



SPS Project – #060B3490012

Future State  
Process Definition and  
Requirements Document (PDR)

Attachment F11  
TL - Time and Labor

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## I. Document Information

### A. Definitions/Abbreviations/Acronyms

Abbreviation/ Acronym	Definition
Appropriation Number/Code	An Appropriation Number represents the level in an agency at which specific appropriations are awarded or spending authority is provided through the Budget Bills. This is the legal level at which funds are controlled. The first three characters of the appropriation number represent the unit within a Financial Agency and the last two digits represent the budgeted program of that unit.
Biweekly Timesheet	The matrix where employees record the hours for the two week time period.
BPW	Board of Public Works
BU	Business Unit
Central Payroll Bureau	Agency responsible to compensate the employees with Net Pay after eligible deductions
CHR	Maryland Commission on Human Relations
COE	Cash Overtime Eligible
COMAR	Code of Maryland Regulations
COMP	Comptroller of Maryland
Compressed schedule	The expected work hours per week are unequally distributed across the business days of the week. The daily work hours are compressed to accommodate more than the standard work hours. Example: 40 work hours per week, 4 days x 10 hours per day, Monday through Thursday.
Contractual Employees	Employees bound by personal services contracts
Cost Center	The category on which agencies can attribute costs. (ex: grants, agency, location, department, etc)
COTS	Commercial Off The Shelf
CPB	Central Payroll Bureau
CSPM	College Savings Plan of Maryland
DAT	Department of Assessments and Taxation
DBED	Department of Business and Economic Development
DBM	Department of Budget and Management
DEAF	Maryland Schools for the Deaf
DGS	Department of General Services
DHCD	Department of Housing and Community Development
DHMH	Department of Health and Mental Hygiene
DHR	Department of Human Resources
DJS	Department of Juvenile Services
DLLR	Department of Labor, Licensing and Regulation
DMIL	Military Department
DMSP	Department of Maryland State Police
DNR	Department of Natural Resources
DoIT	Department of Information Technology
DPSCS	Department of Public Safety and Correctional Services

Abbreviation/ Acronym	Definition
EE	Employee
Elapsed Shifts	Shifts that are defined by their duration (Ex: 8 hours)
ELM	Enterprise Learning Management
EOD	Entry on Duty
EPM	Enterprise Performance Management
ERD	Employee Relations Division
ETR	Exception Time Reporting - Reporting only exceptions to scheduled hours (overtime and leave)
Exception Time Reporter	Employees that are required to report all the hours worked and exceptions to work (overtime and leave). They are compensated for their scheduled hours every pay period unless there is overtime or leave reported.
Executive Departments	Departments functioning under the Governor of the State of Maryland
Financial Agency	The Financial Agency is the primary control point for each Department or Independent Agency in the State's organization structure. In R*STARS, this is the highest level for maintaining and reporting information. Each Financial Agency may contain one or more units to provide further breakdown of the accounting details. More detailed accounting information is disseminated below the Financial Agency and unit. All data entered into R*STARS requires a Financial Agency code.
FLSA	Fair Labor Standards Act
Full Time	Employees that work 40 hours per week
Fund	<p>A fund is an independent fiscal and accounting entity, which is segregated for the purpose of accomplishing specific activities, or attaining certain objectives in accordance with special regulations, laws, restrictions, or limitations. R*STARS has four levels of fund data available per transaction, however, this PDR will discuss only the two levels at which labor distribution activity would be linked:</p> <ul style="list-style-type: none"> <li>• Appropriated Fund - Allows for reporting of fund data at the level for which appropriations have been provided. It is the default and can be overridden in cases where the fund data is at a lower level than the program. It is a four digit code that is automatically recorded when a "Fund" code is entered on a transaction.</li> <li>• Fund - This level is the lowest level of the fund codes and is the code that is entered on all transactions. This level of fund is a four digit code and should be used to separately account for legally mandated funds.</li> </ul>
HCM	Human Capital Management
HR	Human Resources
Independent	Office of the Governor

Abbreviation/ Acronym	Definition
Index	<p>The Index is a five character alpha and/or numeric code assigned by the agencies to identify their organization structure affected by a transaction. Each organizational unit and level of an agency is defined by an agency in the D03 Organization Code Profile. Up to nine levels of organization are available. Index codes are assigned to each of the lowest level organizations in the 24 Index Code Profile.</p> <p>In addition to organization data, other data elements may be stored in the 24 Index Code Profile for processing when an Index code is entered. Those data elements are Appropriation Number, Fund, Grant No./Phase, Project No./Phase, Program Cost Account (PCA), Multipurpose Code, and three levels of internally assigned codes by the agency.</p> <p>Index Codes are required for all Operating Statement transactions. The Index Code must be input on a transaction separately from a PCA Code, or the PCA Code must be stored in the Index Code, or the Index Code must be stored in the PCA Code.</p>
Labor Distribution	Task of allocating payroll costs to various cost centers/projects
LAS	Leave Accounting System
Leave	The period of time when the employee was scheduled to work but is approved not to work during the scheduled work hours.
Leave Accrual	The leave that is earned by an employee periodically based on various accrual rules (ex: based on number of hours worked)
Leave Balance	The amount of leave that is available to be used.
Leave Cascade	A process where leave balances are checked in a pre-defined order if there is insufficient balance in a requested leave.
MAIF	Maryland Automobile Insurance Fund
MD Time	Maryland Time
MDA	Maryland Department of Agriculture
MDE	Maryland Department of the Environment
MDOA	Maryland Department of Aging
MDOD	Maryland Department of Disabilities
MDP	Maryland Department of Planning
MDVA	Maryland Department of Veterans Affairs
MFCA	Maryland Food Center Authority
MHEC	Maryland Higher Education Commission
MIA	Maryland Insurance Administration
MIEMSS	Maryland Institute for Emergency Medical Services Systems
MPT	Maryland Public Broadcasting Commission
MSA	Maryland Stadium Authority
MSA	Maryland State Archives
MSDE	Maryland State Department of Education
MSLA	Maryland State Lottery Agency
MSRA	Maryland State Retirement Agency
MSRP	MD Teachers and State Employees Supplemental Retirement Plans
MTC	Maryland Tax Court
NA	North America
OAG	Office of the Attorney General
OAH	Office of Administrative Hearings
OLAP	Online Analytical Processing
OSFM	Office of the State Fire Marshal

Abbreviation/ Acronym	Definition
Overtime	The time worked by employee outside the scheduled hours.
PAC	Process Advisory Committee
Part Time	More than 50 % but less than 100% of the full time work schedule.
PCPS	Office of the People's Counsel
PDS	The Public Defender System
PIA	Pure Internet Architecture
PNA	Payroll for North America
Positive Time Reporter	Employees who are required to report and compensated for all the hours worked.
Program	A program (and its associated number) is embedded within the appropriation number and further specifies an area within the unit of a Financial Agency.
Program Cost Account (PCA)	The PCA is a five character alpha and/or numeric code assigned by the agencies to further detail their accounting structure and initiatives affected by a transaction. When the appropriation number does not provide the necessary granularity, a PCA is used to record transactions. The PCA represents a specific structure set by the agency and can represent multiple data elements. Up to nine levels below the appropriation number can be defined.
PSC	Public Service Commission
PSCP	Public School Construction Program
PTAAB	Property Tax Assessment Appeals Board
PTR	Positive Time Reporting - Reporting all the hours worked
Punch Shifts	Shifts that are defined by specific start and end times (Ex: 8 am to 4 pm)
R*STARS	The State's accounting system.
RDBMS	Relational Database Management System
REG	Regular
SBE	State Board of Elections
Schedule	The time that the employee is expected to work
SEC	State Ethics Commission
SIF	Subsequent Injury Fund
SPMS	State Personnel Management System
SPO	Office of the State Prosecutor
SPS	Statewide Personnel System
SQR	Structured Query Report
Standard schedule	All the expected work hours per week are equally distributed across the work week. Example: 40 hours per week, 8 hours per day, Monday through Friday.
TCD	Time Collection Device
TESS	Time Entry Support System
Time Admin (TA)	Time Administration
Time Reporter	Users who are enrolled in Time and Labor and can access the system to report time.
TRC	Time Reporting Code
TREA	Maryland State Treasurer's Office
TVE	Time Validation Elapsed
TVP	Time Validation Punch
UEF	Uninsured Employer's Fund Board
WCC	Workers Compensation Commission
8 & 80 employees	8 hours per day = OT or 80 hours in a bi-weekly period = OT.

Abbreviation/ Acronym	Definition
Web clock	Software based clock on a computer through which employees can sign in and sign out.

## II. Organizational Overview

In this section, discussed are the current business and technical environments surrounding and supporting the State's Timekeeping process.

### A. Business Environment

DBM's Office of Personnel Services and Benefits (OPSB) along with the State agencies are responsible for personnel administration, including policy development, guidance, and interpretation. The Executive Director, OPSB, leads a support staff of approximately one hundred and seventy-five people. The OPSB operations currently include oversight of Recruitment and Examination, Classification and Salary Administration, Employee Benefits, Employee Relations, Employee Grievances, Disciplinary Actions, EAP, EEO and the Leave Bank.

DBM's current personnel and benefits systems support 700 users, who manage the personnel and benefits activities of over roughly 120,000 State employees and retirees, Satellite Agency employees and retirees, and their eligible dependents. Through the MS310/311, MS106, and Benefits Administration Systems (BAS), the State processes over 250,000 transactions annually. The Sigma Applicant Management System (AMS) which the State uses to support its recruitment and evaluation function will be replaced by JobAps with targeted implementation date of August 2012.

The Central Payroll Bureau (CPB) is responsible for statewide payroll processing and will continue to manage payroll information on a separate system while receiving inputs from the HRIS. Similarly, the Maryland State Retirement and Pension Systems (MSRPS) organization will continue to handle retirement information on a separate system.

It is expected that the new **SPS** will replace many of the current Personnel/Benefits applications. However, the systems used by the Central Payroll Bureau; Maryland State Retirement and Pension Systems; and other existing HR database used by other agencies (i.e.; University Systems, MDOT and Satellite Agencies) will not be replaced by the new SPS. These systems will require interfaces to and from the new SPS. For brief descriptions of the current systems used to manage and maintain personnel transactions and data, please refer to Appendix A.



## B. Timekeeping Systems

The State of Maryland has agency-specific timekeeping systems and processes which are operated and maintained by each individual agency. The timekeeping systems include a mix of manual timesheets, COTS (Commercial Off-The Shelf) and custom built systems. There are also multiple timekeeping systems at different locations within the same agency as shown in *Appendix B – Time and Labor In-Scope Agency and Timekeeping System Matrix*.

Agencies that have other custom built systems include DHMH and DHR. DHMH has a mainframe-based timekeeping system with approximately 10,000 users. This system is very robust with detail timekeeping functions available. The system has manual timesheets with centralized timekeepers that enter data into the system from remote sites. DHR has 25 entities with (approximately 7,000 employees). They consist of 23 counties, Baltimore City and DHR Headquarters. DHR has 22 counties utilizing a custom system that DHR developed through 1 county, Baltimore City and their headquarters use LAS. Please refer to Appendix B – Time and Labor In-Scope Agency and Timekeeping System Matrix for detailed listing and information of current timekeeping systems used at different locations within the same agency.

Although there are approximately 64 agencies in scope for the SPS project, only the more complex agencies have been identified in this PDR for example purposes.

The State of Maryland has taken an initiative to replace the legacy timekeeping systems of SPMS (State Personnel Management Systems) employees with a COTS system that can better and more efficiently meet the needs of agencies statewide.

The existing timekeeping processes have the following limitations:

- Data is decentralized
- Paper timesheets
- Non-integrated systems resulting in redundant manual processing of same data
- Manual processing of timesheet data
- Manual tracking of leave balances
- Lack of current Leave balances
- Delay in the availability of earned leave for usage
- Manual entry of time and pay adjustments into the Exception Time Report (ETR) System
- Manual entry of time and pay adjustments into the Positive Time Report (PTR) System
- Inability to administer compensatory time expiration
- Challenges administering FLSA guidelines
- Errors due to manual calculations resulting in inaccurate pay and/or leave balances
- Agencies customize the timekeeping systems
- Agencies use multiple timekeeping systems

### III. Time and Labor Requirements

In 2010, the SPS Time and Labor Business Analyst met one-on-one with 16 agencies individually to capture current state requirements for time keeping. Additional structured group sessions were held which consisted of 15 Payroll Coordinators from various agencies. As a result, the SPS Project Team documented the administration rules and management of time keeping for the State of Maryland.

These requirements are critical for potential Integrators to identify best practices to accommodate these time and labor requirements. Using delivered functionalities to streamline current business processes and procedures, it is the intent of the State to take full advantage of delivered best practice in managing timekeeping within the HCM SaaS, if at all possible.

This section will provide all requirements gathered from these sessions. These requirements include the following items:

- Employee Data
- Holiday Schedules
- Day Breaker Rules
- Rounding Rules
- Daylight Savings Rules
- Labor Allocation
- Work Schedule Information
- Shift Differentials
- Overtime
- Attendance Control
- Other Time Tracking

#### Employee Data

There are different types of employee data that define various types of workers for the State. There are specific business requirements and rules that are unique based on the following criteria: work locations, standard work schedules, FLSA Status, employee classification (i.e.; State, Contractual, Interns), and employee groups (i.e.; Police Officers, Educators, National Guards, Social Worker, etc.).

Below is a list of The State of Maryland Employee Groups with estimated current numbers:

- Police (Sworn, Sworn Management, PCO, Executives) – 260
- Security – 1138
- Fire – 15
- Correctional (Non supervisory, Supervisor and Case Management) – 8136
- Military – 250
- Residential – (Juvenile) – 792
- Teachers (Teachers and Teacher Aides) – 300
- Physician – 257
- Nursing – 1560
- Executive VI and above – 48
- Executive – 30
- Social Work – 1403

- Health Non-Professional 650
- Management – 2254
- Supervisory – 4665
- Professional – 15000
- Administrative/Clerical – 5700
- Contractual (Temporary, Paid Intern and Summer Student) – 3440
- Volunteer – unknown
- Intern (Paid/Unpaid) - unknown

Agency	Employee Specific Data
All Agencies	<ul style="list-style-type: none"> <li>➤ Minimum 50 percent of the full-time work schedule: Employees who work a minimum of 50 percent of the full-time work schedule receive all the rights and privileges of full time employees, except that benefits are prorated based on employees' percentage of employment.</li> <li>➤ Less than 50 percent of the full-time work schedule: Employees who work less than 50 percent of the full-time work schedule are considered as part time employees and are not eligible to earn prorated benefits.</li> <li>➤ Full-time work schedule is currently 80 hours biweekly for exempt employees and 40 hours weekly for non exempt employee.</li> <li>➤ The regular pay period consists of two regular consecutive workweeks, beginning on Wednesday and ending on Tuesday.</li> <li>➤ The following employee classification are positive reporting types:               <ul style="list-style-type: none"> <li>▪ Contractual - Full Time</li> <li>▪ Contractual - Part Time</li> </ul> </li> <li>➤ Except for employees exempted by the Secretary (DBM), an appointing authority shall establish a positive time-keeping and leave record for each employee. Records shall include records related to overtime.</li> <li>➤ Employees may report time in the following two different ways based on their classification.               <ul style="list-style-type: none"> <li>▪ Positive Reporting</li> <li>▪ Exception Reporting</li> </ul> </li> </ul>
DGS	<ul style="list-style-type: none"> <li>➤ DGS has around 600 employees and around 50 contractual employees (working for different projects and at different locations.)</li> <li>➤ DGS has around 200 security employees at both Baltimore and Annapolis locations. Security employees comprise of Building Guards, Police Officers and PCOs (Police Communication Operators).</li> <li>➤ Facilities Operations and Management division has around 220 emergency and essential employees comprising of Electricians, Plumbers, Stationary Engineers etc.</li> <li>➤ DGS has around 130 administrative/professional/technical employees.</li> <li>➤ DGS has part time employees who work in the evenings at Annapolis locations.</li> <li>➤ DGS has around 50 employees who are Architects and Engineers.</li> <li>➤ Police Officers are designated as 8 &amp; 80 employees for the purpose of determining overtime compensation method.</li> <li>➤ The following groups work for DGS and are compensated by the City of Baltimore. (Not required to be tracked by the proposed system).</li> </ul>

Agency	Employee Specific Data
	<ul style="list-style-type: none"> <li>▪ Interns - Run by Department of Social Services</li> <li>▪ Summer Interns</li> </ul>
DMMH	<ul style="list-style-type: none"> <li>➤ Employees are designated as 8&amp;80 (at Direct Patient Care facilities) or 40/40 (at headquarters) based on how the overtime is calculated and compensated.</li> <li>➤ Executive Service (ES) employees are required to work 80 hour in a biweekly pay period irrespective of the number of hours per each week.</li> <li>➤ Employees at hospitals are FLSA (Fair Labor Standards Act) non exempt.</li> <li>➤ Majority of DMMH employees are positive time reporting employees.</li> <li>➤ DMMH employs student workers on an hourly basis to work for H1N1 related tasks.</li> </ul>
DHR	<ul style="list-style-type: none"> <li>➤ Case workers are Cash Overtime (COE) Eligible employees.</li> <li>➤ Most of the Social Worker and Case Worker employees are Permanent Full Time but some of those employees are also Permanent Part Time.</li> <li>➤ The agency does not have any volunteers.</li> </ul>
DJS	<ul style="list-style-type: none"> <li>➤ The agency has employees working for 3 different areas:                             <ul style="list-style-type: none"> <li>▪ Administration 400 employees.</li> <li>▪ Community services (case managers, probation officers)</li> <li>▪ Facilities (residential advisors, direct care staff)</li> </ul> </li> <li>➤ The agency has teachers who are under a separate pay plan called IEPP (Institutional Educator Pay Plan).</li> <li>➤ The agency has nurses who are scheduled to work 40 hours per week.</li> <li>➤ The Executive Service employees at the agency are required to account for 80 hours in a biweekly pay period.</li> <li>➤ Other group of employees that the agency tracks are                             <ul style="list-style-type: none"> <li>▪ Vendors - Only to track time, no compensation through Central Payroll Bureau.</li> <li>▪ Volunteers</li> <li>▪ Student workers</li> </ul> </li> </ul>
DLLR	<ul style="list-style-type: none"> <li>➤ The agency has the following types of employees                             <ul style="list-style-type: none"> <li>▪ Racing Commission Office – 5 (Administrative)</li> <li>▪ Race Track – 5 (Budgeted and compensated on Per Diem basis)</li> </ul> </li> <li>➤ The employees classified as ‘additional employees’ (17 in number) are compensated on per diem basis.</li> <li>➤ All the positions are not budgeted except 3 positions which have PIN.</li> <li>➤ The agency has contractual employees who work in summer.</li> <li>➤ There are around 4 employees who are contractual but work on regular basis.</li> <li>➤ Employees are defined as per diem in the existing 310 system.</li> <li>➤ The 9 commissioners are not in the scope of the SPS project.</li> </ul>
DMIL	<ul style="list-style-type: none"> <li>➤ Following is the approximate count of each employee groups.                             <ul style="list-style-type: none"> <li>▪ Regular Employees – around 300 employees</li> <li>▪ Contractual Employees ( Honor Guard, Military Youth Core, Installation staff, etc) – around 100 employees</li> <li>▪ National Guard (Depending on Emergency) – around 160 employees.</li> </ul> </li> <li>➤ The following 24/7 employee groups are compensated through the State’s Payroll System.</li> </ul>

Agency	Employee Specific Data
	<ul style="list-style-type: none"> <li>▪ Military Police 22 employees</li> <li>▪ Fire Department’s employees at the Martin State Airport.24 employees.</li> <li>▪ Maryland Emergency Management Agency (MEMA) at Camp Fretterd - around 70 employees.</li> </ul> <p><u>Martin State Airport</u></p> <ul style="list-style-type: none"> <li>➤ The state employees at the Martin State Airport work under one of the below departments.                             <ul style="list-style-type: none"> <li>▪ Police (around 14 employees)</li> <li>▪ Fire (around 24 employees) – May have more firefighters in future.</li> <li>▪ Civil Engineering (around 18 employees such as Administrative, Painters, Craftsmen, Building Services workers, Environmental staff etc.)</li> </ul> </li> <li>➤ The firefighters report to a Fire Chief who is a Federal Technician (Federal Employee).</li> <li>➤ Firefighters and Police are FLSA non exempt.</li> <li>➤ State supervisor, Admin Officer and Engineer 2 are FLSA exempt.</li> </ul>
DNR	<ul style="list-style-type: none"> <li>➤ Following are the employee groups who may have unique work and compensation rules.                             <ul style="list-style-type: none"> <li>▪ Law Enforcement Officers (LEOs) in Natural Resources Police Unit.247 employees.</li> <li>▪ Police Communication Operators (PCOs) – Currently 20 employees.</li> <li>▪ Forest and Park Service 249 employees.</li> </ul> </li> <li>➤ Maryland Conservation Corps are Contractual employees for a 10 month period and work part time. They are compensated by an hourly rate.</li> <li>➤ DNR currently has around 600 seasonal workers.</li> <li>➤ DNR utilizes the services of volunteers for some of its operations and such volunteers are not compensated by the state’s payroll system but their work time is required to be tracked.</li> <li>➤ Executive Service employees are 40 hour a week employees but not 80 hours biweekly.</li> </ul>
DPSCS	<ul style="list-style-type: none"> <li>➤ The primary difference between Correction Officers from other employees is in terms of overtime earning and meal breaks.</li> <li>➤ DPSCS also utilizes the services of volunteers.</li> <li>➤ *DPSCS has less than 20 permanent part-time employees.</li> <li>➤ *DPSCS has about 400 FTE contractual positions.</li> </ul>
MDE	<ul style="list-style-type: none"> <li>➤ Student workers with the agency are temporary (similar to contractual) employees but are on a regular payroll.</li> <li>➤ Temporary employees are positive time reporters.</li> </ul>
MPT	<ul style="list-style-type: none"> <li>➤ The agency has a total of 149 employees.</li> <li>➤ The agency has around 8 Master Control employees.</li> <li>➤ The Executive employees at MPT are not in the Executive Service employee category. MPT has its own salary plan for Execute employees. There are about 7 employees in this category.</li> <li>➤ Some of the executive level employees do not earn comp time unless they work 5 hours on the holiday.</li> </ul>

