



## 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 <b>Date</b> cell	Same
2	Excused Absence	Blue indicator with three white lines within the <b>Date</b> 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

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
Thu 2/16			1:00PM		9:00PM				12:45PM-9:15...
Fri 2/17									12:45PM-9:15...
Sat 2/18			12:45PM						12:45PM-9:15...
Sun 2/19									
Mon 2/20	HOL - Holiday ...	6.4							
	President's Day	0.0							

- A schedule change form may be required to enter the correct schedule into MTime for the employee.
- Managers may refer to the 'Managing Schedules' Job Aid document for managing Ad Hoc Scheduling (for one pay period). Long-term changes require that a [MTime Schedule Request Form](#) be submitted for the employee.

## Review Pay Codes

Pay Code accuracy is key to ensuring employees are paid correctly. All employees are required to use the appropriate Pay Codes when recording time. Utilize the [Pay Code Description Guide](#) as needed.

- Employees should choose the appropriate Pay Code, for instances when they are on Personal, Annual, or Sick leave; or excused from their job due to a workplace injury, an accepted Workers Comp Claim, Union Business or an Event. Differentials are also Pay Codes. And **LWOP**, **AWOL**, **FMLA**, and **Parental** are tracking pay codes, not associated with pay.
- Managers and supervisors must ensure the accurate codes are entered and approved.
- Department HR Liaisons should be the first point of contact for any questions or pay code descriptions.

## Review Over and Under 80 Hours

Verify employee total hours for the pay period utilizing the **Pay Period Close Genie**.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Pay Period Close**

1. Select the **\_All Home Hyperfind**.
2. Select the drop-down arrow in the **Total Hours Toward Schedule** column header to sort ascending or descending. TIP: Single-click the column header to quickly apply a sort.
  - a. **Over 80:** If there are employees with hours over 80, access their timecard (double-click their name from the *Genie*) and review the Historical Corrections tab. If the amounts are equal to the over 80 hours in the **Pay Period Close Genie**, then you are done. If there aren't any Historical Corrections or the amount doesn't match the over 80 hours amount, research to determine where the problem is. Contact Finance, MTime (via email) for assistance.
  - a. **Under 80:** If there are employees with hours under 80, identify *Full-time RT* employees by applying Groups on the data.
    - i. Select the **R/T** column drop-down arrow, then select 'Group by this column'.
    - ii. Select the **F/T** column drop-down arrow, then select 'Group by this column'.

- iii. Access the timecard of all *Full-time RT* employees with less than 80 hours to add leave time (including LWOP or AWOL, if necessary) to reflect a total of 80 hours for the pay period.

Pay Period Close ▾ Loaded 1:11PM Previous Pay Period ▾ All Home

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

R/T X FT/PT X

First Group	Time	Mgr Approval	Signed Off	Mgr Name	Missed Punch	R/T	Unexcused Absence	FT/PT	Tot Hrs Worked+
R/T: R-N (2)									
FT/PT: F (112) ← Second Group									
ALVAREZ, ANGI...						R-N		F	64.0
THOMPSON, C...						R-N		F	64.0
FLORES, JONA...						R-N		F	72.0

## Review Overtime/Comp Leave Hours Earned

Review the amount of overtime or comp leave earned by employees utilizing the **Check Overtime Genie**.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Check Overtime**

1. Select the **\_All Home Hyperfind**.
2. Select the drop-down arrow in the **Total OT Hours** column header to sort ascending or descending. TIP: Single-click the column header to quickly apply a sort.
3. Highlight all employees that have earned overtime, then select the **GoTo Control > Timecards**.

