

Managers and Supervisors Role in Ensuring Accountability in Timekeeping

Presentation
August 29th, 2024



Revised 06/14/2023



Ensuring Accountability in Timekeeping
Montgomery County Government

Goals

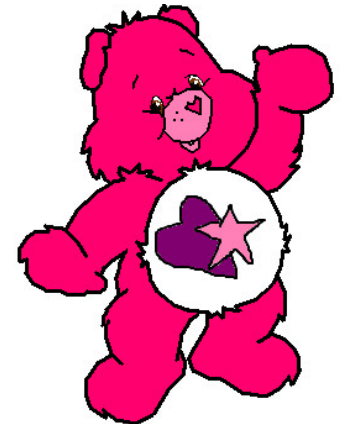
1. Accurate Pay
2. Avoid Timecard Corrections - be accurate initially!
3. Timely Approvals – avoid receiving missed deadline approval notifications for Employees or Managers
4. Know where to find more detailed timekeeping resource information



Objectives

As a result of this presentation, participants will be able to:

- Understand the CARE principles (Communication, Accountability, Responsibility and Efficiency) and how they relate to your role as timekeeping monitor.
- Know how the timekeeping process is impacted by the Fair Labor Standards Act, Pay Rules, Multi-Lingual Differentials, Employee Schedules, Employee Status, Collectively Bargained Statuses and special provisions.
- Understand key timekeeping topics, specific regulations, and processes such as: New Hires, Schedules, Transfer/Terminations, Temporary Employees, Pay Codes, Administrative Leave, Workers' Compensation, FMLA, Holidays, Excess Hours/Overtime, Shift Differential, Leave Accrual Balances, and Events.
- Identify employee and manager roles and responsibilities in the pay period closing.
- Know how to get help when there is a timekeeping question.



Why should I CARE?

Accurate and timely data from payroll are needed for the County to:

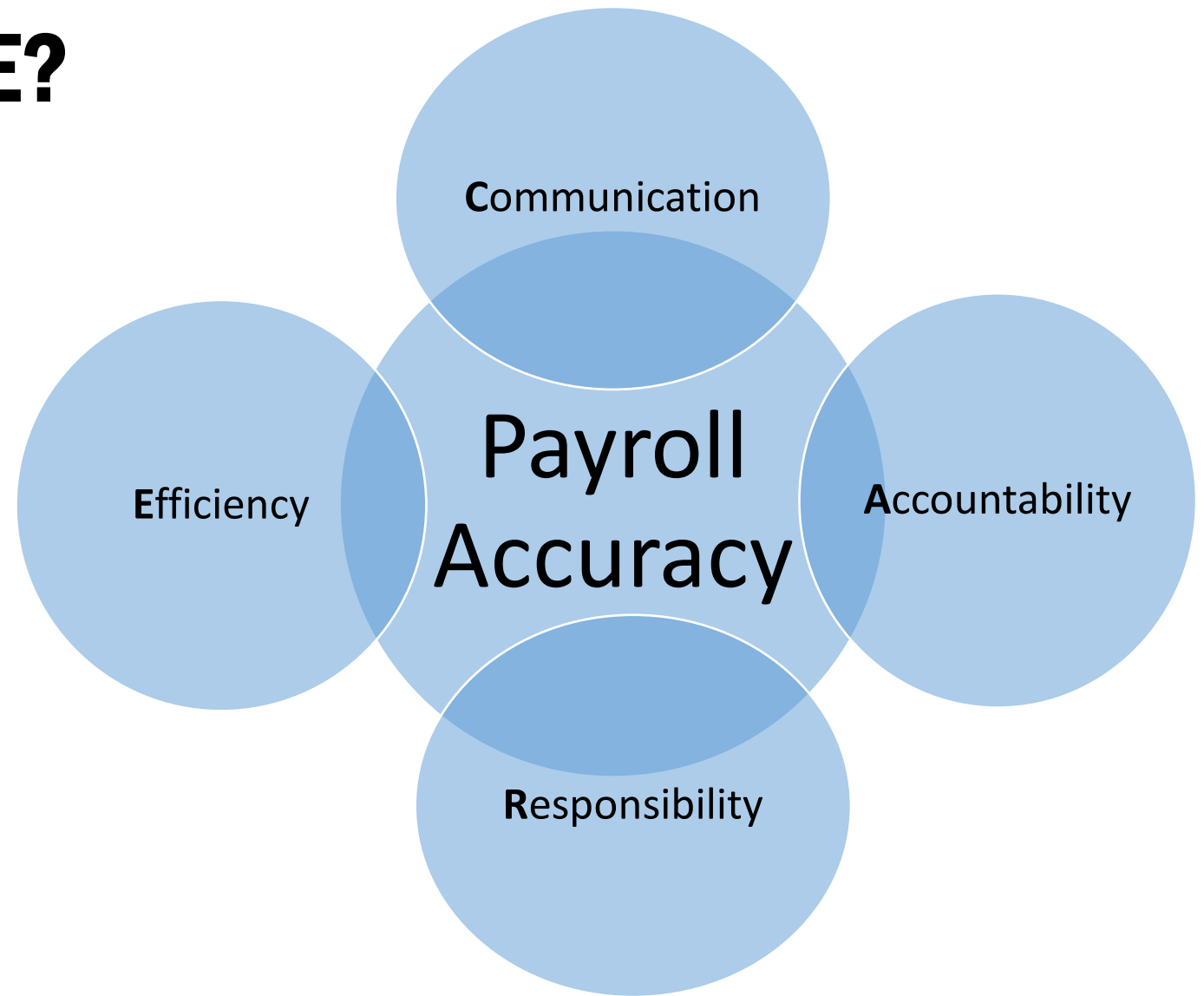
- Process payroll by mandatory deadlines
- Pay employees what they are due - no more, no less
- Minimize timecard corrections
- Ensure compliance with County, State, and Federal labor laws
- Help department and County leadership make data-driven decisions on budget and personnel changes
- Help managers assess and act on leave and overtime trends
- Have an efficient workflow for employee, manager and Payroll



How do I show I CARE?

