

# HR Liaisons & MLS Meeting with OHR & MTime

Friday, September 25, 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

- Equipment and Supplies Memo Reminder – Darryl G. Gorman
- HR Liaison Roles in County Departments Overview – Darryl G. Gorman
- Tuition Assistance and Training – Anita Brady
- Flu Shots and Leave – Johnna L. Bryant
- Timekeeping Genies – Lori Plazinski
- Question and Answer Session – Moderated by Katie Kasunic



# **Office Equipment and Supplies; The Roles of HR Liaisons in County Departments**

Darryl G. Gorman

Senior Advisor

OHR



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# Equipment and Supplies for Situational Telework During COVID-19

Click on the link below to see the May 29, 2020 policy memorandum from the FIN, OHR and Procurement Directors and for guidance regarding any exceptions:

[Manager/Supervisor Guidance for Equipment and Supplies During COVID-19](#)



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# Working Definitions of an HR Liaison

- An HR Liaison is:
  - An employee appointed/designated by a County Department to perform and be responsible for some or all HR duties especially those HR duties/functions requested by OHR.
  - Assists their respective departments in performing HR functions in accordance with OHR guidelines, MCG Personnel Regulations and Collective Bargaining Agreements.



# HR Liaison

- There is no specific job classification specification for the HR Liaison role.
- Departments use other job classifications to support HR activity such as: Administrative Specialists, Program Managers.
- Currently there is no single model for the HR Liaison role.



# Roles of HR Liaisons Differ in County Departments

- Some HR Liaisons perform limited functions or roles primarily related to processing transactions or monitoring compliance/reporting on Department's work.
- Some HR Liaisons are engaged in a wide array of HR functions including being directly involved in hiring actions or in disciplinary matters.





# Some Reasons for Differing HR Liaison Roles

- Standard Operating Procedure (consistent practice)
- Size of department (number of employees)
- Complexity of the HR work within the department
- Budget allocated for HR functions
- Statute or regulation impacts HR functions
- Delegations of authority



# HR Liaisons May:

## Recruitment and Selection

- Generate personnel actions/paperwork for recruitment/hiring/promotion
- Onboard new employees
- Review immigration status

## Classification and Compensation

- Create new position and reclassification of vacant positions
- Compile information for job classification studies, salary reviews and compensation requests
- Ensure department internal salary equity
- Initiate Oracle transactions for positions



# **HR Liaisons May (Continued):**

## **Health and Welfare**

- Communicate insurance-related information to employees (i.e. Open Enrollment dates, Wellness activities, etc.)
- Direct employees to resources available for planning for retirement and associated timelines

## **Occupational Medical Services**

- Assist with workers compensation
- Facilitate compliance with medical reviews

## **Training and Development**

- Monitor training compliance

## **EEO**

- Assist with EEO matters (documentation, compliance, resolution, etc.)



# HR Liaisons May (Continued):

## Administrative Services – Records Management

- Initiate Oracle assignment transactions to actively maintain all aspects of employees' official personnel records and statuses
- Maintain and protect department personnel records
- Ensure employees enter and maintain their emergency contacts
- Assist employees with Oracle Role requests



# HR Liaisons May (Continued):

## OHR Other

- Assist with employee use of leave and leave accruals
- Respond on payroll matters
- Facilitate the performance planning and evaluation process
- Initiate progressive discipline and responding to grievances/complaints
- Direct employees to available resources/forms
- Generate rewards/recognition/retention



# Topics for Future Presentations on HR Liaisons

- Duties that HR Liaisons perform in County Departments
- Should HR Liaison duties be consistent/generic in all County Departments?
- What should be OHR's role/responsibility related to HR Liaisons?



# OHR Training Initiatives

Anita Brady

Manager, Training and Organizational Development

OHR



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# FY21 Tuition Assistance Update

- FY21 Tuition Assistance Program will re-start in mid-October. We will update all in early October with specific dates and additional information.
- Funding level per participant will remain the same as previous years:
  - \$1,730 FOP
  - \$1,830 IAFF/Volunteer Firefighters
  - \$2,130 MCGEO/Unrepresented Employees
- Currently automating existing paper-based system to include:
  - Online applicant submission of application and uploading all supporting documentations
  - Online department director or designee review and approval of application and supporting documentation







# Tuition Assistance Program Graduates



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# October Live Webinar Training Highlights

Building a Respectful Workplace	Oct 5	2-3 p.m.
Interpersonal Communications	Oct 5 & 12	9-11 a.m.
Technical Writing	Oct 6	1-3 p.m.
Managing Your Emotions in the Workplace	Oct 7	2:15 - 4:15 p.m.
Overview of Contract Administration	Oct 7	1-4 p.m.
Aspiring Leader Conference	Oct 15	9 a.m. – 12 p.m.
Aspiring Leader Discussion Group – Leading During a Pandemic – Harvard Business Review	Oct 20	1-2 p.m.
Project Management Fundamentals	Oct 20, 21, 27, 28	9 a.m.-12 p.m.