Check Overtime ▾ Loaded 4:35PM Previous Pay Period ▾ All Home Edit

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

Dept Division	Work Lo...	Employee	Pay Rule	Emp ...	OT Hrs Paid ...	OT Hrs Com... Earn...
ABS 85 Re...	ABS-Oln...	WEINBERGER, J...	85R UNRP Rg F...	16284		80.0
ABS 85 Re...	ABS-Lei...	MATARESE JR, ...	85R UNRP Rg F...	7696		72.0
ABS 85 Re...	ABS-Se...	DIX, JEFFERY P	85R MCGEO Rg...	20338	8.0	
ABS 85 W...	ABS-Aic...	THOMPSON, DA...	85W MCGEO TE...	32535		
ABS 85 W...	ABS-Aic...	KODJO, JEAN M	85W MCGEO TE...	32204		
ABS 85 W...	ABS-Aic...	SOMMERVILLE, ...	85W MCGEO Rg...	31787		
ABS 85 W...	ABS-Aic...	DIEP HAI T	85W MCGEO Rg...	31773		

3 Selected

Previous Pay Period

Go to widget

- Exceptions
- Reports
- Requests
- Schedules
- Timecards
- Rule Analysis
- People Editor

Go to workspace

4. Review days that reflect daily totals more than 8 (9, 10 if alt work schedules) hours. Look for the following common error conditions:
  - b. Hours worked combined with leave usage > scheduled hours. For example, Hours Worked = 8.0 and Annual Leave used = 8.0.
  - c. Duplicate rows of hours worked of 8 hours in one day.
  - d. Monitor to avoid AWOL, LWOP or Sick and Safe Leave (for Temporary Employees) causing excess hours.
  - e. Review each timecard to ensure neither Compensatory Leave nor OT pay codes were added directly into the timecard grid.

**Note:** Review the **Check Overtime** *Genie* with the **\_Temporary Employees** *Hyperfind*. Generally, managers should avoid scheduling temporary employees more than 40 hours per week. Take efforts to prevent this in the future by monitoring Sick and Safe Leave causing excess hours. AWOL or LWOP should not be used for Temporary Employees.

**Note:** There is a Manager Tasks Job Aid available to edit excess hours (Overtime/Comp Leave) when an employee uses Unscheduled Leave (see [Editing Overtime for an Unscheduled Absence](#)). Use the **Unscheduled Leave Used** *Genie* with the **\_Unscheduled Leave with OT** *Hyperfind* to review.

## Review AWOL and LWOP

**AWOL** and **LWOP** pay codes are used to reflect time when the employee does not meet the threshold for hours per week (40). If the timecard displays more than 80 hours as **Hours Twds Schedule**, the **AWOL** and/or **LWOP** may need to be adjusted. Review the amount of AWOL and LWOP utilizing the **Check Overtime** *Genie*.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Check Overtime**

1. Select the **\_All Home** *Hyperfind*.
2. Select the drop-down arrow in the **AWOL LWOP** column header to apply a descending sort.  
**TIP:** Single-click the column header to quickly apply a sort.
3. Highlight all employees that have amounts in this column, then select the **GoTo Control > Timecards**.
4. Adjust the hours for AWOL LWOP, as applicable.
5. Add the comment: 'Reduce LWOP, AWOL hrs due to excess Hrs Twds Sched'.

Contact MCtime for assistance, if needed.

In the event of a holiday, review employees ineligible for holiday benefits and holiday premium pay utilizing the **Holiday Credits** *Genie*.

- LWOP – Scheduled day on BOTH sides, not eligible for holiday leave
- AWOL – Scheduled day on EITHER side, not eligible for holiday leave

- Employees with unscheduled absence the day after a holiday are not eligible for holiday premium pay

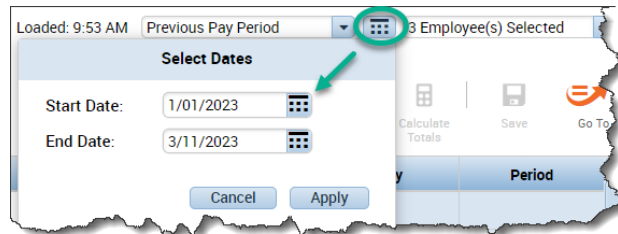
Refer to Manager Job Aid available to edit Holiday Premium Pay for Unscheduled Absence: [Editing Holiday Premium Pay for an Unscheduled Absence](#).