While viewing, editing and approving employee timecards, managers must exercise the CARE Principles:

- **C**ommunication
- **A**ccountability
- **R**esponsibility
- **E**fficiency



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CARE Principles: Communication

- Employees
 - Establish a clear understanding of expectations for scheduling
 - Monitor and appropriately record absences
 - Authorize excess hours
 - Keep in touch during periods of absence
- HR Liaison/Department's MTime Point of Contact (POC)/ Subject Matter Expert (SME)
 - Inform them of employee status change for actions
 - Channel questions through Department's MTime POC/SME
- Payroll/MTime
 - Resolve time sensitive matters before the pay period close
- MTime Guidance: [MTime Point of Contact List](#) (updated 3 or 4 times per year)



CARE Principles: Accountability

- **You are held accountable to the taxpayers of Montgomery County**
 - Personnel costs are the County's greatest expense
 - Employees should be paid what they are due, by law, regulations, and bargaining agreements
 - Small errors can add up
 - Maintain legal compliance
 - Federal Laws – Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Grants, Federal Emergency Management (FEMA) Reimbursements
 - State Laws – Workers' Compensation and wage laws



CARE Principles: Responsibility

- **Accuracy** – monitor employee timecards to ensure information is correct;
- **Coverage** – arrange for another manager (with access) to approve timecards for you, when you are on leave/not available (“out of the office”).
Communicate with your back-up manager.
- **Timely** – approve timecards no later than noon on the Tuesday following the close of the pay period;

The timecard is a legal, binding document. Your manager approval certifies it as accurate.



CARE Principles: Efficiency

- **Goal - NO email notification**
- Observe Deadlines*
 - Employees should approve their timecards on the last day worked in the pay period
 - Employee's must approve no later than noon on the Monday following pay period close
 - Managers must approve Employee timecards no later than noon on the Tuesday following pay period close
- Respond with urgency to emails from Payroll/MCtime
 - Emails indicate action needed regarding unapproved timecards or other timecard issues
 - The Manager has access to the timecard. If the manager is not able to approve the timecard the back-up Manager should take action so that the timecard is approved.
 - When a manager approves a timecard, the manager is certifying that the timecard is accurate.

*Differences exist in Departments that use Automated Scheduling Systems



Payroll Laws, Rules and Regulations

- Fair Labor Standards Act (FLSA)
 - Federal law regarding compensation
 - The County is subject to audits and penalties for non-compliance
 - Exempt and Non-Exempt employee status
 - Based on evaluations of job classification and position description
 - “Excess Hours” - New Term with respect to Collectively Bargained Agreements



System Configuration

- All employees are assigned to a pay rule which determines how hours reported are paid
- Based upon Montgomery County Personnel Regulations, and the County's Collectively Bargained Agreements
 - Also considers job class, schedule, grade, FLSA status, FT/PT status, etc.
- A pay rule determines if, when and how the following are paid:
 - Excess Hours beyond Scheduled or Thresholds
 - Holiday Leave and Holiday Premium Pay
 - Multilingual Pay
- Collectively Bargained Status / Special Provisions
 - <http://www.montgomerycountymd.gov/OLR>
- Montgomery County Personnel Regulations
 - <http://www.montgomerycountymd.gov/HR/LaborRelations/PersonnelRegulation.html>



Pay Rules

- Mctime Tools – Pay Rule Assignment Genie
 - In Show Field use HyperFind: __All Home

My Information | Manage My Department

Genies

Pay Rule Assignment

Loaded 8:55AM | Current Pay Period | ___All Home | Edit

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval | Schedule

Refresh | Share | Go To

Employee Name	Emp ID	Pay Rule	Dept Division	Section Subsection	R T Seas	FT PT	FLSA-Grade	Job Class	ML	Job Title	Manager	Schedule Group	Hire Date
		MCGEO Rg PT ML-B N-EX R8	LIB 71 Library...	LIB 71 Quince Orch...	R-N	P	N-13	001166	B	Library Assistant I		P08 - Alt Schedule	
		MCGEO Rg FT N-EX R8	COR 42 DS D...	COR 42 DS Progra...	R-N	F	N-19	003249		Correctional Specialist I		R08 MO - FR	
		MCGEO COMPR G2 ML-B Over 80	HCA 76 Hous...	HCA 76 Multi-Famil...	R-N	F	E-25	200832	B	Program Manager II		CSC - COMP C - 1st FRI OFF, Sunday ...	
		MCGEO Rg FT ML-A EX G-1 R8	HHS 60 Child...	HHS 60 Office of Eli...	R-N	F	E-22	002015	A	Government Assistance Eligibility...		R08 MO - FR	
		MCGEO TEMP NE	REC 72 Office...	REC 72 Countywide...	T-N	P	N-S7	701055		Recreation Assistant VII			
		47 FOP OFF FT O	POL 47 ISB S...	POL 47 ISB Special ...	R-N	F	N-P4	003080		Police Officer III			
		UNRP Rg FT EX G-1 R8	HHS 60 Chief...	-	R-N	F	E-N23	000834		Program Manager I		R08 MO - FR	
		UNRP Rg FT EX G-2 R8	ABS 85 Admi...	ABS 85 Administrat...	R-N	F	E-N26	000208		Accountant/Auditor Supervisor		R08 MO - FR	



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Schedules in MTime

- Schedules are the key component in ensuring an employee is paid correctly
 - Default schedules are used to populate timecards for FT and PT Regular employees
 - Indicates the duration of hours and pattern of days an employee is expected to work
 - Review employee schedules BEFORE the next pay period begins, or earlier, for “Reasonable Notice”
- In pay periods with holidays or events, schedule accuracy is critical for accurate pay
- Changes in schedules
 - Managers may alter one-off changes in MTime by performing Ad-hoc schedule changes
 - If longer than one pay period, the manager must submit a [Schedule Change Request Form](#)
 - Some Departments use a Scheduling Module to import schedules to MTime



Pay Rules: Excess Hours (Overtime/Comp Leave)

- **Forms** of Pay for Excess Hours
 - Overtime Pay
 - Compensatory Leave
- **Rates** of Pay for Excess Hours
 - Straight Time (1.0)
 - Time and a Half (1.5)
 - Unpaid (for MLS)
- **Thresholds** for excess hours
 - FLSA Exempt Employees Grade 25 and above (including MLS) - 80 hour pay period
 - Public Safety Employees - alternate thresholds may be used per FLSA 7(k) Exemption
 - FLSA Non-Exempt Employees - 40 hour pay week
 - FLSA Exempt, below Grade 25 - 40 hour pay week
 - Part-time employees – daily thresholds, per CBA, although the employee may choose to “flex” w/in thresholds



Overtime/Comp Leave

- [Overtime Threshold Guidance](#) is available on the MCtime website.