Agency	Employee Specific Data
MSA	<ul style="list-style-type: none"> <li>➤ The agency has volunteers and their time is not tracked.</li> <li>➤ MSA has around 20 Security Staff.</li> <li>➤ Employees at the MSA are not part of any workers unions/bargaining units.</li> <li>➤ The current Executive Director is in the contractual Payroll system.</li> <li>➤ There are around 89 Regular employees and 27 Contractual employees in MSA.</li> <li>➤ Maryland Stadium Authority does not have any volunteers.</li> <li>➤ Maryland Stadium Authority has some paid interns and some unpaid interns working for the agency but they are treated as contractual employees.</li> </ul>
MSD	<ul style="list-style-type: none"> <li>➤ Depending on the type of the employee, employees may be working either 10 months or 12 months in a year.</li> <li>➤ There are about 100 employees in the Frederick Campus and 230 employees in the Columbia Campus.</li> <li>➤ The agency has both FLSA exempt and non exempt employees.</li> <li>➤ Employees depending on their classification may work for different durations including 10 months, 10.5 months, 11 months and 12 months.</li> </ul>
MSDE	<ul style="list-style-type: none"> <li>➤ The agency has around 1400 employees of which around 600 employees work for DORS (Division of Rehabilitation Services) and around 126 employees are contractual.</li> <li>➤ Building guards are contractual employees and there are only 2 PIN Police Officers employees.</li> <li>➤ Child care employees may have to visit homes for inspection.</li> <li>➤ Child care employees are FLSA non exempt.</li> <li>➤ The agency has around 100 educators and teachers who are in IEPP (Institutional Educator Pay Plan).</li> <li>➤ Interns may be paid (occasionally as temp employees) or unpaid</li> <li>➤ There are no volunteers working for the agency.</li> <li>➤ FLSA Exempt employees are 80 hour biweekly employees.</li> <li>➤ Example: An FLSA exempt employee may work 60 hours in week 1 and work 20 hours in week 2 of the biweekly pay period without submitting leave or overtime request and accounting for a total of 80 hours in the pay period.</li> <li>➤ Building Guards are usually 24X7 but Police Officers are 16X5.</li> </ul>
MSP	<ul style="list-style-type: none"> <li>➤ Non Commissioned Officers: Sworn officers in the ranks of First Sergeant or below are considered Non Commissioned Officers.</li> <li>➤ Commissioned Officers: Sworn officers in the ranks of Lieutenant and above are considered Commissioned Officers.</li> <li>➤ Office of State Fire Marshal (OSFM) currently has between 25 – 40 employees.</li> <li>➤ Currently MSP maintains 15 years of employee related data and anticipates to store around 3 years of past employee data in the proposed system.</li> <li>➤ Following is the list of employee types in MSP                         <ul style="list-style-type: none"> <li>▪ Executive Service-Full Time (2 positions only – Supt &amp; Principal Counsel)</li> <li>▪ Sworn versus civilian</li> <li>▪ Sworn-commissioned ranks versus Sworn - F/Sgt (First Sgt) &amp; below ranks</li> </ul> </li> </ul>

Agency	Employee Specific Data
	<ul style="list-style-type: none"> <li>▪ FLSA Exempt(Not COE) V. FLSA non-exempt (COE)</li> <li>▪ e) OSFM (Fire Marshal) has their own salary plan</li> </ul>
OSFM	<ul style="list-style-type: none"> <li>➤ OSFM has around 75 employees working at both headquarters and the local offices.</li> <li>➤ The agency has unpaid interns working through local offices and their time is tracked by the local offices.</li> <li>➤ OSFM has the following employees and functions:                             <ul style="list-style-type: none"> <li>▪ Admin Staff: Around 12 employees at the HQs and few at local offices.</li> <li>▪ Inspectors / Code Enforcement Staff: Around 8 employees. These employees are the enforcers of the State of Maryland’s Fire code. They inspect public buildings for compliance with the state’s fire code. .</li> <li>▪ Engineering Division staff: Around 4 employees. These employees receive the new construction plans and they check the compliance of the plans with the state’s fire code.</li> <li>▪ Deputies / Law enforcement / Bomb Squad: Around 50 employees. These employees investigate the fire incidents. The bomb squad mitigates the risk from a bomb.</li> </ul> </li> </ul>
SBE	<ul style="list-style-type: none"> <li>➤ Executive Service employees are required to report 80 hours in a biweekly pay period but not 40 hours per week.</li> <li>➤ The agency has interns who are compensated as contractual employees.</li> <li>➤ The agency currently has only 2 contractual employees. One of these two contractual employees is partial contractual employee and partial regular employee. The employee receives two different pay checks and prorated leave accruals.</li> <li>➤ The agency utilizes the services of volunteers during elections but their time need not be tracked.</li> </ul>
WCC	<ul style="list-style-type: none"> <li>➤ WCC has 9 sitting commissioners and a chairman.</li> <li>➤ The chairman and the 9 commissioners are special appointees that are appointed by the Governor of the State of Maryland on 12 year terms with option of reappointment.</li> <li>➤ The commissioners are treated as judiciary employees and function as judges for WCC hearings.</li> <li>➤ The commissioners are not classified as executive service (ES)</li> <li>➤ Recall Commissioners: Retired commissioners are eligible to come back to the agency as contractual employees and are compensated on per diem basis. The rate in this scenario is calculated as Current Annual Salary / 246 work days.</li> <li>➤ Recall Commissioners are on a yearly (fiscal) contract.</li> </ul>

### Holiday Schedules

There is a single Holiday schedule that applies to all agencies within state. Below are The State of Maryland's different Holiday rules that apply to all agencies or specific agencies.

Agencies	Rules
All Agencies	<ul style="list-style-type: none"> <li>➤ Standard State Holidays:                             <ul style="list-style-type: none"> <li>▪ New Year's Day - January 1</li> <li>▪ Dr Martin Luther King, Jr's Birthday - January 15 or as designated by US Congress</li> <li>▪ President's Day - Third Monday in February</li> <li>▪ Memorial Day - May 30 or as designated by US Congress</li> <li>▪ Independence Day - July 4</li> <li>▪ Labor Day - First Monday in September</li> <li>▪ Columbus Day - October 12 or as designated by US Congress</li> <li>▪ Veteran's Day - November 11</li> <li>▪ Thanksgiving Day - Fourth Thursday in November</li> <li>▪ American Indian Heritage Day - Friday after Thanksgiving Day</li> <li>▪ Christmas Day - December 25</li> <li>▪ Statewide general election day</li> <li>▪ Each other day that the President of the United States or the Governor designates for general cessation of business</li> </ul> </li> <li>➤ The following employee groups are eligible for Holiday Pay:                             <ul style="list-style-type: none"> <li>▪ Permanent - Full Time</li> <li>▪ Permanent - Part Time</li> <li>▪ Executive Service - Full Time</li> <li>▪ Executive Service - Part Time</li> </ul> </li> <li>➤ The following employee groups are ineligible for Holiday Pay:                             <ul style="list-style-type: none"> <li>▪ Contractual - Full Time</li> <li>▪ Contractual - Part Time</li> <li>▪ Temporary - Full Time</li> <li>▪ Temporary - Part Time</li> </ul> </li> <li>➤ Actual/Observed: Employees shall use actual/observed holiday leave on the day the employee holiday occurs:                             <ul style="list-style-type: none"> <li>▪ If the employee holiday occurs on a Saturday, employees shall use holiday leave on the Friday immediately before the employee holiday; and</li> <li>▪ If the employee holiday occurs on a Sunday, employees shall use holiday leave on the Monday immediately following the employee holiday</li> </ul> </li> <li>➤ Administrative/Clerk:                             <ul style="list-style-type: none"> <li>▪ Employees who work on a premium holiday shall receive holiday premium compensation only for the hours that fall on the calendar day of the holiday.</li> <li>▪ A compressed schedule employee who's RDO (Reg Day Off) falls on a state holiday changes their RDO day to a different day and takes the holiday off.</li> </ul> </li> </ul>



Agencies	Rules
	<ul style="list-style-type: none"> <li>▪ Compressed schedule employees who work on the holiday which is their RDO day earn comp at straight time.</li> <li>➤ Compensation Time Expiry: An exempt employee shall use any compensatory time accrued within one (1) year after having accrued that time, or the time is forfeited</li> <li>➤ Begin/End Time: A holiday shall commence at 12:01 A.M. and end at 12:00 Midnight.</li> <li>➤ Compensation Time Interval: Employees who work on a holiday shall receive compensatory time, on an hour for hour basis, for time worked.</li> <li>➤ Executive Service: An employee who is included in the executive pay plan at a pay grade of ES 6 or above may receive compensatory time for work on an employee holiday only if the employee works 5 or more hours on the holiday. The employee shall receive 1 day of compensatory time for each employee holiday on which the employee works 5 hours or more.</li> <li>➤ Holiday during pre approved paid leave: If a holiday occurs during a period in which an employee is on pre-approved paid leave, the employee shall not be charged for the use of leave for the holiday.</li> <li>➤ Holiday Leave-Compressed Work Schedule: Holiday leave is earned at the rate of 8 hours per holiday. When taken, it shall be charged at the rate of 8 holiday leave hours and the remainder charged to accrued annual, personal or compensatory leave if the employee is scheduled for more than 8 hours.</li> <li>➤ Holiday on Regular Day Off (RDO): An employee whose regular day off falls on a holiday shall receive another day off.</li> <li>➤ Holiday Premium: The actual holiday but not the observed holiday shall be considered as a holiday for holiday premium compensation.</li> <li>➤ Holiday within work related accident leave: An employee who is on approved work-related accident leave during a period when an employee holiday occurs shall be paid the same rate as work-related accident leave when the holiday occurs.</li> <li>➤ LWOP: If an employee is on LWOP on the last scheduled day before the holiday and the next scheduled day after the holiday, then the employee shall not be eligible for holiday compensation</li> <li>➤ Non Uniformed from DSP: As of July 1, 1998, non-uniformed employees of the Department of State Police who work on Thanksgiving, Christmas, or New Year's Day shall receive premium pay of time and one-half for each hour worked on these holidays in addition to compensatory time.</li> <li>➤ Overtime work on Holiday: An employee who works overtime on a holiday shall be compensated in accordance with all applicable pay and overtime provisions.</li> <li>➤ Part-Time Employees: Only part-time employees, are entitled to prorated holiday leave based on the employee's percentage of employment. Employees who work less than 50 percent of full time work schedule are not entitled to holiday leave.</li> <li>➤ Registered Nurse-Working on Holiday: The State shall pay a registered</li> </ul>

Agencies	Rules
	<p>nurse who works in a State institution time and one-half the regular rate for any shift worked on any of the following holidays:</p> <ul style="list-style-type: none"> <li>▪ New Year's Day;</li> <li>▪ Memorial Day;</li> <li>▪ Independence Day;</li> <li>▪ Labor Day;</li> <li>▪ Thanksgiving Day and the day after Thanksgiving;</li> <li>▪ Christmas Day</li> </ul> <ul style="list-style-type: none"> <li>➤ Religious: Upon request, an employee may observe a religious holiday provided that the time off is charged to vacation, compensatory time, personal leave, or leave without pay, at the employee's choice.</li> <li>➤ Work on Holiday: An employee who, because of the nature of the employee's duties, is required to work on any part of an employee holiday, shall receive compensatory time for that work up to eight (8) hours, on an hour for hour basis, for the actual non-overtime hours worked in addition to their regular rate of pay.</li> <li>➤ Work on Observed Holiday: Observed holiday shall be considered as a regular day for compensation purposes.</li> <li>➤ Regular scheduled shift on Observed holiday; Regular compensation at straight rate in cash. No additional holiday related to compensation.</li> <li>➤ Overtime on Observed holiday; Overtime compensation as per overtime compensation rules. No additional holiday related compensation.</li> <li>➤ Work on Prescheduled holidays: Holidays for certain employees, typically 24/7 facilities, are pre-scheduled on days other than the holidays mentioned in this section. This schedule is determined in advance. If employees who have their holiday pre-scheduled are required to work on that pre-scheduled holiday, they are compensated as follows:             <ul style="list-style-type: none"> <li>▪ Cash overtime employees shall be paid for the number of holiday hours pre-scheduled plus payment at the rate of time and one-half for the number of hours actually worked.</li> <li>▪ Compensatory leave eligible employees shall be paid for the number of hours prescheduled plus credited with holiday compensatory time for the number of hours actually worked, which must be used within one (1) year after having accrued this time.</li> </ul> </li> <li>➤ Work on Regular Day Off (RDO) and Holiday:             <ul style="list-style-type: none"> <li>▪ Compressed schedule employees on RDO (Reg Day Off) falling on a state holiday change their RDO day to a different day and takes the holiday off.</li> <li>▪ Compressed schedule employees who work on the holiday which is their RDO day earns comp and COE at straight time.</li> </ul> </li> <li>➤ Salary Reduction Days: Routine State government operations shall be significantly curtailed on the following days:             <ul style="list-style-type: none"> <li>▪ The day before the Labor Day holiday</li> <li>▪ The day before the Thanksgiving and American Indian Heritage</li> </ul> </li> </ul>

Agencies	Rules
	<p>Day holidays</p> <ul style="list-style-type: none"> <li>▪ The day before the Christmas holiday</li> <li>▪ The day before New Year's Day</li> <li>▪ The day before the Memorial Day holiday</li> </ul> <p>➤ Salary Reduction Days: With the exception of employees of 24/7 operations, the Secretary of Budget and Management shall authorize paid administrative leave for the following:</p> <ul style="list-style-type: none"> <li>▪ Five days listed (above) for non-contractual, State employees earning \$40,000 or more,</li> <li>▪ Three administrative leave days for non-contractual, State employees earning less than \$40,000.</li> <li>▪ For 2 (two) of the five days, employees earning less than \$40,000 shall be permitted to take accrued annual, personal, or compensatory leave, or they may choose to take voluntary furlough days of leave without pay.</li> </ul> <p>➤ Furlough Hours:</p> <ul style="list-style-type: none"> <li>▪ All employees who earn salaries of \$40,000 or more, except employees of 24/7 operations, shall be required to take furlough hours based on salary level before July 1, 2010.             <ul style="list-style-type: none"> <li>(a) Employees earning between \$40,000 and \$49,000 will be required to take 24 (twenty-four) furlough hours.</li> <li>(b) Employees earning between \$50,000 and \$99,000 will be required to take 32 (thirty-two) furlough hours.</li> <li>(c) Employees earning \$100,000 or more will be required to take 40 (forty) furlough hours.</li> </ul> </li> <li>▪ All employees earning salaries of less than \$40,000, including employees of 24/7 operations, will not be required to take furloughs.</li> <li>▪ An employee shall not receive pay for time during which the employee is furloughed.</li> <li>▪ All contractual employees regardless of salary level shall be required to take 24 (twenty-four) furlough hours.</li> <li>▪ An employee may take furlough time in increments of four hours.</li> <li>▪ For all purposes other than salary or wages, an employee on furlough shall be deemed to be on paid leave.</li> <li>▪ Unless authorized in writing by the employee's supervisor during a week in which furlough time is scheduled, an employee may not work in excess of the employee's normal work week reduced by furlough time taken during such work week.</li> <li>▪ An employee may not work during furlough time except that in the event of an emergency the appointing authority may revoke furlough time and the employee shall be paid for that time. An employee whose furlough time is revoked due to an emergency shall be required to take the furlough time on another day.</li> </ul>

Agencies	Rules
DGS	<ul style="list-style-type: none"> <li>➤ If an employee works a shift that crosses from a non-holiday into a holiday or from a holiday into a non-holiday and if the shift belongs to the business day of the holiday, then the employee shall receive holiday compensation for the entire shift.</li> <li>➤ Employees in the 24/7 operations shall be credited with their total holiday leave hours at the beginning of the calendar year. As it is used, the balance will be decremented.</li> <li>➤ Employees who work on a designated holiday are compensated with the below compensation.                             <ul style="list-style-type: none"> <li>▪ Holiday pay at 1.0x rate for the scheduled hours in comp time.</li> <li>▪ Holiday premium compensation at 1.5x rate for the actual hours worked for certain employees.</li> </ul> </li> </ul>
DGS, DHR, DLLR, DMIL, DNR, DPSCS, MDE, MPT, MSD, MSP, OSFM, WCC	<ul style="list-style-type: none"> <li>➤ All eligible employees if eligible for holiday compensation receive the below compensation:                             <ul style="list-style-type: none"> <li>▪ Compensatory time of 1 day</li> <li>▪ Payment at the rate of one and one-half times the employees' regular hourly rate of pay for each hour worked on that day.</li> </ul> </li> </ul>
DGS, DHR, DLLR, DMIL, DNR, DPSCS, MDE, MPT, MSD, MSP, OSFM, WCC	<ul style="list-style-type: none"> <li>➤ Law enforcement employees of the Department of State Police holding a noncommissioned rank</li> <li>➤ Law enforcement employees of the Department of Natural Resources holding ranks of sergeant of below</li> <li>➤ Police communications operators of the Department of State Police</li> <li>➤ Natural Resources Police</li> <li>➤ Eligible employees are entitled to compensation for working on holiday:                             <ul style="list-style-type: none"> <li>▪ If required to work 4 (four) or more hours on New Year's Day, Thanksgiving Day or Christmas Day.</li> <li>▪ If scheduled to be off duty on New Year's Day, Thanksgiving Day or Christmas Day and are called to duty on any part of that day.</li> </ul> </li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ DHMH employees' holidays are prescheduled.</li> <li>➤ Employees are eligible for a maximum of 1 (one) holiday per month except in June where there may be an additional holiday for election Year.</li> <li>➤ If an employee works a shift that crosses from a holiday into a non holiday or from a holiday into a non-holiday and if the shift belongs to the business day of the holiday, then the employee receives holiday compensation for the entire shift.</li> <li>➤ If the first scheduled day before and after the holiday are LWOP (Leave Without Pay) days, then the employee shall not eligible to receive the holiday pay on the holiday.</li> </ul>

Agencies	Rules
DJS	<ul style="list-style-type: none"> <li>➤ Employees are eligible for 11 paid holidays in a calendar year. The holidays are preloaded at the beginning of the year but are not available to be used until the actual holiday occurs.</li> </ul>
DLLR	<ul style="list-style-type: none"> <li>➤ Employees work all the holidays except Christmas.</li> <li>➤ Employees who work on the holidays are compensated with a comp day for being scheduled on the holiday and comp time for the hours actually worked on the holiday.</li> </ul>
DMIL	<ul style="list-style-type: none"> <li>➤ Employees of the Martin State Airport Fire Department are compensated with comp time for working on a holiday.</li> <li>➤ Firefighters and police do not receive holiday pay. Holidays are considered regular days for these employees.</li> <li>➤ Employees are eligible to mutually exchange shifts with other employees. The employee who works receives all the shift related compensation including regular, shift differentials etc.</li> <li>➤ Mutual exchange of tours should occur within same pay period.</li> </ul>
DNR	<ul style="list-style-type: none"> <li>➤ Overtime work on the following holidays is eligible for holiday premium. <ul style="list-style-type: none"> <li>▪ Thanksgiving Day</li> <li>▪ Christmas Day</li> <li>▪ New Year's Day</li> </ul> </li> <li>➤ Overtime work on the holidays except the aforementioned is compensated with regular pay and is not eligible for holiday premium.</li> <li>➤ Employees who are scheduled to work on holidays are compensated as below <ul style="list-style-type: none"> <li>▪ Comp Time at a Straight Rate (1.0x) for scheduled hours.</li> <li>▪ Comp Time at a Straight Rate (1.0x) for the actual hours worked.</li> <li>▪ Holiday premium at a Half Rate (0.5x) for the actual hours worked.</li> </ul> </li> <li>➤ The compensatory time earned on holidays by FLSA exempt employees expires after 1 year from the date of earning.</li> <li>➤ The compensatory time earned on holidays by FLSA non exempt employees does not expire.</li> </ul>
DPSCS	<ul style="list-style-type: none"> <li>➤ Currently the holidays are considered as regular days.</li> <li>➤ Employees are not compensated with holiday pay if scheduled on holidays. Employees usually take some other day off in lieu of working the holiday.</li> </ul>
MSA	<ul style="list-style-type: none"> <li>➤ Employees who are scheduled to work 12 hours and work on a holiday are compensated with 12 hours of holiday comp time for the hours worked and 8 hours of holiday pay for the holiday.</li> <li>➤ Employees are not eligible for cash compensation on holidays.</li> <li>➤ Contractual employees whose employment contract mentions the eligibility for holidays will be compensated as per the contract.</li> </ul>

Agencies	Rules
	<ul style="list-style-type: none"> <li>➤ As per the current MSA's policy, employees who earn regular comp time or holiday comp time in a current calendar year are eligible to use such earned time till the end of the following calendar year.</li> </ul>
MSP, OSFM	<ul style="list-style-type: none"> <li>➤ Civilian employees (Civilian Pilots and PCOs – Police Communication Operators) who work 4 (four) or more hours on a premium pay holiday (Thanksgiving, Christmas &amp; New Years Day) shall receive holiday premium compensation for the hours worked at time and half times the regular rate of pay.</li> <li>➤ Civilian employees called in to work on premium pay holiday or required to work 4 or more hours on premium pay holiday receive holiday premium at time and half time the regular rate of pay.</li> <li>➤ Employees should work at least 4 hours on the calendar day of the premium holiday (Thanksgiving Day, Christmas Day and New Year's Day) to be eligible for holiday premium compensation at time and half times the regular rate of pay for the entire shift.</li> </ul>
WCC	<ul style="list-style-type: none"> <li>➤ Commissioners are entitled to the State holidays.</li> <li>➤ Commissioners are not scheduled to work on holidays.</li> </ul>

**Day Breaker Rules**

Certain agencies within The State of Maryland have shifts that may cross over a day (midnight). Below are the requirements the State has for shifts that cross over the midnight threshold.