## Review Leave Used

Review all hours recorded in the various columns agree with the employee's leave request, utilizing the **Leave Used Genie**.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Leave Used**

1. Select the **\_All Home Hyperfind**.
2. Select the drop-down arrow in each leave column to apply a descending sort to locate hours and verify the accuracy per the department leave process.
3. Periodically review Leave types with limits – FMLA, Parental, Family Sick Leave, Sick and Safe Leave.
4. In the **Context Selector**, select the **Calendar** then enter a date range from the start of the first pay period of the Leave year through the end of the current pay period.



## Review FMLA and Parental

Check that all employees using FMLA or Parental are also using some type of Leave type or Leave without Pay, utilizing the **Leave Used Genie** (apply *Hyperfind*: **\_FMLA or Parental**).

- Do not use FMLA or Parental Leave unless the employee has been provisioned the FMLA or Parental Leave by OHR/OMS.
- Review the **Leave Balances Genie** (apply *Hyperfind*: **\_All Home**) to check for negative Leave balances.
- Managers supervising employees with FMLA and/or Parental qualifying events that have questions should contact OHR/OMS via the FMLA Information Team: [FMLA.Information@montgomerycountymd.gov](mailto:FMLA.Information@montgomerycountymd.gov).

## Review Admin Leave Codes

Amin Leave is not to be used for unscheduled hours and use should not result in excess hours for the day (overtime or compensatory leave).

Navigation: **Manage My Department > Genies Widget > Genie Selector > Leave Balances**

1. Select the **\_All Home Hyperfind**.
2. Select the drop-down arrow in the **Total Admin** column to apply a descending sort.
3. Confirm that the use of the **Admin Leave – Other** pay code is correct.
4. If no other Admin Leave code is appropriate a reason code should be used in conjunction with **Admin Leave – Other**.

NOTE: Additional Reason Codes may be requested through your Mctime Departmental SME. SMEs will use this form to request a Reason Code:  
<http://portal.mcgov.org/finance/serviceRequests.aspx>

5. Use of **Admin Leave – {Union} Business** requires one of three approved Reason Codes.

## Review Leave Balances

Review your employees leave balances for accuracy, utilizing the **Leave Balances Genie** (apply *Hyperfind*: **\_All Home**). Most leave types, when exhausted, will present you with an error message when you try to save your entry. For example:

The screenshot shows the 'Timecards' interface. At the top, a red error banner reads: 'Error WTK-03285 This edit cannot be made. ANNUAL LEAVE balance on 3/29/2023 is -8.0 (overdrawn by 8.0). Maximum overdraw is 0.0.' Below the error, there is a section to 'Approve Timecard' with a dropdown arrow. At the bottom, a table displays timecard entries for two dates: Sun 3/26 and Mon 3/27.

	Pay Code	Transfer	Sun 3/26	Mon 3/27
<input type="checkbox"/>	Hours Worked			
<input type="checkbox"/>	Annual Leave			8.0

When processing Personal Days, sort by the Total Personal Days column. And when processing COMP leave, sort by the Comp Leave Supp column.

Keep in mind:

- Employees cannot earn leave and use it within the same pay period. Only leave that is available in the employee's accrual leave bucket can be used.
- When leave has been exhausted managers are not required to apply the partial leave accrued amount the next pay period unless used with donated leave, which requires the employee to use earned leave prior to donated leave.
- Check future pay periods in case the employee has entered leave on a future timecard.
- In the case of a message box for Personal Days greater than 8 hours, refer to the Personal Day Usage guidelines on the Mctime Informational Website - [Personal Day Usage](#).

## Review Transfers

Ensure employee used the correct account codes for any transfers.

**Note:** If a Project-Task is used, there must be an expenditure code entered with the Project-Task.

## Review Pay Code Moves

To review **Pay Code Moves**, select the **Audits** tab. Then on the drop-down menu select 'Moved Amounts'.

Totals	Accruals	Audits	Historical Corrections			
Moved Amounts						
Effective Date	User	Fr...	To...	From Pay Code	To Pay Code	Amount
5/26/2023	ALDENC01:m...			SD7 - Shift Diff 12p-759p	S07 - Shift Diff OT 12p-759p	8.0

Take note that each **Pay Code Move** uses the correct pay code and duration of hours. Refer to the [Pay Code Move Job Aid](#) found on the resources tab on the MCtime Informational Website.

