HR Liaisons & MLS Meeting with OHR & MCtime

Friday, September 18, 2020

Welcome to the Live Event. Please make sure your audio is turned on.

The meeting will begin shortly.

Introduction

Darryl G. Gorman

Senior Advisor

OHR

Agenda

- 2021 Virtual Open Enrollment Reminder – Karen Bass

- FY20/21 Performance Management – Lystra Baird

- OHR Training Initiatives – Anita Brady

- Timekeeping Frequent Errors – Lori Plazinski

- Annual Free Flu Shots in the EOB Cafeteria – Johnna L. Bryant

- Question and Answer Session – Moderated by Katie Kasunic

2021 Virtual Open Enrollment Reminder

Karen Bass

Health Insurance Manager

OHR

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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 11)
   - 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!

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.

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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(240-773-6471) and place a service request.
   - 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.

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FY20/21 Performance Management

Lystra Baird

Performance Management & Performance-Based Pay

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FY2020 Workforce Performance Management (WPM)
Evaluation Deadline

- Performance Management deadlines extended this year due to additional workload and responsibilities encountered due to COVID-19.

- New deadline to complete all employee evaluations – September 30, 2020.

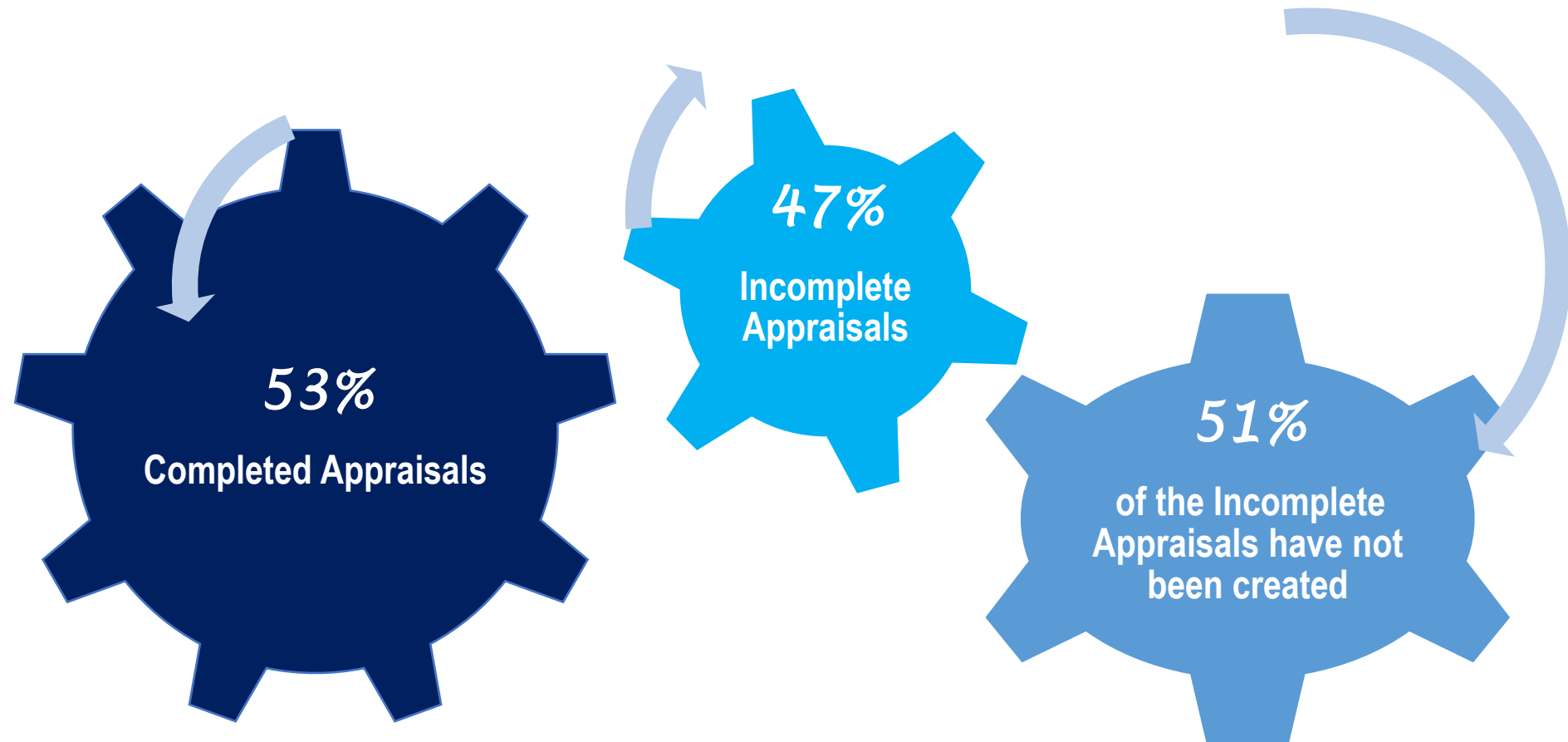- New deadline to create FY2021 performance plans – October 31, 2020.

