - If questions will reveal any PHI (Protected Health Information) such as a chronic medical condition or names of prescription drugs, employees should skip to the next step below.
4. Call OHR's Customer Service Center at MC311 and place a service request (SR).
 - Note: Open Enrollment is the Health Insurance Team's busiest time of year. Employees may experience delayed responses.
 - OHR Health Insurance Team members will respond in the order SR's are received.
 - **TIP:** Provide an email address when placing the SR. This will ensure most timely response.



Thank You

We hope you enjoyed learning about 2021 Open Enrollment.

Thank you for partnering with us to assist employees!

Please refer to the [Open Enrollment website](#) (available September 21, 2020) for more detailed Open Enrollment related news and resources.

– Your OHR Health Insurance Team



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Timekeeping

Lori Plazinski,
MCtime HR Liaison
Finance

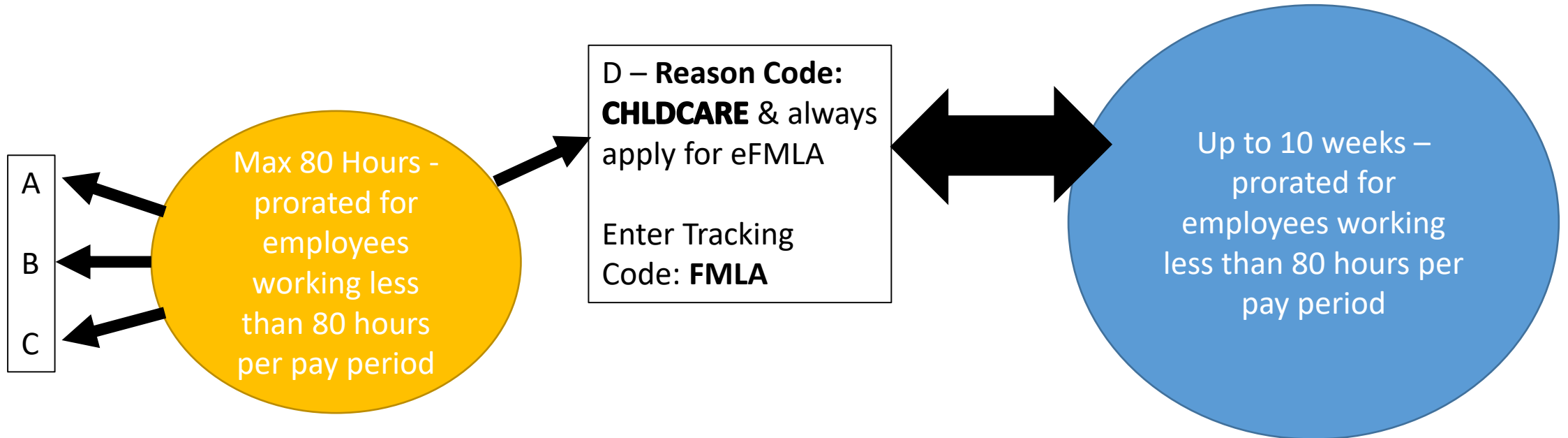


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Families First Coronavirus Response Act (FFCRA)

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

Example 9 - eFMLA Pay Code:
FFCRA – Child Care



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



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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

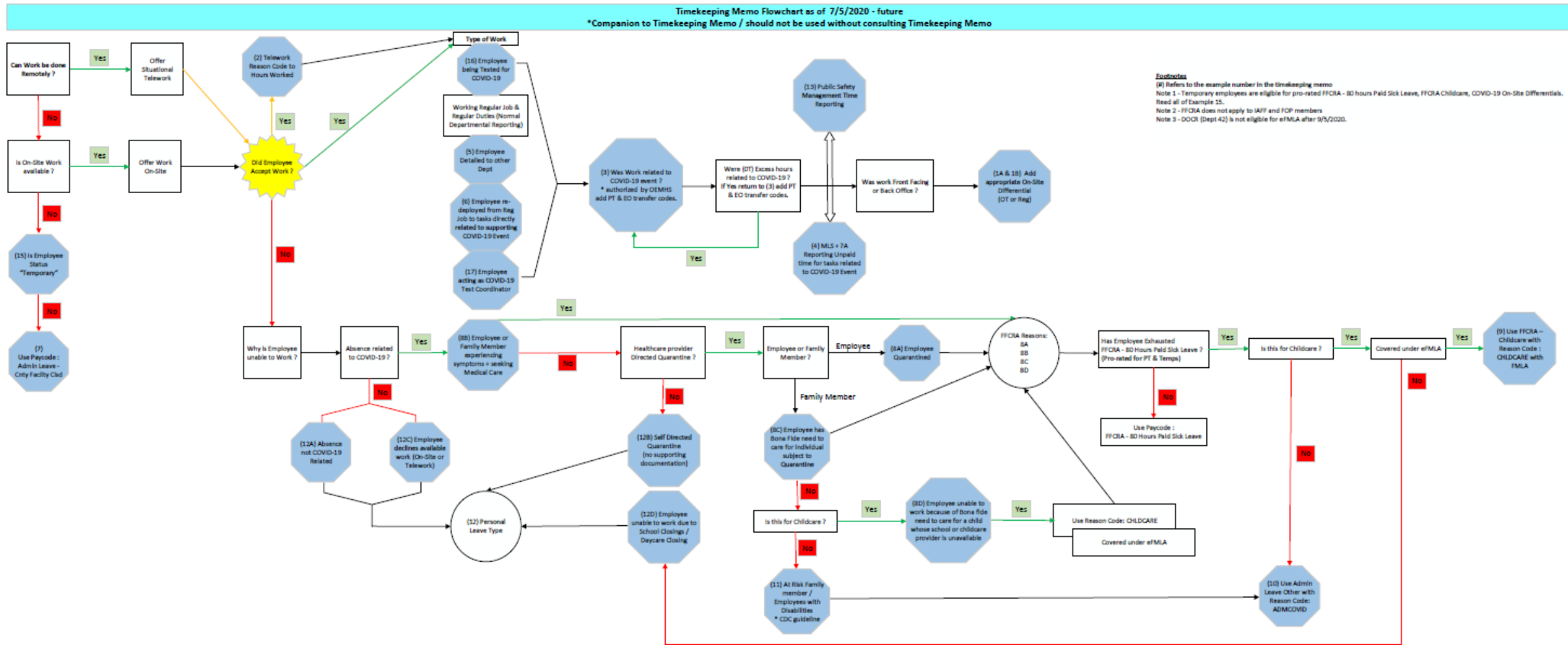
[Actions](#) ▾ [Amount](#) ▾ [Accruals](#) ▾ [Schedule](#) ▾ [Person](#) ▾