Agencies	Rules
DGS, DHR, DJS, DMIL, DPSCS, MPT, MSA, MSD, MSDE, OSFM	<ul style="list-style-type: none"> <li>➤ Shifts that cross midnight belong to and are compensated on the business day on which the shift starts.</li> </ul>
DMIL	<ul style="list-style-type: none"> <li>➤ The shifts that cross midnight are split at midnight and are reported on the timesheet to the calendar day that the hours actually belong to; for example: Employee works overtime from 11 pm (Monday) to 1 am (Tuesday). The employee records 1 hour of overtime on Monday and 1 hour of overtime on Tuesday.</li> </ul>
DNR	<ul style="list-style-type: none"> <li>➤ For PCOs any shift that starts at or after 12 midnight belongs to and is compensated on the next business day.</li> </ul>
MDE	<ul style="list-style-type: none"> <li>➤ Currently there are no shifts that cross midnight but if shifts were to cross midnight in future, then the shifts will belong to and will be compensated on</li> </ul>

Agencies	Rules
	the business day to which most of the shift hours fall into.
MSP	<ul style="list-style-type: none"> <li>➤ Shifts belong to and are compensated on the date the shift starts, except for Night shift which belongs to and is compensated on the business day on which most of the shift hours fall in to.</li> <li>➤ 12 hour shifts which are scheduled from 1800 to 0600 belong to and are compensated on the business day when the shift starts.</li> </ul>

### Rounding Rules

The requirement for The State of Maryland is to have rules for rounding an employee's IN punch, to determine late. An example of a rounding option would be if the rounding interval is set at fifteen minutes and the rounding marker is set at eight minutes, then a Time Reporter that punches in at 8:09 AM will have the IN Punch rounded to 8:15 AM.

Agency	Rules
All Agencies	<ul style="list-style-type: none"> <li>➤ Administrative/Clerical: A grace period of 6 minutes is allowed at the beginning of the shift. Employees reporting to work after 6 minutes of their shift start time are required to charge leave for the late. However, the agencies / supervisors may have their own policies for late and make up hours for the late.</li> </ul>
DGS, DHMH, DHR, DJS, DLLR, DMIL, DNR, MDE, MPT, MSD, MSDE, MSP, OSFM, SBE, WCC	<ul style="list-style-type: none"> <li>➤ A grace period of 6 minutes is allowed at the beginning of the shift. Employees reporting to work after 6 minutes of their shift start time are required to charge leave for the late.</li> </ul>
DPSCS	<ul style="list-style-type: none"> <li>➤ A grace period of 6 minutes is allowed at the beginning of the shift. Employees reporting to work after 6 minutes of their shift start time are required to charge leave for the late. This does not apply to correctional employees and may not be applied consistently for administrative employees.</li> </ul>

**Daylight Savings Rules:**

The requirement for the State of Maryland is to have rules to compensate employees properly during Daylight Savings. Below are the agency specific rules around daylight savings.

Agency	Rules
<p>DGS, MSD, MSDE, MSP, OSFM DHMH, MPT</p>	<ul style="list-style-type: none"> <li>➤ In the spring (when the clocks are moved ahead) during the time when the time changes, if employees work 1 additional hour, the employees are compensated with overtime for the additional hour worked.</li> <li>➤ In the fall (when the clocks are moved backward) during the time when the time changes, if employees work 1 hour less than the scheduled hours, then the employees are compensated for 8 hours even if the employees work 7 hours.</li> <li>➤ In the spring (when the clocks are moved ahead) during the time when the time changes, if employees work 1 additional hour than scheduled hours, then the employees are compensated with overtime for the additional hour worked.</li> <li>➤ In the fall (when the clocks are moved backward) during the time when the time changes, if employees work 1 hour less than the scheduled hours, then the employees are compensated for the actual hours worked, (i.e.: 7 hours for 8 hours shift).</li> <li>➤</li> </ul>
<p>DHR</p>	<ul style="list-style-type: none"> <li>➤ Currently the agency does not have a fixed policy for compensating employees who work through the day light savings time change.</li> <li>➤ When employees work 1 additional hour, then the 1 hour will be considered as overtime and will be compensated as per the overtime compensation rules.</li> <li>➤ When employees work 1 hour less than scheduled then the employees will be required to charge a leave type for 1 hour not worked.</li> <li>➤ The scenario when employees work an extra hour - worked 1 hour more than their scheduled hours and may be eligible for 1 hour overtime.</li> <li>➤ The scenario when employees work an hour less – worked 1 hour less than their scheduled hours and may have to put in 1 hr Leave.</li> </ul>
<p>DJS</p>	<ul style="list-style-type: none"> <li>➤ In the spring (when the clocks are moved ahead) during the time when the time changes, if employees work 1 additional hour than scheduled hours, then the employees are compensated with overtime for the additional hour worked.</li> <li>➤ In the fall (when the clocks are moved backward) during the time when the time changes, if employees work 1 hour less than the scheduled hours, then the employees are required to work 1 additional hour to make up the lost time, but the agency anticipates to compensated the employees with 8 hours of pay for 7 hours of work in this scenario.</li> </ul>
<p>DMIL</p>	<ul style="list-style-type: none"> <li>➤ The agency currently ignores the hour worked during the daylight saving time change for compensation purposes.</li> <li>➤ If employee works 1 additional hour as a result of the daylight saving time, the agency ignores the additional hour and does not compensate the employee with overtime.</li> </ul>



Agency	Rules
	<ul style="list-style-type: none"> <li>➤ If employee works 1 hour less as a result of the daylight saving time, the agency ignores the 1 hour and compensates the employee for the 1 hour.</li> </ul>
DNR	<ul style="list-style-type: none"> <li>➤ For PCOs (Police Communication Officers): When employees work 1 additional hour, the employees are compensated with overtime for the additional hour worked.</li> <li>➤ When the employees work 1 hour less than the scheduled hours, then the employees are compensated for all the scheduled hours. Ex: Employees are compensated for 8 scheduled hours when they work 7 hours in this scenario.</li> </ul>
MDE	<ul style="list-style-type: none"> <li>➤ The agency will compensate for the actual number of hours worked during the day light savings time change.</li> </ul>
MSA	<ul style="list-style-type: none"> <li>➤ Currently the agency does not have a policy to handle the compensation of work hours during Day Light Savings time change period in Spring (when employees work 1 additional hour than scheduled) and in Fall (when employees work 1 hour less than scheduled.)</li> <li>➤ Based on historical data, employees who worked the 6:45 PM to 7:15 AM shift in Spring through the day light savings time change, were compensated for 12 hours though the employees worked an additional 1 hour.</li> <li>➤ Based on historical data, employees who worked the 6:45 PM to 7:15 AM shift in Fall through the day light savings time change, were compensated for 12 hours though the employees worked 1 hour less than the scheduled hours.</li> </ul>
SBE	<ul style="list-style-type: none"> <li>➤ None of the employees are scheduled or required to work during the day light savings time change.</li> </ul>

**Labor Allocation:**

The system shall provide the capability for Users to track labor hours by PCA Code and/or a non-accounting based Project/Task Code on their online timesheet. At the same time, the system shall subsequently provide the labor distribution data that can be utilized by Agency Budget/Finance Offices in their current system/tools. The labor distribution data provided will be actual pay period hours, whereas most Agencies today have assigned percentage allocations to employees which are periodically reviewed and updated based on actual labor distribution hours. Agencies will have the choice of using the actual pay period labor distribution hours or continuing their current percentage allocation by employee process. The proposed design, while not fully automating labor distribution/cost allocation, provides more automated tracking and functionality than Agencies currently have.

Below are the State of Maryland’s Agencies requirements regarding Labor Distribution/Allocation.

Agency	Rules
DGS	<ul style="list-style-type: none"> <li>➤ Contractual employees have to report time worked for different projects. Currently the agency is maintaining an Excel spreadsheet to log the time worked by contractual employees for projects.</li> <li>➤ The agency has to report time worked by employees for federal reimbursable projects.</li> <li>➤ The time worked for State declared snow emergency should be recorded for federal reimbursement.</li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ Currently the agency is not tracking labor distribution.</li> <li>➤ DHMH anticipates tracking the labor distribution of employees and the local health departments may want the capability to track hours by Grants.</li> </ul>
DHR	<ul style="list-style-type: none"> <li>➤ Recently few of the DHR employees travelled to Haiti regarding earthquake relief efforts in the official plane that was carrying Secretary of State Hillary Clinton. In this scenario DHR will be reimbursed by the federal government for the employees’ time for the travel.</li> <li>➤ All costs incurred by DHR, with the exception of expenditures for financial assistance are: food stamps, cash assistance and foster care maintenance payments are included in cost allocation plan by cost center. Some allocation methods are: direct (benefits one grant), FTE (Full Time Equivalent) counts, case counts and time study.</li> </ul>
DJS	<ul style="list-style-type: none"> <li>➤ The agency anticipates using the labor distribution of hours through the new system.</li> </ul>

Agency	Rules
DMIL	<ul style="list-style-type: none"> <li>➤ Currently the labor distribution is done as a percentage of the total work hours.</li> <li>➤ Currently 60% of around 400 employees work for federal reimbursable projects.</li> <li>➤ The time worked by civil engineering employees for different tasks/projects is currently accounted for in a system owned by the Federal department (Military) and the state department of the military does not have a need to distribute time for various tasks/projects.</li> <li>➤ The compensation of Firefighters and Police at Martin State Airport paid by the State is 100% reimbursable by the Federal government.</li> <li>➤ The compensation of Civil Engineering employees is 75% reimbursable by the Federal government.</li> </ul>
DNR	<ul style="list-style-type: none"> <li>➤ DNR has many federal grants and employees who work for the tasks related to the federal grant projects have to report their time against the grants.</li> <li>➤ DNR anticipates that the proposed system should be able to track each employee's time against federal grant that the employee works for.</li> <li>➤ DNR is required to submit to the federal government the hours worked for each of the federal grants.</li> </ul>
DPSCS	<ul style="list-style-type: none"> <li>➤ The Agency currently doesn't track labor metrics by projects, tasks or other labor distribution categories.</li> </ul>
MDE	<ul style="list-style-type: none"> <li>➤ Employees may be working regular or overtime hours for two different purposes.</li> <li>➤ Reimbursable Projects: Employees may be working for federal reimbursable projects. For example, during Hurricane Isabel, the agency started tracking hours of the employees working towards the Hurricane related tasks just in case the hours will be reimbursed by the Federal government.</li> <li>➤ Functional: Employees may be working hours for functional reasons. For example, hours worked for Y2K issue.</li> </ul>
MPT	<ul style="list-style-type: none"> <li>➤ The agency intends to track labor costs for various labor metric categories.</li> </ul>
MSA	<ul style="list-style-type: none"> <li>➤ Employees at Camden Yards report their work hours to either 1 or 2 of the programs.</li> <li>➤ The current tenants of MSA are Ravens and Orioles. MSA employees may work either Ravens related task or Orioles related task.</li> <li>➤ Orioles do not require the MSA employees' hours to be tracked in order to identify the number of hours worked specific to Orioles.</li> <li>➤ However, Ravens require the MSA employees' hours to be tracked in order to identify the number of hours worked specific to Ravens through CMMS.</li> </ul>
MSD	<ul style="list-style-type: none"> <li>➤ Currently the employees report the hours worked for grants on their timesheets.</li> </ul>
MSDE	<ul style="list-style-type: none"> <li>➤ Employees who work for federal grants submit two different timesheets: One timesheet for the agency purpose and the other timesheet for the federal government.</li> </ul>
MSP	<ul style="list-style-type: none"> <li>➤ MSP currently does not track employees' work hours at job, project, and</li> </ul>

Agency	Rules
	task level. ➤ The MSP currently uses a “Cost Analysis Worksheet” when there is the potential for receiving reimbursement for unusual expenditures (State of Emergency/Federal Funds: blizzards; hurricanes; inaugurations, etc.) ➤ If employees work towards an emergency situation, then those hours should be accounted for federal reimbursement task/project.
OSFM	➤ Currently the employees report the hours through an activity sheet. ➤ The agency tracks the hours for inspections, re-inspections, events, etc. ➤ There are no federal reimbursable projects for the agency. ➤ The agency anticipates using the labor distribution functionality in the proposed system.
SBE	➤ The agency currently doesn't have a necessity to track employees work for different tasks or projects or any federal grants.

**Work Schedule**

The State’s requirement for schedules is to have the ability to create specific, unique, and flexible schedules that can be assigned to an employee and/or groups of employees. The table below provides standard and some specific Agency requirements for Work Schedules:

Agency	Rules
All Agencies	➤ late Participation in the compressed work schedules is voluntary and should be requested by the employee. ➤ Below are some of the possible <i>biweekly compressed work schedules</i> . Please note that additional patterns may be possible at individual Agencies. <ul style="list-style-type: none"> <li>▪ Week 1: 4 days x 10 hours per day Week 2: 4 days x 10 hours per day</li> <li>▪ Week 1: 5 days x 8 hours per day Week 2: 4 days x 10 hours per day</li> <li>▪ Week 1 : 4 days x 9 hours per day/1 day x 4 hours per day Week 2 : 4 days x 9 hours per day/1 day x 4 hours per day</li> <li>▪ Week 1: 4 days x 9 hours per day/1 day x 8 hours per day Week 2: 4 days x 9 hours per day</li> <li>▪ Week 1 &amp; 2: 1 day x 8.7 hours per day/2 days x 8.5 hours per day 1 day x 8.8 hours per day/1 day x 5.5 hours per day</li> <li>▪ FLSA non exempt employees may have compressed schedules within a week but not in a biweekly pay period. Such employees are required to account for 40 hours in a week. Week 1: 40 hours Week 2: 40 hours</li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>▪ Week 1: 4 days per week at 10 hours per day-1 day off (26 days off a year); Week 2: Regular 40 hour week</li> <li>▪ Week 1: 4 days per week at 9 hours per day (36 hours) 1/2 day worked (4 hours) and 1/2 day off Week 2: Same as Week 1 (52 half days off) - or - Regular 40 hour week (26 half days off)</li> <li>▪ Week 1: 5 days per week at 9 hours per day (45 hours); Week 2: 3 days per week at 9 hours per day; 1 day per week at 8 hours per day; 1 day off (26 days off per year); (This option is not available to cash overtime eligible employees)</li> <li>▪ Week 1 and 2: 9 days x 8 hours per day and 1 day x 8 hours per day for comp only employees</li> </ul> <ul style="list-style-type: none"> <li>➤ An appointing authority may designate a regular workweek which consists of fewer than 5 days, which is known as a compressed workweek. A compressed workweek shall be consistent with the Fair Labor Standards Act (FLSA), if applicable.</li> <li>➤ Employees are required to work at least the daily scheduled hours.             <ul style="list-style-type: none"> <li>▪ If employees work less than the daily scheduled hours in a business day a leave request should be submitted for the absence hours.</li> <li>▪ If employees work more than the daily scheduled hours in a business day, employees may be eligible for overtime compensation as per the overtime eligibility and compensation rules.</li> <li>▪ If employees work equal to the daily scheduled hours in a business day employees are compensated at a straight rate for the scheduled hours worked.</li> </ul> </li> <li>➤ For 40 hour per week employees: The part-time workweek consists of an average of at least 50 percent or more but less than 100 percent of the regular workweek.</li> <li>➤ Exception: 80 hour biweekly employees: The part-time work period consists of an average of at least 50 percent or more but less than 100 percent of the regular full-time biweekly pay period.</li> <li>➤ The regular full-time workweek consists of 40 hours in a 7-day period (Beginning Wednesday and ending subsequent Tuesday).</li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>➤ Employees are required to work at least the weekly/biweekly scheduled hours.                             <ul style="list-style-type: none"> <li>▪ If employees work less than the weekly/biweekly scheduled hours in a business week/pay period a leave request shall be submitted for the absence hours.</li> <li>▪ If employees work more than the weekly/biweekly scheduled hours in a business week/pay period, employees may be eligible for overtime compensation as per the overtime eligibility and compensation rules.</li> <li>▪ If employees work equal to the weekly/biweekly scheduled hours in a business week/pay period employees are compensated at straight rate for the scheduled hours worked.</li> </ul> </li>   <li>➤ Work time includes time during which an employee:                             <ul style="list-style-type: none"> <li>▪ Is on duty, whether at the employee's principal job site or at a remote location as part of the State's telecommuting program;</li> <li>▪ Is on paid leave;</li> <li>▪ Participates in training activities as a job assignment;</li> <li>▪ Is on the employer's premises and is on call and waiting for work;</li> <li>▪ Is not on the employer's premises, but is on call and waiting for work, and the employee's personal activities are substantially restricted;</li> <li>▪ Is changing into and removing program-specified clothing and equipment necessary for the performance of the job;</li> <li>▪ Participates in activities that are job-related immediately before the beginning or immediately after the end of an assigned shift;</li> <li>▪ Travels to and from work after being recalled to work by the appointing authority or the appointing authority's designated representative after the employee has completed the standard workday;</li> <li>▪ Travels to and from work after being called to work by the appointing authority or the appointing authority's designated representative on the employee's scheduled day off if the employee works fewer than 8 hours as a result of being called on the employee's scheduled day off;</li> <li>▪ Travels between home and a work site other than the assigned office;</li> <li>▪ With prior supervisory approval, investigates and processes a disciplinary appeal or grievance, and participates at any conference or hearing relating to a grievance or appeal;</li> <li>▪ With prior supervisory approval, uses reasonable time to investigate and process a complaint.</li> </ul> </li>   <li>➤ FLSA Rules:                             <ul style="list-style-type: none"> <li>▪ Work time includes any other time defined as work time under the</li> </ul> </li> </ul>

Agency	Rules
	<p>FLSA, if applicable.</p> <ul style="list-style-type: none"> <li>▪ With the exception of those categories of employees cited in the Fair Labor Standards Act, an appointing authority may exclude meal periods and a maximum of 8 hours sleep from considerations as work time for employees who are on duty for more than 24 hours. If the employee's sleep is interrupted for the performance of work so that the employee is not able to sleep continuously for at least 5 hours, the appointing authority shall consider the entire period of sleep, up to a maximum of 8 hours, as work time.</li> </ul> <p>➤ The workweek begins on Wednesday and ends on the following Tuesday, both days inclusive.</p>
DGS	<ul style="list-style-type: none"> <li>➤ Employees who perform legal tasks have flex time to be scheduled for court appearances.</li> <li>➤ Administrative/professional/technical employees may work any configuration of an 8 hour workday, starting as early as 6 am</li> <li>➤ Security and Stationary Engineers may work the below shifts               <ul style="list-style-type: none"> <li>▪ 0600-1400</li> <li>▪ 1400-2200</li> <li>▪ 2200-0600</li> <li>▪ 100 - 1900</li> </ul> </li> <li>➤ Employees are not eligible for grace period at the beginning of the shift. 24/7 employees are considered late if they do not report within 1 minute after the start of the shift.</li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ Employees are required to take at a minimum a half-hour lunch break after working 5.5 hours.</li> <li>➤ If employee's supervisor requires the employee to work through their lunch break, then the employee is compensated with overtime or compensatory time whichever is applicable for the duration of the lunch break.</li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ Employees are allowed to mutually exchange shifts with other eligible employees.</li> <li>➤ The employee who actually works the mutually exchanged tour will receive all shift related compensation including, regular compensation, overtime, holiday pay and differentials, if applicable and as per the individual compensation rules.</li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ The core shifts at DHMH are               <ul style="list-style-type: none"> <li>▪ Shift 1: 0700 Hrs – 1500 Hrs</li> <li>▪ Shift 2: 1500 Hrs – 2300 Hrs</li> <li>▪ Shift 3: 2300 Hrs – 0700 Hrs</li> </ul> </li> <li>➤ Employees on compressed work schedule may work 9 hour, 10 hour or 12 hour shifts.</li> <li>➤ The time between shift end time and the start of the next scheduled shift should be at least 15.5 hours as per FLSA.</li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>➤ If a shift crosses midnight, then the shift will belong to and will be compensated on the business day on which most of the shift hours fall into.</li> <li>➤ DHMH employees follow 30 day work cycle in certain locations.</li> <li>➤ There is no time before or after the shift for which the employees are required to report early and leave late (ex: roll call, wash up time, etc)</li> <li>➤ A 1 (one) minute after the shift start time is considered late. However employees are allowed a grace period of 6 minutes before deducting leave for being late.</li> <li>➤ Employees are allowed to have flex time before or after the shifts.</li> </ul>
DHR	<ul style="list-style-type: none"> <li>➤ Majority of the employees work 8 am to 5 pm shift except for a small group (around 5) of employees who work different shifts including night shifts. This group of employees works these different shifts at the end of every month.</li> <li>➤ Employees are not eligible for a grace period for being late.</li> <li>➤ Employees are not eligible for flex time before or after shifts.</li> <li>➤ Employees are eligible to have compressed work week as long as the employees account for 40 hours per week. Example: 4 days x 10 hours</li> </ul>
DJS	<ul style="list-style-type: none"> <li>➤ Employees are eligible to mutually exchange tours with other employees. The employee who works the scheduled tour is compensated with the shift related compensation including regular, overtime and differentials if applicable to the shift.</li> </ul>
DJS	<ul style="list-style-type: none"> <li>➤ The agency is negotiating with the union about 2 mandatory 15 minute breaks which are impacting the coverage.</li> <li>➤ Employees are scheduled to work 8 hour shifts.</li> <li>➤ Employees at the direct care facilities are required to report 15 minutes early to the shift for roll call. Roll call is compensated as overtime.</li> <li>➤ The core shifts that the employees may be scheduled to work are:                         <ul style="list-style-type: none"> <li>▪ 7:00 AM – 3:00 PM</li> <li>▪ 3:00 PM – 11:00 PM</li> <li>▪ 11:00 PM- 7:00 AM</li> </ul> </li> <li>➤ There may be some variations in the start time of the shifts in different facilities or employee groups.</li> <li>➤ Dieticians start their shift at 5 am and may be scheduled to work 24 hours.</li> <li>➤ Employees are considered late if they do not report within 6 minutes of the start of the shift.</li> <li>➤ Employees are eligible to work compressed work schedules but this practice is not very common.</li> </ul>
DLLR	<ul style="list-style-type: none"> <li>➤ The additional employees may or may not work 40 hours in a week as they work as per the race track schedule.</li> <li>➤ The race tracks are closed from June to August and the employees are not scheduled to work. Employees may use accrued leave during this period.</li> </ul>
DMIL	<ul style="list-style-type: none"> <li>➤ Employees are eligible to mutually exchange their shifts with other employees.</li> <li>➤ The employee who works the mutually exchanged shift receives all the shift related compensation like regular compensation, overtime</li> </ul>