FY2020 Workforce Performance Management (WPM)
Evaluation Deadline

ROLE	ACTION
HR LIAISON	- Generate Appraisal Status Monitor reports to determine appraisal status. - Ensure Non-bargaining unit employee evaluations are built and finalized in Oracle WPM. - Ensure Bargaining unit employee evaluations are completed and finalize on paper PPE forms. - Utilize the Core HR/Records Management SharePoint process to submit the completed FY20 PPE forms for bargaining unit employees. - Generate electronic copies of evaluations for department recordkeeping.
SUPERVISOR	- Share employee's evaluation with Reviewing Official (RO) *before* sharing with employee. - Share evaluation with employee to provide overall rating comments. - Route evaluation in Oracle to RO for approval.
REVIEWING OFFICIAL	Review evaluation and provide comments, if any. Return evaluation to supervisor.

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FY2020 Workforce Performance Management (WPM) Stats

53%

Completed Appraisals

47%

Incomplete Appraisals

51%

of the Incomplete Appraisals have not been created

FY2020 Workforce Performance Management (WPM) Evaluation Deadline

- 2020 Performance Plans will close permanently effective *December 31, 2020.*

- Incomplete appraisals in 2020 performance plans will not be available after *December 31, 2020.*

  - OHR can only archive and upload 'completed' appraisals to employee's official personnel files.

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FY2021 Workforce Performance Management (WPM)
Performance Plans Creation Deadline

ROLE	ACTION	DEADLINE
SUPERVISOR	• Initiate FY21 Performance Management Process. • Note: Supervisor may route performance plans to managers to create their own plans. • Create employee performance plans in Oracle WPM • Create bargaining unit employee performance plans on paper PPE forms. • Share performance plan with employee. • Conduct on-going performance conversations with employees (employee coaching and development).	October 31, 2020
EMPLOYEE	• Share your performance goals with your supervisor.	October 31, 2020
HR LIAISON	• Generate Appraisal Status Monitor reports to determine appraisal status. • Ensure non-bargaining unit employee performance plans are built in Oracle WPM. • Ensure bargaining unit employee performance plans are built on paper PPE forms.	October 31, 2020
SUPERVISOR	• Conduct mid-year performance discussions.	March 31, 2021

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FY2021 Workforce Performance Management (WPM) Stats

