MCtime

Managing Timecards and Schedules

Quick Reference Guide

Montgomery County Department of Liquor Control
February 2019

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Getting Started

Use of MCtime

Purpose

It is important that your employees are compensated accurately. To make this happen, you need to manage employees worked and non-worked hours and schedules, in an efficient and timely manner. MCtime supports your ability to perform these tasks so that the data sent to payroll is accurate.

MCtime provides the following benefits to Montgomery County Department of Liquor Control (DLC):

- Provide system-wide accountability in time and labor management
- Assist with standardization and accuracy of payroll process
- Provide supervisors and payroll coordinators with effective tools to manage labor
- Eliminate manual processes ensuring cost reduction and better overtime management
- Allow consistent enforcement of business processes and policies

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Logging On

Purpose

MCtime will be accessed as it has in the past, from the accessMCG ePortal.

Example

You, as the supervisor, log on to the MCtime application at least once a day to review and work with your employees' timecards and scheduling data.

Steps	
1	Access the accessMCG logon page.
2	Enter your user name and password in their designated fields.
3	Click the **Log On** button or press the Enter key on the keyboard.

Note

It is important to have the correct version of JAVA on your desktop. If you receive a JAVA related error, contact the IT Help Desk (240-777-2828) so that they can install the proper DTS created JAVA package.

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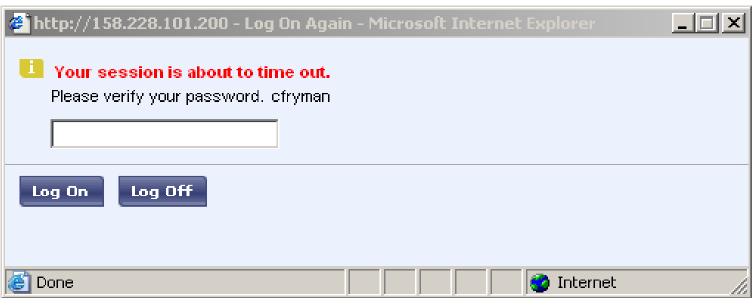
Logging Off

Purpose

The application provides security to prevent other people from accessing your information. It also helps keep your employees’ information confidential.

Regaining Access after the Inactivity Timeout

The inactivity timeout protects sensitive information in the application. If the application does not detect activity within 30 minutes, it automatically logs you off. To regain access to the application, you must enter your password in the inactivity timeout screen. When you regain access, the application restores the last page you were viewing.



Business practice

The inactivity timeout screen appears if there is no activity for 30 minutes.

Caution

For security reasons, you should always log off when not actively working in the system.

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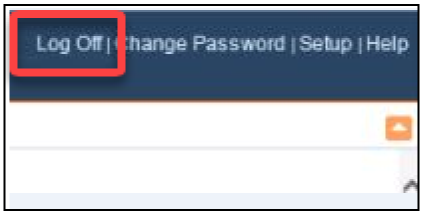
Logging off MCtime

Upon completion of your tasks, you must log off the application to ensure that your employees' information remains confidential. Always use the Log Off link.



Caution

Clicking the Close (X) button without first logging off can leave your connection to the application open, which might allow unauthorized people to view and edit information.

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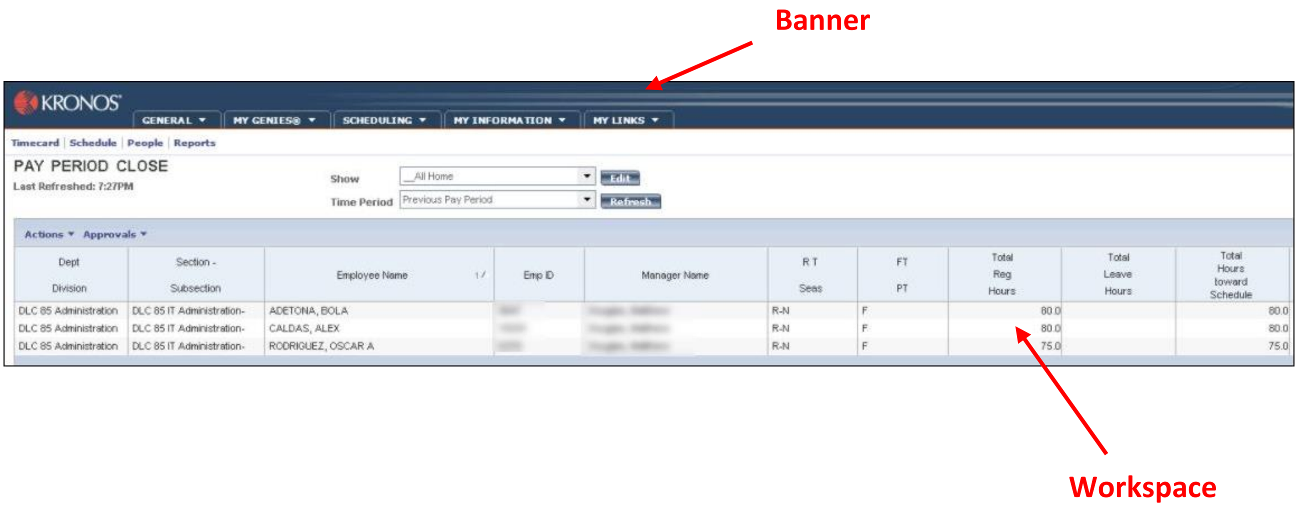
Navigating MCtime Pages

Purpose

The page that appears after you log on is made up of two main areas, the banner and the workspace. The banner is provided for navigation purposes, allowing you to go to different pages in MCtime. The workspace shows the selected page. The default workspace page is the **Pay Period Close** genie.

A genie is a pre-defined view that summarizes and organizes information according to common tasks you perform on a regular basis. Different genies are used to review different information in MCtime.

The key areas of MCtime Pages



Areas	Description
Banner	Located at the top of each timekeeping page, the banner contains tabbed menus with links to the features you need to perform your tasks.

Workspace	Located under the banner, the workspace contains:
	• Quick links bar with quick access to other areas of the application. You select the employees you want to review and use the quick links to access their information.
	• Page header that includes:
	  • Show field where you can select a specific set of employees.
	  • Time Period field where you select the timeframe for which you want to view schedules and timecard data.
	  • Work area contains detailed information about the employees in the selected time period, as well as the Action bar, which contains selections for modifying data.

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Tip

Above the banner are Microsoft navigation tools. MCtime provides the tools and icons that you use while in the application; therefore, you should stay below the banner as much as possible when navigating.

Showing and Hiding the Banner

Steps		
1	Click the **Hide** button to hide the banner and view more of the page.	
2	Click the **Show** button to display the banner again.	

Using the Tools within the Banner

You can navigate to any MCtime page using banner tabs. When you click on a banner tab it turns light blue and displays a drop-down list. As you move your cursor from tab to tab, each one changes color and displays a drop-down list. Each list contains other MCtime pages to which you have access.

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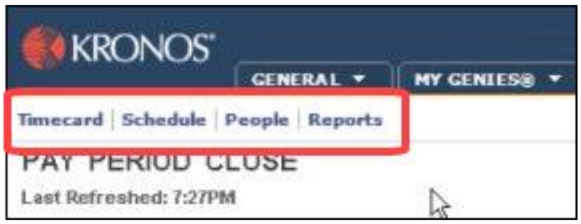
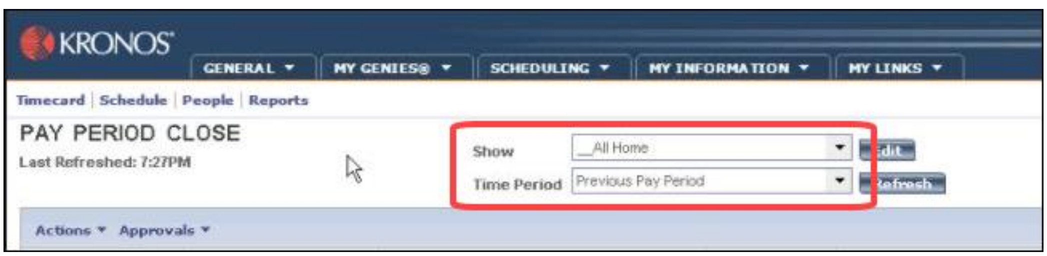
Using the Tools within the Workspace

Quick links are located at the top of the workspace and allow you to access information specific to one or more employees. For example, you can select one employee and click the **Timecard** quick link to access his or her timecard. You can also select multiple employees and click the **Schedule** quick link to view schedules for just those employees you selected.