Excess Hours	FLSA Non-Exempt	FLSA Exempt, Below Grade 25	FLSA Exempt, Grade 25 & Above	MLS, Directors, Question A Management
Daily Thresholds*	8	8	8	N/A
Weekly Thresholds	40	40**	N/A	N/A
Bi-Weekly Thresholds ***	N/A	80	80	80
Default Form of Payment	Overtime Pay	Compensatory Leave	Compensatory Leave	Unpaid
Rate of Payment	1.5	1.5	1.0	Unpaid



Pay Rules: Holiday Leave and Holiday Premium Pay

- Holiday Leave (HOL)
 - Paid time off due to the Holiday
 - May or may not occur on the actual day of the Holiday
 - Employees normally not scheduled to work on the Holiday may be:
 - Given an alternate day in the pay period or
 - Granted Compensatory Leave Holiday (CLH) for an alternate day off in another pay period or
 - Offered Holiday Pay (HDP), if the employee requires replacement and department budget allows
- Certain conditions, such as Leave Without Pay (LWOP), Absent Without Leave (AWOL) may cause an employee to forfeit Holiday benefits

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs)



Pay Rules: Holiday Leave and Holiday Premium Pay

- Holiday Premium Pay *
 - Additional pay for working the holiday on a “scheduled” or “unscheduled” day
 - HP1 – Holiday Premium at 1.5 plus Hours Worked for a scheduled day
 - HP2 – Holiday Premium at 2.0 plus manual addition of Holiday Credit With Manager Planning HP2 – Holiday Premium at 2.0 should be avoided or minimal
- Certain conditions, such as Unscheduled Leave, LWOP, AWOL may cause an employee to forfeit Holiday Premium Pay
- Mctime may edit holiday credit to change when an employee is in an Administrative Leave Status*
- Apply FMLA/Parental when the employee is off for the full week.
- Mctime Guidance: [Holiday Guidance for Regular, Full-time and Part-time Employees](#)
[Editing Holiday Premium Pay for an Unscheduled Absence](#)
[Holidays Paid as Admin Leave *](#)



* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs)

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Pay Rules: Holiday Leave and Holiday Premium Pay

- Mctime Tools – Holiday Credits Genie & Leave Used Genie (Total Unpaid Leave)
 - In Show Field use HyperFind: `_Unschd Lv with Hol Prem Pay, _AWOL and LWOP` or `__All Home`

Genies

Holiday Credits ▾

Loaded 9:04AM Previous Pay Period ▾ `__All Home` ▾ Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

Employee	Emp ID	Manager	Pay Rule	Dept Division	Sect Subsection	Reg-Temp	FT-PT	Expected Hrs per Pay Period	Holiday Benefit with HP2	Holiday Benefit less HP2	HOL	CLH	HDP	HP1	HP2	CL3	Schedule Group	Hire Date

Genies

Leave Used ▾

Loaded 9:07AM Previous Pay Period ▾ `__All Home` ▾ Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

Employee Name	Emp ...	Total Admin	Total Sick	Total Annua	Total PTO	Total Personal	Total Comp Leave	Holiday Leave	Military Leave	Religio... Leave	Total Sick and Safe Leave	Total Other Leave	FFCRA 80 Hours Pai...	FFC... Child...	Total FF... 80 Hrs + ...	Total Unpaid Leave	Total Leave	Total Family Sick	Total FMLA	Total PAREN...	PAID P...	Total MCGEO SLB	Total Donate Sick



Pay Rules: Multilingual Pay

- Differential pay for demonstrated skill in a foreign language or American Sign Language
- Department determines the proficiency level required for a position
- OHR tests for level of skill proficiency : basic / advanced / expert level (for FOP only)*
- Employee is available to act as a translator, for own or other departments, or uses the skill to perform normal work duties
- Mctime is automated to pay differential for regular and excess hours worked for non-represented, MCGEO and IAFF employees
- Mctime Guidance: [Multilingual Certification Program - Overview and Guidance](#) & [Use of Flex Hours Worked Pay Code](#)

* Differences exist in Collectively Bargained Agreements (CBA)



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Pay Rules: Multilingual Pay

- Mctime Tools – Differentials – MCGEO UNREP Genie
 - In Show Field use HyperFind: `_Employees with ML 1-7`, `_Employees with MO 1-7`, or `__All Home`

The screenshot displays the Genie software interface. At the top, there are navigation tabs: "My Information" and "Manage My Department". Below this, the main header area includes "Differentials - MCGEO UNREP" and a "Loaded 9:14AM" timestamp. A dropdown menu is set to "Previous Pay Period" and another dropdown is set to "Employees with ML3,4,7". There is an "Edit" button next to the second dropdown. Below the header, there is a toolbar with icons for "Select All Rows", "Column Selection", "Filter", "People", "Timekeeping", "Accruals", "Approval", and "Schedule". On the right side of the toolbar, there are "Refresh", "Share", and "Go To" buttons. The main area of the interface is a table with the following columns: Dept Division, Employee, Emp ..., Manager, SD3, SD4, SD7, SD8, SD Totals, Total REG Hrs, Total ML1, Total ML2, FT2, S03, S04, S07, S08, SO Totals, Total OT Hrs, M01, M02, F02, and L.



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Sources for Reporting

- MCTime is the system of record for **timekeeping**, and is generally used for **individual** information
 - Timecard Details
 - Timecard Audit Trail
 - Daily recording of Hours Worked or Leave Used
 - Employee Approval
 - Manager Approval
- Oracle is the system of record for **pay**, and BI Tool generally used for **group** information
 - Reason Codes
 - Overtime
 - Charges by Labor Accounts
 - Final Payroll data



Oracle Data – Passed Nightly to MTime

- Oracle is the system of record for employee data
- Assignment Status Types:
 - Active – use the HyperFind : __All Home
 - Inactive – use the HyperFind : _Inactive Employees
 - Terminated - use the HyperFind : _Terminated Employees with Hours Worked
- MTime receives data from Oracle HR to assign pay rules – data includes:
 - Full Time or Part -Time Status
 - FLSA Status & Employee Grade
 - Employee Job Classification
 - Manager or Timecard Approver
 - Collectively Bargained Status
 - Employee User ID
 - Temporary /Seasonal
 - Department



Leave Approval Requests

- Currently there is no County standard
- Contact your department MTime SME or Departmental HR Liaisons for your department's process
- Best practice is a written form of communication
 - Emails
 - Leave Slips
 - Separate Leave System



Leave

- Mctime Tools – LEAVE USED and LEAVE BALANCES Genies
 - In Show Field use HyperFind: __All Home or __FMLA - Used

Genies

Leave Used ▾

Loaded 9:20AM Previous Pay Period Family Sick Leave Used Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

Employee Name	Emp ID	Total Admin	Total Sick	Total Annual	Total PTO	Total Personal	Total Comp Leave	Holiday Leave	Military Leave	Religious Leave	Total Sick and Safe Leave	Total Other Leave	FFCRA 80 Hours Paid ...	FFCRA Childc...	Total FFCRA 80 Hrs + C...	Total Unpaid Leave	Total Leave	Total Family Sick	Total FMLA	Total PARENT...	PAID PA...	Total MCGEO SLB	Total Donated Sick
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Genies

