
TO: All Maryland State Department of Education Employees

FROM: Krishnanda Tallur, Deputy State Superintendent, Finance and Operations

DATE: August 13, 2024

SUBJECT: Time Reporting and Payroll Expectations

Introduction

The purpose of this memorandum is to notify employees of the time reporting expectations to ensure employees receive their paychecks accurately and on time.

Time Reporting and Approval Deadlines

1. Every employee must submit a timesheet every two weeks.
2. The deadlines to submit and approve the timesheets may vary based on holidays or any other procedural changes. Employees and supervisors must review the weekly payroll reminders from the Office of Human Resources for appropriate deadlines.
3. Every Supervisor must approve the timesheets for all their team members.
4. It is essential that the timesheets are approved within the deadlines to ensure accurate and timely paychecks to employees. **Please note that contractual and temporary employees will not be paid unless a timesheet is submitted and approved within the deadlines. Regular employee paychecks may not be calculated accurately if the time is not reported and approved within the deadlines.**
5. If a supervisor is not available to approve the timesheet within the specified deadlines, they must notify their supervisor to view and approve the timesheets. If both supervisors are not available to approve the time, they must contact the Office of Human Resources to have a back-up plan in place. Please note that this is an essential part of your supervisory role.

Attendance Accuracy Expectations:

1. Per the State Personnel Policies, employees are expected to accurately report the time they worked.
2. The Workday system allows employees to copy the time reported in a previous pay period to reduce the amount of data entered. Employees **must** take care to update the time to reflect accurate hours worked. One of the most common errors is reporting hours worked on a holiday because of copying the prior timesheet. Such errors must be avoided.

3. It is a supervisor's responsibility to carefully review the time reported by the employees prior to approving the timesheet.
4. For each day worked, employees must report appropriate PCA in the worktag field.
5. Employees who are teleworking should use an additional worktag "**Remote Work Location: Teleworking.**"
6. For all full-time employees, the daily hours reported should total 8 hours and the weekly hours reported should total 40 hours. Part-time employees should report on the hours they are scheduled to work each day.
7. Appropriate leave should be used to report any scheduled hours not worked.
 - Please note "Sick-Advanced Time Off" or "FMLA Intermittent Sick Leave Advanced Time Off" should only be used with prior approval by the Office of Human Resources. When requesting sick leave, even if the request is in advance of the usage date, the leave code of "Sick" should be used.
8. **Employees who are not on a modified/compressed work schedule and who work more than 8 hours a day are eligible for comp time or cash overtime in accordance with appropriate federal law or negotiated agreements.**
9. **All accrued comp time and cash overtime requires pre-approval by your supervisor. The cash overtime requires the approval of the appropriate Deputy State Superintendent.**
10. Employees who are non-exempt from overtime need to report "COE" as described below:
 - Navigate to the time entry section for Wednesday.
 - Click the Add Row icon.
 - In the Time Type field, select "COE Comp Time."
 - In the Quantity field, enter "1."
 - Repeat this process for any pay week in which comp time should be accrued. If comp time should be accrued in both pay weeks of a pay period, the additional row for "COE Comp Time" must be added to both Wednesdays of the pay period.
 - Enter time and leave as normal for all days of the pay period.
11. **Employees are not permitted to report leave without pay without approval from the Assistant State Superintendent for Administration and Operations.**
12. It is the supervisor's responsibility to ensure that all hours reported by the employee, including any comp time or overtime are reviewed carefully before approving.
13. **Inaccurate reporting and approval of timesheets may result in disciplinary action including termination.**

Please contact [the](#) Office of Human Resources at humanresources.msde@maryland.gov or 410-767-0019 should you have any questions.