**Note:** There shouldn't be negative balances within the Totals tab of the timecard.

## Review Flex Hours Worked

Identify employees who have the **Flex Hours Used** code.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Pay Rule Assignment**

1. Select the **\_Flex Hours Used Hyperfind**.
2. Select the drop-down arrow in the **Pay Rule** column header and select 'Group'.
3. Select the drop-down arrow in the **FLSA Grade** column header and select 'Group By this column'.
4. If applicable, select the drop-down arrow in the **FTPT** column header and select 'Group By this column'.
5. Highlight all employees identified, then select the **GoTo Control > Timecards**.

**Note:** Continue to next steps based on Employee classifications below.

## Non-Exempt Employees

The **Flex Hours Worked** pay code must be used to flex hours within the workweek only. Non-exempt employees may not flex hours between work weeks.

- The use of **Flex Hours Worked** for most full-time non-exempt employees isn't necessary within the week, so replace it with **Hours Worked** within the timecard.

- Part-time employees and compressed schedules will need to use the **Flex Hours Worked** pay code to suppress daily excess hour (overtime) thresholds.

**Note:** If you are performing Payroll Period Close Checklist tasks on Friday or Saturday of the current pay period, remember that employees on a Friday compressed schedule may be found in the previous pay period because they use an alternate display for reporting their time.

## Exempt Employees

Flex Hours Worked may be used to flex hours within the workweek or between work weeks.

- The use of **Flex Hours Worked** for full-time exempt employees below Grade 25 isn't necessary within the week, so replace with **Hours Worked**.
- Exempt Employees below Grade 25 may elect to alter work weeks using the Flex code only for the minimum hours needed, but not between weeks.
- The use of **Flex Hours Worked** for full-time exempt employees above Grade 25 is generally not necessary, so replace it with **Hours Worked**.
- Part-time employees need to use the pay code to suppress daily excess hours (overtime) thresholds.

## Multilingual Certified Employees

Review that the appropriate **Flex Hours Worked** pay code was used to maintain the employee differential.

- Employees certified to use ML1 must use the pay code **Flex Hours Worked** with ML1.
- Employees certified to use ML2 must use the pay code **Flex Hours Worked** with ML2.

## Review Multilingual Differential Codes

Multilingual hours are automated for all regular hours worked and for excess hours (overtime).

- Multilingual is automated for MCGEO and UNREP employees for regular and excess hours. There is no need to add multilingual differential codes to the timecard.
- Employees certified to use **ML1** (basic) must use the pay code **Flex Hours Worked** with ML1. Employees certified to use the **ML2** (advanced) pay code must use **Flex Hours Worked** with ML2.
- If you have questions about multilingual certifications, contact [OHR.LanguageTesting@montgomerycountymd.gov](mailto:OHR.LanguageTesting@montgomerycountymd.gov)

Navigation: **Manage My Department > Genies Widget > Genie Selector > Differentials – MCGEO UNREP**

1. Select the **\_All Home Hyperfind**.
2. Select the drop-down arrow in the **MO1** column to apply a descending sort.
3. Compare the hours in the **MO1** column to the hours in the **Total OT Hours** column.
4. Select the drop-down arrow in the **MO2** column to apply a descending sort.

5. Compare the hours in the **MO1** column to the hours in the **Total OT Hours** column.

**Note:** The hours in each of the **MOx** columns shouldn't be greater than the number of hours in the **Total OT Hours** column. Please contact MTime for assistance.

## Review Shift Differential Codes

Review each employee record to ensure accuracy.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Differentials – MCGEO UNREP**

1. Select the **\_All Home Hyperfind**.
2. Validate the **SD Totals** column totals do not exceed the number of **Total Reg Hours** column.
3. Validate the **Shift OT Totals** column hours do not exceed the number of **Total OT Hours** column.

**Note:** Leave hours aren't eligible for shift differentials. Please verify that shift differential hours are not associated with hours when leave is used.

## Review Employee Timecards

Generally, it is fiscally responsible to avoid working any temporary employee more than 40 hours in a week; take efforts to prevent this in the future. Monitor to avoid AWOL, LWOP or sick and safe leave causing excess hours. If you supervise temporary employees avoid scheduling for excel hours. Refer to the 'Review Overtime/Comp Leave Hours Earned' section; however, apply the **\_Temporary Employees Hyperfind**.