Leave Balances ▾

Loaded 9:22AM Today All Home Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

Employee Name	Emp ...	Hire Date	COVID19 Leave Advance	Annual Leave	Sick Leave	Sick and Safe Leave	Comp Leave	PTO	Personal Days	Religious Leave	Comp Leave Supp	MCGEO SLB	FMLA	PARENTAL	PAID PARENTA...	Department Division	Section Sub-Section
				68.58	20.98	0.0	0.5	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	LIB 71 Library ...	LIB 71 Quince ...
				121.3	57.88	0.0	33.0	0.0	0.0	0.0	0.0	0.0	440.0	0.0	0.0	COR 42 DS Det...	COR 42 DS Pro...
				301.63	713.55	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	HCA 76 Housing	HCA 76 Multi-F...
				149.6	451.25	0.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	HHS 60 Childre	HHS 60 Office



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Manager Access

- Department Directors determine the access within each department. Using [Department Director Delegation Form](#) this authority may be delegated.
- Employees who are designated in Oracle as a Managers or Supervisor and who have direct reports in Oracle, will automatically have Manager access within MTime. To have access to additional employee (not direct reports) special access is needed.*
- Department Manager (DM) Access allows one to view, edit and approve another employee's timecard.
- Director or Director Delegate may authorize other types of access or access to an expanded group of employees with the [Special Access Request for Managers/Department Administrators](#).

* These forms will soon be replaced with SharePoint WorkFlow

* Some Departments have different hierarchy structures configured in MTime – POL, FRS



Common Access to Other Employee Timecards

Access Profile Name	Type	View	Edit	Approve	Self- Approve	Edit after OTHER Manager Approval
View Only	VO	x				
Department Administrator	DA	x	x			
Department Timekeeper	DT	x	x			
Department Manager	DM	x	x	x		
Expanded Manager	EM	x	x	x		x
Department Director	DD	x	x	x	x	
Other Profiles – Dept Specific	varies					

- Access to view employee groups is based on Oracle’s Organizational Structure (Dept./Division/Section/Subsection)
- Only Director or those designated with Director Authority may sign the Special Access Form.
- Department Special Access is certified annually.



Pay Period Close Checklists

Pay Period Close (PPC) Checklists for Managers:

- General PPC Checklist
- Fire Rescue PPC Checklist
- Police PPC Checklist



Manager – General Mctime Pay Period Close Checklist

Manager Pay Period Close Tasks

At the end of the pay period managers must review the accuracy of timecard data before approving to ensure employees are paid correctly. There are a variety of tools and tasks to accomplish this. Reviewing data frequently in Mctime will help you stay ahead of pay period close responsibilities.

Ensuring Timecard Accuracy

Managers may correct timecard error(s) made by the employee or can contact the employee to request they correct the error(s).

- Only the approving manager may remove his/her own approval. However, there are some managers with expanded manager (EM) access that can make corrections on top of another manager's approval. Access the *Genie* widget and select the **Special Mgr Settings** *Genie* to identify managers with EM access by applying a sort on the **Mgr Class** column.
- To identify these managers, check with your department's 'Mctime Point of Contact List' located under [General Guidance](#).
- When a change is made to an employee's approved timecard, the employee will receive a system notification which includes the user ID of the person performing the edit; however, the notification does not include what change occurred.

Importance of Schedules

When an employee's recorded time does not align with their schedule an exception is generated within their timecard. In Mctime v8.1 exception indicators include:

	Exception Type	Hourly View Visual Indicator	Project View Indicator
1	Unexcused Absence	Red indicator with white line near the top within the Date cell	Same
2	Excused Absence	Blue indicator with three white lines within the Date cell	Same
3	Early In/Out or Late in/Out	Red indicator with white line near the top within the punch cell	N/A
4	Missed Punch	In or Out cell filled with a solid red	N/A
5	Reviewed Exception	Green icon with three white lines within the punch cell	N/A

Mctime Version 8.1.17

1

Updated 4/2023



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Critical Timekeeping Topics

High Level Tips and Resources

- Schedules*
- Oracle Assignment Status
- New Hires
- Transfers/Terminations
- Administrative Leave
- Holidays*
- Excess Hours / Overtime
- Shift Differentials*
- Events
- Workers' Compensation*
- FMLA
- Leave Accrual Balances
- Pay Code
- Temporary Employees

* Note some differences exist between Collectively Bargained Agreements (CBAs) and Departments

MCtime Tools: [Pay Period Close \(PPC\) Checklists for Managers](#)



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Schedules

Managers are **responsible** for ensuring that schedule durations are accurate in MTime.

- Departments use either **Project or Hourly View**
 - **Project View uses Durations** of hours only in the day (MTime may not reflect true start and stop times)
 - **Hourly View uses actual punches** (true start and stop times*)

Hourly View **	Project View
Police POL (47)	Corrections DOCR (42) *
Transit DOT (50)	All other Departments
Alcohol Beverage Svcs (85)	

** Scheduling Differences exist in Departments that use Automated Scheduling Systems and due to MOU Agreements



Schedules

Managers are **responsible** for ensuring that schedule durations are accurate in MTime.

- When to notify MTime Team of a schedule change
 - New Hires – FT Regular employees who are not Monday to Friday 8-hour days;
 - ALL PT Regular employees
 - Changes to PT/FT Scheduled days/durations
 - Alternate Work Schedule (AWS) / Compressed Schedules

Compressed Schedules

- Separate form required for Non-Exempt and Exempt, Below Grade 25
- **Requires lead time (2 weeks)** - evaluation for OT impacts, transition pay period, leave usage
 - Transition on or off Compressed Schedule may require that the employee use personal leave



Schedules

Managers are **responsible** for ensuring that schedule durations are accurate in Mctime.

