



POL Managers – 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 (PPC) responsibilities.

TeleStaff General Guidance

Please observe the following:

- Employees should have everything in Telestaff by 0600 Sunday.
- Managers should have all Telestaff transactions/reviews completed by 2100 Monday.
- Managers should correct any timecard error(s), by comparing Telestaff Payroll Report to the MCtime entries.

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 MC Point of Contacts, 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

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							

Note:

- **Civilians** - A schedule change form may be required to enter the correct schedule into Mctime for the employee, work with Administrative Services to complete and submit.
- **Uniformed** – An update may be required in TeleStaff and coordination with Administrative Services.
- A schedule change form may be required to enter the correct schedule into Mctime for the employee.
- Managers may refer to the Managing Schedules Job Aid for managing Ad Hoc Scheduling (for one pay period). Long-term changes require that a [Mctime 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. 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 or 84 Hours

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

The following examines the review process for evaluating variances in work hours for employees scheduled to work an 80-hour pay period. However, the same review process should also be used to evaluate variances in work hours for employees scheduled to work an 84-hour pay period.

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

1. 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 **POL 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, MCtime (via email) for assistance.
 - b. **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.

The screenshot shows the 'POL Pay Period Close' interface. At the top, there's a header bar with 'Pay Period Close' and 'Loaded 1:11PM'. Below this is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', 'Refresh', and 'Share'. The main table has columns: 'Time', 'Mgr Apprvl', 'Signed Off', 'Mgr Na...', 'Missed Punch', 'R/T', 'Unexcu... Absence', 'FT/PT', and 'Tot Hrs Worked+'. The 'R/T' column has a dropdown menu open, showing 'R/T: R-N (2)' and 'FT/PT: F (112)'. An orange box labeled 'Second Group' points to the 'FT/PT: F (112)' option. The table data shows three rows: 'ALVAREZ, ANGI...', 'THOMPSON, C...', and 'FLORES, JONA...'. The 'Tot Hrs Worked+' column shows values 64.0, 64.0, and 72.0 respectively.

Time	Mgr Apprvl	Signed Off	Mgr Na...	Missed Punch	R/T	Unexcu... Absence	FT/PT	Tot Hrs Worked+
First Group								
R/T: R-N (2)								
FT/PT: F (112)								
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** dropdown '**Control**' and select 'Timecards'.

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

Note: All POL OT requires a POL Code (Reason Code).

- Utilize the transfer column in the employee timecard to change the cost center if the OT worked is in a different cost center than the employee home cost center.
- If a Project-Task (Grant overtime) is used, there **must be** an Expenditure Org Code entered with the Project-Task.

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 Job Aid available to edit excess hours (Overtime/Comp Leave) when an employee uses Unscheduled Leave: [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** dropdown **'Control'** and select '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.
- **Note (Uniformed):**
 - Requests for FMLA and Parental Leave always import from TeleStaff as Sick with FMLA or Sick with Parental.
 - Employees may request to have the pay code changed to the appropriate FMLA and/or Parental pay code.
 - If the employee requests to use COMP LEAVE SUPP, the Manager must perform a pay code move.
- 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.

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 Used- Admin**

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 POL Leave and Personal 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 a 'Timecards' interface. At the top, there is a red error message box that 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 message, there is a section labeled 'Approve Timecard' with a checkmark icon. Below this, there is a table with the following structure:

	Pay Code	Transfer	Sun 3/26	Mon 3/27
<input checked="" type="checkbox"/>	Hours Worked			
<input checked="" 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:

- For Uniformed: Pay code entries always originate in TeleStaff.
- For Uniformed: Employees must request to have ANNUAL LEAVE or COMP LEAVE USED pay codes moved to COMP LEAVE SUPP. If the employee requests to use COMP LEAVE SUPP, the Manager must perform a pay code move.
- 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 or applicable Reason Code. Reason Codes are required for all OT entries.

Note: Public Safety Communications Specialists, only: Make sure the correct Work Rule Transfer was applied, if necessary.

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 MTime Informational Website.

Note: There should not be negative balances within the Totals tab of the timecard.

Note: If a Reason Code is used in the body of the timecard, and a Pay Code Move is performed, remember to also include the Reason Code in the Pay Code Move.

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 **Flex Hours Worked** column header and select 'Group By this column'.
3. Select the drop-down arrow in the **FLSA Grade** column header and select menu value '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** dropdown '**Control**' and select 'Timecards'.