Agency	Rules
	<p>compensation, differentials etc, if applicable.</p> <ul style="list-style-type: none"> <li>➤ The members of the Martin State Airport Fire Department work the following schedule:               <ul style="list-style-type: none"> <li>▪ 16 hour day from 0630 to 2230 and have the next day off, work a 24 hour day from 0630 to 0630 and have the next 3 days off.</li> <li>▪ On the seventh shift, employees work a 24 hour day from 0630 to 0630 and have the next 3 days off;</li> <li>▪ 2 members work 4 days x 10 hours compressed work schedule. These 2 employees are on an 80 hour pay period with the exception of overtime.</li> </ul> </li> <li>➤ The Fire Department has 4 basic amounts of total hours for a pay period viz., 80, 88, 96 and 104. The total hours for each member vary depending on how their rotation of the above schedule falls in the pay period. As the members on B shift always work the last day of a pay period, their 88 hours only comes out to around 86.5 hours because of the fact that the pay period should end at mid night.</li> </ul> <p><i>Per COMAR Title 17, chapter 11.02 A. (4) if the end or start time of a pay period could be moved to 0630, that would help to more accurately reflect the shift rotations.</i></p> <ul style="list-style-type: none"> <li>➤ Military Police employees work 8 hour shifts.</li> <li>➤ Currently MEMA employees of the Joint Operations Center have three 12 hour shifts and are for 80 hours bi-weekly employees.</li> <li>➤ Employees are considered late if not reporting at the start of the shift.</li> <li>➤ Employees are not eligible for any grace period at the start of the shift.</li> <li>➤ Currently 2 members of the Martin State Airport Fire Department work 4 days x 10 hours compressed work schedule.</li> <li>➤ Firefighters work the below repeating schedule:               <ul style="list-style-type: none"> <li>▪ 16 hours shift</li> <li>▪ Off day</li> <li>▪ 24 hours shift</li> <li>▪ Kelly Day</li> <li>▪ Off day</li> </ul> </li> <li>➤ Following are the shifts worked by Firefighters               <ul style="list-style-type: none"> <li>▪ 16 hours shift --&gt; 6:30 am to 10:30 pm</li> <li>▪ 24 hours shift --&gt; 6:30 am to 6:30 am</li> <li>▪ 3. Police are on 8 hour shifts as below</li> <li>▪ 8 am to 4 pm</li> <li>▪ 4 pm to 12 am</li> <li>▪ 12 am to 8 am</li> </ul> </li> <li>➤ Police also have 15 minutes unpaid roll call before the start of the shift.</li> <li>➤ For Civil Engineering employees' late is at the supervisor's discretion.</li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>➤ Firefighters are considered late if reporting after the start of the shift. Firefighters are required to charge late as LWOP (Leave Without Pay) instead of paid leave.</li> <li>➤ Employees are not eligible for flex time before or after the shifts which changes on a daily basis.</li> <li>➤ Employees in Civil Engineering are eligible to work compressed work schedules of 4 days and 10 hours per day.</li> <li>➤ Firefighters and police may work compressed work schedule but this practice is very rare.</li> <li>➤ There are no standard biweekly scheduled hours for firefighters. They may work 80 hours or 86 ½ hours or 96 hours or 97 ½ hours or 104 hours in a biweekly pay period.</li> </ul>
DNR	<ul style="list-style-type: none"> <li>➤ LEOs Rules:               <ul style="list-style-type: none"> <li>▪ Not eligible for lunch break within their 8 hours scheduled or overtime shift.</li> <li>▪ Not eligible to work compressed work schedules.</li> <li>▪ On a 28 days' work cycle. Under the twenty-eight day schedule, the employee may have their eight (8) regular leave "off" days scheduled anywhere within the twenty-eight day period.</li> <li>▪ LEOs do not have any set shift start times.</li> <li>▪ LEOs are scheduled to work 8 hour shifts.</li> <li>▪ LEOs are allowed to work flex time by splitting the 8 hour shift into two 4 hour time segments within the same business day. Employees are allowed to take unpaid break in between the two 4 hour time segments.</li> </ul> </li> <li>➤ Employees are eligible to mutually exchange tours with other eligible employees. The employee who actually worked the mutually exchanged tour is compensated for the shift and any additional compensation related to working the shift.</li> <li>➤ Mutual exchange of tours is not considered as overtime as it is voluntary. Employees are compensated at a straight rate for the hours worked for the mutually exchanged tour.</li> <li>➤ PCOs Rules:               <ul style="list-style-type: none"> <li>▪ PCOs do not follow the 28 day work cycle but instead follow 14 day cycle in which they are scheduled to work for 10 days.</li> <li>▪ PCOs have the following shifts:                   <ul style="list-style-type: none"> <li>• 0800 Hours – 1600 Hours</li> <li>• 1600 Hours – 0000 (midnight) Hours</li> <li>• 0000 (midnight) Hours – 0800 Hours</li> </ul> </li> </ul> </li> <li>➤ Forest and Park Services employees are eligible to work compressed work</li> </ul>

Agency	Rules
	<p>schedules.</p> <ul style="list-style-type: none"> <li>➤ Employees are considered late if they report to work after the shift start time.</li> <li>➤ Employees are required to charge leave for late.</li> <li>➤ The DNR police currently don't have minimum staffing requirements for their operations.</li> </ul>
<p><b>DPSCS</b></p>	<ul style="list-style-type: none"> <li>➤ DPSCS indicated that employees are not eligible to mutually exchange tours with other employees.</li> <li>➤ Correction Officers Rules: <ul style="list-style-type: none"> <li>▪ Required to report 12 minutes earlier than their shift start time to attend roll call.</li> <li>▪ The schedule pattern as 7 Days On, 7 Days Off, 7 Days On, 4 Days Off.</li> <li>▪ Paid leave hours are counted towards overtime accumulation to determine at what point the hours cross the weekly overtime threshold.</li> <li>▪ Not eligible for meal breaks within their shift.</li> </ul> </li> <li>➤ The agency currently has 3 shifts 2300-0700, 0700-1500, 1500-2300) but designate the shifts using 4 (four) alphabet, A, B, C and D, the additional alphabet for scheduling flexibility.</li> <li>➤ Uniformed employees reporting after the start of the shift are considered late and are not eligible for any grace period.</li> <li>➤ For Civilian employees, late is on a case to case basis at supervisor's discretion.</li> <li>➤ There is no flex time before or after the shifts.</li> <li>➤ Employees are eligible to work compressed work schedules. DPSCS indicated that very few employees work 4 days x 10 hours weekly schedule.</li> </ul>
<p><b>MDE</b></p>	<ul style="list-style-type: none"> <li>➤ Currently employees work only day shifts. The agency does not have 2nd or 3rd shifts in a business day.</li> <li>➤ The Emergency Response Division may incorporate 2nd and 3rd shifts in the future.</li> <li>➤ Employees are eligible for 6 minutes grace period after the start of the shift but also depend on the supervisor's discretion on a case by case basis.</li> <li>➤ Shifts should start between 6 AM and 9:30 AM</li> <li>➤ Employees may be allowed to have flex time before or after the shift.</li> <li>➤ Employees working compressed work schedules may work the following schedules: <ul style="list-style-type: none"> <li>▪ 4 days x 10 hours per day</li> <li>▪ Eight 9 hour days and One 8 hour day bi-weekly</li> </ul> </li> </ul>
<p><b>MDE, DHR, MPT, MSD, MSDE, SBE</b></p>	<ul style="list-style-type: none"> <li>➤ Employees are not eligible to mutually exchange tours with other employees.</li> </ul>
<p><b>MPT</b></p>	<ul style="list-style-type: none"> <li>➤ The core work hours for the employees are 8:00 AM to 6:00 AM.</li> <li>➤ Three (3) Security guards are scheduled to work after business hours.</li> <li>➤ The security guards are considered late if they do not report at the start of</li> </ul>

Agency	Rules
	<p>their shift.</p> <ul style="list-style-type: none"> <li>➤ Employees other than the security guards usually make up the time if they are late.</li> <li>➤ Employees are not eligible for flex time before or after their scheduled shift.</li> <li>➤ Few of the employees currently work compressed work schedules.</li> </ul>
MSA	<ul style="list-style-type: none"> <li>➤ Employees are allowed to mutually exchange their shifts with other employees.</li> <li>➤ The employee who works the mutually exchanged shift will receive the compensation for the shift.</li> <li>➤ Administrative employees do not have fixed shift start and end times but work 8 hours per shift.</li> <li>➤ Security Staff may have the below possible shifts                         <ul style="list-style-type: none"> <li>▪ 06:45 AM – 03:15 PM with 30 minutes unpaid meal break - aka 7 AM shift</li> <li>▪ 02:45 PM – 11:15 PM with 30 minutes unpaid meal break – aka 3 PM shift</li> <li>▪ 10:45 PM – 07:15 AM with 30 minutes unpaid meal break – aka 11 PM shift</li> <li>▪ 10 Hour shifts</li> <li>▪ 12 hour shift: 06:45 PM – 07:15 AM.</li> </ul> </li> <li>➤ Facilities Management may have the below possible shifts                         <ul style="list-style-type: none"> <li>▪ 07:00 AM – 03:30 PM with 30 minutes unpaid meal break</li> <li>▪ 02:45 PM – 11:15 PM with 30 minutes unpaid meal break</li> <li>▪ 10:45 PM – 07:15 AM with 30 minutes unpaid meal break</li> <li>▪ Variable schedules based on game schedules, events at the complex etc.</li> </ul> </li> <li>➤ Employees are not required to report early to the shift for roll call.</li> <li>➤ Security staff is not eligible for flex time before or after the shifts.</li> <li>➤ Employees are considered late if they do not report to work at the shift start time.</li> <li>➤ Employees are allowed to have compressed work schedules. Employees may work either 10 hr or 12 hour shifts as part of compressed work schedules.</li> </ul>
MSD	<ul style="list-style-type: none"> <li>➤ Maintenance employees and employees working in the dorms work in shifts</li> <li>➤ Employees have many different schedules. Some of the possible shifts are:                         <ul style="list-style-type: none"> <li>▪ 11:00 PM to 7:00 AM</li> <li>▪ 8:00 AM to 4:00 PM</li> <li>▪ 8:00 AM to 6:00 PM</li> <li>▪ 10:00 AM to 6:30 PM with 30 minutes meal time</li> <li>▪ 10:00 PM to 8:00 AM</li> <li>▪ 10:30 PM to 8:30 AM</li> </ul> </li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>▪ 11:30 PM to 7:30 AM</li> <li>▪ 12:00 AM to 8:00 AM</li> <li>▪ 2:00 PM to 12:00 AM</li> <li>▪ 2:00 PM to 10:00 PM</li> <li>▪ 3:00 PM to 11:00 PM</li> <li>▪ 6:30 AM to 3:00 PM with 30 minutes meal time</li> <li>▪ 7:00 AM to 3:30 PM</li> </ul> <ul style="list-style-type: none"> <li>➤ Employees are considered late if not reporting to work within 6 minutes of the shift start time. Employees, if late usually make up time with supervisor's approval.</li> <li>➤ Family education employees have flex time before and after the schedules.</li> <li>➤ Employees are eligible to work compressed work schedules.</li> </ul>
MSDE	<ul style="list-style-type: none"> <li>➤ The normal business hours for the agency are from 8 am to 5:00 pm. Work schedules vary from 7 am to 6:30 pm</li> <li>➤ DORS (Division of Rehabilitation Services) employees work different schedules. Some of the possible shifts are               <ul style="list-style-type: none"> <li>▪ 6:00 AM to 2:30 PM</li> <li>▪ 10:00 AM to 6:30 PM</li> <li>▪ 3:00 PM to 11:30 PM</li> <li>▪ 11:00 PM to 7:30 AM</li> <li>▪ 10:00 PM to 6:30 AM</li> </ul> </li> <li>➤ Employees are considered late if not reporting at the start of the shift.</li> <li>➤ Employees are not eligible for a flex time. Modified work schedules maybe requested.</li> <li>➤ Only some existing employees are eligible to work compressed work schedules. Example: Some child care employees may work 4 days x 10 hours schedules. No new employees are eligible.</li> </ul>
MSP	<ul style="list-style-type: none"> <li>➤ Sworn employees do not have unpaid meal breaks within their shifts.</li> <li>➤ Civilian employees take 30 min unpaid meal breaks (except for some operational positions (PCOs &amp; Cadets) who receive paid 20 minute meal breaks.</li> <li>➤ Employees are eligible for 2 paid breaks at commander's discretion and up to 20 minutes each.</li> <li>➤ Employees are eligible to mutually exchange tours with other eligible employees with approval of the scheduler, usually a First Sergeant.</li> <li>➤ The employee who actually works the mutually exchanged tour is eligible for all the shift related compensation like regular compensation, holiday premium and shift differential if applicable.</li> <li>➤ If a shift crosses from a non holiday into a holiday and from a holiday into a non holiday and if the shift belongs to the business day of the holiday, then the entire shift will receive holiday pay.</li> <li>➤ Employees may not exceed FLSA standard of 171 hours in a defined 28 day work cycle.</li> <li>➤ The business day is divided into 3 (three) shifts, N (Night), E (Early) and L</li> </ul>

Agency	Rules
	<p>(Late).</p> <ul style="list-style-type: none"> <li>➤ The basic shifts are                             <ul style="list-style-type: none"> <li>▪ 0700 – 1500 (E)</li> <li>▪ 1500 – 2300 (L)</li> <li>▪ 2300 – 0700 (N)</li> </ul> </li> <li>➤ However, there are many variations; not only in start and end times, but some assignments (and more all the time) work modified work schedules of 10 or 12 hour duration – or even a mixture of these shifts and 8 hour shifts.</li> <li>➤ Each command has its own start and end time for the 3 shifts as determined by the commander. Once the shift start and end times are established at the command level, then they become standard till changed.</li> <li>➤ Employees are required to work 2088 “net hours” per year (Depending on where weekends fall in the year or if it is a Leap Year, the number will vary from year to year, sometimes it's 2096 or 2080). Employees should not be scheduled to work for more than 2080 net hours per year. The overtime hours are not counted towards net hours. Only regular work hours compensated at straight rate or paid absences are counted towards the net hours.</li> <li>➤ The Net Hours figure is derived from the number of weekdays in the year X 8 hours. This “Net Hours” number for a given year is the same number of hours worked in a calendar year by a standard 8 hour employee, working Mon – Friday.</li> <li>➤ Sworn employees work 8, 10 or 12 hour shifts without any unpaid meal breaks.</li> <li>➤ There is no global MSP policy for being late but individual commanders may have established a local special order on the subject at command level.</li> <li>➤ Employees are not allowed to have flexible work schedules but commanders may authorize on a case by case basis.</li> </ul>
OSFM	<ul style="list-style-type: none"> <li>➤ Employees are eligible to mutually exchange shifts with other employees.</li> <li>➤ The employee who actually works the mutually exchanged shift receives all the shift related compensation.</li> <li>➤ Employees work Monday through Friday and 8 hours a day.</li> <li>➤ The agency does not operate on 24x7 basis.</li> <li>➤ The agency in the past had shifts to provide 24x7 coverage and the agency may have such shifts in the future.</li> <li>➤ Inspectors work Monday through Friday for 8 hours and with ½ hour lunch.</li> <li>➤ Deputies / Law enforcement / Bomb Squad employees work Monday through Friday and 8 hours each day without a lunch break. These employees may be called in to work outside their schedule and are compensated with overtime rules in that scenario.</li> <li>➤ In certain situations when employees inspect a business which operates only in night, then the employees schedule is changed to cover the night</li> </ul>

Agency	Rules
	<p>inspection.</p> <ul style="list-style-type: none"> <li>➤ Employees do not have a roll call before the start of the shift.</li> <li>➤ Late of an employee is at the discretion of the employee's supervisor.</li> <li>➤ Employees are not eligible for flex time before or after the shifts.</li> <li>➤ Employees are not eligible to work compressed work schedules.</li> </ul>
SBE	<ul style="list-style-type: none"> <li>➤ The core shift for the employees is 8:00 AM to 5:00 PM. However, employees are allowed to start their shifts between 7:00 AM and 9:00 AM. The employees can pick a start time within this window and follow the same start time till the next approved change in start time.</li> <li>➤ Employees are allowed a grace period of 6 minutes before charging leave for late. This grace period can be changed at supervisors' discretion.</li> <li>➤ Employees are not eligible for flex time before or after shifts.</li> <li>➤ Employees are eligible to work summer schedules which are compressed schedules from Memorial Day till Labor Day.</li> <li>➤ Some of the schedules that employees may work during this period are <ul style="list-style-type: none"> <li>▪ 4 days x 10 hours for a total of 40 hours in a week.</li> <li>▪ 8 days x 9 hours and an 8 hour shift for a total of 80 hours in a biweekly pay period.</li> </ul> </li> </ul>
WCC	<ul style="list-style-type: none"> <li>➤ The commissioners follow the regular business hours of the Workers' Compensation Commission offices.</li> </ul>

**Shift Differentials:**

The State's requirement for Shift Differentials is to have the ability to define employees who are eligible for the various Shift Differentials payments. At the same time, the system shall provide the capability to track and maintain actual hours worked. Please note that portions of differentials will be part of actual pay from payroll. The table below provides standard and some specific Agency requirements for Shift Differentials:

Agency	Rules
All Agencies	<ul style="list-style-type: none"> <li>➤</li> <li>➤ The State shall not pay a shift differential to an employee who is on leave and not working.</li> <li>➤ The position's eligibility for shift differential is indicated in the position's classification.</li> <li>➤ A qualifying shift is a full-time or established part-time shift which starts at or after 2 p.m. and at or before 1 a.m.</li> <li>➤ The rate of shift differential pay shall be the rates listed in this regulation or as increased by the Secretary (DBM) under separate guidelines:                         <ul style="list-style-type: none"> <li>▪ For classifications in Salary Grades 5 through 17: 62.5 cents per hour;</li> <li>▪ For registered nurses through Salary Grade 19 in State institutions, except at Clifton T. Perkins Hospital Center: \$2.60 per hour for an evening shift and \$2 per hour for a night shift;</li> <li>▪ For registered nurses through Salary Grade 20 in the Clifton T. Perkins registered nurse classification series: \$2.60 per hour for an evening shift and \$2 per hour for a night shift;</li> <li>▪ For sworn police officers and fire marshals: \$1 per hour;</li> <li>▪ For airport firefighters at the Department of Transportation: \$1 per hour.</li> </ul> </li> <li>➤ The State shall pay shift differential to an employee, in a position designated by the appointing authority, who works a qualifying shift.</li> <li>➤ The State shall pay a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled, to an employee who works overtime from a non qualifying shift into a qualifying shift, if the employee works at least 1/2 of the qualifying shift.</li> <li>➤ The State shall pay a separate shift differential to an employee who works overtime from a qualifying shift into another qualifying shift, in addition to any overtime payment or compensatory time to which the employee may be entitled.</li> <li>➤ The State shall pay shift differential on a prorated basis to an employee who works any part of a qualifying shift.</li> </ul>



Agency	Rules
	<ul style="list-style-type: none"> <li>➤ In addition to shift differentials, the State shall pay a differential of \$1 per hour to licensed practical nurses and certified nursing assistants who work weekend shifts in State institutions.</li> <li>➤ These Requirements may or may not be applicable to your agency: Weekend Shifts: Shifts between 11 PM Friday and 11 PM Sunday are considered as weekend shifts.</li> <li>➤ In addition to shift differentials and any other differential paid, the State shall pay a differential of \$2 per hour to registered nurses through Salary Grade 19 who work weekend shifts in State institutions, except Clifton T. Perkins Hospital Center.</li> <li>➤ In addition to shift differentials and any other differential paid, the State shall pay a differential of \$2 per hour to nurses through Salary Grade 20 in the Clifton T. Perkins registered nurse classification series who work weekend shifts.</li> </ul>
DGS	<ul style="list-style-type: none"> <li>➤ Asbestos Differential: Employees working with asbestos related tasks are required to wear an asbestos protection suit. Employees are compensated with asbestos differential when they work on asbestos related tasks by wearing the asbestos protection suit. Asbestos work is usually performed outside schedule and when other employees are not present in the work location.</li> <li>➤ Employees are compensated with 50% of the hourly rate for the actual hours worked.</li> <li>➤ Employees are compensated with eligible shift differential for the actual hours worked.</li> <li>➤ Employee’s eligibility for shift differential is determined by existing State regulations.</li> <li>➤ If employees works a shift that starts within the shift differential qualification window (1400-0100), then the employees are compensated for shift differential for the actual hours worked.</li> <li>➤ Differential is paid to an employee who works overtime from a non-qualifying shift into a qualifying shift, if the employee works at least half of the qualifying shift.</li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ Community health nurses through Salary Grade 18 assigned to the Home Health Program of the Department of Health and Mental Hygiene</li> <li>➤ Outside regular duty hours: This differential may not be paid for the period of time the community health nurse is on duty.</li> <li>➤ DHMH employees are eligible for Beeper differential in local health departments (County funding)</li> <li>➤ Employees should work 4 (four) or more hours within the shift differential window to be eligible to receive shift differential.</li> <li>➤ Employees are eligible for shift differential compensation for</li> </ul>

Agency	Rules
	<p>regular scheduled and overtime shifts.</p> <ul style="list-style-type: none"> <li>➤ Currently the employees' eligibility of shift differential compensation is indicated on the biweekly timesheet.</li> <li>➤ Hours required for shift differential are prorated based on budgeted percentage of position as outlined in COMAR 17.04.02.04.F</li> <li>➤ Affected employees are eligible for additional compensation for shifts worked on weekends.</li> <li>➤ Weekend hours are not differentiated between Saturday and Sunday.</li> <li>➤ The rate of pay depends on the employee classification as outlined in COMAR 17.04.02.04.</li> <li>➤ Shifts between 11 pm Friday to 11 pm Sunday are considered as weekend shifts.</li> </ul>
DHR	<ul style="list-style-type: none"> <li>➤ Employees (Social workers and Case workers) who are required to carry a state issued cell phone to be on call are compensated \$6.50 for the time the employee is on call. If called and if the employee is required to work, then the employee is not compensated with \$6.50 for the work time. Employees are eligible for this pay during non work hours including, time between shifts, weekends and holidays.</li> <li>➤ Employees currently report their time carrying the state issued cell phone on a supplemental timesheet at the local office level. The supplemental timesheet is not sent to the headquarters but the consolidated information is reported to the headquarters for payroll processing.</li> <li>➤ If an employee is off then the employee's state issued cell phone is assigned temporarily to another employee who is not already assigned a state issued cell phone. Employees will not be required to carry 2 state issued cell phones and will not be compensated for carrying 2 cell phones.</li> <li>➤ Employees are eligible for shift differential for the shifts that start between 2:00 pm and 1:00 am.</li> <li>➤ Currently employees are compensated with \$5 per hour for shift differential.</li> <li>➤ Employees are compensated with shift differential only for worked hours.</li> <li>➤ Employees are not required to work a minimum number of hours to be eligible for shift differential compensation.</li> <li>➤ Employees are not eligible for additional weekend differential if working on weekends in addition to the regular or overtime or shift differential that they might be entitled to.</li> </ul>
DJS	<ul style="list-style-type: none"> <li>➤ Asbestos Differential: Employees are eligible for Asbestos differential when wearing an asbestos protection suit and</li> </ul>