The Show field allows you to display a group of employees. When you log on, the default setting for the Show field is **All Home**, which displays all employees who report to you. You can use the Show field to refine your selection further to include employees in a specific group, such as only those employees who work in a particular area or on a particular shift. There are a number of selections to choose from additional selections can be created as required by the department.

The Time Period field allows you to specify the timeframe you want to view, such as the current pay period or a timeframe in the past. The time period you select controls what you will see on that page.



The Action bar contains tasks that you can perform on the page. Each menu in the Action bar is specific to the page you are currently viewing.

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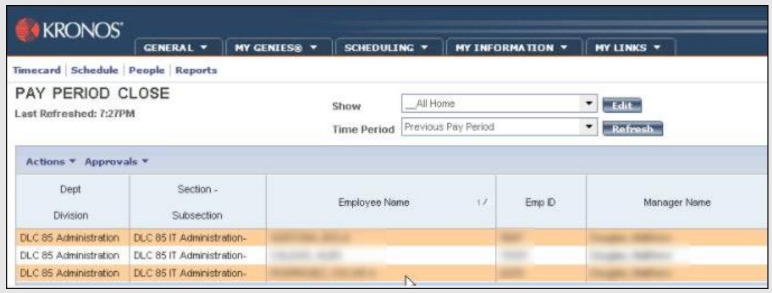
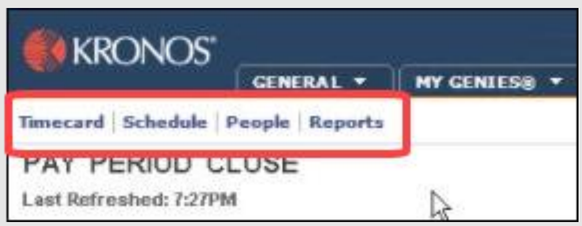
Steps		
1	In the workspace area, highlight the employees for whom you need to access data.	
2	Which system component do you want to access? • To access timecards for the selected employees, click the **Timecard** quick link • To access the Schedule Editor for the selected employees, click the **Schedule** quick link • To access the People Editor for the selected employees, click the **People** quick link • To run reports for the selected employees, click the **Reports** quick link	

Tip

There are various ways to select employees before using a quick link:

- Use the Ctrl key to select more than one employee not listed next to each other.
- Use the Shift key to select all employees listed between two employees, including the two employees.
- Click and drag the mouse to select employees.

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Scheduling Employees

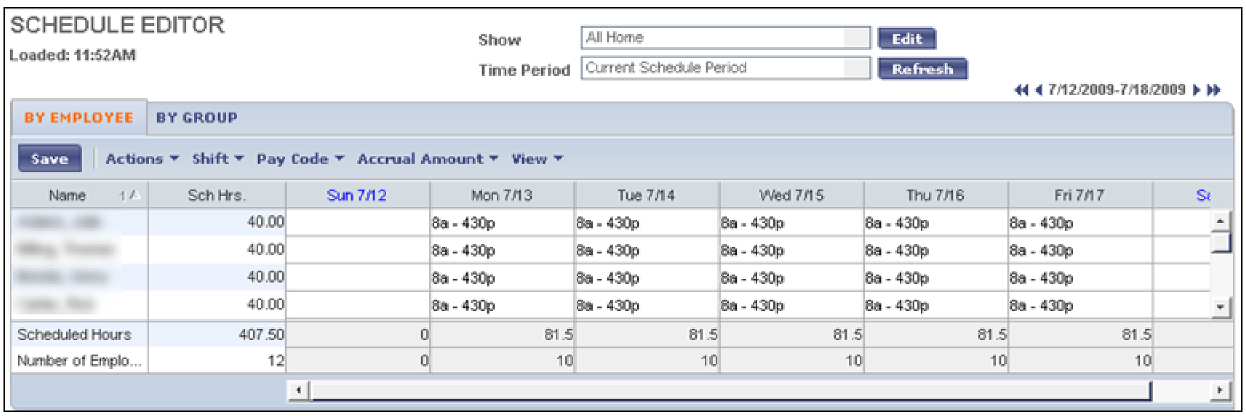
Navigating the Schedule Editor

Purpose

MCtime includes the Schedule Editor where you schedule worked and non-worked hours. The Schedule Editor is accessed by clicking the Scheduling banner tab and selecting Schedule Editor from the menu.

Using the Schedule Editor, you can:

- Add, edit, and delete shifts
- Add pay codes for worked or non-worked hours
- Review total scheduled hours for a day or a specific time period
- Review the total number of employees scheduled for a day or a specific time period.
- Assign employees to schedule groups



Areas	Description
Name column	Lists the employee names. (Names are blurred in this image.)
Sch Hrs. column	Displays the total number of scheduled hours by employee for the selected time period, with lunch deducted if applicable.
Date cells	For each day in the selected time period, displays shift start and end. A date cell can also display pay codes to identify scheduled non-worked hours.
Scheduled Hours row	Displays the total number of scheduled hours for all employees for the selected time period and for each date displayed.
Number of Employees row	Displays the total number of employees used to calculate total Scheduled Hours.

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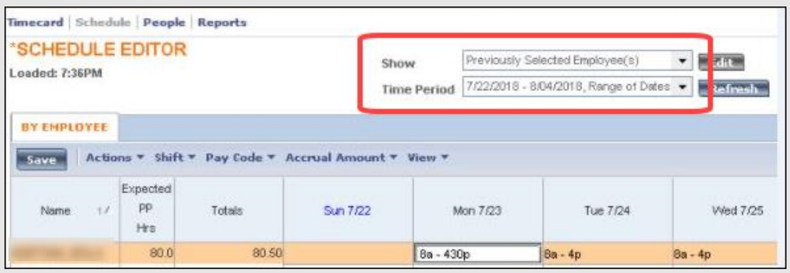
Steps		
1	Select **Scheduling > Schedule Editor**.	
2	Select **All Home** from the Show field drop-down list to view all the employees you are authorized to view.	
3	Select the specific time period from the Time Period drop-down list.	

