



MCGEO Acting Promo (Temporary Assignment)

Effective July 4, 2021, the MCGEO CBA Article 23 provides for “Employees formally assigned to a higher classified job shall be paid an hourly differential of five dollars (\$5.00) for all hours worked in the higher classification.”

The MCGEO Temporary Promotion Process will continue for employees being promoted to a higher classified position for 10 or more calendar days, up to 12 consecutive months. These actions are processed through the HR Oracle system, which will change the employee’s pay rate.

The MCGEO Temporary Assignment Process is for employees being temporarily assigned to a higher classified position for less than 10 workdays at full-time status OR any duration for part-time status OR any duration on an intermittent basis. Employee must meet minimum qualifications for the higher classified position.

Class Specifications, found in the [Classification Plan](#), have minimum qualifications listed. The employee must submit a resume to verify credentials and work experience listed in the MQs. Supervisor must submit a Seamless Doc Form ([Seamless Doc Form](#)) to initiate the process.

Example Scenarios for Temporary Assignment:

- A shift supervisor is out for one day, requiring a temporary assignment to fill-in.
- A higher-level operationally critical employee goes on vacation for one week, requiring a short-term temporary assignment to another employee to cover all duties of the position.





MCGEO Acting Promo (Temporary Assignment)

INTERMITTENT assignments and assignments of less than 10 days – require additional MCtime Pay Codes added to timecard (mapped to Oracle pay elements) so employee is paid a higher wage for tasks performed at higher grade level.

Existing Pay Codes	ADD: Acting Promo (AP) Pay Codes (\$5)
Regular (Hours Worked)	+ Acting Promo (Pay)
Overtime at 1.5* <u>or</u> CL3 - Comp Lv Earned 1 hr EQ 1.5*	+ Acting Promo OT at 1.5
Overtime at 1.0* <u>or</u> CL2 - Comp Lv Earned 1 hr EQ 1.0*	+ Acting Promo OT at 1.0
Overtime at .5* <u>or</u> Comp Lv Earned 1 hr EQ .5*	+ Acting Promo OT at .5
Call Back Pay	+ Acting Promo Callback
HP1 - Holiday Premium Pay*	+ Acting Promo Holiday Prem at 1.5
HP2 - Holiday Premium Pay*	+ Acting Promo Holiday Prem at 2.0
OTL – DOCR – Lunch Overtime	+Acting Promo OT Lunch - DOCR
Personal Leave Types (Annual, Sick, Comp Leave, Personal Days) & Admin Leave types	+ Acting Promo (Pay)
Emergency Pay	+ Acting Promo Emergency Pay
(Either) Stand By Pay	<u>OR</u> Acting Promo Stand By (not both)

* Since some pay codes are calculated (not entered into the body of the timecard) – Use the **Manage My Department** workspace to review daily totals.





MCGEO Acting Promo (Temporary Assignment)

Example 1 – Employee with 12 Hours Worked (8 Regular and 4 Excess Hours).

	Pay Code	Trans...	Sun 7/30	Mon 7/31
<input checked="" type="checkbox"/>	Hours Worked			12.0
<input checked="" type="checkbox"/>	Hours Worked			
<input checked="" type="checkbox"/>	Acting Promo			8.0
<input checked="" type="checkbox"/>	Acting Promo OT at 1.5 rate			4.0
<input checked="" type="checkbox"/>	<Enter Pay Code>			
<input checked="" type="checkbox"/>	Schedule			8:00AM-4:0...
<input checked="" type="checkbox"/>	Daily Total			24.0

Totals Accruals Audits Historical Corrections			
Daily		All	
Ac...	Pay Code	Amount	Wages
.../-	Acting Promo	8.0	\$40.00
.../-	Acting Promo OT at 1.5 rate	4.0	\$20.00
.../-	OT at 1.5 - Overtime	4.0	\$227.52
.../-	Regular	8.0	\$303.36
.../-	Total Hrs Towards Schedule	8.0	\$303.36

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding two acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **OT at 1.5 – Overtime** matches **Acting Promo OT at 1.5 rate**.

Note – if the default form of excess hours is Overtime pay or if the employee elects to change the form of excess hour payment to overtime at 1.5 the (via Manager Pay Code Move Request) the **Acting Promo OT at 1.5 rate** (flat \$5) is applied. The Acting Promo is a fixed amount and should not be used with a Pay Code Move.

Note – If the employee earns overtime at the 1.0 rate, match with the corresponding **Acting Promo OT at 1.0 rate**.





MCGEO Acting Promo (Temporary Assignment)

Example 2 – Scheduled Holiday & Employee works 8 hours in the Temporary Assignment Role.

