



Agency Human Resources Liaison Guidance

How to Request and Process a Detail Request

Agency Human Resources Liaisons (HRLs) should use the guidance outlined below to ensure the accurate and timely processing of detail requests for agency employees.

What is a detail?

As defined in [Administrative Procedure 212](#), a detail means the temporary assignment to an employee all or part of the duties, tasks, and responsibilities of another position to meet an emergency situation, for purposes of training, or to accommodate an employee's temporary disability. An overview of the key requirements of a detail request as determined by the administrative procedure are outlined below.

- **Use of Detail:** Intradepartmental details are used when an Appointing Authority may temporarily assign all or part of the duties, tasks, and responsibilities of any position under the Appointing Authority's jurisdiction for a period not to exceed ninety (90) consecutive calendar days.
- **Initial Detail Time Allowed:** Unless otherwise determined by the provisions of an applicable collective bargaining agreement, the initial detail is not to exceed ninety (90) consecutive calendar days.
- **Detail Extensions:** Approval may be granted by an Appointing Authority to extend an intradepartmental detail, when circumstances require, and based upon a demonstrated need of the agency, for an additional sixty (60) consecutive calendar days.
- **Maximum Amount of Detail Time Allowed:** An intradepartmental detail, shall in no event, exceed one hundred fifty consecutive (150) calendar days. The only exception to this is if the detail is due to an employee's temporary disability, which allows for a maximum of 180 consecutive calendar days for the detail.

Requirements for Submitting a Detail Request Package

A Detail Request Package must be approved in advance of the employee acting in the position and must be submitted at least ten (10) business days in advance of the planned start date with the following documentation assembled in one PDF document in the order listed below via email to CoreHR@co.pg.md.us:

1. Cover Memo from the Appointing Authority

- a. The memo must indicate the need for the detail and be signed by the Appointing Authority indicating approval of the request

2. Detail Request Form

- a. A copy of the [Detail Request Form](#) is available in Administrative Procedure 212 and on the HR Community Site
- b. If a request for the extension of a detail is being submitted, the original approved request must be included in the package

3. County Employment Application

- a. This can be accessed via NEOGOV or the electronic [County Application](#) can be completed

4. Position Description – Form 544

- a. A copy of the position description for the position the employee is being detailed to must be provided as part of the package

5. Certificate of Minimum Qualifications

- a. This is required if the employee that is being requested for the detail is in a G29 position or above or will be acting in a role for more than 90 calendar days
- b. The certification of minimum qualifications must be received from the OHRM Recruitment Team by emailing OHRMRecruitment@co.pg.md.us. Please note the certification must have been provided within the last 12 calendar months.
- c. A PDF of the certification provided by the OHRM Recruitment Team must be and included in the detail request package prior to submitting it to Core HR for review.

Detail Request Package Processing & Payment

Upon approval, OHRM processes the action in SAP. Once the employee's record is updated in SAP, the Agency HRL will be notified via email from OHRM confirming completion with a copy of the final approved detail request package for the Agency's records.

To receive payment, the Agency must code any time worked during the detail as "Acting Pay – 1715" on their timesheet. If hours are not coded properly any additional pay for acting in a detail will not be issued. To receive any missed acting detail pay the Agency HRL must submit a Timesheet Adjustment Form to their designated payroll coordinator for processing.

Detail Request Guidance and Resources

Guidance and resources on the use and submission of detail requests can be accessed on the HR Community site [Detail Request Resources Folder](#) for reference by Agency HRLs. Resources available include:

1. One Pager: How to Request and Process a Detail Request
2. Administrative Procedure 212 for reference on policy regarding detail requests
3. County Employment Application Template
4. Detail Request Form Template
5. Timesheet Adjustment Form Template

Agency HRLs should reference these resources to ensure that detail request submissions are completed accurately going forward.

Questions

Please contact the OHRM People Operations, Core HR Division at CoreHR@co.pg.md.us if you have any questions regarding request for details.

Office of Human Resources Management

1400 McCormick Drive
Largo, MD 20774
301-883-6330