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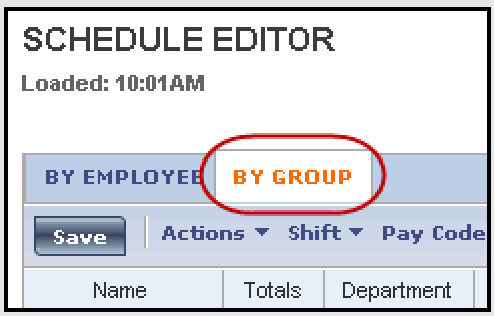
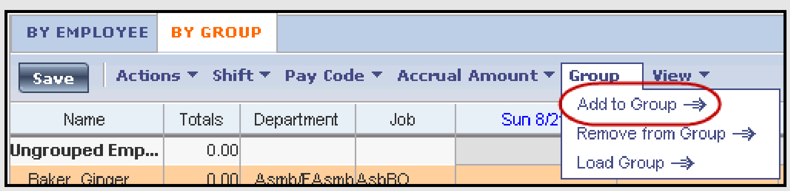
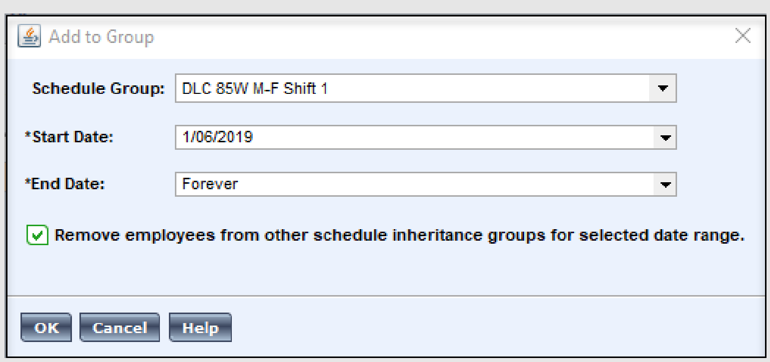
Using Groups to Assign Schedules to Employees

Purpose

When you assign an employee to a schedule group, you specify how long the employee will belong to the group. If there is no defined end to the group assignment, you can indicate that the employee belongs to the group indefinitely. An employee can belong to multiple schedule groups, but only one group can allow inheritance.

Example

You have hired a new employee and need to assign him to a schedule group.

Steps		
1	Access the **Schedule Editor** and click the **By Group** tab.	
2	Select the employee that you want to assign to a schedule group. To select multiple employees, hold the Ctrl key and single-click each employee's name.	
3	Select **Group > Add to Group**.	
4	From the **Schedule Group** drop-down list, select the name of the schedule group to which you want to assign the employee(s).	
5	In the **Start Date** drop-down list, select the effective date for the schedule group assignment.	
6	In the **End Date** drop-down list, select the last date the schedule group assignment is effective. For the assignment to be in effect with no end date, select **Forever**.	
7	Click **OK** and then click **Save**.	

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Note

Contact Retail or Wholesale Administration to request a new schedule group.

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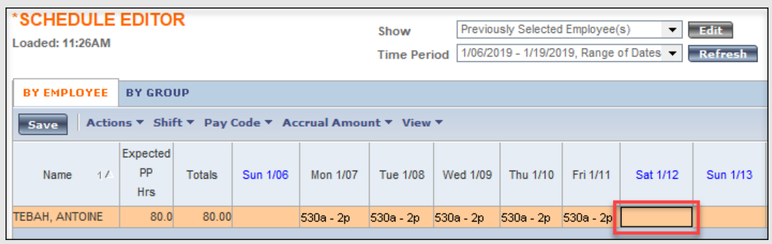
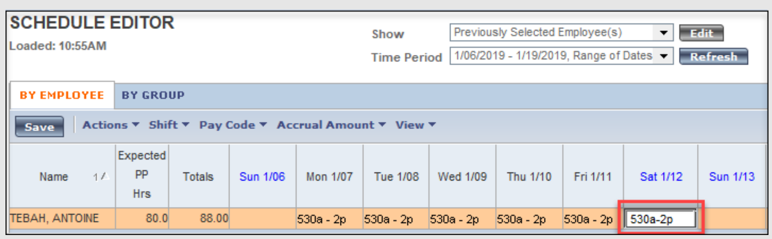
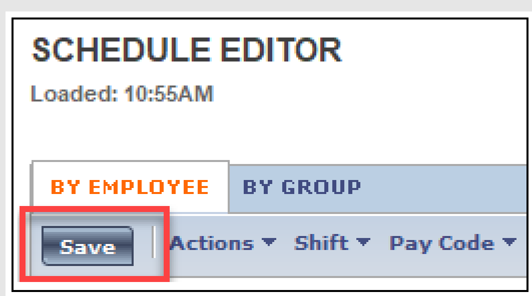
Adding Shifts in the Schedule Editor

Purpose

Although an employee is assigned to a schedule group, there may be a need to add a shift manually. This can be done by typing the shift in an open cell, or by copying an existing shift and pasting it to another day for the same employee, or another day for a different employee.

Example

You have a shortage and need to assign an added shift to an employee.

Steps		
1	Access the **Schedule Editor** and click in the appropriate cell.	
2	Type the start time of the shift, a hyphen (-) and the end time of the shift into the cell.	
3	Press the Tab key to exit the cell and then click **Save**.	

Note

Shifts can be typed in either 12 or 24-hour time. For example, an 8:00am to 5:00pm shift can be typed *0800 – 1700* or *8a – 5p*. Regardless of how the shift is typed, when it is saved it will display in 12-hour time.

Shifts can also be added by clicking **Shift > Add** from the Action bar.

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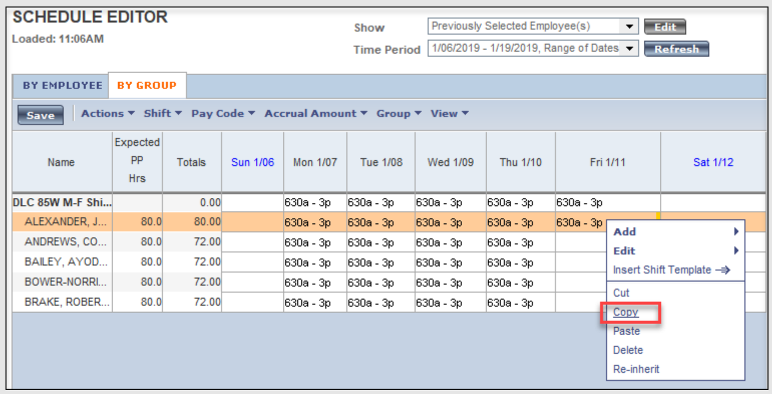
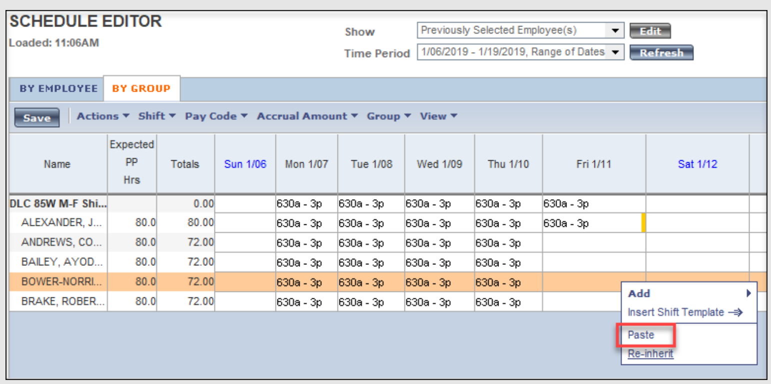
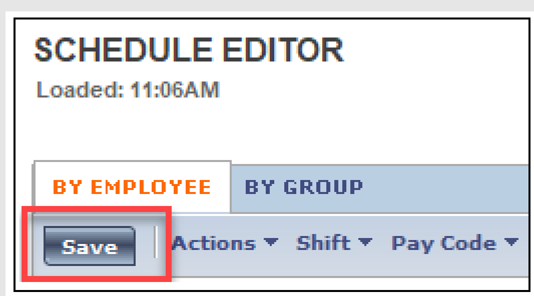
Example

You must add the same shift to several employees and need to copy an existing shift and paste it to the appropriate employees on the correct dates.

Steps		
1	Access the **Schedule Editor** and right-click on the cell with the shift to be copied. Select **Copy** from the menu.	
2	Right-click on the destination cell for the shift and select **Paste** from the menu. Continue this step on all other destination cells.	
3	Click **Save**.	

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Note

You can also press the Ctrl and C keys simultaneously to copy a shift. Press the Ctrl and V keys to paste the shift to the appropriate cell.