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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Timekeeping Flowchart Available



Mctime Informational Website:

www.montgomerycountymd.gov/Mctime

The screenshot shows a web browser window with the address bar displaying www.montgomerycountymd.gov/mctime. The page features a purple header with a COVID-19 update banner. Below this is the Montgomery County Government logo and a search bar. A navigation menu includes links for Services, Residents, Business, Government, County Executive, County Council, and Calendar. A dark blue banner identifies the Department of Finance. The main content area contains logos for TransformMCG, Mctime, and MC311. A green highlight is placed over the 'Mctime Information and Support' section, which includes a horizontal menu with 'Home', 'FAQs for Employees', 'FAQs for Managers', 'Forms', and 'Resources'. A green arrow points to the 'Resources' link. Below the menu is a box with a globe icon and the text 'Access Mctime through Montgomery County's ePortal.' The page concludes with the text 'Welcome to the Mctime support web site.'



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MCTime Informational Website: Resources

Resources

To go directly to a particular resource category, click on a link below or scroll down to view all available resources.

Events	Leave Guidance	Online Training	New Employees
General Guidance	Holidays	Department Specific Resources	Pay Period Close Checklists
Job Aids - HTML	FMLA & PARENTAL Guidance	Timekeeping Toolkit Tips	ABS Timedocks
Job Aids - JAVA (For Managers)	Sick and Safe Leave	County Employees Volunteer Election Worker Program	



Labor Day Holiday: Monday, September 7

www.montgomerycountymd.gov/MCtime

Holidays:

- 2020 Payday - Holiday Calendar
- **Holiday Guidance for Regular, Full-time and Part-time Employees**
- Holiday Guidance for Transit Managers
- Editing Holiday Premium Pay for an Unscheduled Absence

Table 1 - Regular **Full Time** Employees:

	Holiday is on a regular scheduled work day	Holiday fell on <u>my</u> scheduled day off
I did not work on the Holiday	Scenario 1	Scenario 3A, 3B, 3C
I worked on the Holiday	Scenario 2	Scenario 4A, 4B, 4C

Table 2 - Regular **Part Time** Employees:

	Holiday is on a regular scheduled work day	Holiday fell on <u>my</u> scheduled day off
I did not work on the Holiday	Scenario 5	Scenario 7
I worked on the Holiday	Scenario 6	Scenario 8



Holiday Credits Genie

HOLIDAY CREDITS

Last Refreshed: 6:59PM

Show
 Time Period

also use: _All Home or Direct Reports Hyperfinds

Employee	Emp ID	Manager	Expected Hrs per Pay Period	Holiday Benefit with HP2 <PT Use>	Holiday Benefit less HP2 <FT Use>	HOL	CLH	HDP	HP1	HP2 1/2	CL3	Schedule Group
							F	80.0	10.0	10.0							R10 DOCR LPN - SHIFT ...
							F	80.0	10.0	10.0							R10 DOT SD3 SU - WE
							F	80.0	10.0	10.0	2.0			8.0			R10 MO - TH
							F	80.0	8.0	8.0							DOCR OFFCR - SHIFT 1,...
							F	80.0	8.0	8.0							R08 DOCR CDO - SHIFT ...
							F	80.0	8.0	8.0							R08 MO - FR
							F	80.0	8.0	8.0							R08 SHF CRIM 3 WEEK -...
							F	80.0	8.0	8.0	0.08						DLC 85R Shift06 Tu-S 8...
							F	80.0	8.0	8.0	0.18						DLC 85R Shift08 Tu-S 1...



Timecard Reminders

- Meet Approval Deadlines
- Perform Pay Period Close Checklist
 - Manager & Department level reviews
 - Follow up quickly to any Payroll/MCtime requests
- Technical Issues –
 - Compatibility Checks Job Aid or
 - Call the Help Desk at 240-777-2828
- Need Help? Email us: MCtime@montgomerycountymd.gov



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/employeenews covid19



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