	Pay Code	Trans...	Sun 9/03	Mon 9/04
<input checked="" type="checkbox"/>	Hours Worked			8.0
<input checked="" type="checkbox"/>	Acting Promo			8.0
<input checked="" type="checkbox"/>	Acting Promo Holiday Prem at 1.5			8.0
<input checked="" type="checkbox"/>	Labor Day			0.0
<input checked="" type="checkbox"/>	<Enter Pay Code>			
<input checked="" type="checkbox"/>	Schedule			8:00AM-...
<input checked="" type="checkbox"/>	Daily Total			24.0

Totals Accruals Audits Historical Corrections			
Daily		All	
Ac...	Pay Code	Amount	Wages
.../-	Acting Promo	8.0	\$40.00
.../-	Acting Promo Holiday Prem at 1.5	8.0	\$40.00
.../-	HP1 - Holiday Premium Pay at 1.5	8.0	\$455.04
.../-	Regular	8.0	\$303.36
.../-	Total Hrs Towards Schedule	8.0	\$303.36

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding two acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **HP1 – Holiday Premium Pay at 1.5 rate** matches to **Acting Promo Holiday Prem at 1.5**





MCGEO Acting Promo (Temporary Assignment)

Example 3 – Scheduled Holiday and Employee works 8 hours in the Temporary Assignment Role.

	Pay Code	Trans...	Sun 9/03	Mon 9/04
<input checked="" type="checkbox"/>	Hours Worked			
<input checked="" type="checkbox"/>	Acting Promo			8.0
<input checked="" type="checkbox"/>	Labor Day			8.0
<input checked="" type="checkbox"/>	<Enter Pay Code>			
<input checked="" type="checkbox"/>	Schedule			8:00AM-...
<input checked="" type="checkbox"/>	Daily Total			16.0

Totals Accruals Audits Historical Corrections			
Daily		All	
Ac...	Pay Code	Amount	Wages
.../-	Acting Promo	8.0	\$40.00
.../-	HOL - Holiday Leave	8.0	\$303.36
.../-	Total Hrs Towards Schedule	8.0	\$303.36

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding the acting promo pay code:

- **HOL – Holiday Leave** for 8 hours matched to **Acting Promo**





MCGEO Acting Promo (Temporary Assignment)

Example 4 – Unscheduled Holiday & Employee works 8 hours, while designated in the Temporary Assignment Role.

	Pay Code	Trans...	Sun 9/03	Mon 9/04
<input checked="" type="checkbox"/>	Hours Worked			8.0
<input checked="" type="checkbox"/>	Acting Promo			8.0
<input checked="" type="checkbox"/>	Acting Promo Holiday Prem at 2.0			8.0
<input checked="" type="checkbox"/>	CLH - Comp Lv Earned for Holiday			8.0
<input checked="" type="checkbox"/>	Labor Day			0.0
<input checked="" type="checkbox"/>	<Enter Pay Code>			
<input checked="" type="checkbox"/>	Schedule			

Totals Accruals Audits Historical Corrections			
Daily		All	
Ac...	Pay Code	Amount	Wages
.../-	Acting Promo	8.0	\$40.00
.../-	Acting Promo Holiday Prem at 2.0	8.0	\$40.00
.../-	CLH - Comp Lv Earned for Holiday	8.0	\$0.00
.../-	HP2 - Holiday Premium Pay at 2.0	8.0	\$606.72

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 Acting Promo Pay Code adding 2 AP pay codes (and the normal **manual entry** of an additional Holiday Credit for an unscheduled holiday worked).

- Regular (Hours Worked) for 8 hours matched to **Acting Promo**
- **HP2 – Holiday Premium Pay at 2.0** rate matches to **Acting Promo Holiday Prem at 2.0**





MCGEO Acting Promo (Temporary Assignment)

Example 5 – Stand By / Call Back Monday as Employee Role & Tuesday while designated in the Temporary Assignment (Acting Promo).

Pay Code	Transfer	Sun 7/30	Mon 7/31	Tue 8/01
X Hours Worked			8.0	8.0
X Hours Worked				
X Acting Promo				8.0
X Acting Promo Callback				3.0
X Acting Promo Standby Pay				12.5
X Call Back Pay			3.0	3.0
X Stand By Pay			12.5	
X <Enter Pay Code>				
X Schedule			8:00AM-4:...	8:00AM-4:...
X Daily Total			23.5	34.5

Totals		Accruals	Audits	Historical Corrections
Period to Date		All	Totals for 8/01/2	
Lo...	Job Ac...	Pay Code	Amount	Wages
	..J/-	Acting Promo	8.0	\$40.00
	..J/-	Acting Promo Callback	3.0	\$15.00
	..J/-	Acting Promo Standby Pay	12.5	\$62.50
	..J/-	Call Back Pay	6.0	\$341.28
	..J/-	Regular	16.0	\$606.72
	..J/-	Stand By Pay	12.5	\$0.00
	..J/-	Total Hrs Towards Schedule	16.0	\$606.72

Use Period to Date Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding three acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **Call Back Pay** for 3 hours matched to **Acting Promo Callback**
- On Tuesday, ONLY **Acting Promo Standby Pay** is used for 12.5 hours.
 - 24 hours in a day. Employee has .5 unpaid meal break and works 8 hours ($24 - .5 - 8 = 15.5$ hours). When the employee is paid for 3 hours of Call Back, Stand by Pay is reduced ($15.5 - 3 = 12.5$).





