MCtime Guidance for Recording Event Related Project/Task Codes

This document is intended to provide guidance for reporting time worked on activities directly related to a specific event that requires a special Project/Task and Expenditure Organization Code. Time reporting guidance is provided via the following timecard example for employees that worked on event related activities only.

Timecard Example

Employees that worked on and/or the days following an event should record all actual time worked as *Hours Worked* for all event related activities. All *Hours Worked* should be charged to the employee's event specific Project-Task and Expenditure Org as indicated on the event related Crosswalk, which is posted on the Resources tab on the MCtime Website – www.montgomerycountymd.gov/mctime .

The crosswalk includes a list of all employees. The crosswalk is sorted by department first and then alphabetically by employee last name. The Project-Task and the Expenditure Org code assigned to each employee is displayed. Employees should scroll down the list to find their name and their assigned codes.

In MCtime, record the hours worked associated with the event. Perform a transfer to charge the hours to the event specific Project-Task and Expenditure Org codes. Managers should refer to the *Managers Guide to Transfer Accounts* job aid on the MCtime website. Non-supervisory employees should refer to the *Employee Tasks* job aid on the MCtime website for guidance for entering these codes into MCtime.

In the following example, used for illustration purposes only, the Project-Task relating to Hurricane Irene was used. Employees are reminded to use the specific Project-Task and corresponding Expenditure Org codes found on the event related Crosswalk.

Example - The employee worked their normal shift (8 hours). An additional 6 hours of overtime were worked on event related activities. An employee who is performing activities directly related to the event should use the assigned Project-Task and Expenditure Org codes for all work associated with the event.

1. Add a new row to the timecard and enter the hours worked that should be charged to the event.

2. To enter the Project-Task and Expenditure Org, click on the magnifying glass next to the Transfer box.

3. The Transfer Selection box will display.

4. Enter the Project-Task from the crosswalk in the box labeled **Search for Cost Center-Fund or Project Task**. In this example, the employee's Project-Task code is PT 2000812-GEN100. Alternatively, you can search on a portion of the Project Task by entering an asterisk after your entry.

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Note: There is a blank space after PT and before the number. Also you may use an asterisk (*) if using only a portion of the code. Example: **PT 200812-GEN100** or **PT 200812***. Click **Search**. The Project-Task codes and names will display, if using a portion of the code, you will need to scroll to locate the appropriate entry.

5. Select the code when it displays in the list.

6. Enter the Expenditure Org from the crosswalk in the box labeled **Search for Expenditure Org**. <u>In this example</u>, the Expenditure Org for the specific employee in FRS is **45110*.**

   Note: Enter the entire Expenditure Org or alternatively, you can search on a portion of the Expenditure Org by entering an asterisk * after entering a portion, for example **45***. Click **Search**. The Expenditure Org will display, if using a portion of the code, you will need to scroll to locate the appropriate entry.

7. Select the Expenditure Org when it displays in the list.

8. Click **OK** when both the Project-Task and Expenditure Org codes are selected.

9. Save all changes made to the timecard.

NOTE: Employees that are assigned to positions that are funded through a grant or capital project may not charge hours worked to special project codes that have been created for 'special' events. Employees that fall under this category that worked event related activities should charge their time to their normal "home" or default codes.

Questions???

Questions relating to this timecard guidance and/or the event Crosswalk should be directed to the IT Help Desk at 240-777-2828. A Help Desk ticket will be assigned and the appropriate functional or technical resource will be in touch to assist you.