31%

Appraisals in progress

97%

Appraisals have not been created
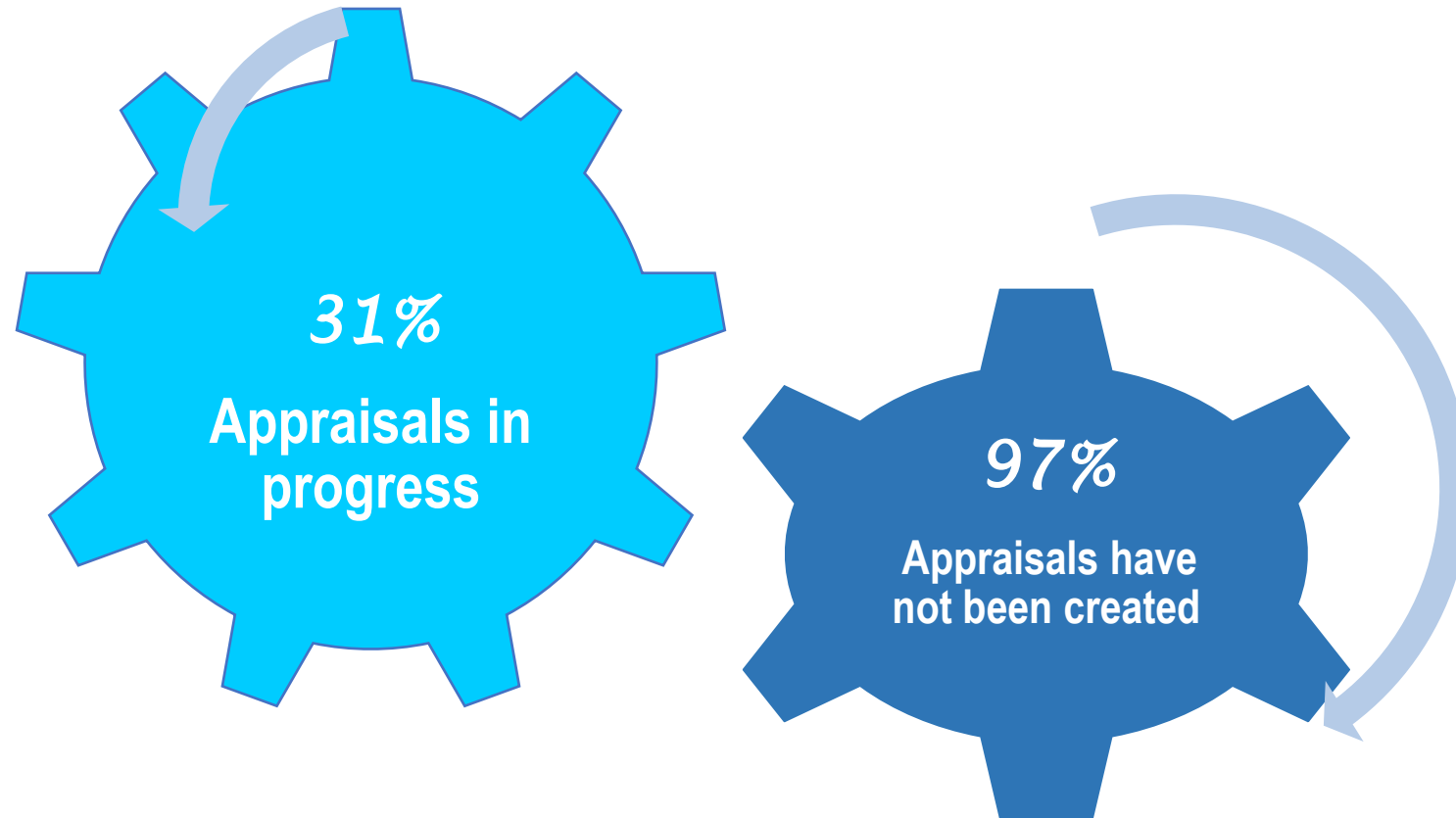
Workforce Performance Management (WPM)

Online Training Material Links:

- Performance Management policies and procedures and timelines: https://www.montgomerycountymd.gov/HR/perform/Performance.html.

- Workforce Performance Management (WPM): https://mcgov.sharepoint.com/erp/Pages/HCM.aspx.