Agency	Rules
	<p>working for asbestos related tasks.</p> <ul style="list-style-type: none"> <li>➤ Bilingual Pay: Employees who use their bilingual skill for the agency's business purpose and only if approved are compensated with one time pay of \$25 per pay period irrespective of the number of times the skill is used within the pay period.                             <ul style="list-style-type: none"> <li>▪ Employees under grade 17 are eligible for shift differential compensation at \$0.65 per hour for the shifts starting between 2:00 PM and 1:00 AM.</li> <li>▪ Example: If an employee is scheduled to work 8 hours from 7:00 AM but works till 7:00 PM then the employee is eligible for shift differential compensation for 4 hours of overtime from 3:00 PM to 7:00 PM</li> </ul> </li> <li>➤ Employees are not required to work a minimum number of hours to be eligible for shift differential compensation.</li> <li>➤ Nurses working for the agency are compensated with weekend differential. Shifts between 11 pm Friday to 11 pm Sunday are considered as weekend shifts.</li> <li>➤ Employees who are not Nurses are not eligible for any additional weekend compensation in addition to what they may be eligible for viz., regular, overtime, shift differential, etc.</li> </ul>
<p>DLLR</p>	<ul style="list-style-type: none"> <li>➤ Employees receive Saturday differential of 5% of the per diem.</li> <li>➤ Employees receive Sunday differential of 1.5 times their per diem.</li> </ul>
<p>DMIL</p>	<ul style="list-style-type: none"> <li>➤ Employees are not eligible for any additional differentials in addition to the shift differential compensation as defined by COMAR.</li> <li>➤ Employees are required to work a minimum number of hours to be eligible for shift differential compensation.</li> <li>➤ Employees' eligibility of shift differential is indicated on the timesheet and also through class code.</li> <li>➤ Employees are not compensated with any additional weekend differential when working on weekends.</li> <li>➤ Employees while on compressed work schedule are not eligible for shift differential.</li> <li>➤ Police are compensated for the shift differential hour by hour and as per COMAR.</li> <li>➤ Firefighters are compensated with shift differential for every hour that they work</li> </ul>
<p>DNR</p>	<ul style="list-style-type: none"> <li>➤ Employees of the K9 unit who are assigned a canine will receive additional differential as 30 minutes of overtime at time</li> </ul>

Agency	Rules
	<p>and half rate ,irrespective of whether the employee works or not.</p> <ul style="list-style-type: none"> <li>➤ Employees are compensated with shift differential on an hour to hour basis.</li> <li>➤ Shift differential is compensated only for the hours worked within the shift differential window.</li> <li>➤ Employees are not required to work a minimum number of hours to be eligible for shift differential compensation.</li> <li>➤ Employees are eligible for shift differential for regular scheduled shift and overtime shift.</li> <li>➤ Field Training Officers are eligible for additional \$2 per hour differential while giving Training.</li> <li>➤ Employees are not eligible for Weekend (Saturday / Sunday) differential.</li> </ul>
<p>DPSCS</p>	<ul style="list-style-type: none"> <li>➤ Acting out of capacity is for an extended period of time when an employee is working at a higher capacity/rank. It is not assigned per instance or on a daily basis.</li> <li>➤ DPSCS indicated that all employees are eligible for shift differential for the shifts starting between 2:00 PM and 1:00 AM.</li> <li>➤ Employees at DPSCS are not eligible for any additional weekend differential compensation for working on weekends other than the regular or overtime compensation if applicable.</li> </ul>
<p>MDE</p>	<ul style="list-style-type: none"> <li>➤ Employees are compensated with Asbestos Differential only for the time required to put on and put off the Asbestos Protection Suit. Employees are not compensated with the differential for the time when the employee works the related tasks with the suit on.</li> <li>➤ Employees are not eligible for any additional weekend differential for working on weekends in addition to the regular or overtime compensation they may be eligible for the shift.</li> </ul>
<p>MPT</p>	<ul style="list-style-type: none"> <li>➤ The master control employees and the security guards receive shift differential compensation for shifts that start between 4 pm and 1 am.</li> <li>➤ Currently the employees' eligibility for shift differential is indicated on the timesheet.</li> <li>➤ Employees should work at least 4 hours within the qualifying shift to be eligible to receive shift differential compensation.</li> <li>➤ Employees are not eligible for any additional weekend compensation for working either overtime or regular shifts on the weekends.</li> </ul>

Agency	Rules
MSA	<ul style="list-style-type: none"> <li>➤ Only the Security Staff of the Maryland Stadium Authority are eligible to receive shift differential compensation.</li> <li>➤ Eligibility: MSA indicated that as per the Security Department Policy, Shift Differential applies only to budgeted full-time non-exempt employees of the Maryland Stadium Authority who render a service within a department that operates on two or more regularly scheduled shifts daily.</li> <li>➤ Shift Differential is compensated on an hour to hour basis.</li> <li>➤ Qualifying Shifts: Employees who work a regularly scheduled shift starting at either 3:00 PM or 11:00 PM shall be eligible for shift differential.</li> <li>➤ Compensation: There shall be two levels of shift differential pay as shown below: <ul style="list-style-type: none"> <li>▪ Non-exempt full-time employees that work between 3:00 PM and 11:00 PM shall receive a shift differential rate of \$1.00 per hour.</li> <li>▪ Non-exempt full-time employees that work between 11:00 PM and 7:00 AM shall receive a shift differential rate of \$2.00 per hour.</li> </ul> </li> <li>➤ The shift differential payment is in addition to any overtime payment to which the employee may be entitled.</li> <li>➤ Proration: Any employee who works on all or a part of a scheduled qualifying shift whether or not the employee is assigned to that shift is to receive full or pro rata differential pay. The pro rata differential pay is as follows: <ul style="list-style-type: none"> <li>▪ a) 1 – 6 minutes – 10%</li> <li>▪ b) 7 – 12 minutes – 20%</li> <li>▪ c) 13 – 18 minutes – 30%</li> <li>▪ d) 19 – 24 minutes – 40%</li> <li>▪ e) 25 – 30 minutes – 50%</li> <li>▪ f) 31 – 36 minutes – 60%</li> <li>▪ g) 37 – 42 minutes – 70%</li> <li>▪ h) 43 – 48 minutes – 80%</li> <li>▪ 49 – 54 minutes – 90%</li> <li>▪ 55 – 60 minutes – 100%</li> </ul> </li> <li>➤ An employee who fails to work a qualifying shift, even though regularly assigned to it, by reason of any type of approved leave is not eligible to claim the shift differential for such shift. Payment of shift differential is authorized for an employee who is assigned to a qualifying shift only while physically working the assigned shift.</li> <li>➤ An employee who is on a schedule of rotating shifts is eligible to claim the shift differential only while on a qualifying shift. Payment of shift differential is authorized for an employee who is permanently assigned to rotating shifts only while physically</li> </ul>

Agency	Rules
	<p>working the assigned shift.</p> <ul style="list-style-type: none"> <li>➤ Employees are not required to work a minimum number of hours within the shift differential window to be eligible for shift differential compensation.</li> <li>➤ Currently employees' eligibility of shift differential compensation is indicated on the paper time sheet.</li> </ul>
MSA	<ul style="list-style-type: none"> <li>➤ Employees are not eligible for any additional compensation for working either regular schedule or overtime hours on a weekend in addition to the regular or overtime compensation they are entitled to.</li> </ul>
MSD	<ul style="list-style-type: none"> <li>➤ Employees are eligible for the shift differential compensation as per the COMAR.</li> <li>➤ Employees are not required to work a minimum number of hours of the qualifying shift to be eligible for shift differential compensation.</li> <li>➤ Employees' eligibility of shift differential compensation is determined by their classification.</li> <li>➤ Employees of the title Behavior Specialists are not eligible for shift differential compensation (stated in employee handbook).</li> <li>➤ Registered Nurses who work on Sundays receive additional shift differential and overtime on Saturdays</li> </ul>
MSDE	<ul style="list-style-type: none"> <li>➤ Employees are eligible to receive shift differential compensation for the shifts starting between 2:00 PM and 1:00 AM.</li> <li>➤ Employees are not required to work a minimum number of hours to be eligible for the shift differential compensation.</li> <li>➤ Employees are eligible to receive shift differential for the overtime hours that are attached to a qualifying shift and are after the qualifying shift.</li> <li>➤ Example: If an employee is scheduled to work from 11:00 PM to 07:00 AM and stays till 12:00 PM, then the employee is eligible to receive shift differential for the scheduled hours and also for the overtime hours from 7:00 AM to 12:00 PM.</li> <li>➤ Following are the shift differential rates of the employees                         <ul style="list-style-type: none"> <li>▪ Police Officers - \$8 per shift</li> <li>▪ Building Guards - \$5 per shift</li> </ul> </li> <li>➤ Employees' eligibility for shift differential is determined by class code.</li> <li>➤ Employees are not eligible for weekend differential.</li> </ul>
MSP	<ul style="list-style-type: none"> <li>➤ Employees who work on Asbestos related tasks are eligible for Asbestos Differential for the time the employees use the</li> </ul>

Agency	Rules
	<p>Asbestos Protection Suit.</p> <ul style="list-style-type: none"> <li>➤ Field Training Officers Differential: Employees who work as trainers in the field training are compensated additional \$2 per hour.</li> <li>➤ Breathalyzer: Employees who use Breathalyzer as part of their job are not compensated with differential pay.</li> <li>➤ All employees in MSP are eligible for shift differential.</li> <li>➤ Employees are not eligible to receive shift differential between 0900 hours and 1400 hours.</li> <li>➤ Hours worked towards certain grants are not eligible for shift differential.</li> <li>➤ Overtime shifts are eligible for shift differential.</li> <li>➤ If an employee is working from a shift differential non qualifying shift into a shift differential qualifying shift then the employee should work at least 4 hours in the qualifying shift to be eligible to receive shift differential compensation.</li> <li>➤ Employees are not eligible for additional compensation for working on weekends in addition to the eligible regular compensation or overtime compensation.</li> </ul>
OSFM	<ul style="list-style-type: none"> <li>➤ Field Training Officers are compensated additional \$2 per hour.</li> <li>➤ Employees are compensated with shift differential as per COMAR.</li> <li>➤ Employees are not eligible for weekend differentials.</li> </ul>
SBE	<ul style="list-style-type: none"> <li>➤ There are no additional differentials for the employees.</li> <li>➤ Currently employees do not receive shift differential compensation as there are no qualifying shifts for the agency that start between 2:00 PM and 1:00 AM.</li> <li>➤ In the future if there were any qualifying shifts, then the employees may be eligible for shift differential compensation.</li> <li>➤ Employees are not eligible for weekend or Saturday/Sunday differential.</li> </ul>
WCC	<ul style="list-style-type: none"> <li>➤ Commissioners are not entitled to any task or shift differentials.</li> </ul>

**Overtime**

In the table below are the Overtime and Compensatory Time plan requirements for The State of Maryland.

Agency	Rules
All Agencies	<ul style="list-style-type: none"> <li>➤ Administrative/Clerical: <ul style="list-style-type: none"> <li>▪ The overtime hours worked should be compensated in the same pay period where earned without being delayed.</li> </ul> </li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>▪ The comp time earned in a pay period should be available to be used within the same pay period after earning.</li> <li>▪ A one (1) hour for each hour of overtime work for which the employee otherwise would receive the employee's regular hourly rate of pay</li> <li>▪ A One and one-half (1.5) hours for each hour of overtime work for which the employee otherwise would receive one and one-half times the employee's regular hourly rate of pay.</li> <li>▪ Rate of overtime payment shall be based on an employee's rate of compensation in effect immediately prior to the temporary salary reduction, and effective dated to the date of the Executive Order.</li> <li>▪ Non Exempt Employees: Overtime payments are made at time and one-half (1.5) the regular hourly rate</li> <li>▪ Exempt Employees: Overtime payments are made at a straight rate (1.0) in comp time on an hour to hour basis.</li> <li>▪ The regular hourly rate is determined by dividing total straight time earnings, including shift differential, by the total number of hours worked.</li> <li>▪ The hourly rate of pay for premium overtime calculation shall be determined every pay period by adding the regular earnings at straight rate in the pay period and dividing by the actual number of hours worked in the pay period.</li> <li>▪ The hourly rate of pay for premium overtime calculation shall be determined every pay period by adding the regular earnings at straight rate in the pay period and dividing by the actual number of hours worked in the pay period.</li> <li>➤ Approved work in excess of an employee's regular work schedule shall be compensated by overtime payments or compensatory time depending on employee classification.</li> <li>➤ Payment for time worked in excess of an employee's normal work week but not in excess of 40 hours in that workweek shall be made at the employee's regular hourly rate of pay.</li> <li>➤ Payment for time worked in excess of 40 hours in a work week shall be made at one and one-half times the employee's regular hourly rate of pay.</li> <li>➤ Secretary (DBM) shall determine the classifications for which overtime payments are mandatory.</li> <li>➤ FLSA Non exempt employees including Executive, administrative, or professional employees may be authorized</li> </ul>



Agency	Rules
	<p>to receive compensatory time only after the employee has worked at least 1/2 hour beyond the employee's regular work day. Total compensatory time earned includes the first 1/2 hour plus any time worked after the first 1/2 hour.</p> <ul style="list-style-type: none"> <li>➤ Not applicable to Maryland Stadium Authority (MSA)</li> <li>➤ Compensatory time earned by FLSA exempt employees if not used, shall expire after one (1) year from the date of earning.</li> <li>➤ As per the current practice some of the agencies are allowing their employees to use such earned time beyond 1 year.</li> <li>➤ All FLSA non-exempt employees who are part-time shall earn overtime at the straight time rate until they exceed the FLSA threshold. Overtime hours exceeding the appropriate FLSA threshold shall be paid at the "time and one-half" rate.</li> <li>➤ An employee may accrue up to 240 hours of compensatory time except that an employee who works in a public safety activity, emergency response activity, or seasonal activity may accrue up to 480 hours of compensatory time. After an employee has reached the applicable accrual limit, which is the maximum balance that may be maintained at any time, the appointing authority shall assure that an employee receives monetary payment for overtime worked.</li> <li>➤ At any time an appointing authority may provide an FLSA nonexempt employee monetary payment for accrued compensatory leave.</li> <li>➤ FLSA Non-Exempt (Cash Overtime Eligible - COE) employees may be compensated in either cash or comp time for the overtime hours. Before working the approved overtime, the employee shall make the choice of whether to receive monetary compensation or compensatory time, if offered.</li> <li>➤ For certain employees with modified workdays (law enforcement and civilian employees of the Department of State Police who participate in the modified workday program) payment of overtime work shall be made at the greater of             <ul style="list-style-type: none"> <li>▪ One and one-half times the employee's regular hourly rate of pay for time worked in excess of 40 hours in the established work period; or</li> <li>▪ One and one-half times the employee's regular hourly rate of pay for time worked during that work period that is in excess of the established work day.</li> </ul> </li> <li>➤ This Requirement may or may not be applicable to your agency: For certain health care employees (employees of a hospital or domiciliary care facility or the ill, aged, or disabled whose overtime compensation is computed on the basis of a 2-week work period), the payment for overtime work shall be made at the greater of</li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>▪ One and one-half times the employee's regular hourly rate of pay for time worked in excess of 80 hours in the 2-week work period; or</li> <li>▪ One and one-half times the employee's regular hourly rate of pay for time worked during that 2 week period that is in excess of 8 hours in any workday.</li> <li>➤ Correctional supervisors, salaried executive, administrative, or professional employees, are not entitled to cash overtime.</li> <li>➤ "Off-duty hours" means any hours:             <ul style="list-style-type: none"> <li>▪ During law enforcement employees' scheduled off-duty day; or</li> <li>▪ During law enforcement employees' on-duty day after the employee has gone off duty.</li> </ul> </li> <li>➤ Law enforcement employees of any unit of State government who are called to duty on the employee's scheduled off-duty day is entitled to be paid at the rate of one and one-half times the employees' regular hourly rate of pay for each hour worked on the off-duty day.</li> <li>➤ Employees who are required to work by the employer regardless of whether the employee has been designated essential during a declared emergency situation will be credited with two hours of work time for each hour they actually work during the designated emergency condition. The designated emergency situation shall be for the duration of the emergency, and not limited to a particular time of day.</li> <li>➤ Non Exempt Employees: Overtime payments are made at time and one-half (1.5) the regular hourly rate</li> <li>➤ Exempt Employees: Overtime payments are made at a straight rate (1.0).</li> <li>➤ The regular hourly rate is determined by dividing total straight time earnings, including shift differential, by the total number of hours worked.</li> <li>➤ Monetary overtime payments may not be made to executive, administrative, or professional employees except in instances of a bona fide emergency directly affecting public safety as determined by the appointing authority and approved by the Secretary (DBM). In bona fide emergency circumstances, the Secretary (DBM) shall specify the time period during which cash overtime payments are authorized, the payment rate, and such other limitations or requirements as the Secretary (DBM) deems necessary.</li> <li>➤ Employees are compensated with overtime at the rate of 1-1/2 times the hours worked in excess of 40 hours in a workweek.</li> <li>➤ Law enforcement employees of any unit of State government or a State Police cadet who works more than 8 (eight) hours in</li> </ul>

Agency	Rules
	<p>a normal 8-hour workday is entitled to be paid at a rate of one and one-half times the employees' or cadets' regular hourly rate of pay for time worked in excess of 8 hours.</p>
DGS	<ul style="list-style-type: none"> <li>➤ Currently paid leave is considered towards the overtime accumulator to determine at what point the hours cross the overtime threshold to be eligible for overtime compensation.</li> <li>➤ For Police Officers, paid hours over 8 in a business day or over 80 in a biweekly pay period are eligible for overtime compensation.</li> <li>➤ For all other non-exempt employees, paid hours over 40 in a week are eligible for overtime compensation.</li> <li>➤ Currently overtime is approved on the timesheet.</li> <li>➤ Employees do not have the option to pick cash or comp time for overtime compensation when requesting overtime.</li> <li>➤ Cash or comp time compensation for overtime is fixed for employee at classification level. As long as the employee is in the same classification, they will continue to receive either cash or comp time as defined in the employee classification.</li> </ul>
DGS, DHR, DJS, DLLR, DMIL, DNR, DPSCS, MPT, MSD, MSDE, MSP, OSFM, WCC, SBE	<ul style="list-style-type: none"> <li>➤ Law enforcement employees of the Department of State Police holding a noncommissioned rank or law enforcement employees of the department of Natural Resources holding a rank of sergeant or below who make an appearance in court on official duty during the employees' off-duty hours are entitled to be paid at the rate of one and one-half times the employees' regular hourly rate of pay for the greater of :                         <ul style="list-style-type: none"> <li>▪ The hours worked during the off-duty hours; or</li> <li>▪ 2 hours.</li> </ul> </li> <li>➤ Law enforcement employees of the Department of State Police holding noncommissioned rank or law enforcement employees of the Department of Natural Resources holding a rank of sergeant or below, park ranger supervisor or below, or park services supervisor or below who is called to duty during the employees' off-duty hours is entitled to be paid at the rate of one and one-half times the employees' regular hourly rate of pay for the greater of:                         <ul style="list-style-type: none"> <li>▪ The hours worked during the off-duty hours; or</li> <li>▪ 4 hours.</li> </ul> </li> </ul>
DHMH	<ul style="list-style-type: none"> <li>➤ Overtime request and approval differs at each location.</li> <li>➤ DHMH employees may also be pre-scheduled for overtime.</li> <li>➤ Cash Overtime Eligible (COE) employees have the option to choose either cash or comp time compensation (per pay period) while requesting overtime.</li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>➤ Employees designated as 8 &amp; 80 (at Direct Patient Care facilities) receive overtime compensation for hours over 8 in a business day or over 80 per biweekly pay period whichever is greater.</li> <li>➤ Employees designated as 40/40 (at headquarters) receive overtime for hours over 40 per week in the biweekly pay period.</li> <li>➤ Short Turn around Pay: For direct patient care employees if the time between shift end time and the start of the next scheduled shift is less than 15.5 hours, then the employees should be compensated overtime for the hours worked from the start of the next shift till the hours where they would have reached 15.5 hours gap otherwise. The hours beyond the 15.5 hours mark will be considered regular hours and will be compensated at straight rate.</li> <li>➤ Currently the agency creates a separate voucher for Overtime records to comply with the Audit Team’s requirements.</li> </ul>
DHR	<ul style="list-style-type: none"> <li>➤ Social workers should work at least 30 minutes of overtime hours to be eligible to receive overtime compensation.</li> <li>➤ Hours over 40 in a week are considered overtime and are compensated at time and half times the regular rate of pay.</li> <li>➤ Cash Overtime Eligible (COE) employees are compensated with 1.5 times the regular rate of pay in either cash or comp.</li> <li>➤ Paid leave is considered as work time and is counted toward the weekly overtime threshold of 40 hours.</li> <li>➤ Social Workers and Case Workers request overtime and get approval at their assigned local offices. The approved overtime information is later transferred on the employees' regular DHR timesheet.</li> <li>➤ Employees are required to indicate the overtime reason for the overtime worked/requested.</li> <li>➤ COE employees are eligible to request cash or comp for overtime compensation per each pay period.</li> </ul>
DJS	<ul style="list-style-type: none"> <li>➤ COE employees - Hours over 40 a week are overtime and are compensated at time and half times the regular rate of pay. Paid leave is counted towards the weekly overtime accumulation of 40 hours.</li> <li>➤ Non COE employees - Hour over 8 per business day are overtime provided the employee works at least 30 minutes of overtime.</li> <li>➤ Currently the direct care staff uses overtime request form to request and get approval for overtime. Other employees do not use an overtime request form.</li> <li>➤ For other employees, currently the overtime request and approval occur verbally and then the overtime is recorded on</li> </ul>

