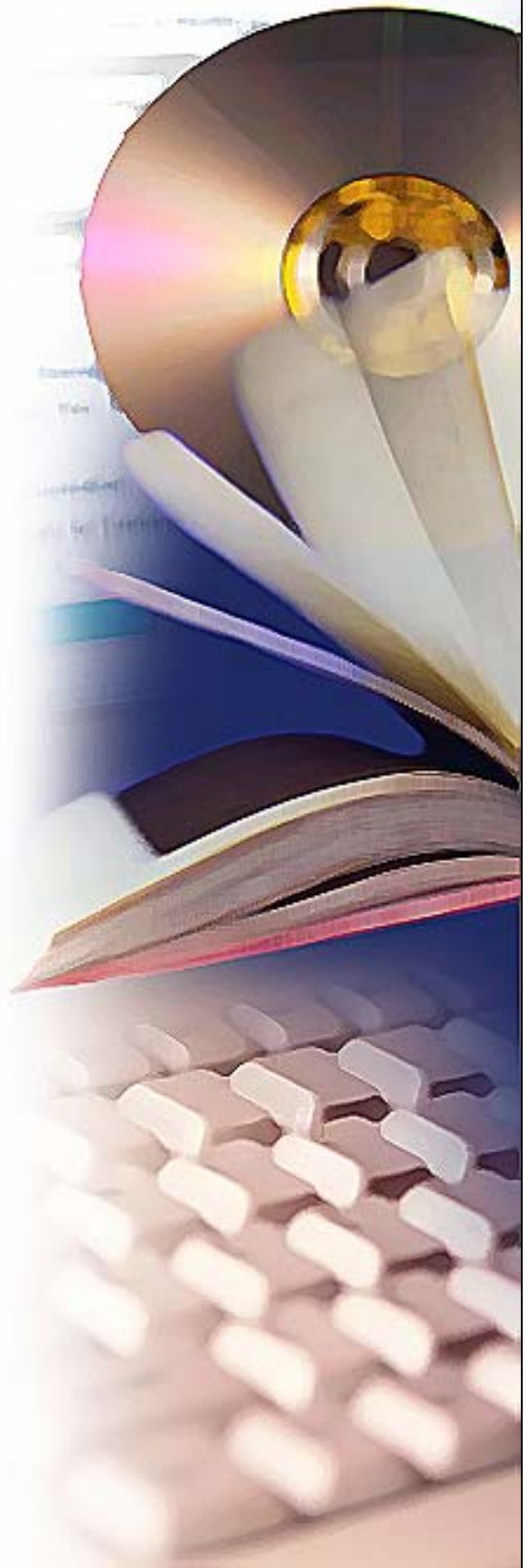# *Glossary*

Glossary

Below are terms common to payroll and the MCtime system.

Accruals – Leave balances such as Annual, Comp, PTO, and sick are displayed in the Accruals tab of the timecard.

Approval – Disables a timecard from further edits. Employee approvals prevent the employee from editing, but a manager may still make changes before submission to payroll.

Audits Tab – Displays all of the edits made to a timecard by the employee, manager or payroll.

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

Compensatory Leave – Time off earned by an employee in lieu of overtime pay.

Current Pay Period – The pay period for the current two week pay cycle for which today's date falls.

Duration – The manner in which hours are reported in MCtime for a given work day. Duration is reported in hours versus start and stop times.

Effective Date – Initial date when a specific change takes place. For example, when working with schedules, the date the selected employee(s) are assigned to a new schedule group. In general, effective dates should always be the beginning of a pay period.

Employee – A person who works for the County and approves only their own timecard.

Employee View – The timecard display used only by employees which is different from the manager view. Employees may edit their own timecard, view accrual balances and timecard totals for their own timecards only.

Exempt Employee – An employee who is not required to receive overtime compensation under the Fair Labor Standards Act (FLSA) because of an exemption in the law. Montgomery County Personnel Regulations provide for overtime payments to most exempt non-MLS employees for excess hours worked even though not required by law to do so.

Glossary

Expected PP Hrs – The number of hours an employee is scheduled to work in a given pay period. The Expected PP Hrs for most full-time employees is 80 hours. The Expected PP Hrs for part time employees is equal to their full-time equivalency as reflected in the payroll system multiplied by 80 hours.

Full-time Employee – A person serving in a County career position (including a term position) that requires employment for forty or more regularly scheduled hours per week on a continuing year round or school year basis.

Genie – A tool in MCtime that allows a manager to view information on an entire group of employees without having to access each individual timecard.

Gold Bar – A thin gold line that displays at the top of the screen indicating that changes have been made to the timecard but have not been saved.

Grant Year – A labor level that represents the fiscal year of a grant.

Group Edit – Modifying more than one timecard with the same change. A group edit may be used to approve all employee timecards at one time.

Header – The top portion of the MCtime screen that is made up of four separate components; the Show field, Time Period field, Menus, and Launch buttons.

Index Code – A labor level representing the nine digit code that identifies your primary work activity for accounting purposes.

Kronos – The software vendor that produces and sells MCtime. The Kronos title for the application is Workforce Timekeeper.

Labor Account – A combination of one labor entry from each labor level.

Labor Account Transfer – Performed when an employee works in an account different from their primary labor account. Used when an employee needs to charge hours to a different index code (or activity code), project code, or grant year.

Labor Level – A category that defines Montgomery County's cost centers and accounting structure. Also used to define managers for timecard approval purposes.

