

Distributed to MCTime SME Distribution List on Wednesday, November 10, 2021

Timekeeping Toolkit Tips – Personal Days

Please remind employees to use Personal Days before the end of the leave year!

Time is Running out to use any remaining Personal Days before the end of the Leave Year – LY21 ends on Saturday, 1/1/2022 (or Thursday, 12/30/2021 for employees with Friday Compressed Schedules).

Please remind employees to request the use of Personal Days before the end of the leave year, so that management may ensure sufficient coverage to maintain business operations.

The best practice for employees, is to apply Personal Days as early as possible in the Leave Year, to an eligible full day off work. Personal Days have no “cash value” to either employees or their beneficiaries, and any unused Personal Days just expire at the end of the leave year.



Employee Resources:

- [2021 Payday/Holiday Calendar](#)
- [Personal Day Usage](#) - Additional information and explanation of Personal Day pro-ration for part-time employee and MCTime’s leave total displays for employees working schedule patterns with 9, 10, 12 or 24 -hour days.

MCTime SME & POCs Resources:

- Use the MCTime Genie – Leave Balances to determine employees with remaining Personal Days
- Use the Accrual Detail Report to identify when Personal Days were used in LY 21 (1/3/2021-1/1/2022)

Accrual Detail							Data Up to Date: 11/3/2021 3:35:55 PM	
Time Period: 1/03/2021 - 11/03/2021							Executed on: 11/3/2021 3:35:54 PM	
Query: Previously Selected Employee(s)							Printed for: PLAZIL	
Accrual Code	Effective Date	Action	Amount	Running Balance	Pay Code	Source	Edit Date	Edited By
PERSONAL DAY (Days)								
Set 1/2/2021				Balance Forward	0.00			
Sun 1/3/2021	Reset	3.00	3.00			External API	Mon 1/11/2021	Import
Sun 1/17/2021	Reset	3.00	3.00			External API	Mon 1/25/2021	Import
Sun 1/31/2021	Reset	3.00	3.00			External API	Mon 2/8/2021	Import
Sun 2/14/2021	Reset	3.00	3.00			External API	Mon 2/22/2021	Import
Sun 2/28/2021	Reset	3.00	3.00			External API	Mon 3/8/2021	Import
Sun 3/14/2021	Reset	3.00	3.00			External API	Mon 3/22/2021	Import
Sun 3/28/2021	Reset	3.00	3.00			External API	Mon 4/5/2021	Import
Sun 4/11/2021	Reset	3.00	3.00			External API	Mon 4/19/2021	Import
Sun 4/25/2021	Reset	3.00	3.00			External API	Mon 5/3/2021	Import
Fri 5/7/2021	Taken	1.00	2.00		Personal Day	Timecard Editor	Mon 5/10/2021	
Sun 5/9/2021	Reset	2.00	2.00			External API	Mon 5/17/2021	Import
Sun 5/23/2021	Reset	2.00	2.00			External API	Mon 5/31/2021	Import
Sun 6/6/2021	Reset	2.00	2.00			External API	Mon 6/14/2021	Import
Sun 6/20/2021	Reset	2.00	2.00			External API	Mon 6/28/2021	Import
Sun 7/4/2021	Reset	2.00	2.00			External API	Mon 7/12/2021	Import
Sun 7/18/2021	Reset	2.00	2.00			External API	Mon 7/26/2021	Import
Sun 8/1/2021	Reset	2.00	2.00			External API	Mon 8/9/2021	Import
Wed 8/4/2021	Taken	1.00	1.00		Personal Day	Timecard Editor	Mon 8/16/2021	
Sun 8/15/2021	Reset	1.00	1.00			External API	Mon 8/23/2021	Import
Sun 8/29/2021	Reset	1.00	1.00			External API	Mon 9/6/2021	Import
Sun 9/12/2021	Reset	1.00	1.00			External API	Mon 9/20/2021	Import
Sun 9/26/2021	Reset	1.00	1.00			External API	Mon 10/4/2021	Import
Sun 10/10/2021	Reset	1.00	1.00			External API	Mon 10/18/2021	Import
Sun 10/24/2021	Reset	1.00	1.00			External API	Mon 11/1/2021	Import
Total Debits:			2.00	Total Credits:		0.00		

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Questions about Timekeeping – MCTime.Finance@montgomerycountymd.gov