



Manager's Tasks (Java)

Navigating in Mctime – The Basics

The screenshot shows the Mctime interface with the 'PAY PERIOD CLOSE' page. The top navigation bar includes 'GENERAL', 'MY GENIES@', 'SCHEDULING', 'MY INFORMATION', and 'MY LINKS'. Below this, there are tabs for 'Timecard', 'Schedule', 'People', and 'Reports'. The page title is 'PAY PERIOD CLOSE' and it shows 'Last Refreshed: 8:31AM'. There are several callout boxes with red arrows pointing to specific elements:

- A callout box pointing to the 'MY GENIES@' dropdown menu: "Select MY GENIES to view the Pay Period Close, Check Overtime and all other Mctime Genies. The Pay Period Close Genie displays by default when you log into Mctime."
- A callout box pointing to the 'MY INFORMATION' dropdown menu: "Select MY INFORMATION to access your own timecard."
- A callout box pointing to the 'MY LINKS' dropdown menu: "Click on MY LINKS to access the Mctime informational website"
- A callout box pointing to the 'Timecard' tab: "Click on the Timecard Launch button to view the timecard for each selected employees."

Accessing My Employees

1. Use the Pay Period Close or any other Genie to access your employees. Select **All Home** in the Show Field and change the Time Period as appropriate, i.e **Current Pay Period** or **Previous Pay Period**.
2. Select the desired employee by clicking on the row that displays the employee. Multiple employees may be selected by holding down the Ctrl key and clicking the row for each desired employee. All employees may be selected by choosing Actions > Select All from the menu bar.
3. Click on the **Timecard** Launch button to view the timecard for each selected employees.

The screenshot shows the Mctime interface with the 'PAY PERIOD CLOSE' page. The top navigation bar includes 'GENERAL', 'MY GENIES@', and 'SCHEDULING'. Below this, there are tabs for 'Timecard', 'Schedule', 'People', and 'Reports'. The page title is 'PAY PERIOD CLOSE' and it shows 'Last Refreshed: 9:05AM'. There are several callout boxes with red arrows pointing to specific elements:

- A callout box pointing to the 'Timecard' tab: "Click on the Timecard Launch button to view the timecard for each selected employees."
- A callout box pointing to the 'Show' dropdown menu: "To view employee timecards, select the desired employees and click on the Timecard Launch button."

Dept	Section -	Employee Name				
Division	Subsection					
HHS 60 Dep...	HHS 60 STD and ...	ANDERSON, NICK	Frost, Carolyn	R-N	P	56.0
HHS 60 Dep...	HHS 60 STD and ...	BRICKLE, GINNY	Frost, Carolyn	R-N	F	66.0
HHS 60 Dep...	HHS 60 STD and ...	BRIGGS, THOMAS	Frost, Carolyn	R-N	F	80.0
HHS 60 Dep...	HHS 60 STD and ...	BROOKS, ROBERT	Frost, Carolyn	R-N	F	71.0





Manager's Timecard (Java)

Editing Hours Worked

- Click on the cell in the desired date column; delete the existing duration and type the new duration of actual hours worked.

		Pay Code	Transfer	Sun 5/20	Mon 5/21
X	↕	Hours Worked			9

- Click **SAVE**.

Adding a Pay Code

- Click the + and → icon to add a row.
- Expand the column to show the entire **Pay Code**.
- Click the drop-down arrow in the **Pay Code** cell in the new row.

		Pay Code			
X	↕	Hours Worked			
		Admin Leave - Bereavement			
		Admin Leave - Blood Donation			
		Admin Leave-Bone Marrow Donation			
		Admin Leave - Crty Facility Clsd			

- Scroll to find the desired **Pay Code** and select.
- Click in the date column in the new row and enter the number of hours (use format HH.hh) assigned to the new **Pay Code**.
- Adjust the daily hours worked by modifying the original hours as necessary.

		Pay Code	Transfer	Sun 5/20	Mon 5/21
X	↕	Hours Worked			2.0
X	↕	Admin Leave - Bereavement			6.0
					8.0

- Click **SAVE**.

NOTES

Enter time in decimal format (HH.hh). For example, 8 hours & 15 minutes, type 8.25.

Overtime hours are not entered separately, they are captured by increasing the hours worked for that day.

Approve your own timecard by close of business on the last day worked of the current pay period.

Rows can be deleted by clicking on the X button in the row.