Launch Buttons – Shortcuts used to open specific applications in MCtime. Launch buttons are for Timecard, Schedule, People, and Reports.

Log Off – Link that allows a user to appropriately exit MCtime. To maintain information employment for less than forty regularly scheduled hours per week on a continuing year round or school year basis.

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 Code Edit – Performed to adjust or add hours from or to specific pay codes such as annual leave, sick leave, or shift differential.

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 hours that are applicable to a specific employee group. The business rules determine if, when, and how overtime is calculated, when holiday leave and holiday premium pay is earned, and how multilingual pay is calculated.

Payroll – The section within the Department of Finance/Division of the Controller that processes and distributes bi-weekly payroll checks, pay advices and deposits to County employees.

Payroll Sign-off – A process by which Payroll disables all timecards to prevent future edits. The payroll sign-off initiates the final payroll process.

People Launch Button – Shortcut link used to open the People Record.

People Record – Contains information specific to each employee. This information includes the employee's name, primary labor account and pay rule.

Previous Pay Period – The pay period for the two week pay cycle immediately preceding the current pay period.

Primary Labor Account – The account to which an employee is assigned to track hours for accounting purposes. The labor account also identifies the employee's department, division, manager, and home index code.

Primary Sort – The first criteria used for categorizing the results of a genie.

Project Code – A labor level representing a code that tracks County money used for capital construction or special tasks.

Punch – Start time or end time. Most employees and managers do not use punches but enter durations instead.

QuickFind – A genie that allows a manager to search for a specific employee or group of employees by entering all or part of an employee's name or ID number.

Glossary

Refresh – A function that cancels any unsaved data and updates the workspace with the most current information from the database. If a change has been made to a timecard and saved, the refresh function may be used to ensure that the most recent changes are reflected in the totals.

Remove Approval – Function performed by an employee, manager, or Payroll to cancel the approval of a timecard so edits may be made.

Reports Launch Button – Shortcut link used to open the Reports application.

Roll-Up Genie – A genie that displays specific employee information or totals information by labor account.

Save – Function to submit the current timecard information to the database. Additional edits may be made to the timecard after the initial save has been performed.

Schedule – Represents the 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.

Schedule Editor – The primary work area to create and maintain employee's schedules.

Schedule Group – Used to combine employees who work the same schedule. All employees assigned to a schedule group work the same shifts and days as defined in the schedule group.

Schedule Launch Button – Shortcut link used to open the Schedule Editor.

Secondary Sort – The second criteria used for categorizing the results of a genie.

Shift – A span of time that an employee is scheduled to work on a given day. For example, an employee that works five 8 hour days Monday through Friday works eight hour shifts each day.

Show – Located in the header, the Show field determines which people records appear. security, proper logoff is essential.

Manager – An employee who is permitted to perform additional functions within MCtime such as editing and approving timecards.

Manager View – The timecard functionality/view managers use to perform administrative functions. The manager view is different from the employee view. The manager view allows managers to make entries to their own timecards as well as their employee's timecards.

MCtime – Also known as Montgomery County's electronic timecard system, an online software application used by the County that provides scheduling and time tracking information.

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.

Navigation Bar – Located on the left side of the MCtime screen, the navigation bar displays a list of features and links.

Next Pay Period – The pay period for the upcoming two week pay period cycle.

Non-exempt Employee – A person assigned to a position that is eligible for overtime pay under the Fair Labor Standards Act for all hours worked in a week over forty.

Non-populated Timecard – Used by employees and managers who do not have a schedule assigned (temporary or part-time employees). All time must be entered manually each day.

Override Shift – Used to change a pay code and cancel the scheduled shift for that day.

Overtime – Time worked beyond the normally scheduled hours.

Paid from Schedule – Full-time employee's timecards are pre-populated with a full-time schedule. Only pay period end approval is required if no timecard changes are entered for schedule deviation within the pay period.

Part-time Employee – An employee or manager assigned to a position that requires

Temporary Employee – In general an employee assigned to a position who is not required to work on a continuous year round or school year basis. Temporary employees do not have a pre-determined set schedule. Temporary employees must manually enter their hours worked or leave taken in the timecard each day.

Time Period – Located in the header, the Time Period field determines what timeframe is displayed in the workspace.

Timecard – The electronic equivalent of a paper timesheet.

Timecard Launch Button – Shortcut link used to open the timecard for an individual employee.

Timeout – The result of a period of inactivity where the user will be logged out of the system and will need to log in again in order to continue using MCtime.

Total Hrs Towards Schedule – The sum of the hours reported in the "Total Reg Hrs Worked" column and the "Total Leave" column in the Pay Period Close genie. The total hours reflected in the Total Hrs Toward Schedule column should be compared to the hours in the Expected PP Hrs column. Generally, these two columns should match if the timecard has been completed correctly.

Total OT Hrs Paid – Displayed in the Pay Period Close genie, the number of overtime hours worked during the time period for which the employee will receive paid overtime.

Total Reg Hrs Worked – Displayed in the Pay Period Close genie, the amount of regular hours the employee has worked during the time period. This number excludes all overtime, leave and pay differential hours.

User ID and Password – Two unique pieces of identification information needed to log on to MCtime. This is also referred to as County Network and Password.

Wages – Calculation based on the number of hours worked, pay code multiplier and employee's hourly pay rate as shown in the Totals tab.

Work Rule Transfer – Performed when an employee's pay rule needs to be re-assigned to calculate hours differently than their default pay rule.

Workspace – The middle portion of the MCtime screen. The contents of the workspace change based on what part of the application the user is accessing.