

C-03-CR-21-002100

STATE OF MARYLAND VS. ERICA LORRAINE BYRD IN THE CIRCUIT COURT FOR BALTIMORE COUNTY

INDICTMENT

The Jurors of the State of Maryland, for the body of Baltimore County, do on their oath present that ERICA LORRAINE BYRD, on or about November 8, 2017 through and including August 13, 2019, in Baltimore County,

INTRODUCTION AND BACKGROUND

At all times relevant to this Indictment:

1. The Maryland Department of Public Safety and Correctional Services (DPSCS), is the state agency responsible for administering correctional facilities and pre-release centers in Maryland. The agency employs more than 11,000 individuals, including sworn correctional officers and fiscal personnel.

2. DPSCS utilizes Time Clock Plus (“TCP”), an automated biometric time entry system, in conjunction with Workday, a human resources management program, to manage employee payroll and benefits data. TCP biometrically identifies and validates users, records the in and out punches with the requisite worktags as required by Workday, synchronizes leave hours, and automatically transfers time data to Workday after requisite approvals.

3. Erica Lorraine Byrd (“BYRD”) was employed by DPSCS as a sworn Correctional Officer II at the Metropolitan Transition Center, a position that constitutes a public officer under Maryland law.

4. As a Correctional Officer, BYRD was required to utilize a fingerprint scanner to clock in and out of TCP at the beginning and again at the conclusion of each shift, to document the hours she worked. In the event that there were any discrepancies between the hours she worked and the

hours documented at the end of a pay period, BYRD was required to bring the discrepancies to the attention of her assigned timekeeper. BYRD was prohibited from making any changes to her documented work hours without the involvement of her assigned timekeeper.

5. The hours worked, as tracked by TCP, are verified and approved by assigned timekeepers at the end of each pay period and then uploaded into the Workday program. Once uploaded to Workday, the timekeepers or payroll staff are the only employees authorized to make adjustments. Correctional Officers are not authorized to make any changes in Workday, and have “view only” access.

6. Workday has an “auto-fill from prior pay period” function which allows authorized users to copy and paste hours worked in a prior pay period into the current pay period. As a Correctional Officer who did not have permission to make changes in the Workday program, BYRD was prohibited from utilizing the “auto-fill” function. When viewing the Workday program on a computer, the “auto-fill” function was deactivated.

7. Workday has a mobile application that can be downloaded to an individual’s cellular telephone or other mobile device. An error in the mobile application resulted in the “auto-fill” function remaining active for correctional officers, who were supposed to have “view only” access and were prohibited from making any entries in the Workday program.

8. From November 8, 2017 through August 13, 2019, on at least thirty-one (31) occasions, BYRD logged into the Workday mobile application and utilized the “auto-fill” function to change her documented work hours. BYRD auto-filled her work hours using prior work weeks where she received a large amount of overtime, thus significantly increasing her documented work hours. Byrd utilized the “auto-fill” function to add in total **3,855.45 hours** that she did not actually work resulting in overpayments that totaled **\$114,065.70**.

9. The DPSCS Finance Service, Accounting, Payroll and Audit Unit, located at 300 E. Joppa Road, Ste 1000, Towson, MD 21286, in Baltimore County, MD, utilized the data BYRD wrongfully entered into Workday to process BYRD's payroll and calculate payroll payments.

COUNT ONE

THEFT SCHEME: \$100,000 PLUS

ERICA LORRAINE BYRD, did, between the dates of on or about November 8, 2017, through and including on or about August 13, 2019, at Baltimore County, Maryland, pursuant to one scheme and continuing course of conduct, steal payroll funds of the State of Maryland having a value of \$114,065.70, \$100,000 or more, by knowingly, willfully, and intentionally receiving payment for work she did not perform, in violation of CR § 7-104 of the Annotated Code of Maryland and against the peace, government, and dignity of the State.

CR §7-104

Penalty 20 years and/or \$25,000

CJIS Code 1-1303

COUNT TWO

MISCONDUCT IN OFFICE

From on or about November 8, 2017, through and including on or about August 13, 2019, at Baltimore County, Maryland, ERICA LORRAINE BYRD, in violation and perversion of her duties as a sworn correctional officer, did corruptly commit misconduct in office by knowingly, willfully and intentionally, under color of her office, falsely inflating her documented work hours to receive payroll payments for hours she did not work and was not otherwise entitled to receive, in violation of the common law and against the peace, government and dignity of the State.

Common Law

Penalty: Anything not cruel and unusual

CJIS Code 2-0645

THE GRAND JURY further avers and alleges that the offenses charged hereinabove were against the peace, government, and dignity of the State.

CHARLTON T. HOWARD III
STATE PROSECUTOR

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