

## Timekeeping Toolkit Tips – Pay Code Moves – Form of Compensation Errors

The Pay Code Move function is used to change the form of payment from the default way that excess hours are calculated for employees. A request “form of compensation” (pay or comp leave) should be made to the supervisor or manager no later than Monday at noon, following Pay Period Close. It is advised that Pay Code moves be performed daily. Likely, transfer codes in the body of the timecard should also be applied to the moved amounts.

### Management Considerations for Pay Code Moves:

- Excess Hours Posting (How excess hours were offered)
- Backfill cascading costs of Compensatory Leave
- Delayed costs of Compensatory Leave Payouts
- Departmental Budget Limitations for Overtime Pay
- Fair Labor Standards Act
- Position/Task Funding Source
  - Grant Restrictions
  - Potential Emergency Reimbursements
- Special workload considerations



To reduce a category of timecard corrections (TCC) that is burdensome to both employees and management, and is easily avoided, if managers performed a timely Pay Code Move (PCM), we highlight best practice/solutions to the most frequent causes/reasons cited for the TCC. The best timecard corrections are the ones that we prevent!

Cause / Reason	Best Practice/Solution
Employee did not request a change in the form of payment before approving timecard.  Employee may use Time Detail Report review excess hours <a href="#">Employee Tasks Job Aid</a> (page 4) to review <a href="#">Overtime Thresholds</a>	Require employee submit written (email) requests for any changes in the form of payment be made in writing before noon on Monday of Pay Period Close.
Manager does not know how to perform Pay Code Move	Manager must use Java Platform See: <a href="#">Pay Code Move Job Aid</a>
Manager had difficulty accessing the JAVA Platform	See: <a href="#">Technical Issues - Compatibility Checks</a> to resolve, or call HELP IT at 240-777-2828 for technical access.
Manager forgot to review Pay Code Move Requests before Manager approval.	See: <a href="#">General PPC Checklist</a> Manager should follow Steps #5 & #12
Employee did not validate request. Employee is notified of any edits made to an approved timecard.	Remind manager or back up manager (Departmental SME) of the outstanding PCM request. (Employee can easily forward the sent email).

**New:** [Timecard Correction SharePoint workflow application](#)  
VPN access required /County Departments only

**Timecard Correction Questions?** Contact [Finance, Payroll](#) Team or 240.777.8840

**Timekeeping Questions?** Contact [Finance, MCTime](#) Team