- Mctime will display **blue blocks** around days the employee is on Leave (after the day has passed)
 - Annual, Sick, PTO, Administrative Leave, Holidays
 - Mctime will display **red blocks** around days where time entry is expected but not displayed (“look at me”)
 - Mctime will perform Schedule Change requests, complete [Schedule Change Form](#)
- OR
- Department can perform ad-hoc scheduling – for 1 pay period adjustments
 - Mctime Guidance: [Managing Schedules Job Aid](#)

*Differences exist in Departments that use Automated Scheduling Systems and due to MOU Agreements

	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09
	8.0	8.0	8.0	8.0	8.0
8:00AM-4:00PM	8.0	8.0	8.0	8.0	8.0

Sun 6/04	Mon 6/05	Tue 6/06
	8.0	8.0
	8:00AM-4:00PM	8:00AM-4:00PM
Sun 6/11	Mon 6/12	Tue 6/13



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Test your Knowledge

1. FLSA non-exempt employee, Vernon Davis, is not working the pre-populated MTime schedule duration. Which of the following statements is correct?
 - a. Schedules are not important in MTime.
 - b. If the alteration is for more than one pay period, the manager is expected to submit a MTime Schedule Change form to the MTime Team.
 - c. As long as the employee records 80 hours, it doesn't matter where in the pay period time is recorded.
 - d. All of the above



Oracle Status - Leave Without Pay (LWOP)

Definition

- Leave Without Pay (LWOP) is an employee's **approved** unpaid absence from work.
- If an employee's LWOP period exceeds 10 consecutive workdays, the employee must be placed in a LWOP status in **Oracle**, the County's system of records, by the HR Liaison of the employee's department.
- **Note: Using "Leave Without Pay" hours in MTime does not update the employee's status in Oracle.**

Approval of a LWOP Request

- An employee must submit a written LWOP request in advance to their Supervisor and it will be subject to approval by their department. The request must state the reason for the LWOP period and an expected return to work date.
- LWOP may be approved for a maximum of one year, with the exception of employees on Military leave.
- **Important: Since supervisors approve employee timecards, they are responsible for notifying their department HR Liaison if an employee has been absent without pay for more than 10 consecutive workdays.**



Oracle Status - Leave Without Pay (LWOP)

- The County will continue benefits for employee in a LWOP status for a limited period, which will vary by the approved LWOP reason.
- Since employees in a LWOP status do not receive a paycheck, they are responsible for paying the cost of their benefits out-of-pocket, in the same bi-weekly manner as it would normally be deducted from each paycheck.
- Once an employee is placed in a LWOP status in Oracle, OHR will mail a certified letter to the employee informing them of their approved LWOP reason, the maximum period that the County will maintain their benefits active, and an invoice for the cost of their benefits.
- If a department fails to place an employee in an Oracle LWOP status in a timely manner, this may result in accumulation of debt to the County, a financial hardship to the employee, or loss of benefits for the employee.



Reminder

Please sign up for the official 1-hour LWOP for Supervisors class via your employee portal under Learning Management.

Encourage your employees to sign-up for the LWOP for Employees version of the class.



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Test your Knowledge

2. Which of the following statements are true?
- a. Employees must submit a written LWOP request to their supervisor.
 - b. Supervisors are responsible for notifying their department HR liaison if an employee needs to be placed in an Oracle LWOP status.
 - c. Approving “Leave Without Pay” hours in MCtime does not place the employee in a LWOP status in Oracle.
 - d. If an employee is not placed into an Oracle LWOP status in a timely manner, this may result in an accumulation of debt to the County, loss of benefits coverage and financial hardship to the employee.
 - e. All the above.

Additional Questions? Email: LWOP@montgomerycountymd.gov or sign-up for a LWOP training class.



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Newly Hired Employees

Managers must **communicate** and coordinate within their department to ensure that newly hired employees have access to the appropriate systems.

- Employees should have access to timecard on Thursday of first week
 - [Manual Time Tracking Form](#)
- In MCtime, for a new employee's FIRST Pay Period, the system will always note "partial approval" of the timecard.
 - Both the employee and managers receive a "Please approve your timecard" notification because only a partial pay period was approved. This is because the hire date (usually Monday) is after the pay period start date (Sunday). It is not possible to approve every day in the entire pay period. Both employee and manager should verify the approved timecard and may ignore this message in the initial pay period.
- User ID's are required, if an employee is to access their own timecard.
- New Hire Resources are available in Orientation Folder and on the MCtime Website.



Test your Knowledge

3. Which of the following are correct ?
- a. Until the employee can view their own timecard, a manual “paper” timecard may be used to record time.
 - b. New employee’s first timecards will always show “partial approval” because the employee was not employed for the entire FULL, Sunday-Saturday pay period.
 - c. Information for Newly Hired employees is available both in Orientation materials and on the MCtime website
 - d. All of the above



Transfers/Terminations/Inactive Employees

The County has integrated systems and therefore managers must **communicate** employee status changes in a timely manner within their department.

- Oracle is the system of record for employee data
- Oracle must be updated with transfer, resignation, or retirement status changes in a timely manner for MTime to receive accurate data within the appropriate pay period
- Managers should communicate to their department HR Liaison any employee status changes
- Managers should confirm that changes accurately reflect in appropriate systems in a timely manner
 - This ensures that the employee is paid correctly
 - Reduces the need for timecard corrections
 - Use MTime HyperFinds to locate _Inactive employees or _Terminated with Hours Worked



Test your Knowledge

4. What is a reason a manager might get a “timecard not approved” notification for a recently terminated employee’s timecard?
- a. Manager did not approve the timecard
 - b. Manager need to use the “_Terminated Employees with Hours Worked” HyperFind to locate the timecard for a terminated employee
 - c. The supervisor is responsible for this timecard until the termination is processed in Oracle. The timecard can be found using the “_Terminated Employees” HyperFind.
 - d. All of the above





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Administrative Leave

Managers are **accountable** for ensuring that appropriate Administrative Leave pay codes are used.

- Administrative Leave is used to excuse an employee from their scheduled hours
 - Managers/Directors should be mindful before approval of excess hours when non-productive pay status (such as Administrative Leave/personal leave types) are used within the week or pay period.
 - Managers/Employees may alter schedules
- Reason Codes Required
 - Use of Admin Leave - Other
 - Examples: CAOAUTH; AMLBLOOD
 - Use of Admin Leave - Union Business requires a Reason Code
 - Examples: COLLBARG; REPRESNT; NON-REP
- Mctime Tools: [Leave used – Admin Genie](#)
 - In Show Field use HyperFind: [_Admin Leave –Other Used](#) or [_Admin Leave with OT](#)
- Mctime Guidance: [Pay Code Description Document & Reason Codes for Union Administrative Business](#)



Ensuring Accountability in Timekeeping
Montgomery County Government

Test your Knowledge

5. Which of the following scenarios would be appropriate to record the Pay Code:
Admin Leave – Prof Improvement?

- a. John is a manager attending this OHR sponsored MTime training.
- b. Paul is attending an approved conference in New York for 2 days.
- c. George is reading job aids on the MTime website for 3 hours.
- d. All of the above



Holidays

Holidays require advanced planning and **communication** between the manager and employee.