Timecard Indicators & Colors

Indicators	Description
	A red outline around a box is a warning that a value may be missing or needs to be verified.
	A blue outline around a date indicates non-worked time such as Annual Leave.
	A duration amount shown in purple on a white background indicates the amount was automatically populated by the employee's schedule and can be edited.
TIMECARD	Pay attention to the page title in the header area. If the title is orange-red and is preceded by an asterisk, that means that changes have been made that have not been saved yet.
	A red flag in the corner of the Totals & Schedule tab means that totals need to be recalculated. Totals can be updated by saving the timecard or by selecting Actions > Calculate Totals from the Menu.

NOTES

Save frequently to avoid data loss.

To cancel edits made to the timecard but not saved, select **Actions > Refresh** from the timecard menu..

Click on **Logoff** located in the upper right of the blue MCTime banner. Failure to logoff properly could jeopardize your privacy!

Contact MCTime

Help Desk: 240-777-2828

Email: mctime@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/mctime

Visit the **MCTime** informational website by clicking on **MY LINKS** in the MCTime banner from within the application.





Manager's Timecard (Java)

Reviewing My Timecard

1. Review your timecard totals for the pay period prior to approving your timecard.
2. Select the appropriate **Time Period** for your timecard.
3. Timecard totals are displayed on the Totals and Schedule tab beneath your timecard.
4. The **Total Hrs Toward Schedule** hours must equal 80.0 if you are a full-time regular employee.
5. Multilingual Differentials are automatically calculated and will display in the totals of the timecard. They do not display in the body of the timecard.
6. Verify that any additional hours worked are calculated (or Pay Code moved by the manager) to be paid correctly as overtime or comp leave earned, if eligible.
7. Verify that all leave used during the pay period is properly recorded.
8. Verify that hours charged to a different Cost Center-Fund or Project-Task have been properly recorded.
9. If a Project-Task code has been entered, make sure that the appropriate Expenditure Org has also been entered.

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All ▾			
Account	Pay Code	Amount	Wages /
(x)FIN 32-1998/FIN 32-1738-ICC 63250-004/-/-M 224/-	CL2 - Comp Lv Earned-1 hr EQ 1.0	2.0	
(x)FIN 32-1998/FIN 32-1738-ICC 63250-004/-/-M 224/-	ML2 - Multilingual Advanced	2.0	3.00
FIN 32-1998/FIN 32-1738-/-/-M 224/-	ML2 - Multilingual Advanced	72.0	108.00
FIN 32-1998/FIN 32-1738-/-/-M 224/-	Admin Leave - Prof Improvement	8.0	445.76
FIN 32-1998/FIN 32-1738-/-/-M 224/-	Regular	72.0	4,011.84
FIN 32-1998/FIN 32-1738-/-/-M 224/-	Total Hrs Towards Schedule	80.0	4,457.60

Approving My Timecard

1. Managers should approve their own timecard no later than their last day worked of the current pay period.
2. To approve the timecard, select the correct time period to be approved. The current pay period should be selected when approving before the end of the pay period.
3. From the timecard menu, select **Approvals > Approve**.
4. Approvals may be removed if necessary by selecting **Approvals > Remove Approval** from the menu.

MY TIMECARD
Loaded: 11:12AM

Name & ID: FROST, CAROLYN 2103
Time Period: Current Pay Period

Save | Actions ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | **Approvals** | Reports ▾

Week starting: Sun 6/03

Pay Code | Transfer | Sun 6/03

The 'Approvals' menu is open, showing 'Approve' and 'Remove Approval' options.





Manager's Tasks (Java)

Reviewing Employee Timecards

- Using the *Pay Period Close Genie*, check that each employee has approved their timecard.
 - If the employee has not approved the timecard, contact them for required updates.
 - If the employee is unavailable, perform any necessary edits and notify the employee of the revisions.



- Use the *Pay Period Close Checklist for Managers*, (available on the MCTime website under the Resources tab) to perform additional tasks and validations that are expected of managers at the close of each pay period.
- Follow all the steps on the *Pay Period Close Checklist for Managers* to complete the review and approval of employee timecards.

NOTES

Employee approval of the timecard prevents the employee from making further edits to the timecard but not the manager.

Manager approval of the timecard prevents both the employee and manager from making further edits.

Manager approval does not prevent Payroll or Special Department Managers with expanded access from making edits to the timecard.

The manager approval of the timecard may only be removed by the actual manager that performed the approval.

Approval of timecards by managers should be completed no later than noon on Tuesday following the end of the pay period.