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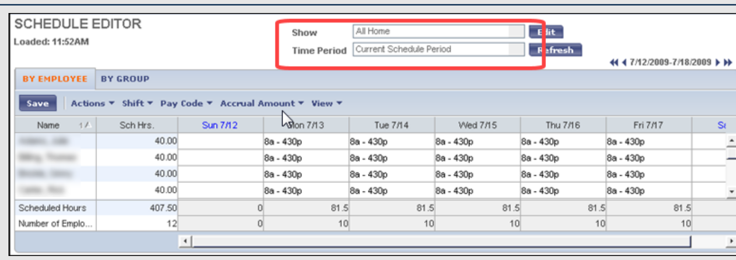
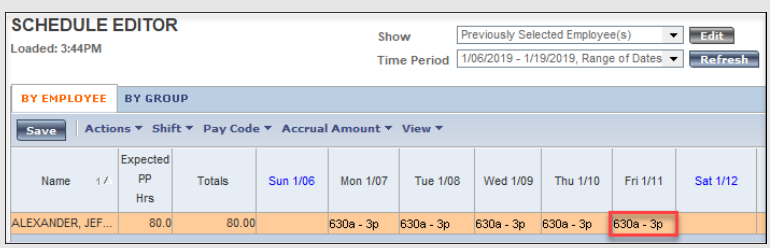
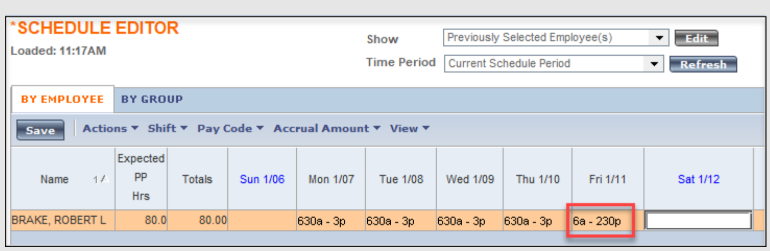
Editing Scheduled Shifts

Purpose

When events in employees' lives require them to take time off and when your workload requirements vary, you will need to change employees' schedules. You need to keep the schedules accurate to reduce the number of exceptions that might appear in employee timecards.

Example

An employee is leaving early, and the shift must be edited to reflect this change.

Steps		
1	Access the **Schedule Editor**.	
2	Select the specific set of employees from the **Show** drop-down list. Select the time period from the **Time Period** drop-down list.	
3	Click on the cell with the shift to be edited.	
4	Edit shift start and/or end times and press the Tab key.	

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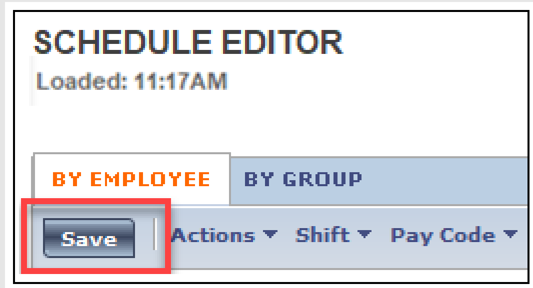
5	Click **Save**.	

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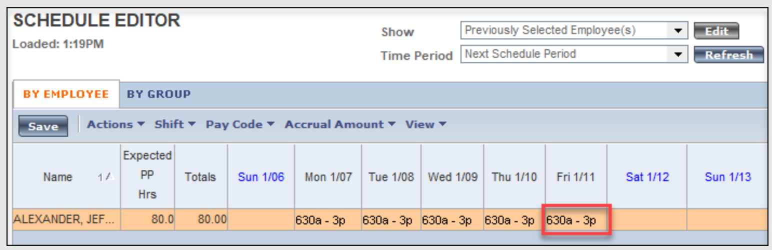
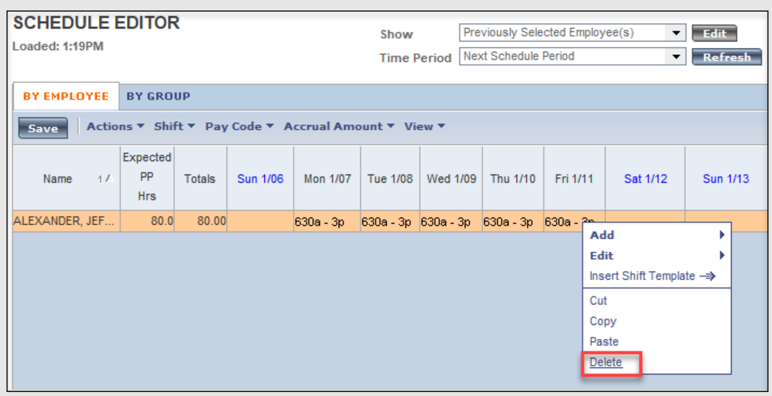
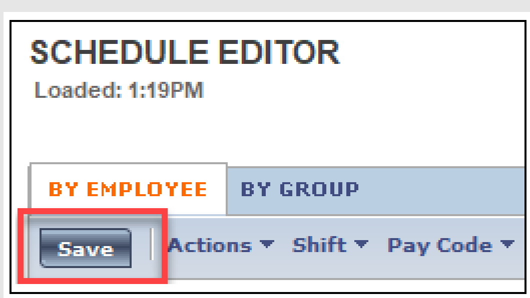
Deleting Shifts in the Schedule Editor

Purpose

Although an employee is assigned to a schedule group there may be a need to have a shift removed from their schedule

Example

You have asked an employee to work on another day and need to delete their shift from today's schedule.

Steps		
1	Access the **Schedule Editor** and right-click on the appropriate shift.	
2	Select **Delete** from the menu.	
3	Click **Save**.	

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Note

You can also click the **Shift > Delete** from the Action bar.

Refreshing and Saving Data

Purpose

When you add and modify schedule data, the application displays your edits but does not save them automatically. You must tell the application to save the data. Prior to saving your data, you can cancel your edits if necessary.

Visual Indicators

When you edit a schedule, the page name turns orange and an asterisk appears next to it to let you know that your edits are not yet saved. After you save, the visual indicators no longer appear; the page name turns grey.

Canceling Edits

The application does not save your edits until you tell it to do so. Until that time, you can remove or cancel your edits using the Refresh button. When you click Refresh, the application re-displays the most recently saved information, overwriting any unsaved changes.

Saving Edits

When you are satisfied with your edits, you must save them. If you close the employee's schedule before you save the edits, they are not saved. When this occurs, a message appears asking you to save your changes.

Canceling Edits

Steps		
1	Perform your edits to a schedule. Note the visual indicators that indicate unsaved data.	
2	Click **Refresh** and review the schedule information.	

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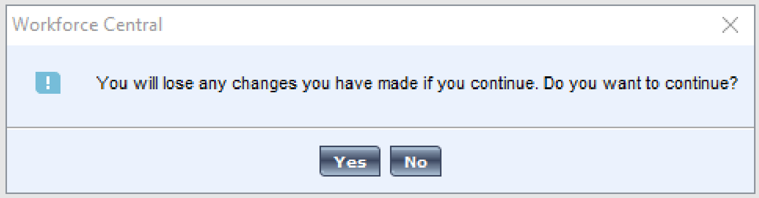
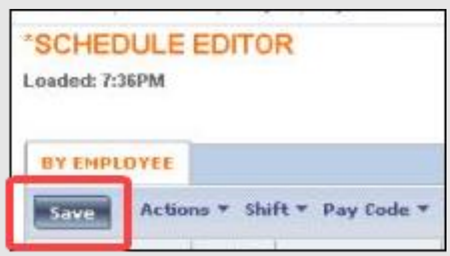
Steps		
3	Do you want to cancel your changes? • To cancel your changes, click **Yes** • To keep your changes, click **No**	

Saving Edits

Steps		
1	Perform your edits to a schedule. Note the visual indicators that identify unsaved data.	
2	Click **Save**.	
3	Review the employee's schedule to ensure that the visual indicators no longer appear, thereby validating that your information was saved.	