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# MCPL Digital Library Card and Online Learning

- Online Learning Sites:
  - Lynda.com, Udemy, Rosetta Stone, Mango Languages, Learning Express, Gale.com, etc.
  - <https://montgomerycountymd.libguides.com/education>
  - 24/7 access to virtual learning; short 2 to 7-minute videos, online courses in computer software training, communications, leadership, project management, etc.
  - Over 6,000 videos to select from on Lynda.com
- You need an MCPL library card to access these resources for free:
  - <https://montgomerycountymd.gov/library/services/registration.html>



# Flu Shots and Leave

Johnna L. Bryant

Program Manager, Occupational Medical Services

OHR



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# Flu Shots and Leave

- Flu shot appointments with the OMS Clinic take on average around 30 minutes (not including travel time).
- Flu shots should be scheduled during normal work hours; it is not necessary to use leave.
  - Travel to Flu Clinics should be considered work hours.
- Reminder:
  - Ongoing appointment-only flu shots at the OMS Clinic still available (while supplies last)
  - Walk-in flu shots in the EOB Cafeteria Tuesday, October 6, 1:30 – 4:30 pm
  - Mandatory CDC questionnaire must be completed beforehand



# Timekeeping Genies

Lori Plazinski

MCtime HR Liaison

Finance



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# Introduction to Terms

- **Genie** – A tool in MCTime that allows a manager to view information on an entire group of employees without having to access each individual timecard.
- **HyperFind** – used in the “show” field as a “people finder” to select employees that meet an established criteria.
  - “\_\_All Home” HyperFind includes all the employee timecards that you have access to view.
  - “Direct Reports – MGR Last Name ” HyperFind includes a manager’s Direct Reports  
[Creating a Personal Hyperfind \(Query\)](#)
- Pre-defined Pay Periods - Previous, Current, or Next
  - Also a specific date or a range of dates





# Pay Period Close Genie

Timecard | Schedule | People | Reports

## PAY PERIOD CLOSE

Last Refreshed: 1:33PM

Show  Edit

Time Period  Refresh

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾

Dept Division	Section - Subsection	Employee Name	Emp ID	Manager Name	RT Seas	FT PT	Total Reg Hours	Total Leave Hours <sup>2</sup> ▾	Total Hours toward Schedule <sup>1</sup> ▾	Expected Hrs per Pay Period	Total OT Hours	Employee Approval	Manager Approval
FIN 32 Div...	FIN 32 Tax O...				R-N	F	40.0	40.0	80.0	80.0	10.0		
FIN 32 Div...	FIN 32 Payroll-				R-N	F	44.0	36.0	80.0	80.0			
FIN 32 Div...	FIN 32 Tax O...				R-N	F	61.5	18.5	80.0	80.0			
FIN 32 Dir...	FIN 32 Manag...				R-N	F	72.0	8.0	80.0	80.0			
FIN 32 Div...	FIN 32 Accou...				R-N	F	72.0	8.0	80.0	80.0			
FIN 32 Dir...	FIN 32 Manag...				R-N	F	76.0	4.0	80.0	80.0			
FIN 32 Div...	FIN 32 Gener...				R-N	F	77.0	3.0	80.0	80.0			
FIN 32 Div...	FIN 32 Operat...				R-N	F	80.0		80.0	80.0		Partial	
FIN 32 Div...	FIN 32 Payroll-				R-N	F	80.0		80.0	80.0			
FIN 32 Dir...	FIN 32 Inform...				R-N	F	80.0		80.0	80.0			





# Tasks with Pay Period Close Genie

- For full-time employees – Check for 80 hours sorting the “Total Hours Towards Schedule” looking for more and less than 80 hours.
- Review “Total Leave Hours”
- Review “Total OT Hours” – check excess hours for authorization and reasonableness through sorting and applying:
  - “\_Unscheduled leave with OT” HyperFind
  - [Editing Overtime for an Unscheduled Absence](#) job aid
- Review for prompt for Employee approvals\* before Monday 11 am.
- Ensure Manager approvals\* before Tuesday noon to avoid email notice.

\*Approval deadlines may vary for departments that import scheduling data



# JAVA Concerns

- MCtime works best with Internet Explorer.
- JAVA platform has more Manager functionality for reviewing timecard details.
- MCtime is working on plans to upgrade to a current version without JAVA – will have a very different look and feel.
- Compatibility issues can occur with either JAVA or HTML.
- Technical Issues:
  - Compatibility Checks Job Aid or Help Desk at 240-777-2828



# Reminders

- Suggestions for future topics or additional guidance resources are welcome
- Request Department Specific Timekeeping Tools
- Ensure Employee and Manager Approval Deadlines
- Perform Pay Period Close Checklist
  - Manager & Department Level Reviews
  - Follow up quickly to resolve Payroll/MCtime requests
- Need Help? Email us: [MCtime@montgomerycountymd.gov](mailto: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](https://montgomerycountymd.gov/HR/Misc/WeeklyHRLiaisonsMLSOHRMCTime.html)

For more information on Timekeeping, visit the MCTime Events - COVID-19:  
[montgomerycountymd.gov/mctime/resources.html#Events](https://montgomerycountymd.gov/mctime/resources.html#Events)

OHR's Employee Coronavirus News Webpage:  
[montgomerycountymd.gov/employeenews covid19](https://montgomerycountymd.gov/employeenews covid19)



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