- Managers should ask yourself these questions:
 - Is the employee required to work on the holiday?
 - Do I have enough operational coverage or do I need to alter the schedule of another employee?
 - Does the holiday fall on an employee's regularly scheduled workday or an unscheduled day?
 - If not a regularly scheduled workday, will the employee be offered an alternate day off or receive Compensatory Leave (CLH) or Holiday Pay (HDP)?
 - Does the employee have AWOL or LWOP surrounding the holiday?
- Temporary Employees do not receive any holiday benefit
- MCtime Guidance: [Holiday Guidance for Regular, Full-time and Part-time Employees](#)
[Editing Holiday Premium Pay for an Unscheduled Absence](#)

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs)



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Test your Knowledge

6. When an employee records 5 Hours Worked on a Holiday, the line with the Holiday changes from 8 hours to 3 hours. Which of the following statements is correct?
- a. The manager will need to do a Pay Code Move to add back hours of missing Holiday Leave.
 - b. The employee may record Holiday Leave on another day.
 - c. When an employee works on a scheduled day, the MTime application automatically reduces the employee's holiday benefit from HOL - Holiday Leave and changes it to HP1 - Premium Pay at 1.5.
 - d. All of the above



Excess Hours (Overtime)

The Mctime application is configured for **efficiency** – allow it to do the calculations!

- Enter only Hours Worked into timecard / record ALL hours worked
 - Excess Hours are automatically calculated based on the employee's pay rule when Hours Worked exceeds Thresholds
 - Excess Hours must have prior manager approval (Manager must compensate or adjust schedule)
 - Overtime Pay Codes should not be entered into the body of the timecard
- As a general rule, Mctime is configured to pay the appropriate rate of pay in the appropriate form
 - Non-Exempt Employees - receive Overtime Pay
 - Exempt Employees - receive hours as Comp Leave Earned
- If employee requests alternate form of excess pay compensation, the employee should request that the manager change the form within Mctime. The manager performs a Pay Code Move if authorized by Department based on consistent policy and funding.
- Mctime Guidance: [Pay Code Move Job Aid](#)
- Mctime Guidance: [Overtime Thresholds](#)



Test your Knowledge

7. FLSA non-exempt employee, Lorenzo Antonio, normally works 8 hours. The employee is required to work an extra 3 hours. How should time be recorded?

- a. 11 Hours Worked
- b. 8 Hours Worked and 3 Hours of OT Overtime Pay 1 hour equals at 1.5
- c. 8 Hours Worked and 4.5 Hours of OT Overtime Pay 1 hour equals at 1.0
- d. 8 Hours Worked and 3 Hours of CLE – Comp Leave Earned 1 hour equals at 1.5



Shift Differential

Managers must be **accountable** to correctly apply shift differential, so employees are paid what they are due.

- The starting time of an employee's shift determines their eligibility for shift differential *
- No Shift Differential for Leave Hours
- Extension of shift – may continue eligible shift differential at the overtime rate
- Where 50% or more of a shift is worked at the higher differential rate, the entirety of that shift shall be paid at that rate.
- An employee who works complete full, back-to-back shifts should receive the shift differential appropriate for each of the shifts worked.

* Differences exist in FOP and IAFF Collectively Bargained Agreements (CBAs) & some MCGEO MOUs



Test your Knowledge

8. An employee, Phoenix Copley, normally works from 8:00 a - 4:30 p. The manager authorizes the employee to work an additional 3 hours, from 4:30 – 7:30 p. What shift differential should be recorded?
- a. 7.5 hours of SD7 - Shift Differential for hours noon - 7:30 p
 - b. 3 hours of SO7 - Shift Differential Overtime for hours 4:30 p - 7:30p
 - c. 3 hours of SD7 - Shift Differential for hours 4:30 p - 7:30p
 - d. No Shift Differential should be recorded





Ensuring Accountability in Timekeeping
Montgomery County Government

Events

Managers are **responsible** for following guidance and ensuring that timecards are recorded accurately.

- Official memo will be issued and posted notifying of the change in status of government
 - General Emergency
 - Delayed Opening
 - Liberal Leave
- Are your employees required to work?
 - Essential or Non-Essential Employees (Departmental HR Liaison Access to BI Tool Report)
 - Needed to support Event or Mission Critical functions
- Each status of government may require different timecard actions
- MCTime Guidance: Dedicated “**EVENTS**” Section (Find COVID-19 Timekeeping Memo and Resources here)



Test your Knowledge

9. Which of the following statements are true when recording time for a General Emergency?
- a. OHR/FIN will issue a memo indicating the status of government for the specific time period of the General Emergency.
 - b. If the event has the potential to be reimbursed by FEMA or the State, guidance for essential employees using the appropriate transfer codes with a link to an employee specific crosswalk to obtain the Project/Task and Expenditure Org codes will be included in the memo.
 - c. A non-essential employee is generally not expected to work during a General Emergency and is authorized to use Admin Leave – Gen Emergency for scheduled hours.
 - d. All of the above



Workers' Compensation

Managers are **responsible** for ensuring that timecards are recorded accurately to ensure proper administration of Workers' Compensation Leave.

- Finance/Risk Management oversees administration of all Workers' Compensation claims by the contracted CorVel Claims Service (1.800.234.5003)
- Proper Workers' Compensation Pay Codes are:
 - **Admin Lv - Temp Disability** - used *pending* a claim decision
 - **Disability Lv - Work Comp** - used *after acceptance of the claim* by Claims Service
 - with a Timecard Correction applied (by Payroll) to the Admin Leave –Temp Disability
 - If denied, Timecard Correction is required to use the employee's own leave and recover the Admin Lv – Temp Disability paid.
 - For Temporary Employees, please work closely with Claims Services for bi-weekly timecard directions
 - If the Workers Compensation claim also qualifies under FMLA, the FMLA tracking codes should be used
- OHR and Finance/Risk Management schedule regular training sessions: [Overview of Workers' Compensation](#)
- MCTime Guidance: [Workers Compensation Leave Administration Chart](#)

* Differences exist in Police Department procedures



Ensuring Accountability in Timekeeping
Montgomery County Government

Test your Knowledge

10. Which of the following statements are true?
- a. A Workers' Compensation injury may also be an FMLA Qualifying Event.
 - b. Disability Lv – Work Comp** is to be used when an employee is unable to finish the employee's workday following a work-related injury or illness.
 - c. Disability Lv – Work Comp** may be used to attend physical therapy appointments following a work-related injury.
 - d. All of the above



FMLA

Managers are **responsible for following guidance and ensuring that timecards are recorded accurately to ensure compliance with the Family and Medical Leave Act (FMLA).**