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Reviewing Time and Attendance Data

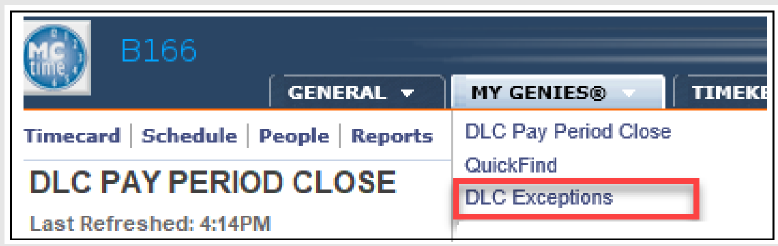
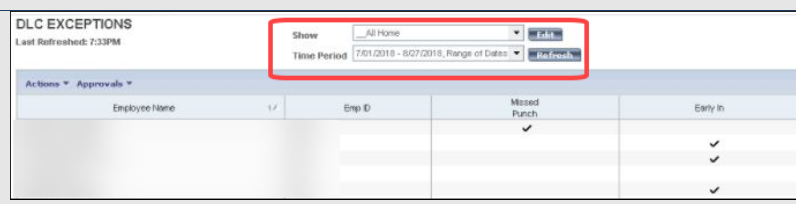
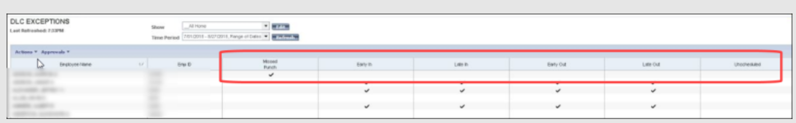
Reviewing Employee Data Using a Genie

Purpose

Workforce genies present customized views of employee information in a summarized, easy-to-read format so that you can quickly analyze and respond to time and scheduling needs. The **DLC Exceptions** genie is designed to show all timecard exceptions

Example

You want to look for all employees with timecard exceptions in the previous pay period.

Steps		
1	Access the **DLC Exceptions** genie.	
2	Select the specific time period from the **Time Period** drop-down list.	
3	Sort information in the genie by clicking one or two columns. Click the column header for the secondary sort first, and then click the column header for the primary sort. The last column header you click on is always the primary sort.	
4	Review the information in the **DLC Exceptions** genie.	

Note

To ensure accurate time and labor data, you should review and make corrections to timecards on a daily basis.

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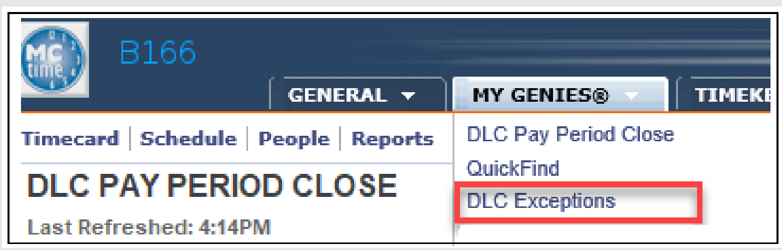
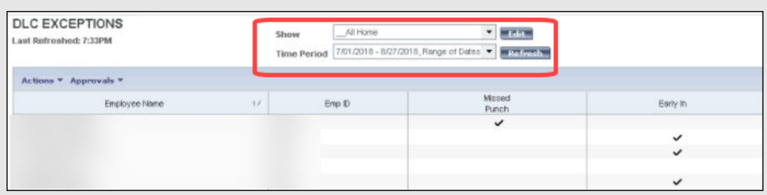
Accessing Employees’ Timecards

Purpose

Use genies to quickly review and monitor employees' time and attendance data. From a genie, you can open employees’ timecards so that you can make any adjustments prior to payroll processing.

Example:

In reviewing the DLC Exceptions **genie, you notice that several employees have exceptions. You open each employee’s timecard to review and adjust the data.**

Steps		
1	Access the **DLC Exceptions** genie.	
2	Select the specific set of employees from the **Show** drop-down list. Select the correct time period from the **Time Period** drop-down list.	
3	Click the name of employee(s) whose timecards you want to review.	
4	Click the **Timecard** quick link.	

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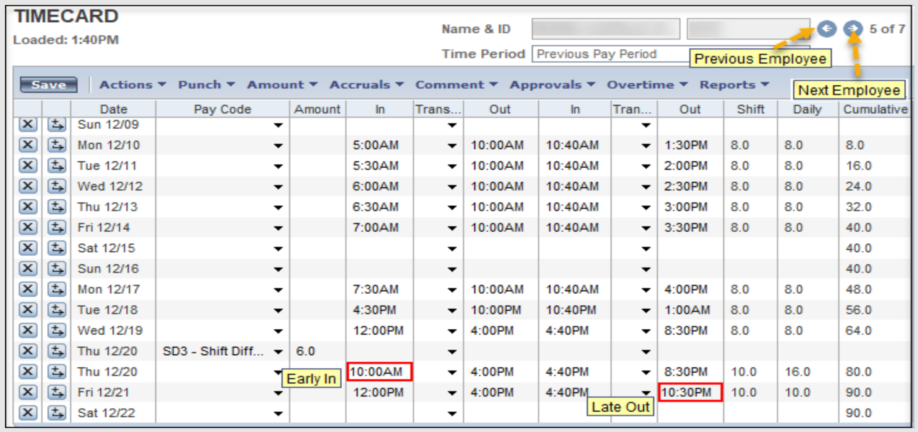
Steps

5	If you selected more than one employee, do one of the following: • Click the **Next** scroll button to move to the next employee. You can use the **previous** scroll button to move to a previous employee. • Select an employee from the **Name & ID** drop-down list.	
6	Place your cursor over the exception to display its description in a pop-up message.	

Tip

There are various ways to select employees before using a quick link:

- Hold the **Ctrl** key and click your mouse to select more than one employee not listed next to each other.
- To select a group of employees listed together, use one of these methods:
  - Click on the first employee, then hold the **Shift** key and click your mouse to select the last employee. This will select all employees in-between.
  - Click and drag the mouse to select multiple employees.
- Selections in the SHOW drop down list are called HyperFinds. Many HyperFinds are automatically created for users. If additional HyperFinds are needed, request from Retail or Wholesale Administration.

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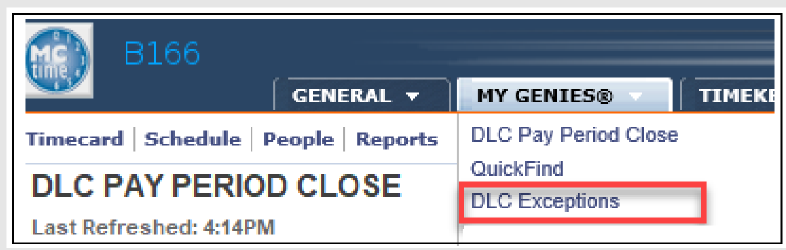
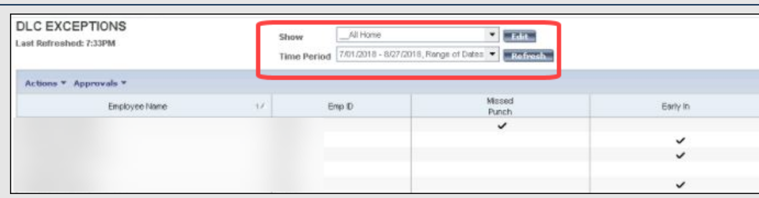
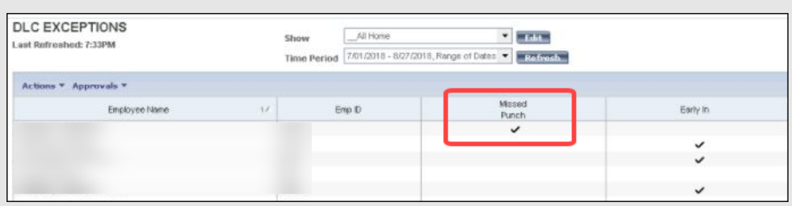
Adding a Missed Punch

Purpose

An employee might forget to punch in or out. When this happens, a solid-red box appears in the missed In or Out cell. To add that punch, you click the cell and type the missed time. The application accepts multiple formats for entering punches in a timecard.

