



Reviewing COVID-19 Leave Differentials

Four new pay code differentials have been negotiated. Mctime has created a new Genie for managers to review: Differentials-COVID19 that can be used with your HyperFind: __All Home or any of these four new HyperFinds.

All Directors identified Services and Programs that must be maintained. Each Service and Program was designated as: Front - Facing Onsite, Back - Office Onsite and/or Telework. In addition, these Services and Programs were identified as COVID Direct Response or a Critical Core Service. It is imperative that Managers confirm that proper COVID-19 Differentials are entered on the timecard prior to approving. Check with your manager to identify how specific Service and Programs were designated.

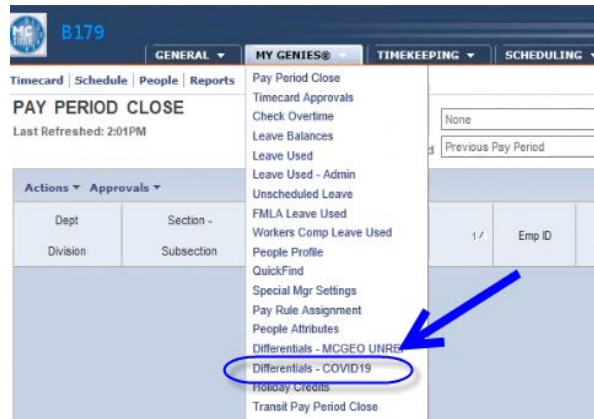
New Genie:

New Paycodes:

- COVID19 Front Facing Onsite
- COVID19 OT Front Facing Onsite
- COVID19 Back Office Onsite
- COVID19 OT Back Office Onsite

New HyperFinds:

- __All Home
- COVID19 Back Office Onsite
- COVID19 Front Facing Onsite
- COVID19 OT Back Office Onsite
- COVID19 OT Front Facing Onsite



DIFFERENTIALS - COVID19

Last Refreshed: 9:18PM

Show **HyperFind or __All Home** Edit

Time Period Current Pay Period Refresh

Dept	Employee	Emp ID	Manager	Total Hrs Toward Schedule	Total REG Hrs	FF+BO	COVID19 Front Facing Onsite	COVID19 OT Front Facing Onsite	COVID19 Back Office Onsite	COVID19 OT Back Office Onsite	Total OT Hrs	FFOT+BOOT	Total Exempt Reg + OT Hrs	FLSA-Grade	CSBO	Job Title	Pay Rule
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0		4.5		84.5				COMPRES...
				80.0	80.0	80.0			80.0		5.0		85.0				COMPRES...
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0				80.0				UNRP Rg ...
				80.0	80.0	80.0			80.0		23.0		103.0				UNRP Rg ...

Export the Genie to Excel, for more functionality and sorting capabilities!

Sort Columns as needed

Expand or Hide Columns, as needed, by moving the cell width

- Sort and compare columns, review timecards to determine potential errors. Common problems are not using pay code: **Hours Worked (wages)** in addition to the COVID Differential (\$10 / \$3).
- Check that Total Hours Towards Schedule is accurate for scheduled hours. (80 for FT employees or xx PT schedules)
 - Recording the OT Differential where no OT Hours were earned
 - Regular Differentials more than Regular Hours (See: FF + BO) (*except for GSS, FLSA Exempt, employees Grade 25 and above)
 - For GSS, FLSA Exempt, Grade 25 and above) Regular Differentials more than Exempt Reg+OT
 - Excess Hour (OT) Differentials more than Excess (OT) Hours (See: FFOT + BOOT)
 - CSBO column is for Fire Rescue to review for manual additions

If assistance is needed, please contact Mctime via email at Mctime@MontgomeryCountyMD.gov