- OHR/Occupational Medical Services (OMS) centrally manages and approves ALL FMLA leave, Parental Leave [FMLA Information@montgomerycountymd.gov](mailto:FMLAInformation@montgomerycountymd.gov) and the MCGEO Sick Leave Bank (SLB) MCGEOSLB@montgomerycountymd.gov
- Employees should use FMLA provisioned hours once the FMLA hours have been allocated in their Mctime leave bucket.
- Managers must use FMLA hours once FMLA hours have been allocated and the employee is out of the office due to a FMLA qualifying reason.
- OHR/Occupational Medical Services (OMS) schedules regular training sessions:
 - FMLA and Me Training Class (for Employees)
 - FMLA Overview for Management Training Class (for Managers)
- OHR/OMS FMLA Guidance: <http://www.MontgomeryCountyMD.gov/HR/oms/OMS.html>
- Mctime Guidance: Specific Genies and HyperFinds exist to help review FMLA usage



FMLA

Leave Accrual Categories:

<u>Accrual Code</u>	<u>Type</u>
ANNUAL LEAVE	PAID
COMP LEAVE	PAID
COMP LEAVE SUPP	PAID
FMLA	TRACKING
MCGEO SLB	PAID
PAID PARENTAL LEAVE	PAID
PAID TIME OFF	PAID
PARENTAL	TRACKING
PERSONAL DAY	PAID
RELIGIOUS LEAVE	PAID
SICK AND SAFE LEAVE	PAID
SICK LEAVE	PAID

Accrual Code	Accrual Available Balance
SICK LEAVE	738.82
PARENTAL	720.0
FMLA	480.0
ANNUAL LEAVE	250.5
PAID PARENTAL LEAVE	240.0
COMP LEAVE	30.6
SICK AND SAFE LEAVE	0.0
RELIGIOUS LEAVE	0.0
PAID TIME OFF	0.0
MCGEO SLB	0.0
COMP LEAVE SUPP	0.0
PERSONAL DAY	0.0



FMLA

Timecard reporting should be recorded in the following manner:

- **Step 1**) First indicate how (or if) the employee will be paid (\$) using the appropriate leave code
(*Annual Leave / Sick Leave / PPL / Family Sick Leave / Admin Leave – Temp Disability / Disability Lv - Workers' Comp / Paid Time Off (PTO) or Leave Without Pay (LWOP)*)
- **Step 2**) Add a Row. Select FMLA (if applicable) Note: Comp Leave is not eligible to be used with FMLA Leave.
- **Step 3**) Add a Row. Select PARENTAL (if applicable)
- **Step 4**) Save timecard
- See Next Slide



FMLA & PARENTAL (Tracking Code) cannot be used in conjunction with PAID PARENTAL

	Pay Code	Transfer	Sun 8/11	Mon 8/12	Tue 8/13	Wed 8/14	Thu 8/15	Fri 8/16	Sat 8/17	Total
<input checked="" type="checkbox"/>	Hours Worked									
<input checked="" type="checkbox"/>	Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
<input type="checkbox"/>	<Enter Pay Code>									
<input type="checkbox"/>	Schedule			8:00AM-4:00...	8:00AM-4:00...	8:00AM-4:00...	8:00AM-4:00...	8:00AM-4:00...		
<input type="checkbox"/>	Daily Total			24.0	24.0	24.0	24.0	24.0		120.0

FMLA & PAID PARENTAL cannot be used with PARENTAL (Tracking Code).

	Pay Code	Transfer	Sun 8/18	Mon 8/19	Tue 8/20	Wed 8/21	Thu 8/22	Fri 8/23	Sat 8/24	Total
<input checked="" type="checkbox"/>	Hours Worked									
<input checked="" type="checkbox"/>	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	PAID PARENTAL LEAVE			8.0	8.0	8.0	8.0	8.0		40.0
<input type="checkbox"/>	<Enter Pay Code>									
<input type="checkbox"/>	Schedule			8:00AM-4:00...	8:00AM-4:00...	8:00AM-4:00...	8:00AM-4:00...	8:00AM-4:00...		
<input type="checkbox"/>	Daily Total			16.0	16.0	16.0	16.0	16.0		80.0



Test your Knowledge

11. Which of the following statements are true?

- a. A Workers' Compensation injury may also be a FMLA Qualifying Event.
- b. An employee who calls out for sick leave for 5 days and says they have chicken pox may have a FMLA Qualifying Event
- c. An employee who is the spouse of a member of the military may have a FMLA Qualifying Event.
- d. OHR/Occupational Medical Services (OMS) should be notified by the employee or manager, if an employee may have a FMLA Qualifying Event.
- e. All of the above



Leave Accrual Balances

The Mctime application is configured for **efficiency** – in general, employees can't use leave they don't have!




- Accruals are imported from Oracle into Mctime on regular intervals
- Reviewing Balances
 - For groups of employees, use the Leave Balances Genie with your “ALL HOME” HyperFind
 - For individuals, run Report – Accrual Balances & Projections (within the report, ignore projections)
 - Note: There must be a leave balance to draw upon. The Mctime application will not allow the timecard to save, if a leave type/amount requested is not available.
 - Compensatory leave is not earned, until the pay period has been processed.
 - A non-exempt employee, with no comp leave balance, cannot earn comp leave in week 1 and use it in week 2.
 - Adjustments to schedules are subject to FLSA thresholds



Accrual Balances Page From Pay Stub

Accruals

CLICK THE TRIANGLE TO SORT THE ACCRUAL BALANCES.

Description 	Current 	Balance 
FMLA	0.00	0.00
Personal Days	0.00	0.00
Parental Leave	0.00	0.00
Furlough	0.00	0.00
Comp Lv Supp	0.00	0.00
Paid Parental Leave	0.00	0.00
Religious Leave	0.00	0.00
Family Sick Leave	0.00	0.00
Comp Time	3.00	83.00
Annual Leave	6.16	250.88



Test your Knowledge

12. Mary Jackson, an engineer, is trying to reconcile her leave balance in MCtime with the leave balance on her last pay slip. Which of the following statements is correct?
- a. MCtime leave accrual balance is dynamic in that it will change based on where your cursor is in the pay period, when leave is used.
 - b. MCtime leave balances are refreshed regularly to reflect earned accruals based on the number of pay status hours in the previous pay period.
 - c. If an employee has recorded leave in future pay periods, which leave will not show in the available balances for use in the current pay period.
 - d. All of the above



Pay Codes

Managers / Supervisors are **responsible** to ensure the appropriate Pay Code is used.