Agency	Rules
	<p>the timesheet and the timesheet entry is approved by the employee's supervisor.</p>
<p>DLLR</p>	<ul style="list-style-type: none"> <li>➤ Employees usually work for 9 races in a day and for races over 9 per day, they receive 10% of their per diem rate.</li> </ul>
<p>DMIL</p>	<ul style="list-style-type: none"> <li>➤ Currently if an employee works after the end of the shift into the next shift while waiting for the relieving employee from the next shift, the employee who is working additional hours is not compensated with overtime.</li> <li>➤ Overtime reason is required to be indicated for working overtime.</li> <li>➤ COE eligible employees are eligible to request cash or comp compensation.</li> <li>➤ Employees are eligible to request different type of compensation for overtime worked within each business day.</li> <li>➤ For Firefighters, work outside their schedule is considered overtime.</li> <li>➤ For Police, hours worked over 80 in a biweekly pay period are considered overtime and receive overtime compensation at time and half times the regular rate of pay.</li> <li>➤ Employees indicate their overtime hours on the timesheet along with the reason for working the overtime.</li> <li>➤ For firefighters the overtime reason is usually Manning, or Physical or Meetings.</li> <li>➤ FLSA non exempt employees can request cash or comp for each instance of overtime.</li> <li>➤ The employees are not required to attend court for the business purposes of the agency.</li> </ul>
<p>DNR</p>	<ul style="list-style-type: none"> <li>➤ Employees are required to request overtime and only approved overtime is compensated.</li> <li>➤ Overtime is calculated on a daily basis (per business day). Hours worked over 8 scheduled hours in a business day or hours worked on a regular day off are eligible for overtime compensation.</li> <li>➤ Employees of the rank Sergeant and below are eligible to request and receive cash or comp time compensation for each instance of overtime worked.</li> <li>➤ Employees of the rank Sergeant and below may accrue a maximum of 480 hours in their Cash Overtime Eligible comp balance.</li> <li>➤ Employees of rank Lieutenant and above are eligible to request and receive only comp time at a straight rate for</li> </ul>

Agency	Rules
	<p>overtime hours worked.</p> <ul style="list-style-type: none"> <li>➤ Emergency Response employees (from different units) who attend disaster relief operations at a different work location (out of city or out of state, etc) are compensated with overtime for the entire tour irrespective of the actual hours worked on each day at the disaster site. The employees' overtime tour starts when the employees leave for the relief operations and ends when the employees comes back home.</li> <li>➤ Employees are required to specify the overtime reason while requesting overtime.</li> <li>➤ If a Law Enforcement Officer is required to attend court on duty during regular scheduled time, then the employee does not receive any additional compensation for attending the court. However, if the employee reports before the start of the regular shift or stays at court beyond the regular scheduled shift, then the employee is compensated overtime for the outside schedule hours at time and a half time (1.5 X) rate.</li> <li>➤ If a Law Enforcement Officer is required to attend court on duty on employee's regular day off, then the employee is compensated with a minimum guaranteed overtime compensation of 2 hours at time and half (1.5x) rate. If the employee attends the court beyond 2 hours, then the employee is compensated with overtime for the actual hours in the court beyond 2 hours.</li> <li>➤ Contractual employees are eligible to receive overtime at time and a half rate of their regular rate of pay.</li> <li>➤ Employees of the Department of Natural Resources holding a rank of sergeant or below, park ranger supervisor or below, or park services supervisor or below who is called to duty during the employees' off-duty hours is entitled to be paid at the rate of one and one-half times the employees' regular hourly rate of pay for the greater of:             <ul style="list-style-type: none"> <li>▪ The hours worked during the off-duty hours; or</li> <li>▪ 4 hours.</li> </ul> </li> </ul>
DPSCS	<ul style="list-style-type: none"> <li>➤ Employees are compensated with overtime for the roll call. Employees are not compensated for the time they didn't report for the roll call.             <ul style="list-style-type: none"> <li>▪ Example 1: Employee's shift starts at 8 AM. Employee reports for roll call at 7:48 AM. Employee is compensated with 12 minutes of overtime for roll call.</li> <li>▪ Example 2: Employee's shift starts at 8 AM. Employee reports for roll call at 7:55 AM. Employee is compensated with 5 minutes of overtime for roll call.</li> <li>▪ Example 3: Employee's shift starts at 8 AM. Employee</li> </ul> </li> </ul>

Agency	Rules
	<p>reports to work at 7:30 AM (voluntarily) and reports to roll call at 7:48 AM. Employee is compensated with 12 minutes of overtime for roll call.</p> <ul style="list-style-type: none"> <li>➤ DPSCS indicated that bonuses have impact on overtime rate. If an employee is eligible to receive bonus at the end of the year, then the bonus is compensated to the employee as a pay adjustment to overtime hours worked. So the overtime is retro adjusted to accommodate the bonus and as a result the overtime rate increases.</li> <li>➤ Correction Officers earn overtime based on the 8 and 80 rule viz., hours over 8 in a business day or over 80 per pay period are considered overtime and are compensated at time and half times the regular rate of pay.</li> <li>➤ The agency doesn't use any overtime request form. It is currently communicated verbally. Supervisor informs the overtime and approves the overtime.</li> <li>➤ Supervisor completes the overtime forms for approved overtime. (Lieutenant is considered as shift timekeeper or approver).</li> <li>➤ Employees receive overtime opportunities depending on their seniority (Bottom to Top)</li> <li>➤ Overtime reason is required to be mentioned for overtime hours.</li> <li>➤ Employees may be compensated in cash or comp but comp compensation is currently very rare in the agency.</li> </ul>
MDE	<ul style="list-style-type: none"> <li>➤ Hours over 40 in a week are considered overtime and are compensated at time and half times the regular rate of pay.</li> <li>➤ For COE (Cash Overtime Eligible) employees, paid leave is counted towards the weekly overtime threshold of 40 hours.</li> <li>➤ Employees currently use the general overtime reason as "Workload" but there are no pre defined overtime reasons.</li> <li>➤ Employees are eligible to chose either cash or comp type of compensation for overtime per each pay period.</li> <li>➤ Duty officers work from home and are compensated with overtime for the time they spent talking on the phone.</li> </ul>
MPT	<ul style="list-style-type: none"> <li>➤ Paid hours over 40 in a week are considered overtime and are compensated at 1.5 times their regular rate of pay.</li> <li>➤ There is no separate request form for overtime but employees indicate the overtime hours on the timesheet for supervisor's approval.</li> <li>➤ Employees are required to indicate the overtime reason for the overtime hours worked.</li> <li>➤ COE employees are not eligible for comp time but are eligible only for cash compensation for overtime hours worked.</li> </ul>
MSA	<ul style="list-style-type: none"> <li>➤ Cash Overtime Eligible (COE) employees are compensated</li> </ul>

Agency	Rules
	<p>with time and half times the regular rate for all the hours over the weekly overtime threshold of 40 hours.</p> <ul style="list-style-type: none"> <li>➤ Supervisor initiates and approves the overtime.</li> <li>➤ The overtime reason is stated in the overtime request.</li> <li>➤ Cash Overtime Eligible (COE) employees can select Cash or Comp time type of compensation for each instance of overtime.</li> </ul>
MSD	<ul style="list-style-type: none"> <li>➤ Hours over 40 in a week are considered overtime hours and are compensated at 1.5 times the regular rate of pay.</li> <li>➤ Employees currently use overtime slip to request overtime hours.</li> <li>➤ Employees are required to indicate the reason for working the overtime.</li> <li>➤ Cash Overtime Eligible (COE) employees are eligible to select overtime compensation in cash or comp per pay period. (Teacher Aides are only eligible for cash overtime)</li> </ul>
MSDE	<ul style="list-style-type: none"> <li>➤ Child care employees may work overtime before approval in some scenarios.</li> <li>➤ FLSA non exempt employees are compensated at 1.5x rate for the hours over 40 in a week.</li> <li>➤ FLSA exempt employees in few situations may be eligible for cash compensation at 1.0x times their regular rate of pay.</li> <li>➤ Overtime is not requested through an overtime request form. Overtime is indicated on the timesheet along with overtime reason and supervisor's approval.</li> <li>➤ COE (Cash Overtime Eligible) employees may request cash or comp compensation for each instance of overtime.</li> <li>➤ MSDE police may attend court for the business purposes of the agency and are eligible for regular compensation if attending court within their regular scheduled hours. However, if the employee is in the court outside of their regular schedule, then the employee is compensated with overtime for the hours outside schedule.</li> </ul>
MSP	<ul style="list-style-type: none"> <li>➤ There are two different overtime categories at MSP.                         <ul style="list-style-type: none"> <li>▪ Reimbursable OT Projects: Managed by Project Coordinator for NSA, MVA, SHA (escorts &amp; construction sites) and various grants for specialized enforcement (DWI, seat belts, school bus enforcement)</li> <li>▪ Operational Overtime: Approved by the supervisor in advance based on the operational need.</li> </ul> </li> <li>➤ Paid hours over 8 in a business day or over 171 hours in a 28 day work cycle are considered overtime hours.</li> <li>➤ Currently paid leave is considered towards the overtime accumulator to determine at what point the hours cross the</li> </ul>



Agency	Rules
	<p>overtime threshold of 8 in a business day or 171 in a 28 day work cycle.</p> <ul style="list-style-type: none"> <li>➤ Sworn officers are eligible to earn overtime as below.               <ul style="list-style-type: none"> <li>▪ The ranks of First Sergeants and below - Cash only.</li> <li>▪ Lieutenants and above – Hour for Hour Comp only.</li> </ul> </li> <li>➤ Cash overtime eligible (COE) employees are eligible to earn overtime either in cash or comp.</li> <li>➤ MSP indicated that as per the policy employees should be given fair chance of working available overtime opportunities. MSP indicated that there is no standard method of implementing this policy. MSP is in solicitation for software that will handle overtime equalization. MSP indicated as an example that the for overtime opportunities on Federal reimbursable projects employees are filled in for overtime opportunity within short notice.</li> <li>➤ Emergency essential employees who work during declared Emergency Release receive 2 (two) times their regular rate of pay.</li> <li>➤ Civilian employees having less than 16 hours between scheduled shifts (for 8 hr employee), will receive premium compensation for the entire second shift (which employee started working early) at time and half times the regular rate of pay.</li> <li>➤ Sworn employee having less than 24 hours notice of the effective date &amp; time of a schedule change will receive overtime compensation for the hours worked at time and half times the regular rate of pay for the hours worked for changed schedule.</li> <li>➤ If an employee is working Late Shift and then the succeeding Night shift, then the employee will receive premium overtime pay for the second shift at time and half times the regular rate of pay.</li> <li>➤ Following are the overtime reasons that the Sworn officers report overtime work for.               <ul style="list-style-type: none"> <li>▪ Manpower – General</li> <li>▪ Manpower – Duty Officer</li> <li>▪ Manpower – PCO</li> <li>▪ Extension – General</li> <li>▪ Court</li> <li>▪ Emergency Call-Out</li> <li>▪ Specific Call-Out</li> <li>▪ Special Event – Sworn</li> <li>▪ Off Duty</li> <li>▪ Off Duty K-9 Care</li> <li>▪ Premium Pay</li> </ul> </li> </ul>

Agency	Rules
	<ul style="list-style-type: none"> <li>▪ Reimbursable (Z#)</li> <li>▪ Grant</li> <li>▪ Escort (E00V)</li> </ul>
OSFM	<ul style="list-style-type: none"> <li>➤ Hours worked over 8 in a business day or over 80 in a biweekly pay period are considered overtime.</li> <li>➤ Contractual employees are not eligible for overtime.</li> <li>➤ There is no separate overtime request form that needs to be submitted for approval. Employees record their overtime hours and the reason on the timesheet for supervisor approval.</li> <li>➤ Employees can choose cash or comp for each instance of overtime.</li> </ul>
SBE	<ul style="list-style-type: none"> <li>➤ Hours over 40 in a week are considered as overtime and are compensated as overtime hours.</li> <li>➤ There are about 4 employees in the Headquarters who are Cash Overtime Eligible (COE).</li> </ul>
WCC	<ul style="list-style-type: none"> <li>➤ Commissioners are not entitled to overtime compensation.</li> </ul>

**Attendance Control:**

The requirement for the state is to track and verify attendance issues in order to take appropriate actions. In the table below are the Attendance Control requirements for The State of Maryland:

Agency	Rules
All Agencies	<ul style="list-style-type: none"> <li>➤ Employees shall be entered into a new status where they shall be required to submit certification for 1 day occurrences of leave.</li> <li>➤ The following leave types will be considered as occurrences:               <ol style="list-style-type: none"> <li>1. Sick Use Undocumented</li> <li>2. Sick Family Undocumented</li> </ol> </li> <li>➤ The purposes for monitoring employee sick leave usage are to:               <ul style="list-style-type: none"> <li>○ Prevent leave abuse;</li> <li>○ Prevent excessive use by ensuring that an employee is attempting to minimize use of leave consistent with medical need;</li> <li>○ Determine whether the employee's absence interferes with the employee's ability to perform the essential functions of the employee's position; and</li> <li>○ Implement the Family and Medical Leave Act's requirements.</li> </ul> </li> <li>➤ In the administration of an attendance control program, an appointing authority may not:               <ul style="list-style-type: none"> <li>○ Consider absences taken by the employee which qualify under the Family and Medical Leave Act of 1993 as the basis for any employment action; or</li> <li>○ Differentiate between absences for the employee's illness and for the illness of a member of the employee's family.</li> </ul> </li> <li>➤ Each appointing authority shall monitor absences taken by an employee for the illness/disability of the employee or members of the employee's immediate family. When warranted, the appointing authority shall take appropriate action against an employee whose abuse of sick leave or whose absence prevents the employee from performing the essential job functions of the position. Appropriate action may include counseling or discipline.</li> </ul>

**Other Time Tracking:**

This requirement pertains to the capability of the system to capture and track actual hours for other types of earnings across the different Agencies. Some of these types of earnings code are:

- Acting Capacity Pay
- Bilingual Pay
- Call
- Court Time
- Hazardous Duty
- K-9 Pay
- Lead Worker Pay
- On-Call Pay
- Regular Pay
- Report Pay
- Short Turnaround Pay
- Travel Time

There are several types of pay's The State of Maryland employees will report hours for, in the table below are the different rules regarding these types of pays by sampling Agencies:

Pay Type	Agency	Description
Acting Capacity Pay	All Agencies	<ul style="list-style-type: none"> <li>➤ An employee designated by an appointing authority to perform on a temporary basis all the duties of a position in a classification that has a rate of pay which is higher than that of the employee's classification shall be paid additional compensation, known as acting capacity pay. The amount of the acting capacity pay shall be the amount which the employee would be paid if permanently promoted to the higher classification unless otherwise provided by law.</li> <li>➤ The initial period of acting capacity pay is limited to 6 months or less and may be extended for periods of up to 6 months</li> <li>➤ As of July 1, 1998, payment for acting in a higher classification shall be made as follows when the employee's normal rate of compensation is:                             <ul style="list-style-type: none"> <li>▪ Between grades 1 and 10, additional compensation shall be paid for the period in excess of 10 continuous work days;</li> <li>▪ For grade 11 or above, additional compensation shall be paid for the period in excess of 20 continuous work days.</li> </ul> </li> </ul>
Pay Type	Agency	Description
Bilingual Pay	All Agencies	<ul style="list-style-type: none"> <li>➤ An employee may be designated by an appointing authority to provide translation services when the</li> </ul>

		<p>appointing authority determines that these services are necessary to conduct the business of the unit.</p> <ul style="list-style-type: none"> <li>➤ Effective Date July 1, 1998. Unless bilingual skill is in the classification specification, an appointing authority may not require an employee to use bilingual skills to serve as a translator.</li> <li>➤ The employee is paid a minimum bilingual bonus or hourly equivalent of \$25 per month</li> <li>➤ The minimum bilingual bonus or hourly equivalent is \$25 per pay period. The Employer may not require an employee to use bilingual skills without paying the appropriate bonus or pay. This does not apply to employees where such skills are in the classification specification.</li> </ul>
Bilingual Pay	DGS, DHMH, DHR, DJS, DLLR, DMIL, DNR, DPSCS, MDE, MPT, MSD, MSDE, MSP, OSFM, SBE, WCC	<ul style="list-style-type: none"> <li>➤ The below rule is applicable for employees who are included in Bargaining Units (A, B, C, D, E, F, G, H and I).</li> <li>➤ Employees who use their bilingual skill for the agency's business purpose and only if approved are compensated with one time pay of \$25 per pay period irrespective of the number of times the skill is used within the pay period.</li> <li>➤ Below are listing of employee groups that qualifies for this type of pay: <ul style="list-style-type: none"> <li>▪ A-Labor and trades unit</li> <li>▪ B-Administrative, technical and clerical unit</li> <li>▪ C-Regulatory, inspection, and licensure unit</li> <li>▪ D-Health and human service nonprofessional unit</li> <li>▪ E-Health care professionals unit</li> <li>▪ F-Social and human service professionals unit</li> <li>▪ G-Engineering, scientific, and administrative professionals unit</li> <li>▪ H-Public safety and security unit</li> <li>▪ I-Sworn police officers unit A Labor and trades unit</li> </ul> </li> </ul>
Pay Type	Agency	Description
Call	All Agencies	<ul style="list-style-type: none"> <li>➤ An employee who is currently guaranteed a minimum of pay of greater than one (1) hour shall continue to be paid at the greater minimum</li> <li>➤ Effective Date July 1, 1998: An employee who is called to report to work on the employee's regular day off or who has been recalled to work after having left the employer's premises, shall be guaranteed the greater of</li> </ul>

		<p>a minimum of 1 hour of pay plus travel time at the:</p> <ul style="list-style-type: none"> <li>▪ Regular rate of pay; or</li> <li>▪ Applicable overtime rate.</li> </ul> <p>➤ If an employee is paid for 8 hours or more, travel time may not be paid.</p>
Court Time	DGS	<p>➤ Police Officers attending court outside their regular schedule are compensated with overtime at 1.5x rate.</p>
Court Time	DHMH	<p>➤ Court time as described in COMAR 17.04.11.13 is considered regular pay. However, if attending court for employees' personal reason (not for agency's business purpose), then personal leave would be charged.</p>
Court Time	DHR	<p>➤ Employees' court attendance is currently not being tracked and is not required to be tracked.</p>
Court Time	DJS	<p>➤ Employees who attend court are not being tracked and are not eligible for additional compensation for attending court. The agency anticipates tracking court time.</p>
Court Time	DPSCS	<p>➤ DPSCS indicated that court time is considered regular time, but employees attending court outside their schedule are eligible for overtime compensation.</p>
Court Time	MDE	<p>➤ Employees are not compensated with additional amount for attending court, they are paid straight time.</p>
Court Time	MPT	<p>➤ MPT employees are not required to attend court for the business purposes of the agency. However, if any employee is required to attend court in the future for the business purpose of the agency, then the employee will not receive any additional compensation for attending court in addition to the regular compensation.</p>
<b>Pay Type</b>	<b>Agency</b>	<b>Description</b>
Court Time	MSA	<p>➤ Employees who attend court within their regular schedule for MSA's business purpose are not eligible for additional compensation.</p> <p>➤ Employees who attend court outside their regular schedule for MSA's business purpose are eligible for overtime compensation.</p>
Court Time	MSP	<p>➤ Court time overtime is tracked as an overtime reason code.</p> <p>➤ Employees who attend court during their regular</p>

		<p>scheduled hours are not eligible for additional compensation.</p> <ul style="list-style-type: none"> <li>➤ Employees who attend court on their regular day off are guaranteed a minimum of 2 hours overtime compensation.</li> <li>➤ Employees who attend court before the start of their scheduled shift are guaranteed a minimum of 2 hours overtime compensation.</li> <li>➤ Employees who attend court after the end of their scheduled shift are guaranteed a minimum of 2 hours overtime compensation.</li> </ul>
Court Time	OSFM	<ul style="list-style-type: none"> <li>➤ Employees usually attend court during their regular scheduled hours but if employees have to attend court beyond their scheduled hours, then the employees are compensated with overtime for such outside schedule hours.</li> </ul>
Court Time	SBE	<ul style="list-style-type: none"> <li>➤ Employees do not receive any additional compensation for attending court for the agency's business purpose.</li> </ul>
Hazardous Duty Pay	All Agencies	<ul style="list-style-type: none"> <li>➤ Employees who have consented and are required to perform asbestos work will continue to be eligible for a 50% work differential for time spent performing such duties. This differential shall be paid 1/10 hour increments, including time spent by the employee changing into and removing program specified clothing and equipment.</li> </ul>
Hazardous Duty Pay	OSFM	<ul style="list-style-type: none"> <li>➤ Employees who are required to handle hazardous materials as part of their job ( Bomb Squad) are compensated with \$75 per pay period, as long as employees are qualified to handle the hazardous materials and irrespective of if they actually performed the hazardous task or not.</li> </ul>
<b>Pay Type</b>	<b>Agency</b>	<b>Description</b>
K9 Pay	MSP	<ul style="list-style-type: none"> <li>➤ Employees of the K9 unit who are assigned a dog are eligible for additional pay of 1 hour at regular rate of pay. Employees usually work only 7 hours of the scheduled shift and are compensated for 8 hours at regular rate to compensate the K9 pay.</li> <li>➤ K9 pay is not considered as a differential.</li> </ul>
K9 Pay	OSFM	<ul style="list-style-type: none"> <li>➤ Employees who are assigned a dog will be compensated with 1 hour of pay for taking care of the dog. Employees will receive this pay as long as they are</li> </ul>

		assigned the dog. Employees usually work 7 hours but get compensated for 8 hours. The remaining 1 hour is the time allowed to take care of the dog.
Lead Worker Pay	All Agencies	<ul style="list-style-type: none"> <li>➤ An appointing authority may not require an employee to assume lead worker duties unless the employee is paid additional compensation.</li> <li>➤ An employee may be required to assume lead worker duties without additional compensation if the assignment is for a limited duration of 90 days or less.</li> </ul>
On-Call Pay	All Agencies	<ul style="list-style-type: none"> <li>➤ Employees are entitled to on-call pay if required to remain on the Employer's premises or so close thereto that he/she cannot use the time effectively for his/her own purposes. On-call payment shall be at the regular, or overtime rate of pay, whichever is applicable. An employee who is not required to remain on the Employer's premises, but is merely required to leave word at his/her home, or with the Employer where he/she may be reached, is not working while on-call. If an employee is called back to work, the provisions of Call Back pay apply.</li> <li>➤ All regular scheduled worked time will be compensated at a straight rate.</li> <li>➤ An employee who is prescheduled to work an overtime shift in a 24-hour facility and reports to duty shall be guaranteed 3 hours overtime pay at the appropriate rate unless the employee is a holdover from a previous shift.</li> </ul>
Pay Type	Agency	Description
Short Turnaround Pay	All Agencies	<ul style="list-style-type: none"> <li>➤ Police Communication Operators of the Maryland State Police, as well as shift employees at the Department of Health and Mental Hygiene (including dietary employees), who work a non-overtime shift that begins less than twenty-four hours after the start of their previous shift, shall be paid time and one-half for all time worked on the short turnaround shift that occurs within twenty-four hours of the start of the previous days' shift.</li> </ul>



Travel Time	All Agencies	<ul style="list-style-type: none"> <li>➤ State employee temporarily assigned to a remote work site is not entitled to treat as compensable work time the amount of time involved in his/her normal commute from home to his/her assigned office.</li> <li>➤ Employees who report to work at a work site other than their normal report-in location, which is farther from home than their normal report-in location, will have any additional travel time counted as hours worked.</li> </ul>
Travel Time	DNR	<ul style="list-style-type: none"> <li>➤ If an employee is required to report to work at a different location then the employee is compensated with travel time. The employees shift begins when the travel begins and ends when the employee's travel ends.</li> </ul>
Travel Time	MSA	<ul style="list-style-type: none"> <li>➤ Employees are not eligible for travel time compensation.</li> </ul>

## IV. Future State Vision

### A. Overview

The Time and Labor function is the process of tracking, managing, approving and allocating hours worked by employees. The time and labor process determines the hours that are eligible for compensation based on the reported time and pre-defined business rules. The State provides time administration to approximately 64 agencies.

