Sometimes timekeeping requires a comment. Typically comments are added by the manager (or an MCtime team member), as a way to explain an edit on the timecard.
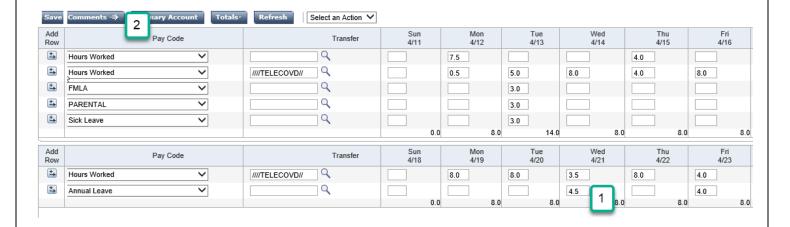
When an employee is provisioned FMLA or Parental, any absence is assumed to be related to the provisioned Tracking codes, however the employee (or manager) may use the comment code to indicate any leave that is not being used for the FMLA or Parental events. All FMLA leave is also Parental, as it relates to the newborn. If Compensatory Leave is used, (and FMLA cannot be applies) only Parental should be used.

Currently three comments exist that employees can use to designate leave used that does not relate to the FMLA and/or Parental Leave event:
- Employee Indicated Leave Not Related to FMLA
- Employee Indicated Leave Not Related to PARENTAL
- Employee Indicated Leave neither FMLA nor PARENTAL

How to Add a Comment – HTML
1. Place the cursor on the leave that you wish to designate.
2. Click the Comments block to open the dialog box.

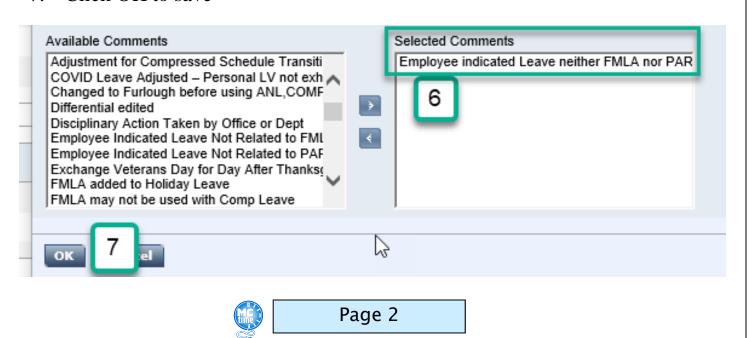| Add Row	Pay Code	Transfer	Sun 4/11	Mon 4/12	Tue 4/13	Wed 4/14	Thu 4/15	Fri 4/16
	Hours Worked			7.5			4.0	
	Hours Worked	////TELECOVD//		0.5	5.0	8.0	4.0	8.0
	FMLA				3.0			
	PARENTAL				3.0			
	Sick Leave				3.0			
			0.0	8.0	14.0	8.0	8.0	8.0

Add Row	Pay Code	Transfer	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23
	Hours Worked	////TELECOVD//		8.0	8.0	3.5	8.0	4.0
	Annual Leave					4.5		4.0
			0.0	8.0	8.0	8.0	8.0	8.0

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How to Add a Comment – HTML (continued)

3. Use the scroll arrows to find the available comment
4. Click to highlight the appropriate comment
5. Click the middle arrows to move to the Selected Comments box

6. Confirm the appropriate comment is moved to the Selected Comments box
7. Click OK to save

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8. Timecard will show a little note icon on the selected day.

How to Delete a Comment

1. Click on the little note icon.
2. Click on the Selected Comment to highlight.
3. Use the bottom middle arrow to move from the Selected Comments box to the Available Comments box.
4. Click Ok to save.

Questions related to how to enter a Project Task, Expenditure Org or Reason Code should be directed to **MCtime** at MCtime.Finance@montgomerycountymd.gov.