Timekeeping Frequent Errors …And Reviews to Avoid Them

Lori Plazinski,

MCtime HR Liaison

Finance

MCtime Informational Website:
www.montgomerycountymd.gov/MCtime
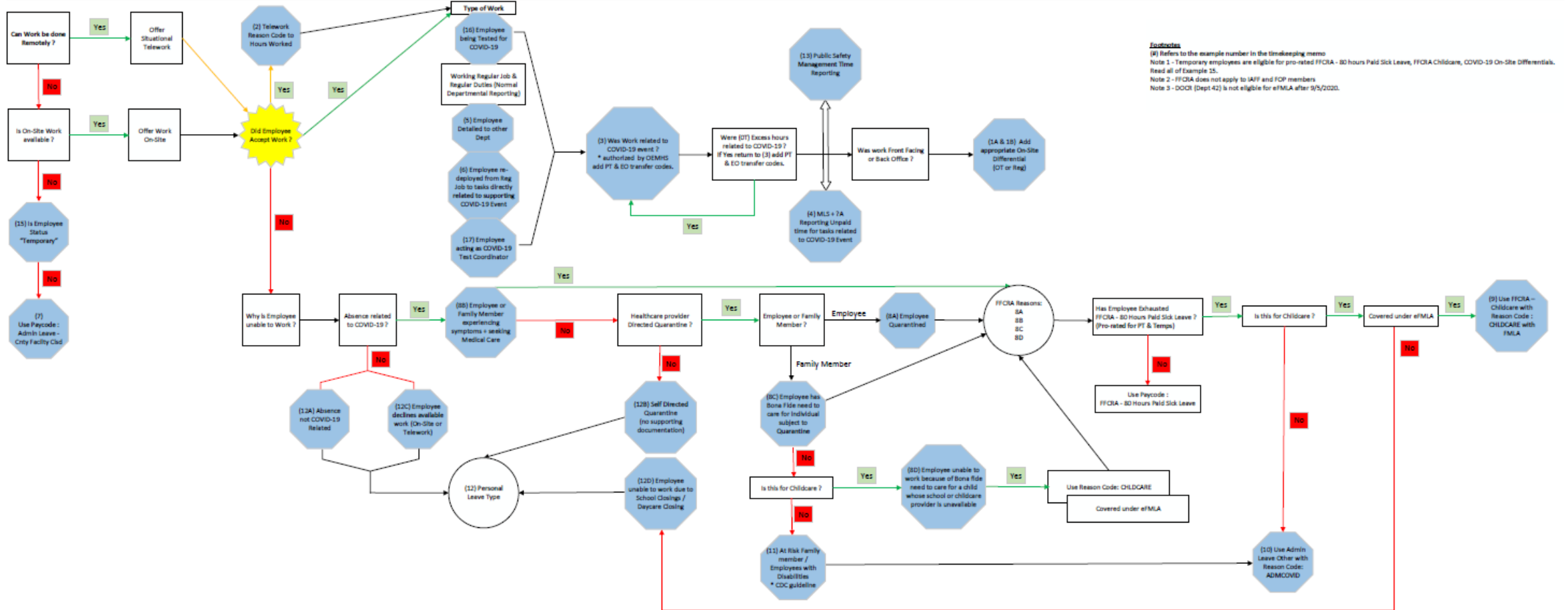
Timekeeping Flowchart Available

