

To: Montgomery College Employees

From: Krista Leitch Walker, Vice President/Chief Human Resources Officer
Office of Human Resources and Strategic Talent Management

Subject: Time Sheet Guidance for Inclement Weather on January 3, 2022

Date: January 5, 2022

Effective 7 a.m. on Monday, January 3, 2022, all College in-person classes and activities were cancelled due to hazardous weather conditions. All online winter session classes were to proceed as normal. Employees with the capacity to telework were directed to continue their normal schedules remotely and telework for the day. A limited number of designated essential personnel, as directed by their supervisor, were required to report to work onsite.

Administrative leave shall be granted to affected regular status non-exempt (hourly) employees not designated as essential personnel and who were unable to telework (work remotely) as of 7 a.m. on Monday, January 3, 2022 to 7 a.m. on Tuesday, January 4, 2022. These employees should add "Administrative Time Off" to their timesheet through Workday Time for the time they were scheduled to work.

Non-exempt (hourly) employees who teleworked during the period of cancelled in-person classes, services, and activities should report the time that they worked as "Regular" through Workday Time.

Resources for time tracking can be accessed on the [Workday Training page](#), including: [Enter Time video \(English\)](#), [Enter Time job aid \(English\)](#), [Enter Time job aid \(Spanish\)](#), [Enter Time for Shift Differential job aid \(English\)](#), and [Enter Time for Shift Differential job aid \(Spanish\)](#).

Employees who are designated as "essential personnel" in accordance with the [AFSCME collective bargaining agreement](#) (section 7.11) and College procedures ([58005CP](#))/([35001CP](#)) and required to work onsite are eligible to receive essential pay. These individuals should report any hours that they were required to physically report to work at a College location after 7 a.m. on Monday, January 3, 2022 through 7 a.m. on Tuesday, January 4, 2022, entering the hours worked in Workday Time, as instructed below.

Work During the Inclement Weather Event

Employees who were unable to telework (work remotely) or were designated as essential personnel and instructed by their supervisor to work onsite during the inclement weather event should report their time as follows.

Non-Exempt Employees:

Example 1 (shift begins before the operating status change): If you were scheduled to work 6:30 a.m. to 2 p.m. on January 3, 2022, the following, then you would report the following through Workday Time:

Reporting Status	Scheduled Work Hours	Total Hours	Time Entry Code (under Time Type)
Could not telework, did not report onsite.	6:30 a.m. to 2 p.m.	8.0 hours*	Administrative Time Off
Required to report onsite.	6:30 to 2 a.m.	8.0 hours*	Regular
	7 a.m. to 2 p.m.	7.5 hours*	Essential Pay – Overtime

*Accounts for a 30-minute break

Example 2 (full shift occurs during the operating status change): If you were scheduled to work 2:30 p.m. to 11 p.m. on January 3, 2022 the following, then you would report the following through Workday Time:

Reporting Status	Scheduled Work Hours	Total Hours	Time Entry Code (under Time Type)
Could not telework, did not report onsite.	2:30 to 11 p.m.	8.0 hours*	Administrative Time Off
Required to report onsite.	2:30 to 11 p.m.	8.0 hours*	Regular
	2:30 to 11 p.m.	8.0 hours*	Essential Pay – Overtime

*Accounts for a 30-minute break

Example 3 (shift ends after the operating status change): If you were scheduled to work 11 p.m. on January 3, 2022 to 7:30 a.m. on January 4, 2022, then you would report the following through Workday Time:

Reporting Status	Scheduled Work Hours	Total Hours	Time Entry Code (under Time Type)
Could not telework, did not report onsite.	11 p.m. to 7:30 a.m.	8.0 hours*	Administrative Time Off
Required to report onsite.	11 p.m. to 7:00 a.m.	7.5 hours*	Essential Pay – Overtime
	11 p.m. to 7:30 a.m.	8.0 hours*	Regular

*Accounts for a 30-minute break

Exempt Employees: No action is required. Exempt (salaried) employees no longer report hours worked on timesheets in Workday, rather only exception time (i.e., annual, personal, sick, etc.) through Time Off (Absence).

Supervisors must review and approve each employee timesheet in Workday by the applicable bi-weekly deadline. **Timesheets for hours worked and leave taken from December 25, 2021 through January 7, 2022 are due by 12 noon on Friday, January 7, 2022. Only non-exempt (hourly) employees have timesheets in Workday.** Paper timesheets are no longer acceptable; do not email any paper timesheets to the Payroll Services Team.

Again, please reference the [Workday Training page](#) for time tracking resources. General questions regarding Workday Time may be directed to the IT Service Desk at ITServiceDesk@montgomerycollege.edu.