



OFFICE OF HUMAN RESOURCES



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County Executive

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Director

MEMORANDUM

January 9, 2025

TO: Department and Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources   
Michael Coveyou, Director, Department of Finance 

SUBJECT: **FINAL** Timekeeping Guidance: Pay Period Dec 29, 2024 – Jan 11, 2025

This memorandum clarifies the status of County Government operations for Monday, January 6, 2025, and Tuesday, January 7, 2025, and provides guidance to employees when completing their timecards. This guidance is being provided to all Directors, ASCs or equivalent, Public Safety and MLS Managers, HR Liaisons, and Mctime SMEs to address timekeeping for the pay period referenced below.

Departmental Mctime SMEs should assist employees in applying timekeeping information 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>	Monday, January 06, 2025 at 3:00 am	Monday, January 06, 2025 at 11:59 pm
<b>Liberal Leave</b>	Tuesday, January 07, 2025 at 12:00 am	Tuesday, January 07, 2025 at 11:59 pm

**Timekeeping Guidance for January 6, 2025 – 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.

**NOTE:** Non-essential employees who chose to telework, with the department director's approval, are **not** eligible for emergency pay. Non-essential employees who received approval and chose to telework will **not** receive administrative leave during the time they are working. Therefore, employees must reduce the number of **Admin Leave – General Emergency** hours by the number of hours the employee teleworked and **record the pay code Hours Worked**.

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

As a reminder, essential employees are those in a designated occupational class or position who must report to work during a general emergency. For additional information, please see MCPR Sections 1-22 (essential employee) and 1-29 (general emergency). Per MCPR Section 10-14, employees who had pre-approved leave on January 6, 2025, may record the pay code Admin Leave – General Emergency instead of using their personal leave for closure.

### **Timekeeping Guidance for January 7, 2025 – Liberal Leave**

Non-essential employees who did not work must use an unscheduled personal leave type, including Annual Leave, Comp Leave Supp, Comp Leave, Paid Time Off (PTO), or Leave Without Pay (LWOP). See [Liberal Leave Guidance](#) for more information.

### **Project Code for Reimbursement**

A project code has **NOT** been established for the purposes of cost accumulation for Federal FEMA/State MEMA reimbursements for personnel costs.

### **General Timekeeping Guidance**

Employees must record time accurately. Employees are strongly encouraged to record hours worked into the MTime application **daily** and approve their timecard on the employee's last scheduled day of the pay period. Employees can work a combination of onsite and remote work on any given day. Time should be recorded based on the hours actually worked at each location.

**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 departmental established deadlines). Additionally, Departmental MTime SMEs should also review timecards for employee and manager approvals and review the Pay Period Close checklist for compliance and accuracy.

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

## Questions

Questions can be directed to the Office of Human Resources at [OHR@montgomerycountymd.gov](mailto:OHR@montgomerycountymd.gov) or to the Department of Finance MTime team at [MTime@montgomerycountymd.gov](mailto:MTime@montgomerycountymd.gov).

cc: Administrative Services Managers and functional equivalents  
Finance, Payroll  
Finance, MTime  
HR Liaisons  
MLS Managers  
Managers, Public Safety  
MTime SMEs & POCs