Timekeeping Memo Flowchart as of 7/5/2020 - future
*Companion to Timekeeping Memo / should not be used without consulting Timekeeping Memo
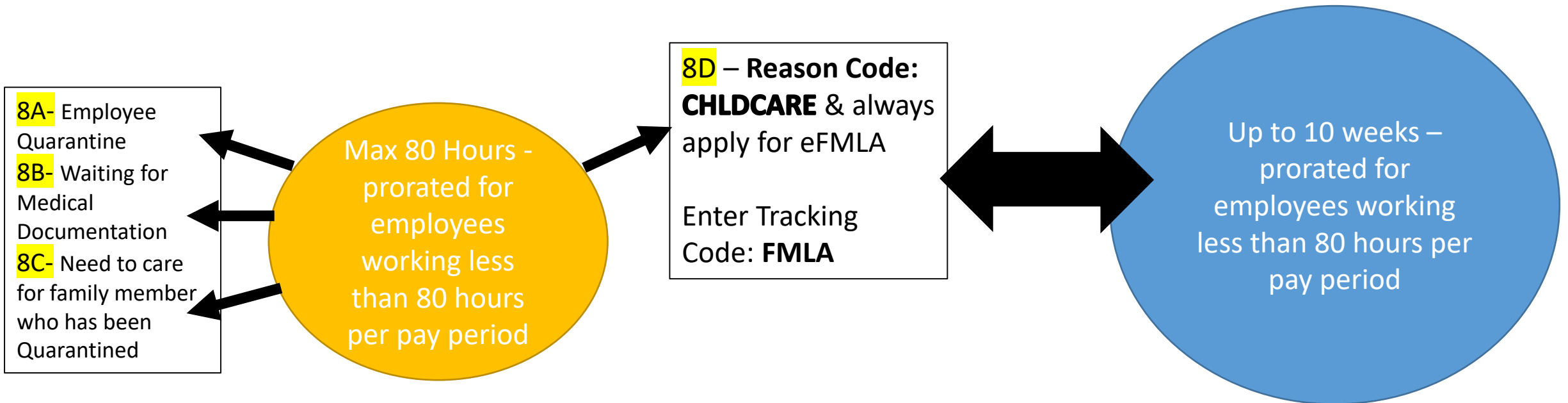
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Families First Coronavirus Response Act (FFCRA)

Example 8 - EPSL Pay Code:

FFCRA - 80 Hours Paid Sick Leave

Example 9 - eFMLA Pay Code:

FFCRA – Child Care

* Before using Example 9, Example 8 must be exhausted

8A- Employee Quarantine
8B- Waiting for Medical Documentation
8C- Need to care for family member who has been Quarantined

Max 80 Hours - prorated for employees working less than 80 hours per pay period

8D – **Reason Code: CHLDCARE** & always apply for eFMLA

Enter Tracking Code: **FMLA**

Up to 10 weeks – prorated for employees working less than 80 hours per pay period

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

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.

Show **: HyperFinds**
(People Finders)

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)
(report display for the time period selected)

Timecard | Schedule | People | Reports

FFCRA - 1.5.2020 - 12.31.2020

Last Refreshed: 10:26PM

Show | FFCRA 80Hrs + Childcare ▼ | Edit
Time Period | 1/05/2020 – 7/18/2020, Range of Dates ▼ | Refresh

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					0	MCGEO Rg FT EX G-1 R8		
	67	R-N	F		max 80	max 400	max 480	max 480	85R UNRP Rg FT EX G-1 R8 S...		
	23	R-N	F					0	MCGEO Rg FT ML-B EX G-1 R8		

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Review COVID-19 Differentials

- **Managers should review COVID-19 Onsite Differentials carefully to ensure the correct one is applied, based on the employee's work.**

COVID19 Front Facing Onsite
COVID19 OT Front Facing Onsite
COVID19 Back Office Onsite
COVID19 OT Back Office Onsite

- **MCtime downloads the COVID-19 Differential Genie into excel, highlights common errors, and expects that the timecards will be resolved by 11 am the following morning or before pay period close on Wednesday.**

Review COVID-19 Differentials Frequent Errors

- Review timecards in pp 8/30-9/12/20 where :
    - Employee has ==more regular differential than regular hours== for MCGEO or Unrepresented employees below Grade 25
    - Employee has ==more OT Differential that excess OT hours==. **Consider COVID19 (reg) on-site differential.**
    - For ==Unrepresented employees Grade 25 and above, review they are not eligible for OT Differential,== and should use the COVID19 (reg) On-site differential for excess hours.
    - ==Full time employees have less than 80 hours toward schedule==.
- Please make any corrections before 11 am tomorrow.
- Reply when completed. If the difference can be explained by a previous Timecard correction, let us know and we will try to filter them out of future Review notices.