- Do not record hours with AWOL or LWOP for a temporary employee. See the 'Review AWOL and LWOP' section; however, apply the **\_Temporary Employees Hyperfind**.
- Monitor the **Leave Year Usage** of sick and safe leave, not to exceed 80 hours in a leave year. Refer to the 'Review Admin Leave Codes' section.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Leave Used**

1. Select the **\_Temporary Employees Hyperfind**.
2. Select the drop-down arrow in the **Total Sick** and **Safe Leave** column, then select 'Sort Descending'
3. Verify that the use of sick and safe leave is not causing excess hours (generally more than 40-hours in the week).
4. Highlight employees with excess hours then select the **GoTo** dropdown 'Control' and select 'Timecards'.
5. Reduce sick and safe leave to the 40-hour threshold.
6. Periodically review sick and safe leave to ensure temporary employees don't exceed the 80 hours per leave year Limit.
7. In the **Date Ranger** selector, choose the **Calendar** then enter a date range from the start of the first pay period of the leave year through the end of the current pay period.

- Do not record Hours Administrative Leave for a temporary employee. See the Review Admin Leave Codes section; however, apply the **\_Temporary Employees** *Hyperfind*.
- Do not record Holiday Leave for a temporary employee. See the Review Admin Leave Codes section; however, apply the **\_Temporary Employees** *Hyperfind*.

## Review Holiday Credits

Pay close attention to this step when there is a holiday within the pay period; however, also check that a **Holiday Pay** code isn't used in a pay period where there is no holiday. If an employee works a partial shift, and if there is the combination (such as 6 HP1 and 2 HOL) it should not exceed the normal daily total. If an employee works 8-hour days, they should not have more than 8 hours holiday credit (same for 9, 10 or 12 hours).

Follow the MTime guidance posted on the informational website: [Holiday Guidance for Regular, Full-time and Part-time Employees](#).

Navigation: **Manage My Department > Genies Widget > Genie Selector > Holiday Credits**

1. Select the **\_All Home** *Hyperfind*.
2. Select the drop-down arrow in the **FT-PT** column, then select 'Group By this column'.
  - a. **Regular Full-time Employees**: Select the drop-down arrow in the **Holiday Benefit Less HP2** column to apply a descending sort. Verify the number of hours, which should equal the number of hours the employee is normally scheduled to work on that day. In cases where HP2 is earned, manually add the Holiday Credit.
  - b. **Regular Part-time Employees**: Select the drop-down arrow in the **Holiday Benefit with HP2** column to apply a descending sort. Verify the number of hours, which should equal the number of hours the employee is normally scheduled to work on that day, divided by 10.

**Note:** Typically, there isn't a combination of these three columns – **FT-PT**, **Holiday Benefit Less HP2** and **Holiday Benefit with HP2**.

3. Select the **\_AWOL** *Hyperfind*.
4. Review employees who are ineligible for holiday benefits or holiday premium pay.
5. If AWOL is scheduled on EITHER side, the employee is not eligible for holiday leave.
6. Select the **LWOP** *Hyperfind*.
7. If LWOP is scheduled on both sides, the employee is not eligible for holiday leave.
8. Select the **Unscheduled Leave Used with Holiday Premium Pay** *Hyperfind*.
9. Review regular full-time and part-time employees are entitled to a holiday benefit. Employees with unscheduled absence, LWOP, or AWOL on the day after the holiday are not eligible for holiday premium pay.

Refer to the 'Manager Task' Job Aid document to edit holiday premium pay for an unscheduled absence: [Editing Holiday Premium Pay for an Unscheduled Absence](#).

**Note:** Some offices/divisions within the county recognize federal holidays in addition to the county's official holidays, such as Columbus Day, Inauguration Day. Some divisions exchange holidays. MLS employees are not eligible for premium pay, HDP or CLH – they may only receive HOL – Holiday Leave.