The State would like to utilize the new SPS system for the following functions to manage and administer Time and Labor:

- **Scheduling** - Exception time reporters (such as salaried employees) must have a schedule assigned. The system uses these schedules to determine their time. Setting up schedules for positive time reporters is optional.
- **Time Reporting** - Positive time reporters must report their time to be paid. Exception time reporters use the Time Reporting feature to report exceptions to their schedule such as vacation and overtime.
- **Time Administration** - This is the center of the system. It applies rules and validates time that has been reported. This is where reported and scheduled time becomes payable time. Time Administration also creates exceptions to reported time whenever necessary. These exceptions may need to be resolved for reported time to become payable time.

## B. Business Process

The State provides time administration to approximately 64 agencies. The future state will include the delivered processes bulleted below: **Appendix A contains the following process flow diagrams:**

- Hire/Enroll Time Reporter (Employee and Non-Employee) – TL0101 process flow
- Assign Schedules – TL0201 process flow
- Report Time – TL0301 process flow
- Request Overtime – TL0401 process flow
- Approve Time – TL0501 process flow
- Review and Resolve Time Entry Exceptions – TL0601 process flow
- Create Payable Time – Time Administration – TL0701 process flow
- Resolve Time Administration Exceptions – TL0801 process flow
- Distribute Time – TL0901 process flow
- Review/Adjust Time Summaries – TL1001 process flow
- Track Attendance – TL1100 process flow

The future state process will be implemented in managing the following employee types listed below:

- Permanent - Full Time
- Permanent - Part Time
- Temporary - Full Time
- Temporary - Part Time
- Contractual - Full Time
- Contractual - Part Time
- Executive Service - Full Time
- Executive Service - Part Time
- Volunteers (Some of the state agencies also utilize the services of Volunteers whose work time may need to be tracked but are not compensated by the State's Payroll system)

## C. Employee Self Service

The system shall provide the capability for employees to update their schedule preferences, such as preferred contact information for schedule updates (phone or email), willingness to work a compressed work week and daily shift preferences. The employee preferences can be viewed to determine the best available replacement or schedule.

The system shall also provide the capability for employees to enter their time on a timesheet and submit for approval to their supervisor.

The system shall also provide the capability for employees to request for overtime and leave.

## D. Manager Self Service

The system shall provide the capability for Managers/Supervisors to access scheduling components to assign, view, change, and override work schedules. In addition to viewing coverage, assigned shifts, and total work hours, you can identify individuals that are on holiday and no shows (those employees who have not reported in for a scheduled punch shift). Managers shall be able to view employees with multiple shifts in a day, those who have shifts that span midnight, and those which have changing task elements over a shift.

If updates need to be made to the schedule, Manager/Supervisor’s can schedule replacements, swap shifts, copy schedules, and make short- and long-term schedule changes.

The system shall also provide the capability for managers/supervisors to manage overtime requests and leave requests.

The system shall also provide the capability for managers/supervisors to approve or reject employee time, overtime and leave requests.

**E. Workflow**

There are numerous factors that will influence the workflow routing of transactions. The two biggest factors are Agency definition and roles/responsibilities within each Agency. Each unique Agency definition could influence workflow routing. In addition, since Agencies are of a different size, roles and responsibilities within each Agency may differ.

Roles and Responsibilities Matrix Process/Transaction	Process/Transaction Stakeholders						
	Employee	Supervisor/Mgr	2nd Level Mgr (optional)	Agency Timekeeper / HR	Appointing Authority	DBM Approval	System / HR Generated
Employee Profile Creation and Updates				R/N	A		I
Exemption from positive timekeeping request and approval process.	I (Manual)			R/N		A (Manual)	
Create and Maintain Shifts				I/A			
Create and Maintain Schedules		I/A		I/A			
Employee Schedule Assignment and Maintenance		I/A/R					I
Time Capture and Submission Process	I	I/N/R		I/N/R			
Timesheet Approval Process		I/A/R/N	R/A	I/N/R			
Overtime request and approval process	I	I/R/N/A	R/A	R/N			

The table below provides a sample of workflow approval requirement for the State of Maryland.

All Agencies	The employee and the employee’s supervisor or supervisor’s designee shall sign the employee’s time record as an attestation to the record’s accuracy and completeness.
All Agencies	If an employee is on leave and unavailable to sign the time record, the supervisor or designee shall sign the time record. Upon the employee’s return to work, the employee shall sign each time record that was submitted without the employee’s signature.

## F. Time Keeping Systems Integration

The system shall provide the capability to interface worked time data from established time keeping systems into SPS. All Time and Labor interfaces have been documented in section V. of this PDR.

## G. Payroll Integration

The system shall provide the capability to interface approved time to CPB for payroll processing. All Time and Labor interfaces have been documented in section V. of this PDR.

## H. Process Modifications

There are numerous differences between the “future” state business processes outlined in this document and with the current state environment. Some of these differences include:

- ✓ Employee initiating requests via self service (overtime, etc)
- ✓ Manager approving requests via self service
- ✓ Automated workflow routing of the requests for approval
- ✓ Batch approval of timesheets/workflow requests
- ✓ Automated tracking of comp time expiry
- ✓ Comp time calculated by the business rules instead of employee entry on the timesheet
- ✓ Efficient reporting capabilities with consolidated data.

## I. Reference Pertinent Documents

The following materials were referenced in this PDR:

Document	Reference
Annotated Code of Maryland	Book
Code of Maryland Regulations (COMAR)	<a href="http://www.dsd.state.md.us">http://www.dsd.state.md.us</a>
Collective Bargaining Memorandum of Understanding:	<a href="http://dbm.maryland.gov/employees/Pages/CB_Home.aspx">http://dbm.maryland.gov/employees/Pages/CB_Home.aspx</a>
State Employee Resources	<a href="http://dbm.maryland.gov/employees/Pages/employeesHome.aspx">http://dbm.maryland.gov/employees/Pages/employeesHome.aspx</a>
Exception Time Report Manual	<a href="http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/etrmanual%209-2-08.pdf">http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/etrmanual%209-2-08.pdf</a>
Positive Time Report Manual	<a href="http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/ptrmanual.pdf">http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/ptrmanual.pdf</a>
Leave Policies	<a href="http://dbm.maryland.gov/employees/Pages/Policies.aspx">http://dbm.maryland.gov/employees/Pages/Policies.aspx</a>

**J. Legal Considerations**

The following materials were referenced in this PDR in relation to State regulation, policies and guidelines.

Document	Reference
Annotated Code of Maryland	Michie’s annotated code of Maryland – State Personnel and Pensions (Book)
Code of Maryland Regulations (COMAR)	<a href="http://www.dsd.state.md.us">http://www.dsd.state.md.us</a>
Collective Bargaining Memorandum of Understanding:	<a href="http://dbm.maryland.gov/employees/Pages/CB_Home.aspx">http://dbm.maryland.gov/employees/Pages/CB_Home.aspx</a>

**V. Interfaces**

The following interfaces will be inputs/outputs to the future process. Please refer to the TL-RTM Interface tab for detailed information as it pertains to all the required interfaces for this PDR.

**A. In-Bound**

List In-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Source System/Vendor	Frequency	Transmission Method
Hourly Rates from Payroll (To be Decided if required or not)	Adjustments to prior pay periods are entered in the payroll system in dollars. It is not a goal to maintain the hourly dollar rates in the time and labor system, but in order to support the current payroll process, the job rates interface may be required. This interface is subject to further discussion with Payroll.	Payroll	Daily	Flat File
Last payroll data – Balance data	To store the last processed payroll data	Payroll	After the payroll run	Flat File
RSTARS Interface of PCA's	Import the R*STARS PCA's into the SPS system for usage in labor distribution.	R*STARS	Daily	Flat File
Time Data from agencies with TCD's	Time data that an agency has collected from their Time Collection Device/Bio-metric clock that needs to be sent to SPS for processing	Various	Daily	Flat File

**B. Out-Bound**

List Out-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Receiving	Frequency	Transmission
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		System/Vendor		Method
Payroll Interface (ETR-PTR)	To report the payable time to payroll system.	CPB	Bi-weekly	Flat File

## VI. Forms

The following forms will be used or generated by the process.

Form Name	Agency/ Dept	Input/ Output	Automated/ Manual	Purpose	Fields/Content
Timesheet	All	Input	Automated	To capture the biweekly time	In the Timesheet process
Overtime Request	All	Input	Automated	To capture the overtime request	In the Overtime Request and Approval process

## VII. Reports

The following reports will be inputs/outputs to the process.

### A. Reports Used as Input to the Process

Lists of the reports that employees run that help them determine needed action.

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
None					

### B. Reports to be Produced

The following reports are required to support Time and Labor.

Report Name	Requester	Frequency	Purpose	Contents	Routing/Users
Annual & Comp Leave Balance Liability	TBD	Ad Hoc	Report generated from Timekeeping that shows the States Liability for these leave categories as of the current pay period		Timekeeper / Supervisor
Executive Pay Report	TBD	Ad Hoc	Lists the pay received by the Governor's appointees		Timekeeper / Supervisor
Fiscal Year End Report	TBD	Ad Hoc	Report generated from Timekeeping that shows all yearly Timekeeping activity		Timekeeper / Supervisor

Report Name	Requester	Frequency	Purpose	Contents	Routing/Users
Leave Rates	TBD	Ad Hoc	Report generated from Timekeeping that shows all Leave Rates used for leave accruals in the Timekeeping System		Timekeeper / Supervisor
Missing Timesheets	TBD	Ad Hoc	Report generated from Timekeeping that shows all missing timesheets for the current pay period		Timekeeper / Supervisor
Overtime	TBD	Ad Hoc	Report generated from Timekeeping that shows a Summary of OT earned for the current pay period		Timekeeper / Supervisor
Pay Hours	TBD	Ad Hoc	Report generated from Timekeeping for Total Hours Worked Reporting		Timekeeper / Supervisor
Sick Occurrence Report	TBD	Ad Hoc	Report generated from Timekeeping that shows employees Sick Leave occurrences		Timekeeper / Supervisor
Timesheet	Employee, Timekeeper, Supervisor	Ad Hoc	To capture the biweekly time.		Timekeeper / Supervisor
Leave Request	Employee, Timekeeper, Supervisor	Ad Hoc	To capture the leave request		Timekeeper / Supervisor
Overtime Request	Employee, Timekeeper, Supervisor	Ad Hoc	To capture the overtime request		Timekeeper / Supervisor
Bilingual Pay Request	Employee, Timekeeper, Supervisor	Ad Hoc	To capture the bilingual pay request		Timekeeper / Supervisor
Timesheet Summary Report	Timekeeper, Supervisor	Ad Hoc	To show the summary of the hours reported on the timesheet.		Timekeeper / Supervisor
Exception Report	Timekeeper, Supervisor	Ad Hoc	To show the exceptions to business rules that won't allow the employee's timesheet to be converted to payable time.		Timekeeper / Supervisor
Scheduled Hours Report	Timekeeper, Supervisor	Ad Hoc	To show the scheduled hours of employees		Timekeeper / Supervisor
Late Report	Timekeeper, Supervisor	Ad Hoc	To show the late of the employees		Timekeeper / Supervisor
Absence Report	Timekeeper, Supervisor	Ad Hoc	To show the absences of the employees		Timekeeper / Supervisor
Attendance Report	Timekeeper, Supervisor	Ad Hoc	To show the employees' attendance		Timekeeper / Supervisor
Time Usage Report	Timekeeper, Supervisor	Ad Hoc	To show the usage of a type of time		Timekeeper / Supervisor

Report Name	Requester	Frequency	Purpose	Contents	Routing/Users
Labor Distribution Report	Timekeeper, Supervisor	Ad Hoc	To show the hours reported by different cost centers.		Timekeeper / Supervisor
Leave Usage Report	Timekeeper, Supervisor	Ad Hoc	To show the leave used in a time period		Timekeeper / Supervisor
Leave Earned Report	Timekeeper, Supervisor	Ad Hoc	To show the leave earned in a time period		Timekeeper / Supervisor
Leave Balance Report	Timekeeper, Supervisor	Ad Hoc	To show the current leave balances		Timekeeper / Supervisor
Comp Warning Report	Timekeeper, Supervisor	Ad Hoc	To show the comp time that is due to expire soon		Timekeeper / Supervisor
Comp Lost Report	Timekeeper, Supervisor	Ad Hoc	To show the comp time that expired within a time period		Timekeeper / Supervisor
StateStat	Timekeeper	Ad Hoc	To show the annual leave and overtime usage		Timekeeper / Supervisor
Override Report	Timekeeper, Supervisor	Ad Hoc	To show the overrides applied on approved time.		Timekeeper / Supervisor
Forfeited Leave Report	Timekeeper	Ad Hoc	To show the amount of leave forfeited at end of the calendar year.		Timekeeper / Supervisor
Positive Time Report (PTR)	Timekeeper	Ad Hoc	To show the positive time in a given pay period.		Timekeeper / Supervisor
Leave Usage by Calendar Year	Timekeeper, Agency HR, DBM	Ad Hoc	The Leave Usage by Calendar Year Report is one of the input reports for the annual "Fiscal Year-End Reports" Compendium of charts and graphs that depict current employee and employment statistics for the year. The report may also be run on an ad hoc basis during the year.		Timekeeper / Supervisor
Scheduling Process Change Report	Agency HR and Timekeeper	Ad Hoc	This report lists employees who had a schedule change in a defined period		Timekeeper / Supervisor
Timesheet Submission Report	Agency HR and Timekeeper	Ad Hoc	This report lists employees who submitted a time report in a defined period		Timekeeper / Supervisor
Leave Request Report	Agency HR and Timekeeper	Ad Hoc	This report lists employees who requested leave in a defined period		Timekeeper / Supervisor
Overtime Request Report	Agency HR and Timekeeper	Ad Hoc	This report lists employees who requested overtime in a defined period		Timekeeper / Supervisor
Exemption from Positive Time Request Report	Agency HR and Timekeeper	Ad Hoc	This report lists employees who requested a positive time reporting exemption in a defined period		Timekeeper / Supervisor



Report Name	Requester	Frequency	Purpose	Contents	Routing/Users
Bilingual Pay Request Report	Agency HR and Timekeeper	Ad Hoc	This report lists employees who requested a bilingual pay in a defined period		Timekeeper / Supervisor
Code Used Warning Report	TBD	Ad Hoc	Report generated from Timekeeping that shows usage of specific leave codes		Timekeeper / Supervisor
Designee Activity	TBD	Ad Hoc	Report generated from Timekeeping that shows timesheet entries made by designees for employees		Timekeeper / Supervisor
Exception Time Report	TBD	Ad Hoc	Used to report miscellaneous hours and pay adjustments (e.g., bonuses) to CPB		Timekeeper / Supervisor
Leave Without Pay	TBD	Ad Hoc	Report generated from Timekeeping that shows employees that took leave and had none available for the current pay period		Timekeeper / Supervisor
Pay Hours Adjustments	TBD	Ad Hoc	Payroll Input Report generated from Timekeeping for Exception Hours Reporting for Adjustments to Exception Hours Reporting		Timekeeper / Supervisor
Pay Hours Exceptions	TBD	Ad Hoc	Payroll Input Report generated from Timekeeping for Exception Hours Reporting		Timekeeper / Supervisor
Liability Report	Timekeeper	Ad Hoc	To show the liability of the agency to the employees on retirement payouts		Timekeeper / Supervisor
Supervisor by Employee	DBM Position Control, Timekeeper	Ad Hoc	Report that shows supervisor/employee relationships for Timekeeping including the email address of the supervisor.		Timekeeper / Supervisor
Labor Distribution Report	Timekeeper / Supervisor	Ad Hoc	To show the hours reported by different cost centers per employee		Timekeeper / Supervisor
EE's Active at Multiple Agencies	Agency Payroll	Ad Hoc	To identify the employees that are currently active at more than 1 Agency and sending pay data to CPB		Timekeeper / Supervisor
Employees w/Pay Rate Changes	Agency Payroll	Ad Hoc	To identify all employees who have had a pay rate change within a user-specified period of time.		Timekeeper / Supervisor
Employee Terminations	Agency Payroll	Ad Hoc	To identify all employees who terminated during a user-specific period of time.		Timekeeper / Supervisor

Report Name	Requester	Frequency	Purpose	Contents	Routing/Users
Employee All Actions	Agency Payroll	Ad Hoc	<p>To identify all employee Job actions for a user-specified employee or all employees for a user-specified period of time.</p> <p>This report will identify:                      Hires                      Rehires                      Transfers                      Promotions                      Demotions                      Salary Adjustments                      Data Changes, Reclassifications                      Acting Capacity Pay                      Terminations</p>		Timekeeper / Supervisor
Employee Retro Calculation Details	Agency Payroll	Ad Hoc	To identify the details of how an employee retro calculation was derived, including timesheet hours and pay rates.		Timekeeper / Supervisor
Employee Pay Adjustments	Agency Payroll	Ad Hoc	To identify all employee pay adjustments for either a single employee during a user-specified period of time or all pay adjustments during a user-specified period of time.		Timekeeper / Supervisor
PCA's Flagged for Labor Distribution	Agency Budget/Finance	AdHoc	<p>To identify the PCA's along with PCA configuration details.</p> <p>The report should provide options to: select all PCA's, a single PCA or all PCA's flagged for labor distribution.</p>		
Labor Distribution Groups	Agency Budget/Finance	AdHoc	<p>To identify the labor distribution Groups that have been defined in the system.</p> <p>The report should provide options to: select all Groups, a single Group or Groups based on Status (Active vs. Inactive).</p>		
Labor Distribution Group Details	Agency Budget/Finance	AdHoc	To identify the details of a user-specified labor distribution Group including, Group members and Groups PCA's and/or Project/Task codes.		
Employees by Labor Distribution Group	Agency Budget/Finance	AdHoc	<p>To identify the employees assigned to a Group as of a user-specified date.</p> <p>The report should include employee information including: Name, Job</p>		

Report Name	Requester	Frequency	Purpose	Contents	Routing/Users
Employee Labor Distribution Profile Details	Agency Budget/Finance	AdHoc	Code, Unit, Location and Supervisor.  To identify the details of a user-specified employee's labor distribution profile, including: Name, Job Code, Unit, Location, Supervisor, Flagged for Labor Distribution?, assigned Groups, assigned PCA and/or Project/Task Codes.		
Employees Flagged for Labor Distribution	Agency Budget/Finance	AdHoc	To identify the active employees that are flagged or not flagged for labor distribution.  The report will include: Name, Job Code, Unit, Location, Supervisor and Flagged for Labor Distribution?.		
New hires, Rehires and Transfers	Agency Budget/Finance	AdHoc	To identify the new hires, rehires and transfers that have occurred at the Agency within a user-specified time period.  The report will include: Name, Job Code, Unit, Location, Supervisor, Action (Hire, Rehire, Transfer) and Effective Date.		
Projects/Tasks	Agency Budget/Finance	AdHoc	To identify the Projects/Tasks and their corresponding configuration details that have been defined in the system.  The report should provide options to select: all Projects/Tasks, a single Project/Task or Projects/Tasks based on Status (Active vs. Inactive).		
Labor Distribution Hours to PCA's	Agency Budget/Finance	AdHoc	To extract the work hours distributed by employees to PCA's during a user-specified pay period.		
Labor Distribution Hours to Projects/Tasks	Agency Admin	AdHoc	To identify the work hours distributed by employees to Projects/Tasks during a user-specified timeframe.		

### VIII. Databases/Spreadsheets

List any databases, spreadsheets, etc., used to support or aid this process.

DB/Spreadsheet Name	Agency/ Dept	Input/ Output	Purpose
None			

### IX. Data Conversion Considerations

#### A. Data that will be converted

The following data is required to be converted into the new software.