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Review COVID-19 Differentials

Dept Division	Employee	Emp ID	Manager	Total Hrs Toward Schedule	Total REG Hrs	FF+BO	COVID19 Front Facing Onsite	COVID19 OT Front Facing Onsite	COVID19 Back Office Onsite	COVID19 OT Back Office Onsite	Total OT Hrs	FFOT+BOOT	FLSA-Grade	Job Title
				80	80	160	160	21.5			13.5	21.5	N-18	
				80	56	56	56	27.5			15.5	27.5	N-18	
				80	32	40	40	1			9	1	N-17	
				80	77	78	78	8			9	8	N-17	
				80	40			32				32	N-24	
				80	72	144	144						N-18	
				80	64	64	64	3				3	N-18	
				80	80	72	72	23.5			15.5	23.5	N-17	
				80	80	72	72	24			16	24	N-17	
				78	78	96	80	18	16		4	18	E-22	
				80	10	23	23	45			58	45	E-24	
				80	52	51	51	15			14	15	E-18	
				80	56	60	60				10		E-25	
				80	57	69	69						E-24	
				80	72	112	112	12.5			12.5	12.5	N-20	
				80	79.5	80	80	26			26.5	26	E-24	

- If you are copied on an email with other managers, reply to (at least) MCtime and your Departmental SMEs – with whatever specific portion of the group that is resolved (i.e., "All Resolved"; "Smith and Jones **Resolved**")

Review Timecard COVID-19 Differentials - JAVA

Review Timecard COVID-19 Differentials – Daily View

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 Help Desk at 240-777-2828**

- **Need Help? Email us: MCtime@montgomerycountymd.gov**

OHR Training Initiatives

Anita Brady

Manager, Training and Organizational Development

OHR

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OHR Training Initiatives

- 750 + Live Virtual Learning Webinars for Aspiring Leaders, Supervisors, and Managers
- Trained over 300 internal training instructors since March 2020 in Teams Live and Meetings.
- Expanded Partnership with MCPL On-line Learning- Lynda.com, uDemy, Gale.com, Learning Express, Rosetta Stone, Mango Languages, Digital Library Cards
- Contract Administration Training Series
- Leading and Working Successfully in Remote Work Environment classes
- De-escalation Training from the Crisis Center and EAP

OHR Training Wins 2 NACo Awards: MLS LEADS and Center for Continuous Learning OHR/HHS Partnership

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New Initiatives in FY21

MLS LEADS expands to MCG LEADS

Topics	Dates
Aspiring Leader Virtual Discussions- Monthly Ted Talks, Podcasts, Videos, Articles	September 24, 2020
Aspiring Leader Conference	October 15, 2020
Group and Individual Leadership Coaching Sessions	November 2020
MCG Delivers- Project-Based Learning Teams	January 2021
Administrative Professionals Conference	March 13, 2021

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Annual Free Flu Shots in the EOB Cafeteria

Johnna L. Bryant

Program Manager, Occupational Medical Services

OHR

EOB Cafeteria Flu Shots Still Occurring

- Flu shots in the EOB Cafeteria:
    - **Wednesday, September 23, 8:30 am to 12:30 pm**
    - **Tuesday, October 6, 1:30 – 4:30 pm**

- Large space enables safe social distancing. Masks are required.

- Mandatory CDC questionnaire must be completed beforehand.

- Flu vaccine type: inactivated viral, no preservatives

While Supplies Last

Q & A

Moderated by Katie Kasunic

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