MONTGOMERY COLLEGE

Memorandum

To: Montgomery College Employees

From: Sophia Mason, Director, HR Business Services
Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: **Timesheet Guidance for Observation of Juneteenth Holiday**

Date: June 23, 2021

On Thursday, June 17, 2021, Dr. Pollard announced the closing of the College on Friday, June 18, 2021, in observance of Juneteenth National Independence Day following actions by President Biden and Governor Hogan. Most employees were not expected to report to offices or work remotely on that day.

This additional holiday has been added to Banner and all eligible employees will be paid for this holiday like any other holiday on the approved calendar for 2021. As a reminder, casual temporary employees and student workers are not eligible for holiday pay.

The following guidance is provided to ensure that your timesheets are completed accurately to reflect the additional Juneteenth holiday for this year:

1. The new holiday will automatically populate for all employees who had not already opened their timesheets prior to Monday afternoon, June 21, 2021. Please confirm that the holiday is there before completing the rest of your timesheet.

2. If you opened your timesheet prior to Monday afternoon, you must manually add the 8 hours under ‘Holiday’ for Friday, June 18.

3. If you were required to report to work on Friday, June 18, and used leave during the week, then you should report your hours worked under ‘Straight Overtime.’

4. If you were required to report to work on Friday, June 18, and used no leave during the week, then you should report any hours worked under ‘Overtime 1.5.’

5. If you were on approved leave on Friday, June 18, then you should adjust your timesheet to no longer use your accrued leave for that day.

6. If you are a supervisor with an employee who was on leave on Friday, June 18, and/or is currently on leave through the end of this week who has already submitted their timesheet for approval, you need to delete the hours under the approved leave type and move the hours under ‘Holiday’ in the timesheet before you approve.

If you have any further questions regarding timesheets, please contact the Payroll Services team.