MCGEO Acting Promo (Temporary Assignment)

Example 6 – Emergency Pay - Emergency declared and employee works on site while designated in the Temporary Assignment (Acting Promo)

Pay Code	Transfer	Sun 7/30	Mon 7/31
<input checked="" type="checkbox"/> Hours Worked			8.0
<input checked="" type="checkbox"/> Hours Worked			
<input checked="" type="checkbox"/> Acting Promo			8.0
<input checked="" type="checkbox"/> Acting Promo Emergency Pay			8.0
<input checked="" type="checkbox"/> Emergency Pay			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>			
<input checked="" type="checkbox"/> Schedule			8:00AM-4:...
<input checked="" type="checkbox"/> Daily Total			32.0

Pay Code	Transfer	Sun 8/06	Mon 8/07

Totals Accruals Audits Historical Corrections

Daily Pay Code

Pay Code	Amount	Wages
Acting Promo	8.0	\$40.00
Acting Promo Emergency Pay	8.0	\$40.00
Emergency Pay	8.0	\$303.36
Regular	8.0	\$303.36
Total Hrs Towards Schedule	8.0	\$303.36

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 Acting Promo Pay Code adding 2 AP pay codes and the manually add Emergency pay for eligible hours.

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **Emergency Pay** hours matched to eligible **Regular** (Hours worked) during the time of the declared Emergency.
- **Emergency Pay** for 8 hours matched to **Acting Promo Emergency Pay**





MCGEO Acting Promo (Temporary Assignment)

Example 7– DOCR Paid Meal Break

(For employees assigned the DOCR Paid Meal Pay Rules only (mandatory 0.5 overtime due to minimum staffing requirements), while employee is on Temporary Assignment. This is an approved exemption to the full hour increment usage.

Pay Code	Transfer	Sun 7/30	Mon 7/31
<input checked="" type="checkbox"/> Hours Worked			8.5
<input checked="" type="checkbox"/> Hours Worked			
<input checked="" type="checkbox"/> Acting Promo			8.0
<input checked="" type="checkbox"/> Acting Promo OT Lunch - DOCR			0.5
<input checked="" type="checkbox"/> <Enter Pay Code>			
<input checked="" type="checkbox"/> Schedule			8:00AM-4...
<input checked="" type="checkbox"/> Daily Total			17.0

Pay Code	Transfer	Sun 8/06	Mon 8/07
<input checked="" type="checkbox"/> Hours Worked			8.0

Totals Accruals Audits Historical Corrections

Daily Pay Code

Pay Code	Amount	Wages
Acting Promo	8.0	\$40.00
Acting Promo OT Lunch - DOCR	0.5	\$2.50
OTL - DOCR - Overtime Lunch	0.5	\$28.44
Regular	8.0	\$303.36
Total Hrs Towards Schedule	8.0	\$303.36

Use Daily Totals to match the regular and excess hours with the appropriate flat \$5 acting promo pay code adding two acting promo pay codes:

- **Regular** (Hours Worked) for 8 hours matched to **Acting Promo**
- **OTL – DOCR – Overtime Lunch** for .5 hours matched to **Acting Promo OT Lunch – DOCR**





MCGEO Acting Promo (Temporary Assignment)

Acting Promo Genie and Acting Promo HyperFind

Employee Name	Emp ID	Manager	AP Pay	AP OT...	AP OT...	AP OT...	AP ST...	AP Ca...	AP H...	AP H...	AP OT Lunch...	AP Emergenc...	Pay Rule
WILSON, CHRISTIAN A	25048	Ramsey, Kara	5.0										MCGEO Rg FT EX G-1 RB
SAMUSENKO, LILIA V	17650	Borawski, Christopher	2.0										MCGEO Rg FT ML-B N-EX RB
SHELTON, KEVIN TREMAYNE	23243	De La Cruz, James	52.9										MCGEO Rg FT N-EX R10
REALPE, KATHERINE S	7835	Rosales, Nelson	40.0										SHF DEPUTY OT 1.5 MLA RB

- Confirm the employee is authorized to use the **Acting Promo** pay codes.
- Review OHR Eligibility/Process.
- Review that employee is a MCGEO employee (usually in the name of the Pay rule).
- Review each timecard individually:
 - Use the Manage My Departments workspace to view Daily Totals.
- Review for inappropriate codes in the pay period:
 - Holiday Prem in a pay period with no Holiday.
 - Emergency Pay in a pay period with no declared Emergency.
 - Department Specific AP codes used in the wrong department.

Note – Acting Promo codes are a fixed \$5 amount and must be received as Pay (never Comp Leave). Acting Promo should not be used with Pay Code Moves.

Note – Acting Prom must be used in full hour increments.