## Review Events Recording Time

Know who your essential vs non-essential employees are should an event occur where the county may delay opening or close; MCtime will post the 'OHR Timekeeping Guidance' memo for the event. To check the status of county government use: [Montgomery County Status of Government](#).

Link to: [Events](#)

Event guidance is available as follows. Remember, there may be times when a **General Emergency** and **Liberal Leave** policy are in place within the same pay period.

- Crosswalk – Some events may require project/task codes. The 'OHR Timekeeping Guidance' memo will include this information where applicable. Not every event will require a crosswalk. If there is no crosswalk, some departments may elect to utilize their own **Project Task** and **Expenditure Org** codes.
- [Guidance for Recording Event Related Project/Task Codes](#) – This document describes how employees enter **Project Tasks** and **Expenditure** orgs on timecards.
- [Liberal Leave Guidance](#) - This document describes how employees complete their timecard during a period of liberal leave.
- [Timekeeping Guidance for a Declared General Emergency](#) - This document describes how employees complete their timecard during a period of a declared general emergency.
- [Delayed Opening and Early Closure Guidance](#) - This document describes how employees complete their timecard should one of these events occur.

**Note:** MLS employees are not eligible to receive general emergency pay.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Event – Emg Pay & Hrs Worked Genie**

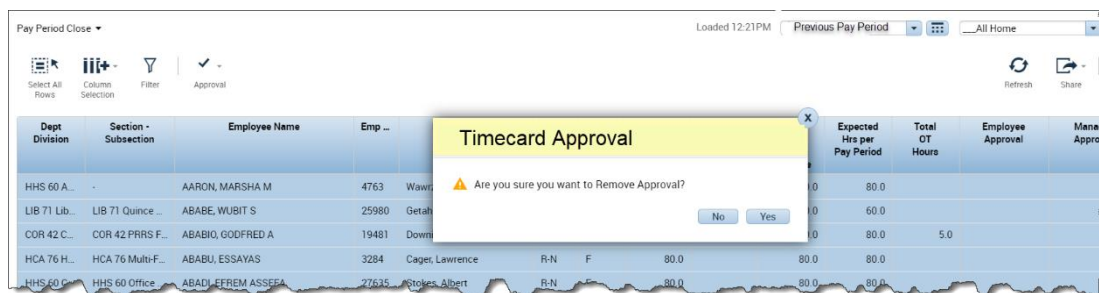
1. Select the Temporary Employees Hyperfind.
2. Validate temporary employees do not have admin leave or emergency pay.

## Timecard Approvals

Timecard approval is the LAST pay period close step managers perform, as all previous steps within this Job Aid ensure timecards are accurate. All employee timecards need to be approved, regardless of whether they have hours or not. By approving an employee without worked hours you are validating their timecard is correct. Timecard approval is due no later than noon on Tuesday following the close of each pay period.

Navigation: **Manage My Department > Genies Widget > Genie Selector > Pay Period Close Genie**

1. To approve active employees, select the **\_All Home Hyperfind**.
2. Select the **Select All Rows** button.
3. Select the **Approval** button.
4. Select **Yes** in the **Timecard Approval** prompt window.



5. To approve terminated employees, select the **\_Terminated with Worked Hours Hyperfind**. Then repeat steps 2-4.
6. To approve inactive employees, select the **\_Inactive Employees Hyperfind**. Check if there are any timecards for employees on leave of absence. If there are, then repeat steps 2-4.

### Important:

Please respond promptly to any outstanding emails or voicemails from MCTime or Payroll to avoid timecard corrections. Once the manager and department lead have completed these steps, Payroll will begin its review of the department timecards.

### Important – Help Facilitate accurate payment!

**Employees** should approve their timecards between **11am – 12pm, Monday**.

**Managers/supervisors** should approve employee timecards between **11am – 12pm, Tuesday**. Notifications are sent via email to remind employees and managers/supervisors of these key deadlines.

Refer to the MCTime Informational Website to access forms, resources and frequently asked questions: <https://www.montgomerycountymd.gov/>.

Questions? Contact the MCTime Team via email using email address: 'Finance, MCTime' in Outlook, or [MCTime@montgomerycountymd.gov](mailto:MCTime@montgomerycountymd.gov).