- Important for Enterprise-Wide Reporting for example – County Stat
- Pay Code Description Document – MTime Informational Website
 - Employees/managers need to access to determine appropriate codes
- MTime Guidance: [Pay Code Description Document](#)
- MTime Guidance: [Pay Code Move Job Aid](#)



Test your Knowledge

13. An employee, Kate Pearson, calls the morning of their shift to say, “My child is not feeling well today and I will not be coming in to work.” Which Pay Code should be recorded for the day?

- a. Family Sick Leave
- b. Family Sick Leave – Unscheduled
- c. Sick Leave
- d. Sick Leave – Unscheduled



Temporary Employees

Managers are **responsible** for managing workload and scheduling temporary employees so that weekly overtime thresholds are not exceeded.

- Temporary Employees
 - Mvertime schedules are not required
 - Eligible to accrue Sick & Safe Leave (effective 10/2/16)
 - Not eligible for holiday benefits
 - Not eligible for Administrative Leave
 - Temporary Employees should not exceed overtime thresholds – OHR Policy Memo
 - Inactive Temporary Employees should be terminated in a timely manner.
- OHR Guidance: [Avoiding Excess Hours for Temporary Employees](#)
 - [Earned Sick and Safe Leave Memo](#) & [Guidance for Earned Sick and Safe Leave - FAQs](#)



Test your Knowledge

14. Temporary employee, Sarah Conner, has already worked 40 hours this week. It is only Wednesday. Which of the following statements is correct?

- a. Sarah should not work any more days in this week.
- b. A different temporary employee should work Thursday- Saturday.
- c. Most temporary employees should not work more than 40 hours in a week.
- d. All of the above



Pay Period Close – Deadlines

Managers are **responsible** for completing timecard reviews to meet existing deadlines.

- An Employee should review, edit and approve their timecard on the last day worked within the pay period.
- Managers must review, edit and approve employee timecards no later than Tuesday at Noon following the close of the pay period.
 - Managers are accountable for the accuracy of timecard entries
- Managers should complete the step-by-step guide [Pay Period Close \(PPC\) Checklists for Managers](#)
- Mctime Guidance: [Pay Period Close \(PPC\) Checklists for Managers](#)
 - Departmental specific Pay Period Close Training may be coordinated through the your departmental Mctime POC/SME

* Differences in Deadlines exist for Department/Divisions using Scheduling Systems (FRS, POL, DOT)



Pay Period Close – Follow up

Managers and Departments , as a whole, are **accountable** for accuracy and ensuring prompt **communication**.

- Departments should perform Department or Division pay period close check list to ensure entire department timecard accuracy.
 - This is typically the responsibility of the Mctime POC/SME
- Payroll and Mctime review timecards during pay period close and contact departments as questions arise.
 - Managers/Departments should be mindful of these time sensitive requests and strive to respond quickly, so that payroll can be completed on time.
- Payroll completes a formal sign off on Wednesday following the close of the pay period.



Timecard Corrections

- Do it right the first time to avoid a timecard correction!
- **[Timecard Correction Policy - Effective November 13, 2016](#)**
 - Timecard Corrections negatively impact everyone involved.
 - Employees must wait to be paid correctly or payback overpayments
 - Managers must submit the Timecard Correction data and notify the employee
 - Payroll must review, track and process the Timecard Correction
 - Unions must be notified for some corrections and recoveries
 - Note - Adjustments for FMLA, SLB, Parental and Work Comp are expected retroactive adjustments, and understood.
- **[Timecard Corrections SharePoint App](#)**: (except FRS, POL, SHF and DOT who use paper form)
- (<https://www.montgomerycountymd.gov/mcg/timecardcorrections>)
- Note that manager must be logged into the VPN to access the online **[Timecard Corrections SharePoint App](#)**. The App will direct the request to the employee's manager for approval. Questions or concerns should be directed to the Payroll Office at 240-777-8840.



MTime - Informational Website

- The MTime Informational Website is designed to provide helpful resources. Sections include:
 - Frequently Asked Questions (FAQs)
 - Forms
 - Resources
 - Pay Period Close Checklists (some department specific)
 - Guidance documents for Holidays, Events, and General Timekeeping
 - Timekeeping Toolkit Tips
 - Job Aids - MTime "how to" guides: Pay Code Moves, Managing Schedules, Adding transfer codes (Cost Center, Reason Codes, or Project Task and Expenditure Org)



Need Help with MTime?

- Check out the MTime Informational Website –
 - Access the website within MTime under MYLINKS or
 - <http://www.MontgomeryCountyMD.gov/MTime/>
- MTime Mailbox – MTime@MontgomeryCountyMD.gov
 - MTime Mailbox is monitored during regular office hours
 - Provides maximum visibility of correspondence/requests to the MTime Team
- IT Help Desk 7-2828 – open a ticket
- Fax 7-9724 (to Finance, MTime)
- Contact via Microsoft Teams (please check availability status first)

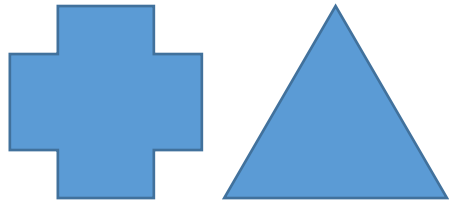


Review

As a result of this presentation, participants will be able to:

- Understand the CARE principles (Communication, Accountability, Responsibility and Efficiency) and how they relate to your role as timekeeping monitor.
- Know how the timekeeping process is impacted by the Fair Labor Standards Act, Pay Rules, Multi-Lingual Differentials, Employee Schedules, Employee Status, Collectively Bargained Statuses and special provisions.
- Understand key timekeeping topics, specific regulations, and processes such as: New Hires, Schedules, Transfer/Terminations, Temporary Employees, Pay Codes, Administrative Leave, Workers' Compensation, FMLA, Holidays, Excess Hours/Overtime, Shift Differential, Leave Accrual Balances, and Events.
- Identify employee and manager roles and responsibilities in the pay period closing.
- Know how to get help when there is a timekeeping question.





Plus/Delta Evaluation

- Plus (Compliment)– provide positive feedback about the presentation that you would suggest keeping for future departmental training.
- Delta (Change) – provide constructive feedback regarding any element of the presentation that you would suggest changing or a topic request for future departmental timekeeping training.
- Direct any specific questions or concerns to Heather Black, MCtime Manager.



Course Evaluation

Please complete the online evaluation now (link is in the chat)

Instructor – Qualanda Aboyme

- Is there any topic that was not addressed?
- What topics would like to see covered in greater detail or as a stand-alone presentation?
- What additional resources would be helpful to post on the MTime website?
- What additional FAQ would be helpful to post on the MTime website?

Direct feedback comments to Heather.Black@MontgomeryCountyMD.Gov