Current Source	Type of Data	Source Years
MDTime	Leave balances	current
LAS	Leave balances	current
TESS	Leave balances	current
DHMH	Leave balances	current
Agency's custom systems	Leave balances	current
MD Time	Timesheet History	All
LAS	Timesheet History	All
TESS	Timesheet History	All
DHMH	Timesheet History	All
Agency's Custom systems	Timesheet History	All

#### B. Data that will not be converted

The following data will not be converted into the new software.

Current Source	Type of Data	Source Years
NA		

### Appendix A – Future State Process Diagrams

See separate PDF document [PR – Agency Payroll – Appendix A](#)

### Appendix B - Time and Labor In-Scope Agency and Timekeeping System Matrix

#	Agency/Dept	Description	Existing Timekeeping System
1	BPW - Board of Public Works	BOARD OF PUBLIC WORKS	TESS
2	BPW - Board of Public Works	INTERAGENCY COMMITTEE FOR SCHOOL CONSTRUCTION	TESS
3	COLLEGESAVINGSMD	COLLEGE SAVINGS PLANS OF MARYLAND	Not Available
4	COMPTRROLLER	OFFICE OF THE COMPTRROLLER	TESS
5	COMPTRROLLER	GENERAL ACCOUNTING DIVISION	TESS
6	COMPTRROLLER	BUREAU OF REVENUE ESTIMATES	TESS
7	COMPTRROLLER	REVENUE ADMINISTRATION DIVISION	TESS
8	COMPTRROLLER	COMPLIANCE DIVISION	TESS
9	COMPTRROLLER	FIELD ENFORCEMENT DIVISION	TESS
10	COMPTRROLLER	MOTOR FUEL, ALCOHOL AND TOBACCO TAX DIVISION	TESS
11	COMPTRROLLER	CENTRAL PAYROLL BUREAU	TESS
12	COMPTRROLLER	INFORMATION TECHNOLOGY DIVISION	TESS
13	COMPTRROLLER	ALLEGANY COUNTY REGISTER OF WILLS	Not Available
14	COMPTRROLLER	ANNE ARUNDEL COUNTY REGISTER OF WILLS	Not Available
15	COMPTRROLLER	BALTIMORE COUNTY REGISTER OF WILLS	Not Available
16	COMPTRROLLER	CALVERT COUNTY REGISTER OF WILLS	Not Available
17	COMPTRROLLER	CAROLINE COUNTY REGISTER OF WILLS	Not Available
18	COMPTRROLLER	CARROLL COUNTY REGISTER OF WILLS	Not Available
19	COMPTRROLLER	CECIL COUNTY REGISTER OF WILLS	Not Available
20	COMPTRROLLER	CHARLES COUNTY REGISTER OF WILLS	Not Available
21	COMPTRROLLER	DORCHESTER COUNTY REGISTER OF WILLS	Not Available
22	COMPTRROLLER	FREDERICK COUNTY REGISTER OF WILLS	Not Available
23	COMPTRROLLER	GARRETT COUNTY REGISTER OF WILLS	Not Available
24	COMPTRROLLER	HARFORD COUNTY REGISTER OF WILLS	Not Available
25	COMPTRROLLER	HOWARD COUNTY REGISTER OF WILLS	Not Available
26	COMPTRROLLER	KENT COUNTY REGISTER OF WILLS	Not Available
27	COMPTRROLLER	MONTGOMERY COUNTY REGISTER OF WILLS	Not Available
28	COMPTRROLLER	PRINCE GEORGE'S COUNTY REGISTER OF WILLS	Not Available
29	COMPTRROLLER	QUEEN ANNE'S COUNTY REGISTER OF WILLS	Not Available
30	COMPTRROLLER	ST. MARY'S COUNTY REGISTER OF WILLS	Not Available
31	COMPTRROLLER	SOMERSET COUNTY REGISTER OF WILLS	Not Available
32	COMPTRROLLER	TALBOT COUNTY REGISTER OF WILLS	Not Available
33	COMPTRROLLER	WASHINGTON COUNTY REGISTER OF WILLS	Not Available
34	COMPTRROLLER	WICOMICO COUNTY REGISTER OF WILLS	Not Available
35	COMPTRROLLER	WORCESTER COUNTY REGISTER OF WILLS	Not Available
36	COMPTRROLLER	BALTIMORE CITY REGISTER OF WILLS	Not Available
37	DAGR - Agriculture	DAGR-OFFICE OF THE SECRETARY	In-House
38	DAGR - Agriculture	DAGR-OFFICE OF MARKETING, ANIMAL INDUSTRIES & CONSUMER SVCS	In-House
39	DAGR - Agriculture	DAGR-OFFICE OF PLANT INDUSTRIES AND PEST MANAGEMENT	In-House
40	DAGR - Agriculture	DAGR-OFFICE OF RESOURCE CONSERVATION	In-House

#	Agency/Dept	Description	Existing Timekeeping System
41	DAT - Assessments & Taxation	STATE DEPARTMENT OF ASSESSMENTS AND TAXATION	DB2 - CICS
42	DBED - Business & Economic Development	DBED-OFFICE OF THE SECRETARY	LAS/In-house
43	DBED - Business & Economic Development	DBED-DIVISION OF MARKETING AND COMMUNICATIONS	LAS/In-house
44	DBED - Business & Economic Development	DBED-DIVISION OF BUSINESS AND ENTERPRISE DEVELOPMENT	LAS/In-house
45	DBED - Business & Economic Development	DBED-DIVISION OF TOURISM, FILM AND THE ARTS	LAS/In-house
46	DBM - Budget & Management	DBM-OFFICE OF THE SECRETARY	MD Time
47	DBM - Budget & Management	OFFICE OF PERSONNEL SERVICES AND BENEFITS	MD Time
48	DBM - Budget & Management	OFFICE OF BUDGET ANALYSIS	MD Time
49	DBM - Budget & Management	OFFICE OF CAPITAL BUDGETING	MD Time
50	DGS - General Services	DGS-OFFICE OF THE SECRETARY	LAS
51	DGS - General Services	OFFICE OF SECURITY FACILITIES	LAS
52	DGS - General Services	OFFICE OF FACILITIES OPERATION AND MAINTENANCE	LAS
53	DGS - General Services	OFFICE OF PROCUREMENT AND LOGISTICS	LAS
54	DGS - General Services	OFFICE OF REAL ESTATE	LAS
55	DGS - General Services	OFFICE OF FACILITIES PLANNING, ENGINEERING AND CONSTRUCT	LAS
56	DHCD - Housing & Community Development	DHCD-OFFICE OF THE SECRETARY	LAS
57	DHCD - Housing & Community Development	DHCD-DIVISION OF CREDIT ASSURANCE	LAS
58	DHCD - Housing & Community Development	DHCD-DIVISION OF NEIGHBORHOOD REVITALIZATION	LAS
59	DHCD - Housing & Community Development	DHCD-DIVISION OF DEVELOPMENT FINANCE	LAS
60	DHCD - Housing & Community Development	DHCD-DIVISION OF INFORMATION TECHNOLOGY	LAS
61	DHCD - Housing & Community Development	DHCD-DIVISION OF FINANCE AND ADMINISTRATION	LAS
62	DHMH - Health & Mental Hygiene	DHMH-OFFICE OF THE SECRETARY	In-house Mainframe
63	DHMH - Health & Mental Hygiene	DHMH-REGULATORY SERVICES	In-house Mainframe
64	DHMH - Health & Mental Hygiene	DHMH-DEPUTY SECRETARY FOR PUBLIC HEALTH SERVICES	In-house Mainframe
65	DHMH - Health & Mental Hygiene	DHMH-INFECTIOUS DISEASE AND ENVIRONMENTAL HEALTH ADMIN	In-house Mainframe
66	DHMH - Health & Mental Hygiene	DHMH-FAMILY HEALTH ADMINISTRATION	In-house Mainframe
67	DHMH - Health & Mental Hygiene	DHMH-OFFICE OF THE CHIEF MEDICAL EXAMINER	In-house Mainframe
68	DHMH - Health & Mental Hygiene	DHMH-OFFICE OF PREPAREDNESS AND RESPONSE	In-house Mainframe
69	DHMH - Health & Mental Hygiene	DHMH-WESTERN MARYLAND CENTER	In-house Mainframe
70	DHMH - Health & Mental Hygiene	DHMH-DEER'S HEAD CENTER	In-house Mainframe
71	DHMH - Health & Mental Hygiene	DHMH-LABORATORIES ADMINISTRATION	In-house Mainframe
72	DHMH - Health & Mental Hygiene	DHMH-DEPUTY SECY FOR BEHAVIORAL HEALTH AND DISABILITIES	In-house Mainframe
73	DHMH - Health & Mental Hygiene	DHMH-ALCOHOL AND DRUG ABUSE ADMINISTRATION	In-house Mainframe

#	Agency/Dept	Description	Existing Timekeeping System
74	DHMH - Health & Mental Hygiene	DHMH-MENTAL HYGIENE ADMINISTRATION	In-house Mainframe
75	DHMH - Health & Mental Hygiene	DHMH-THOMAS B. FINAN HOSPITAL CENTER	In-house Mainframe
76	DHMH - Health & Mental Hygiene	DHMH-REGIONAL INSTITUTE FOR CHILDREN AND ADOLESCENTS-BALT	In-house Mainframe
77	DHMH - Health & Mental Hygiene	DHMH-EASTERN SHORE HOSPITAL CENTER	In-house Mainframe
78	DHMH - Health & Mental Hygiene	DHMH-SPRINGFIELD HOSPITAL CENTER	In-house Mainframe
79	DHMH - Health & Mental Hygiene	DHMH-SPRING GROVE HOSPITAL CENTER	In-house Mainframe
80	DHMH - Health & Mental Hygiene	DHMH-CLIFTON T. PERKINS HOSPITAL CENTER	In-house Mainframe
81	DHMH - Health & Mental Hygiene	DHMH-JOHN L. GILDNER REG INST FOR CHILDREN AND ADOLESCENTS	In-house Mainframe
82	DHMH - Health & Mental Hygiene	DHMH-UPPER SHORE COMMUNITY MENTAL HEALTH CENTER	In-house Mainframe
83	DHMH - Health & Mental Hygiene	DHMH-REGIONAL INSTITUTE FOR CHILDREN AND ADOLESCENTS-S.MD	In-house Mainframe
84	DHMH - Health & Mental Hygiene	DHMH-DEVELOPMENTAL DISABILITIES ADMINISTRATION	In-house Mainframe
85	DHMH - Health & Mental Hygiene	DHMH-ROSEWOOD CENTER	In-house Mainframe
86	DHMH - Health & Mental Hygiene	DHMH-HOLLY CENTER	In-house Mainframe
87	DHMH - Health & Mental Hygiene	DHMH-DDA COURT INVOLVED SERVICE DELIVERY SYSTEM	In-house Mainframe
88	DHMH - Health & Mental Hygiene	DHMH-POTOMAC CENTER	In-house Mainframe
89	DHMH - Health & Mental Hygiene	DHMH-JOSEPH D. BRANDENBURG CENTER	In-house Mainframe
90	DHMH - Health & Mental Hygiene	DHMH-MEDICAL CARE PROGRAMS ADMINISTRATION	In-house Mainframe
91	DHMH - Health & Mental Hygiene	DHMH-HEALTH REGULATORY COMMISSIONS	In-house Mainframe
92	DHR - Human Resources	DHR-OFFICE OF THE SECRETARY	LAS/In-house split
93	DHR - Human Resources	DHR-SOCIAL SERVICES ADMINISTRATION	LAS/In-house split
94	DHR - Human Resources	DHR-OPERATIONS OFFICE	LAS/In-house split
95	DHR - Human Resources	DHR-OFFICE OF TECHNOLOGY FOR HUMAN SERVICES	LAS/In-house split
96	DHR - Human Resources	DHR-LOCAL DEPARTMENT OPERATIONS	LAS/In-house split
97	DHR - Human Resources	DHR-CHILD SUPPORT ENFORCEMENT ADMINISTRATION	LAS/In-house split
98	DHR - Human Resources	DHR-FAMILY INVESTMENT ADMINISTRATION	LAS/In-house split
99	DJS - Juvenile Services	DJS-OFFICE OF THE SECRETARY	LAS/MD Time
100	DJS - Juvenile Services	DJS-DEPARTMENTAL SUPPORT	LAS/MD Time
101	DJS - Juvenile Services	DJS-RESIDENTIAL AND COMMUNITY OPERATIONS	LAS/MD Time
102	DJS - Juvenile Services	DJS-BALTIMORE CITY JUVENILE JUSTICE CENTER	LAS/MD Time
103	DJS - Juvenile Services	DJS-YOUNG WOMEN'S CENTER WAXTER	LAS/MD Time
104	DJS - Juvenile Services	DJS-BALTIMORE CITY REGION	LAS/MD Time
105	DJS - Juvenile Services	DJS-CENTRAL REGION	LAS/MD Time
106	DJS - Juvenile Services	DJS-WESTERN REGION	LAS/MD Time
107	DJS - Juvenile Services	DJS-EASTERN SHORE REGION	LAS/MD Time

#	Agency/Dept	Description	Existing Timekeeping System
108	DJS - Juvenile Services	DJS-SOUTHERN REGION	LAS/MD Time
109	DJS - Juvenile Services	DJS-METRO REGION	LAS/MD Time
110	DLLR - Labor, Licensing & Regulation	DLLR-OFFICE OF THE SECRETARY	MD Time
111	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF ADMINISTRATION	MD Time
112	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF FINANCIAL REGULATION	MD Time
113	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF LABOR AND INDUSTRY	MD Time
114	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF RACING	MD Time
115	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING	MD Time
116	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING	MD Time
117	DLLR - Labor, Licensing & Regulation	DLLR-DIVISION OF UNEMPLOYMENT INSURANCE	MD Time
118	DNR - Natural Resources	DNR-OFFICE OF THE SECRETARY	LAS
119	DNR - Natural Resources	DNR-FOREST SERVICE	LAS
120	DNR - Natural Resources	DNR-WILDLIFE AND HERITAGE SERVICE	LAS
121	DNR - Natural Resources	DNR-MARYLAND PARK SERVICE	LAS
122	DNR - Natural Resources	DNR-LAND ACQUISITION AND PLANNING	LAS
123	DNR - Natural Resources	DNR-LICENSING AND REGISTRATION SERVICE	LAS
124	DNR - Natural Resources	DNR-NATURAL RESOURCES POLICE	LAS
125	DNR - Natural Resources	DNR-ENGINEERING AND CONSTRUCTION	LAS
126	DNR - Natural Resources	DNR-CRITICAL AREA COMMISSION	LAS
127	DNR - Natural Resources	DNR-BOATING SERVICES	LAS
128	DNR - Natural Resources	DNR-RESOURCE ASSESSMENT SERVICE	LAS
129	DNR - Natural Resources	DNR-MARYLAND ENVIRONMENTAL TRUST	LAS
130	DNR - Natural Resources	DNR-WATERSHED SERVICES	LAS
131	DNR - Natural Resources	DNR-FISHERIES SERVICE	LAS
132	DoIT - Information Technology	DOIT-OFFICE OF INFORMATION TECHNOLOGY	MD Time
133	DPSCS - Public Safety & Corrections	DPSCS-OFFICE OF THE SECRETARY	TESS
134	DPSCS - Public Safety & Corrections	DPSCS-DIVISION OF CORRECTION HEADQUARTERS	TESS
135	DPSCS - Public Safety & Corrections	DPSCS-JESSUP REGION	Not Available
136	DPSCS - Public Safety & Corrections	DPSCS-BALTIMORE REGION	Not Available
137	DPSCS - Public Safety & Corrections	DPSCS-HAGERSTOWN REGION	Not Available
138	DPSCS - Public Safety & Corrections	DPSCS-WOMEN'S FACILITIES	LAS
139	DPSCS - Public Safety & Corrections	DPSCS-MARYLAND CORRECTIONAL PRE-RELEASE SYSTEM	LAS
140	DPSCS - Public Safety & Corrections	DPSCS-EASTERN SHORE REGION	Not Available
141	DPSCS - Public Safety & Corrections	DPSCS-WESTERN MARYLAND REGION	Not Available
142	DPSCS - Public Safety & Corrections	DPSCS-MARYLAND CORRECTIONAL ENTERPRISES	Not Available
143	DPSCS - Public Safety & Corrections	DPSCS-MARYLAND PAROLE COMMISSION	TESS
144	DPSCS - Public Safety & Corrections	DPSCS-DIVISION OF PAROLE AND PROBATION	TESS
145	DPSCS - Public Safety & Corrections	DPSCS-PATUXENT INSTITUTION	LAS
146	DPSCS - Public Safety & Corrections	DPSCS-INMATE GRIEVANCE OFFICE	TESS



#	Agency/Dept	Description	Existing Timekeeping System
147	DPSCS - Public Safety & Corrections	DPSCS-POLICE AND CORRECTIONAL TRAINING COMMISSIONS	TESS
148	DPSCS - Public Safety & Corrections	CRIMINAL INJURIES COMPENSATION BOARD	TESS
149	DPSCS - Public Safety & Corrections	MARYLAND COMMISSION ON CORRECTIONAL STANDARDS	TESS
150	DPSCS - Public Safety & Corrections	DIVISION OF PRETRIAL DETENTION AND SERVICES	LAS
151	MSDE - Department of Education	STATE DEPARTMENT OF EDUCATION- HEADQUARTERS	Oracle
152	ENERGY	MARYLAND ENERGY ADMINISTRATION	Not Available
153	MAIF - Automobile Insurance Fund	MARYLAND AUTOMOBILE INSURANCE FUND	In-House
154	MCHR - Commission on Human Relations	COMMISSION ON HUMAN RELATIONS	TESS
155	MDE - Environment	MDE-OFFICE OF THE SECRETARY	LAS
156	MDE - Environment	MDE-ADMINISTRATIVE AND EMPLOYEE SERVICES ADMINISTRATION	LAS
157	MDE - Environment	MDE-WATER MANAGEMENT ADMINISTRATION	LAS
158	MDE - Environment	MDE-SCIENCE SERVICES ADMINISTRATION	LAS
159	MDE - Environment	MDE-LAND MANAGEMENT ADMINISTRATION	LAS
160	MDE - Environment	MDE-AIR AND RADIATION MANAGEMENT ADMINISTRATION	LAS
161	MDE - Environment	MDE-COORDINATING OFFICES	LAS
162	MDMILDEP - Military	MARYLAND EMERGENCY MANAGEMENT & CIVIL DEFENSE AGENCY	LAS
163	MDMILDEP - Military	MILITARY DEPARTMENT OPERATIONS AND MAINTENANCE	LAS
164	MDOA - Aging	DEPARTMENT OF AGING	LAS
165	MDOD - Disabilities	DEPARTMENT OF DISABILITIES	LAS
166	MDP - Planning	MARYLAND DEPARTMENT OF PLANNING	Oracle
167	MDVA - Veteran's Affairs	DEPARTMENT OF VETERANS AFFAIRS/VETERAN'S COMMISSION	TESS
168	MHEC - Higher Education	MARYLAND HIGHER EDUCATION COMMISSION	Not Available
169	MIA - Insurance Administration	MARYLAND INSURANCE ADMINISTRATION	LAS
170	MHIP - Health Insurance Plan	MARYLAND HEALTH INSURANCE PLAN	Not Available
171	MIEMSS - Emergency Medical Services	MD INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS	Access Database
172	MPT - Public Television	MARYLAND PUBLIC BROADCASTING COMMISSION	Best/Abra
173	MSBCA - Board of Contract Appeals	MARYLAND STATE BOARD OF CONTRACT APPEALS	Not Available
174	MSD - School for the Deaf	MARYLAND SCHOOL FOR THE DEAF-FREDERICK CAMPUS	TESS
175	MSD - School for the Deaf	MARYLAND SCHOOL FOR THE DEAF-COLUMBIA CAMPUS	TESS
176	MSLA - State Lottery	MARYLAND STATE LOTTERY AGENCY	TESS
177	MSP - State Police	MARYLAND STATE POLICE	In-House

#	Agency/Dept	Description	Existing Timekeeping System
178	MSP - State Police	FIRE PREVENTION COMMISSION AND FIRE MARSHAL	In-House
179	MTC - Tax Court	MARYLAND TAX COURT	Manual
180	OAG - Attorney General	OFFICE OF THE ATTORNEY GENERAL	Time Tracker
181	OAH - Administrative Hearings	OFFICE OF ADMINISTRATIVE HEARINGS	MD Time
182	OFFICE OF THE GOVERNOR	EXECUTIVE DEPT-BOARDS, COMMISSIONS AND OFFICES/ETHICS COMMISSION	LAS
183	OFFICE OF THE GOVERNOR	GOVERNOR'S OFFICE FOR CHILDREN	LAS
184	OFFICE OF THE GOVERNOR	STATE ARCHIVES	TESS
185	OFFICE OF THE GOVERNOR	EXECUTIVE DEPT/OFFICE OF DEAF AND HARD OF HEARING	Not Available
186	OFFICE OF THE GOVERNOR	EXECUTIVE DEPARTMENT - GOVERNOR	Not Available
187	OFFICE OF THE GOVERNOR	SECRETARY OF STATE	Not Available
188	OPC	OFFICE OF THE PEOPLE'S COUNSEL	TESS
189	OPD - Public Defender	OFFICE OF THE PUBLIC DEFENDER	3rd Party system
190	OSP - State Prosecutor	OFFICE OF THE STATE PROSECUTOR	TESS
191	PSC - Public Service Commission	PUBLIC SERVICE COMMISSION	Ms Access
192	PTAAB - Property Tax Assessment Appeals	PROPERTY TAX ASSESSMENT APPEALS BOARDS	Not Available
193	SBE - Board of Elections	STATE BOARD OF ELECTIONS	Manual
194	SIF - Subsequent Injury Fund	SUBSEQUENT INJURY FUND	Ms Excel
195	SRA - State Retirement	MARYLAND STATE RETIREMENT AND PENSION SYSTEMS	MD Time
196	SRA - State Retirement	TEACHERS AND STATE EMPLOYEES SUPPL RETIREMENT PLANS	Ms Excel
197	TREASURER	OFFICE OF THE STATE TREASURER	MD Time
198	TREASURER	STATE TREASURER INSURANCE PROTECTION	MD Time
199	UEF - Uninsured Employers Fund	UNINSURED EMPLOYERS' FUND	Manual
200	WCC - Worker's Compensation	WORKERS' COMPENSATION COMMISSION	MD Time