Approving Employee Timecards

- Managers must approve all timecards for Active (and Inactive, i.e. employees on a leave of absence) each pay period.
- From the timecard menu, select **Approvals > Approve** to approve the timecard. Perform this action for each employee.



- Once the timecard is approved by the manager, no additional edits may be made to the timecard by the employee or the manager unless the manager approval is removed.
- To remove the approval, select **Approvals > Remove Approval** from the timecard menu within the employee's timecard.



Verify Manager Approval of Employee Timecards

- Open the **Pay Period Close Genie**.
- Verify the **Time Period**.
- Click **Refresh** to display the most current information.
- Verify that the **Manager Approval** column has a value of one or greater for all of your employees. The number displayed represents how many managers reviewed and approved the timecard.

Employee	Manager
Approval	Approval
✓	1
✓	1





Manager's Tasks (Java)

Managing Schedules

Performing Edits to a Schedule

1. To access an employee's schedule from their timecard, click on the Schedule launch button.



2. The employee's scheduled shift hours for the pay period will display. The start and stop times may not be accurate but the total duration should reflect what the employee is normally scheduled to work.

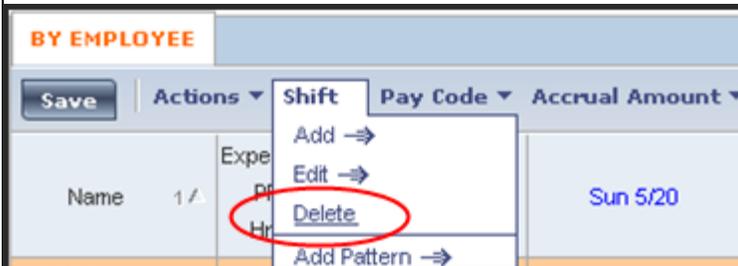
Adding a Shift to an Unscheduled Day

1. Click in the appropriate **Date** cell to add a shift.
2. Type the shift start time, hyphen, and the shift end time. (Remember to include am or pm).
3. Press the **Tab** key.
4. Click **Save**.



Deleting a Shift from a Scheduled Day

1. Select the shift to delete and click in the appropriate **Date** cell.
2. From the Menu, select **Shift > Delete**.
3. Click **Save**.



NOTE

Shift changes or shift swaps should not be performed for employees that work on a compressed schedule. Such changes may result in the unintentional payment of overtime.

Reviewing Assigned Schedules

As a best practice, employees should verify their schedule at the beginning of each pay period to ensure pre-population of correct days and durations.

A **Schedule Change Request** form should be submitted to the Mctime office when permanent changes to the employee's schedule are needed in Mctime. The form is available on the Mctime informational website.

Glossary

Calculate Totals - Recalculates the timecard to display accurate totals. Calculating totals does not save changes to the database.

Duration - The manner in which hours are reported in **Mctime** for a given work day. Durations are reported in hours versus start and stop times.

Home Labor Account - The HR organization unit to which an employee is assigned. Includes the employee's department, division, section and/or subsection and manager.

Labor Account Transfer - Performed when an employee works in an account different from their **Home Labor Account**. Used when an employee needs to charge hours to a different cost center - fund, project - task with expenditure org or reason code for a short period of time or on an intermittent basis.

Move - The act of transferring hours to or from an overtime pay code to or from a compensatory pay code. This function must be performed by a manager or timekeeper. (Job Aid: **Pay Code Move**)

Pay Code - Holds the hours accumulated by employees throughout the pay period. As an employee works, hours are placed into pay code buckets as determined by the employee's pay rule.

Pay Period Close Genie - Used to review the status of employee's timecards at the end of the pay period.

Pay Rule - A set of business rules used by **Mctime** to correctly determine how many hours are to be paid for an employee group. The business rules, together with the employee's schedule, determine if, when, and how any excess hours worked (overtime) is calculated, the default form of excess compensation, the rate, when holiday leave and holiday premium pay is earned, and how multilingual pay is calculated.

Refresh - A function that cancels any unsaved data and updates the workspace with the most current information in the database. If a change has been made to a timecard, the refresh function may be used to bring the timecard back to the last saved totals.

Schedule - Represents the duration or number of hours the employee is expected to work on a daily, weekly, and pay period basis. Schedules are maintained for full-time and part-time employees to provide the basis for overtime and holiday leave calculations. Most schedules only populate the duration of hours worked in the day, not specific start and end times for the shift.