Example

An employee notified you that she forgot to enter punches on Monday of the previous pay period. The employee started her shift at 8:00 A.M. Access the employee’s timecard and add an 8:00 A.M. in punch on the employee’s timecard for Wednesday of the previous pay period.

Steps		
1	Access the **DLC Exceptions** genie.	
2	Select the specific set of employees from the **Show** drop-down list. Select the specific time period from the **Time Period** drop-down list.	
3	Sort the **Missed Punch** column in descending order.	

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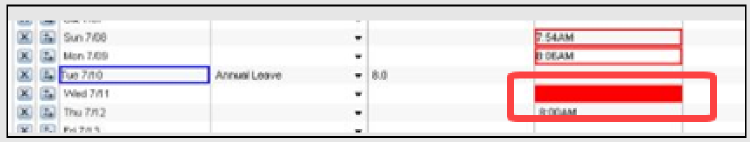
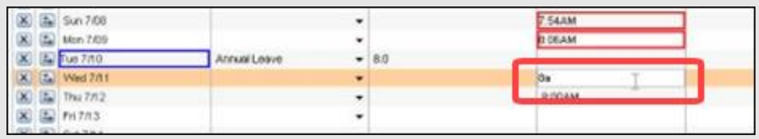
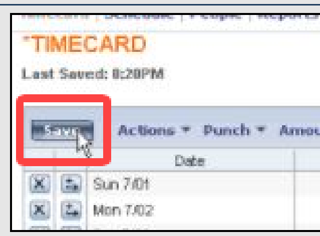
Steps		
4	Click the name of employee(s) who have a check mark in the Missed Punch column and click the **Timecard** quick link to access their timecard(s).	
5	Click the **In** or **Out** punch cell containing the missed punch exception.	
6	Enter the missing time using an acceptable format.	
7	Click **Save**.	

Tip

When the page name turns orange with an asterisk next to it, the timecard contains unsaved data.

Note

Punch times can be entered using 12 or 24-hour time. For example, an 8:00am punch can be entered *8a* or *0800*. Regardless of how the punch is entered, it will display in 12-hour time.

Business Practice

Supervisors must complete the “Timeclock Punch In/Out Approval” form and submit to Retail or Wholesale Administration.

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Refreshing and Saving Data in Timecards

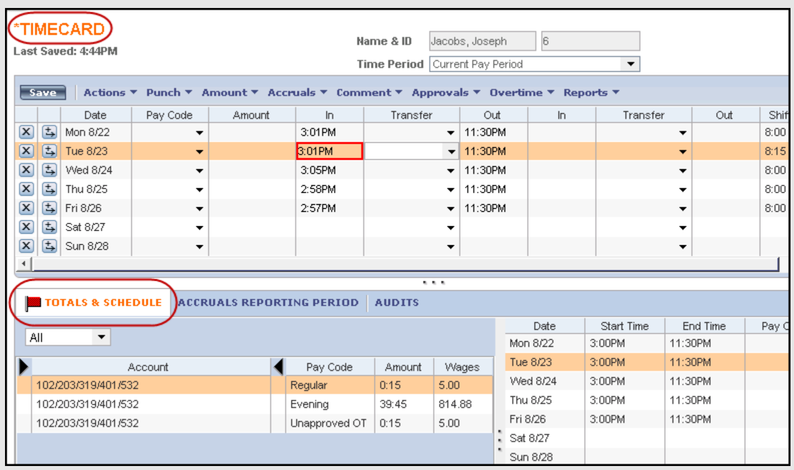
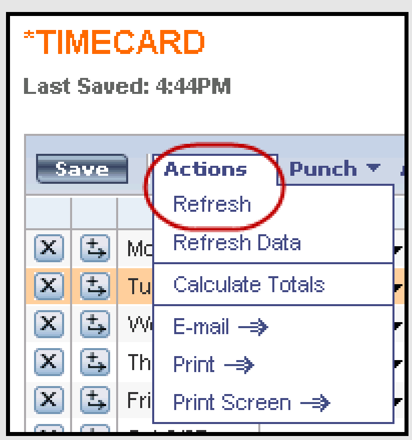
Purpose

When you add and modify timecard data, the application displays your edits but does not save them automatically. You must tell the application to save the data. Prior to saving your data, you can decide to remove them if they are incorrect.

Example

You have been editing the timecard of one of your employees when you realize that you entered the wrong information. You cancel the edits, enter the correct information, and save the timecard.

Canceling Edits

Steps		
1	Perform one or more edits on a timecard. Notice the visual indicators that signify unsaved data.	
2	Select **Actions > Refresh**.	

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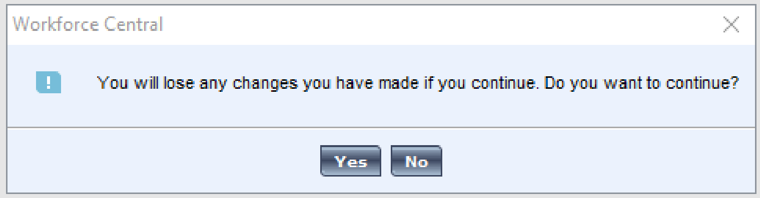
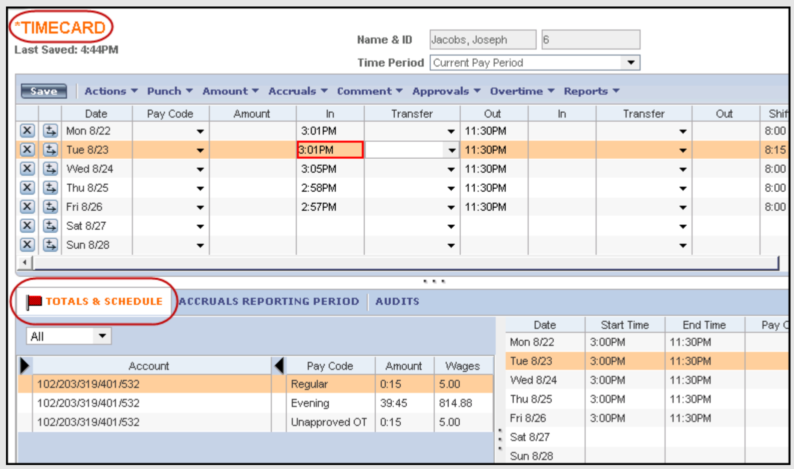
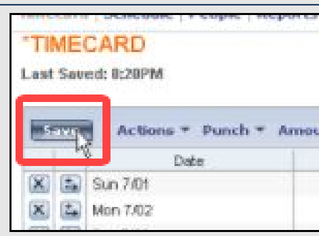
<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>3</td><td>Do you want to cancel your changes?
• To cancel your changes, click Yes
• To keep your changes, click No</td><td>
</td></tr>
</table>

Saving Edits

<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>1</td><td>Perform one or more edits on a timecard. Notice the visual indicators that signify unsaved data.</td><td>
</td></tr>
<tr><td>2</td><td>Click Save.</td><td>
</td></tr>
<tr><td>3</td><td>Review the employee’s timecard to ensure that the visual indicators no longer appear, validating that your information was saved.</td><td></td></tr>
</table>

