



## OFFICE OF HUMAN RESOURCES

Marc Elrich  
*County Executive*

Traci L. Anderson  
*Director*

### MEMORANDUM

January 29, 2026

TO: Department and Office Directors *[Signature]*

FROM: Traci L. Anderson, Director, Office of Human Resources

Michael Coveyou, Director, Department of Finance *[Signature]*

SUBJECT: Timekeeping Guidance: Pay Period January 25 – February 7, 2026

This memorandum clarifies the status of County Government operations and provides guidance to employees when completing their timecards. This guidance is being provided to all departments to address timekeeping for the pay period referenced below. Departmental MCtime SMEs should assist employees in applying timekeeping guidance by highlighting information that is most relevant to the department and providing the first level of troubleshooting for any questions.

Please share this information with your employees.

Status	Beginning	Ending
<b>General Emergency</b>	Saturday, January 24, 2026 at 11:59 p.m.	Sunday, January 25, 2026 at 11:59 p.m.
<b>General Emergency</b>	Sunday, January 25, 2026 at 11:59 p.m.	Monday, January 26, 2026 at 11:59 p.m.
<b>Liberal Leave</b>	Tuesday, January 27, 2026 at 12:00 a.m.	Tuesday, January 27, 2026 at 11:59 p.m.

#### Project Code for Reimbursement

A County-wide project code has **NOT** been established for the purpose of cost accumulation for Federal FEMA/State MEMA reimbursements for personnel costs. However, departments should continue to track incremental costs internally related to the storm for reporting to OMB.

### **Timekeeping Guidance for January 25 - 26, 2026 – General Emergency**

**Non-essential employees** who were scheduled to work during the General Emergency period and did not work are eligible for Administrative Leave. Employees should record the pay code **Admin Leave - General Emergency** and record the number of regularly scheduled work hours.

**Non-essential employees** who were authorized by their department director to work on-site or telework during the General Emergency period to complete work directly connected and necessary to support the operational needs related to current inclement weather conditions should record the pay codes: **Hours Worked and Emergency Pay** for any hours worked during the closure period.

**Essential employees** who were scheduled to work during the General Emergency were required to report to work and are eligible for General Emergency Pay. Employees should record the pay codes: **Hours Worked and Emergency Pay** for any hours worked during the closure period.

Employees who had pre-approved leave on January 25, or 26, 2026, should record the pay code **Admin Leave – General Emergency** for the number of regularly scheduled work hours for the day.

### **Timekeeping Guidance for January 27, 2026 – Liberal Leave**

**Non-essential employees** scheduled to work during a liberal leave period are expected to report as scheduled. If a non-essential employee chooses not to work (or telework for those approved to telework) during a liberal leave period, the employee must notify their manager of their unscheduled leave status and use leave in accordance with the liberal leave policy to cover hours not worked.

**Essential employees** are not eligible for liberal leave.

See [Liberal Leave Guidance](#) for more information.

### **General Timekeeping Guidance**

Employees must record time accurately. Employees are strongly encouraged to record hours worked in the MCtime application **daily** and approve their timecards on the employee's last scheduled day of the pay period.

Managers are required to review and apply this guidance to ensure the accuracy of timecard entries for proper financial controls. Managers are expected to review, edit as necessary, and approve employee timecards prior to noon on Tuesday, following the last day of the pay period (or other departmentally established deadlines). Additionally, Departmental MCtime SMEs should review timecards for employee and manager approvals and the Pay Period Close checklist for compliance and accuracy.

This document and other timekeeping resources are available on the [MCtime Informational Website](#) under the Resources Tab, [Events Section](#).

## **Questions**

- **OHR:** [OHR@montgomerycountymd.gov](mailto:OHR@montgomerycountymd.gov)
- **Finance, MCtime:** [MCtime@montgomerycountymd.gov](mailto:MCtime@montgomerycountymd.gov)

cc: Administrative Services Managers and functional equivalents  
Finance, MCtime  
Finance, Payroll  
HR Liaisons  
MCtime SMEs & POCs  
MLS Managers & Non-MLS Supervisors  
Public Safety Managers  
SEAAAs