



Three Blocks of Work – POL (Java)

Issue:

When an employee works three (3) back to back blocks of work, the third block will contain a missed punch (solid red block).

MCtime cannot process the third block. This is currently an open issue with the Kronos vendor.

TeleStaff View:

1)

07- Schedule Adjustment Working
10hrs ADJ-W, 12:00 - 22:00 MCPD//ALCOHOL INITIATIVES UNIT/Ofc 3 #3
(right-click for options)

REG OTPT REG I^ML3 OTPT ADJ-W ADJ-O +OTPT I^MO3

2)

POL569-DUI Checkpoint SHA OT
5hrs +OTPGRT-2036A 22:00 - 03:00 MCPD//AES POL569 SPECIAL DETAIL/OFFICER #28 (AES)
(right-click for options)

REG OTPT REG I^ML3 OTPT ADJ-W ADJ-O +OTPT I^MO3

3)

POL026-Prison.Processing OT-PAY
0.5hrs OTPTD AIU(0.5), 03:00 - 03:30 MCPD//ALCOHOL INITIATIVES UNIT/Ofc 3 #3
(right-click for options)

I^ML3 OTPT I^CTA PSTA PSTA

TeleStaff

Daily View:

08/01/2015	17:00	10hrs	TD AIU 10hr W... MCPD//ALCOHOL INITIATIVES U...
	03:00	3hrs	POL026-Prison.... TD AIU
1	12:00	10hrs	07- Schedule A...
	17:00	10hrs	08- Schedule A...
2	22:00	5hrs	POL569-DUI C... GRT-2036A
	03:00	3hrs	MO3-Multilingu...
08/02/2015			
	03:00	0.5hrs	ML3-Overtime ...
3	03:00	0.5hrs	POL026-Prison.... TD AIU





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Solution:

- 1) In MCtime, manually enter the third block as a new row into the timecard and record the appropriate Pay Code (Hours Worked, Leave, or for excess hours, specify Compensatory Leave or Overtime Pay). If applicable, the appropriate shift differential or shift differential overtime Pay Code should also be added. In this instance only, copy the Transfer Code (Ctrl C) and Paste (Ctrl V).
- 2) Delete only the Transfer Code before the red block and save. This will delete the red block.
- 3) Save your changes.
- 4) If you have any questions, please send an email to the TeleStaff Management Team.

MCtime View Before Edits:

timecard | Schedule | People | Reports

TIMECARD
Loaded: 9:26

Name & ID: _____
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 7/27	ML3 - Multilingual Ba...	2.0							
Tue 7/28									
Wed 7/29			17:00	//-//	3:00				10.0
Thu 7/30	Court OT 1.5 - SHF ...	3.0		...C 47284-001//POL016//					
Thu 7/30	ML3 - Multilingual Ba...	1.0							
Thu 7/30			17:00	//-//	3:00	3:00		...//47 FOP OFF FT MLB O	5:00
Fri 7/31	ML3 - Multilingual Ba...	2.0							12.0
Fri 7/31			17:00	//-//	3:00	3:00		...//47 FOP OFF FT MLB O	6:00
Sat 8/01	MO3 - Multilingual O...	2.0							13.0
Sat 8/01			12:00		22:00	22:00		...//47 FOP OFF FT MLB O	0.0
Sun 8/02	ML3 - Multilingual Ba...	0.5							0.5
Sun 8/02			3:00	...//47 FOP OFF FT MLB O	3:30				0.5
Mon 8/03			12:00	...//POL009	22:00				10.0

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Pay Code	Amount	Date	Start Time	End Time	Pay Code
Total Hrs Towards Schedule	10.0	Sun 7/26			
SD1 - Shift Diff POL 120-7590	10.0	Mon 7/27			
Regular	10.0	Tue 7/28			
ML3 - Multilingual Basic POLICE	10.0	Wed 7/29	17:00	3:00	
MO3 - Multilingual OT Bas POLICE	3.0	Thu 7/30	17:00	5:00	
		Fri 7/31	17:00	3:00	
		Sat 8/01	12:00	22:00	
		Sun 8/02			

MCtime View After Edits:

Time Period: 7/26/2015 - 8/03/2015, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 7/25											
Sun 7/26	ML3 - Multilingual Basic POLICE	0.5								0.5	0.5
Mon 7/27	Court OT 1.5 - SHF CORR POLICE	3.0		...C 47284-001//POL016//						5.0	5.5
Mon 7/27	ML3 - Multilingual Basic POLICE	2.0								5.5	5.5
Tue 7/28									10.0	10.0	15.5
Wed 7/29			5:00PM	//-//	3:00AM						
Thu 7/30	Court OT 1.5 - SHF CORR POLICE	3.0		...C 47284-001//POL016//							
Thu 7/30	ML3 - Multilingual Basic POLICE	1.0									
Thu 7/30			5:00PM	//-//	3:00AM	3:00AM	...C 47284-001//POL026//47 FOP OFF FT MLB O	5:00AM	12.0	16.0	31.5
Fri 7/31	ML3 - Multilingual Basic POLICE	2.0									
Fri 7/31			5:00PM	//-//	3:00AM	3:00AM	...C 47284-001//POL026//47 FOP OFF FT MLB O	6:00AM	13.0	15.0	46.5
Sat 8/01	MO3 - Multilingual OT Bas POLICE	3.0									
Sat 8/01	OT at 1.5 - Overtime	5.0		...PT 2000969-01//47100//POL569//							
Sat 8/01			12:00PM		10:00PM				10.0	18.0	64.5
Sun 8/02	ML3 - Multilingual Basic POLICE	0.5									
Sun 8/02			3:00AM	...C 47284-001//POL026//47 FOP OFF FT MLB O	3:30AM				0.5	1.0	65.5
Mon 8/03			12:00PM	...//POL009	10:00PM				10.0	10.0	75.5
Tue 8/04			12:00PM	...//POL009	10:00PM				10.0	10.0	85.5
Wed 8/05			12:00PM	...//POL009	10:00PM				10.0	10.0	95.5