Visual Indicator	Description
Timecard title in orange with asterisk	Unsaved edits
Red flag in the Totals & Schedule tab	Totals are not up-to-date

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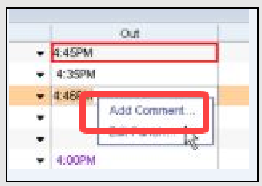
Attaching Comments to Punches

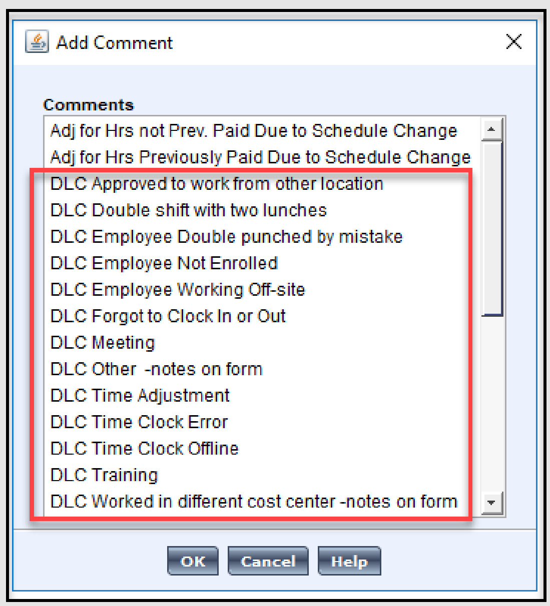
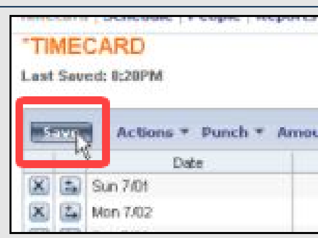
Purpose

Comments are predefined descriptive phrases that you attach to a punch or amount to provide additional, useful information about that transaction. You can attach as many comments as needed to explain the punch or amount.

Example

You want to attach a comment to a missed punch for an employee that forgot to clock in at the start of his shift.

<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>1</td><td>In the timecard, right-click the cell that contains the punch to which you want to add a comment and select Add Comment.</td><td>
</td></tr>
<tr><td>2</td><td>Select one or more comments from the list.

Tip: Hold the Ctrl key to select more than one comment.</td><td rowspan="2">
</td></tr>
<tr><td>3</td><td>Click OK.</td></tr>
<tr><td>4</td><td>Click Save.</td><td>
</td></tr>
</table>

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Business practice

You should always attach a comment when you edit an employee's timecard.

Note

In addition to right-clicking on a punch to add a comment, you can click on the punch and select **Punch>Add Comment** from the Action bar.

Free-Form comments are not permitted. If additional comments are required, contact Retail or Wholesale administration.

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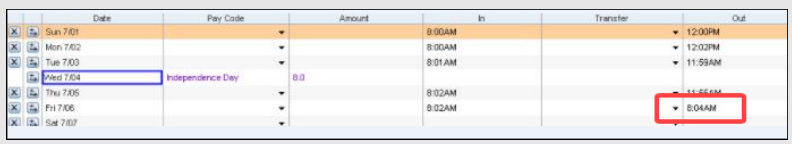
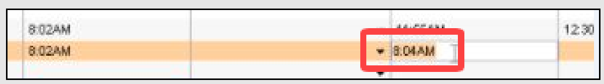
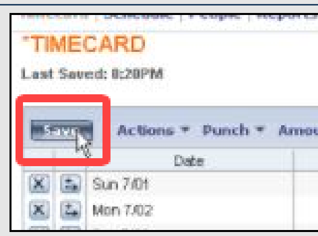
Deleting Punches

Purpose

As a rule, you should not delete punches from timecards because they represent actual times that employees started and stopped working. However, there are some exceptions to this rule. For example, an employee might punch twice when starting or ending a shift. When this occurs, you will want to delete the extra punch. The Audits tab provides a record of all timecard edits, including any deleted punches.

Example

An employee accidently clocked in twice for her shift. The later of the two punches must be deleted.

Steps		
1	In the timecard, click the cell that contains the punch to be deleted.	 
2	Press the **Delete** key on the keyboard.	
3	Click **Save**.	

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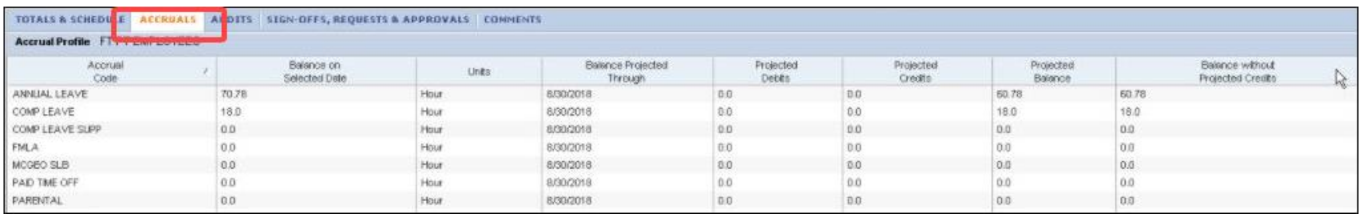
Viewing Accrual Balances in Timecards

Purpose

Before you enter non-worked time, confirm that the employee has accrued enough hours. The Accruals Reporting Period tab displays the employee's current and projected accrued times.

Example

An employee would like to take a comp day on September 4th. Before entering the time off, check the employee's Comp Leave balance on the Accruals tab.



Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
ANNUAL LEAVE	70.78	Hour	8/30/2018	0.0	0.0	60.78	60.78
COMP LEAVE	18.0	Hour	8/30/2018	0.0	0.0	18.0	18.0
COMP LEAVE SUPP	0.0	Hour	8/30/2018	0.0	0.0	0.0	0.0
FMLA	0.0	Hour	8/30/2018	0.0	0.0	0.0	0.0
MCGEO SLB	0.0	Hour	8/30/2018	0.0	0.0	0.0	0.0
PAID TIME OFF	0.0	Hour	8/30/2018	0.0	0.0	0.0	0.0
PARENTAL	0.0	Hour	8/30/2018	0.0	0.0	0.0	0.0

Column	Description
Accruals Code	The code that identifies and holds the type of accrual balance, such as Annual or Sick
Balance on Selected Date	This field is not used by Montgomery County.
Units	The unit that is associated with an accrual code, measured in days, hours or money
Balance Projected Through	This field is not used by Montgomery County.
Projected Debits	This field is not used by Montgomery County.
Projected Credits	This field is not used by Montgomery County.
Projected Balance	This field is not used by Montgomery County.
Balance without Projected Credits	This field is not used by Montgomery County.

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Adding Pay Code Amounts to Timecards

Purpose

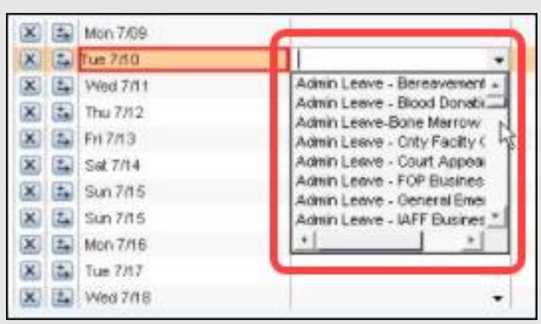
Pay codes keep track of the type of worked and non-worked time that is entered in the timecard. It is important that hours are tracked to the correct pay code so that the employee is paid correctly. There are times when you might have to edit an employee's timecard and use a pay code to track his or her worked or non-worked time; for example, when the employee calls in sick.