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

Non-Exempt Employees (includes MCGEO and GSS unrepresented)

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 (includes FOP and Police Management)

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 the 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) the pay code must use Flex Hours Worked with ML2.
- If you have questions about multilingual certifications, contact OHR.LanguageTesting@montgomerycountymd.gov

Navigation: **Manage My Department > Genies Widget > Genie Selector > POL Differentials**

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 **MO** 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 > POL Differential**

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.

Note: Public Safety Communications Specialists (Call Takers) are eligible to use – SD3/SD4/FT2/S03/S04/F02. **Uniformed Employees assigned to ECC** are eligible to use FT3/F03. Uniformed Employees Assigned to Fire and Explosive Investigations are eligible to use SD5/S05.

Note: When a holiday occurs on the Call Taker's Regular Day Off (RDO) and the Call Taker works a shift, the hours are recorded as either HDP or CLH and HP2 (holiday /benefit/premium pay codes). The employee is entitled to the shift overtime differential – but note this will cause the shift overtime differentials to be greater than the overtime hours work since working on a holiday is not considered "overtime" and is paid as a holiday benefit.

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 Range** selector, choose the **Calendar** and 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 Mctime guidance posted on the informational website: [Holiday Guidance for Regular, Full-time and Part-time Employees](#).

Non-Exempt Employees (includes MCGEO and GSS unrepresented)

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

1. Select the **_All Home Hyperfind**.
2. The following steps are used to sort and assess the amount of hours:
 - a. Sort on the **HOL** column to sort employees who used pay code **HOL** to the top of the column. The number of hours should be equal to the number of hours the employee is normally scheduled to work on that day.
 - b. Sort on the **CLH** column to sort employees who used pay code **CLH** to the top of the column. The number of hours should reflect the number of hours the employee is taking as **Comp Leave Earned** for the holiday for taking an alternate day off since the holiday falls on their normally schedule day off.
 - c. Sort on the **HDP** column to "float" the hours to the top of the column. The number of hours should reflect the number of hours the employee is requesting holiday pay (in lieu of Comp leave for the holiday) because the employee is not taking an alternate day off.
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** *Genie* and use 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 Job Aid 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.

- Generally, there should not be hours in any combination of the three columns, such as 8 HDP and 8 HOL. If an employee works 8 hours, they should not have more than 8 hours in any of the columns (same for 9, 10 or 12 hours.)

Exempt Employees (includes FOP and Police Management)

Follow the terms of the FOP contract to verify that an appropriate holiday benefit (or Administrative Leave paid time off) was provided to each eligible employee using the appropriate Pay Code and for the correct amount of hours.

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** 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**

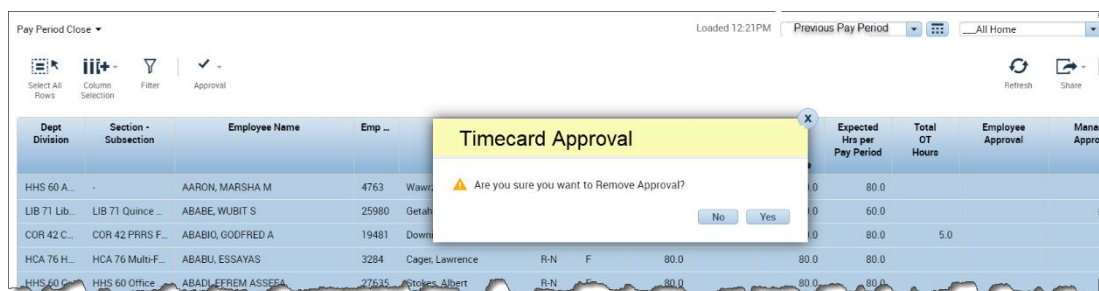
1. Select the **_Temporary Employees Hyperfind**.
2. Validate Temp employees do not have Admin Leave or Emergency Pay.

Timecard Approvals

Timecard approval is the LAST step managers perform when closing out a pay period, 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 > POL 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.



5. To approve terminated employees, select the **POL Timecard Approval Genie** and use the **_Terminated with Worked Hours Hyperfind**. Then repeat steps 2-4.
6. To approve inactive employees, select the **POL Timecard Approval Genie** and use 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 MTime 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 MTime Informational Website to access forms, resources and frequently asked questions: <https://www.montgomerycountymd.gov/>.

Questions? Contact the MTime Team via email: *'Finance, MTime'* in Outlook, or MTime@montgomerycountymd.gov.