

**To:** Montgomery College Employees

**From:** Krista Leitch Walker, VP/Chief Human Resources Officer  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** **Time Entry and Time Off Guidance for Inclement Weather on January 9, 16, 17, and 19, 2024**

**Date:** January 19, 2024

During this pay period, multiple inclement weather events resulted in operational status changes at the College for four (4) days: January 9, 16, 17, and 19. Please carefully review the following table as it provides time entry and time off guidance for these dates based on the event and employee type.

**What to Enter on Your Timesheet in Workday**

Date of Event	Operational Status Change	Non-Essential Regular Staff, Dept. Chairs & Administrators (Not Required to Work)	Designated Essential Employees* (Required to Work)
Tuesday, January 9, 2024	CODE RED: EARLY CLOSURE 1 p.m. January 9 to 7 a.m. January 10	Prior to 1 p.m. enter Regular Hours worked, if applicable.  From 1 p.m. to end of scheduled work time enter Operational Status Time Off.	Prior to 1 p.m. enter Regular Hours worked, if applicable.  From 1 p.m. to end of shift enter Essential Premium Pay (EPP) for hours worked onsite.  Enter Operational Status Time Off for hours scheduled, but not worked.
Tuesday, January 16, 2024  Wednesday, January 17, 2024	CODE RED: CLOSED 7 a.m. January 16 to 7 a.m. January 18	Enter Operational Status Time Off for hours scheduled to work.  Any approved Time Off entries should be changed to Operational Status Time Off in Workday.	Enter Essential Premium Pay (EPP) for hours worked onsite, if applicable.  Enter Operational Status Time Off for hours scheduled, but not worked.

Date of Event	Operational Status Change	Non-Essential Regular Staff, Dept. Chairs & Administrators (Not Required to Work)	Designated Essential Employees* (Required to Work)
Friday, January 19, 2024	CODE ORANGE: OPEN with REMOTE OPERATIONS 7 a.m. January 19 to 7 a.m. January 20	Teleworkers enter Regular Hours worked, if applicable.  Non-teleworkers enter Operational Status Time Off.  Approved Time Off entries should remain unchanged.	Enter Essential Premium Pay (EPP) for hours worked onsite, if applicable.  Enter Operational Status Time Off for hours scheduled, but not worked.

\*Employees who are designated as “Essential Personnel” in accordance with the [AFSCME collective bargaining agreement](#) (section 7.10) and College procedures ([58005CP](#))/([35001CP](#)) are eligible to receive essential pay. These individuals should report EPP for any hours that they were required to physically report to work at the college location.

### Casual Temporary and Student Workers

Per College policy and procedure, casual temporary staff and student workers are not eligible for Operational Status Time Off (formerly known as Administrative Leave). Casual temporary staff and student workers who were required to work on dates that the College was in Code Red or Code Orange status should report any hours worked as Regular Hours.

### Timesheet Deadlines

Supervisors must review and approve each hourly employee timesheet in Workday by the applicable biweekly deadline. **Hourly employee timesheets (for hours worked and time off) for this pay period, January 6 - 19, 2024, are due by 12 p.m. (noon) on Saturday, January 20, 2024.**

**Time Off adjustments for exempt staff, department chairs, and administrators** for the applicable Code Red days do not need to be completed by January 19, but **should be entered and approved no later than the next timesheet deadline of February 3, 2024.**

### Additional Information and Resources

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

If you need additional assistance regarding time entry, please contact [Payroll Services Team](#).

For more information about the College's guidance on changes in operations, please visit the Public Safety, Health, and Emergency Management's [Closures and Delays webpage](#).