

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 15-09

July 23, 2015

TO: All MCFRS Uniformed Personnel

FROM: Fire Chief Scott E. Goldstein



SUBJECT: Mctime Roles and Responsibilities

All uniformed personnel must follow the Mctime procedure below.

Employee Responsibilities

1. All employees must approve their timecard unless they are absent for the entire pay period.
2. Ensure the timecard is accurate before approving it.
3. Personnel who worked overtime must enter the **exact** amount of time worked, rounded to the nearest minute, using the **Minutes to Decimal Conversion Chart** (see **Attachment**). Personnel *must* enter these hours into Mctime the *same day* they work the overtime.
4. Personnel who work overtime must record their time on a separate line, and include the appropriate Reason Code. **NOTE: Cost Centers are no longer required.**
5. If the overtime is **grant-related**, enter the PT code, Expenditure Org Code, and the Reason Code.
6. Safer Grant employees are coded to the grant codes behind the scenes and if they worked overtime they should be following #3
7. Approving your timecard acknowledges that all entries on the timecard are accurate. Personnel must periodically check their timecard throughout the pay period for accuracy and approvals.
8. Personnel must not approve their timecard beyond the current pay-period.

9. Personnel on light duty must code all of their Hours Worked on their timecard with the appropriate Reason Code (NR or WR.)

10. Personnel must not use more leave than they have accrued.

Supervisor (Lieutenant and above) Responsibilities

11. Supervisors must perform a daily review of subordinate timecards. Any errors found on the timecard must be corrected. Any unapproved overtime that is recorded must be verified and approved during the daily supervisor review. If the supervisor cannot verify the unapproved overtime, the overtime must be removed from the timecard prior to approving the timecard.

12. Supervisors who approve timecards for shift workers must do as required below.
 - a. Sunday's shift: Review and approve timecards not later than 0900.
 - b. Monday's shift: Review and approve timecards not later than 0900.
 - c. Tuesday's shift: Review and approve timecards not later than 0900.

13. Supervisors working on the Monday of the close of the pay-period must review and approve day-worker timecards.

14. Supervisors must *not* approve timecards until after leave is imported from Telestaff, not earlier than 0800 of the off-going shift.

15. The on-duty supervisor must approve all overtime as soon as practicable, which is normally on the same day the overtime is worked.

16. Supervisors must check the "Sign-Offs and Approvals" before approving overtime to ensure that the overtime has not already been approved. Supervisors who approve an employee's overtime entry acknowledge that the overtime entry is accurate and rounded to the nearest minute according to the **Conversion Chart** (see Attachment). Managers must not approve overtime for activities that cannot be verified.

17. Supervisors must pay special attention to AWOL entries and allow mctime to recalculate the AWOL hours once the leave accruals have imported, (if the AWOL is a result of a cascade of leave). If the employee still does not have sufficient leave to cover the AWOL hours, a pay code move must be done to move all remaining hours from AWOL to LWOP, and disciplinary action must be initiated if appropriate.

18. Supervisors who approve timecards acknowledge that all entries are accurate and complete.
19. Supervisors must ensure that the daily and total hours toward Schedule are accurate, and that all pay code moves and pay code edits, overtime entries, coding, and approvals are accurate before approving a timecard.

See Attachment: *Minutes to Decimal Conversion Chart*

Email questions regarding Mctime to: fire.mcfrs-mctime@montgomerycountymd.gov

This FCGO replaces FCGO 12-05.

Minutes to Decimal Conversion Chart

Below is a chart to help you convert minutes to decimals for use with MTime.

Minutes	Decimals	Minutes	Decimals
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50		