



Department of Public Safety and Correctional Services

Office of the Secretary

6852 4th Street • Sykesville, Maryland 21784

(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • www.dpsscs.maryland.gov

STATE OF MARYLAND
LARRY HOGAN
GOVERNOR

OOS IB # 2021-07

Issued: August 26, 2021

Effective: August 10, 2021

BOYD K. RUTHERFORD
LT. GOVERNOR

OOS INFORMATION BULLETIN

ROBERT L. GREEN
SECRETARY

SUBJECT: TimeClock Plus - Update

RACHEL SESSA
CHIEF OF STAFF

CHRISTOPHER McCULLY
DEPUTY SECRETARY
ADMINISTRATION

WAYNE HILL
DEPUTY SECRETARY
OPERATIONS

CAROLYN J. SCRUGGS
ASSISTANT SECRETARY

GARY W. McLHINNEY
ASSISTANT SECRETARY

Effective August 10, 2021, the automatic rounding of shift assignments in TimeClock Plus (TCP) will cease.

A correctional officer shall be compensated for all time recorded by TimeClock Plus. This change affects all employees that use the TCP system. Timekeepers shall only manually adjust an employee's record in TCP with the approval of an authorized supervisor. For audit purposes, the timekeeper must enter a note into the removed segment of time, stating why a manual adjustment was necessary.

This Information Bulletin does not direct facilities to change their normal business practices, which should include:

- Supervisory approval of all time recorded that is outside an employee's normally scheduled shift + 12 minutes roll call (security briefing);
- Written supervisory approval on an Overtime Justification form for an employee who volunteers for overtime at any facility; and
- Counseling and progressive discipline, in accordance with DPSCS.050.0002—Standards of Conduct and Administrative Disciplinary Procedures, if an employee fails to conform to the work standards established for the employee's rank, classification, or position.

If approved by a supervisor, a correctional officer may clock in to TCP up to 30 minutes before the start of the scheduled shift, such as (7-3, 3-11, 11-7) (8-4, 4-12, 12-8) (6-2, 2-10, 10-6) in order to be physically present at roll call.

Robert L. Green
Secretary

Distribution: A
D
S - K-9, SOG, and CIT