Acceptable formats for Entering Pay Code Amounts

Acceptable Format	Example	Interpretation by MCtime
Leading zeros (optional)	07	7:00 hours
	08:30	8:30 hours
Colon	7:30	7:30 hours **Note:** If you enter an amount without a colon, MCtime interprets your entry as is, which may be a much larger amount than you meant. For example, if you enter 730 (without the colon), MCtime interprets that as 730 hours.
Decimal	8.5	8:30 hours
Full Schedule Day/ Half Schedule Day		This field is not used by Montgomery County.

Example

An employee is on Annual Leave on Tuesday of the previous pay period. Her timecard was not updated to reflect this and MCtime flags her with an unexcused absence. Edit the employee's timecard for the previous pay period to reflect the Annual Leave time.

Steps		
1	From the employee's timecard, identify the day with the unexcused absence. Does the day already have punches? • If no, on the row of the date where you want to enter the pay code amount, select the pay code from the **Pay Code** drop-down list • If yes, on the row of the date where you want to enter pay code amount, click the **Insert Row** icon. On the new row, select the pay code from the **Pay Code** drop-down list.	

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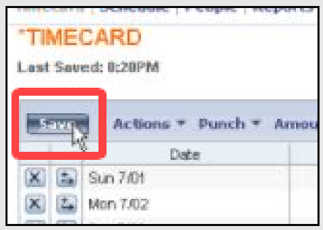
Steps		
2	Click the **Amount** cell next to the pay code you selected. Enter the number of hours using an acceptable format.	
3	Click **Save**.	

Note

You cannot add a pay code to a row that contains punches; you must add a separate row for the pay code transaction.

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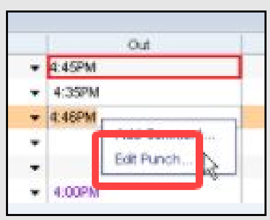
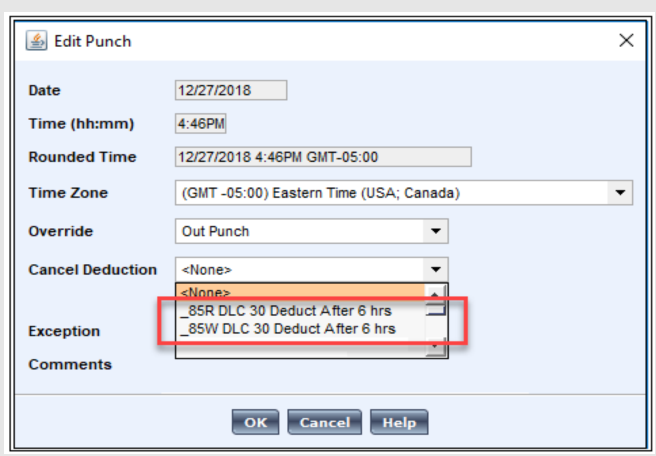
Paying Employees for Meals

Purpose

Work rules define basic time and labor conditions, such as how breaks and meal deductions occur during shifts. For example, a work rule might stipulate that an employee must work a minimum number of hours before a meal deduction is applied automatically to his or her time. This automatic deduction is reflected in the shift hours total. There may be times when an employee works through his or her meal, so you will need to cancel the automatic meal deduction to add the time worked to their timecard.

Example

An employee worked through her lunch. Cancel the automatic meal deduction.

Steps		
1	From a genie, select one or more employees whose timecards you want to edit, and then click the **Timecard** quick link.	
2	Click the **Out** punch cell on the date you want to cancel the deduction.	
3	Right-click on the punch and select **Edit Punch** from the short cut menu.	
4	Select the **_85R DLC 30 Deduct After 6 hrs** (for Retail) or **_85W DLC 30 Deduct After 6 hrs** (for Warehouse) deduction from the **Cancel Deduction** drop-down list.	
5	Click **OK**.	

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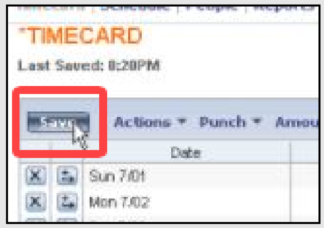
Steps		
6	Click **Save**.	

Caution

If you select a meal deduction other than **_85R / _85W DLC 30 Deduct After 6 hrs**, the deduction will not be canceled.

Tip

You can restore a meal deduction cancellation by performing the same steps and selecting **<None>** from the Cancel Deduction drop-down list.

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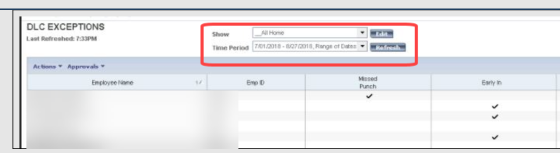
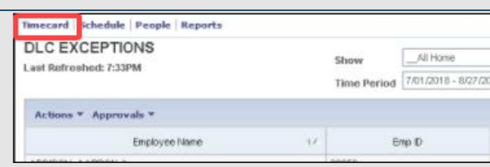
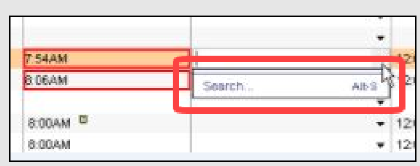
Transferring Hours for Entire Shifts

Purpose

Each employee is assigned a primary cost center. During the normal workday, all worked and non-worked hours are charged to this assigned cost center. Occasionally, you may need to transfer the employee to another cost center. You need to record the transfer in the application so that the worked hours are charged to the right cost center. You can record this transfer in the timecard, or the employee can record the transfer at the timeclock, but only at the time of the transfer. Employees **CANNOT** transfer time in the timeclock before or after it takes place, only at the time of transfer.

Example

On Monday of the previous pay period, an employee worked in cost center 85470-500, which is not her primary labor account assignment. Access the employee's timecard for the previous pay period and transfer her worked time for Monday of the previous pay period to the new cost center.

Steps		
1	Access the **DLC Exceptions** or another genie.	
2	Select the specific set of employees from the **Show** drop-down list. Select the specific time period from the **Time Period** drop-down list.	
3	Select the employee and click the **Timecard** quick link.	
4	Click the drop-down arrow in the **Transfer** cell between the **In** and **Out** punch cells for the date you want to record the transfer.	
5	Does the labor account or work rule appear in the Transfer list? • If yes, select the labor account or work rule and continue to step 8 • If no, select **Search** and continue to the next step	

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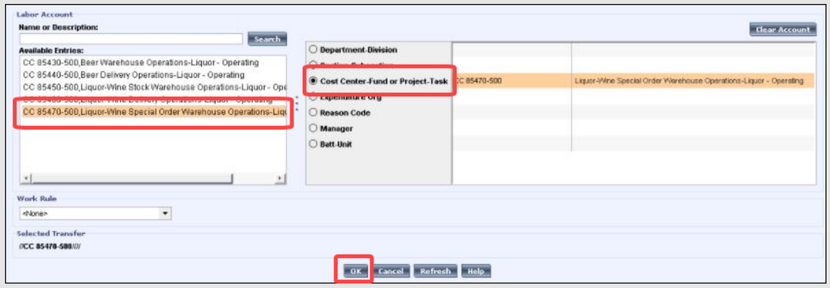
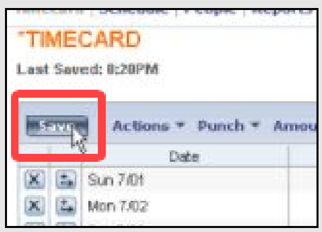
Steps		
6	Click a Cost Center radio button and select the cost center from the **Available Entries** list.	
7	Click **OK**.	
8	Click **Save**.	

Business Practice

Supervisors and employees can perform transfers for Cost Center-Fund or Project-Task; Expenditure Org or Reason Code.

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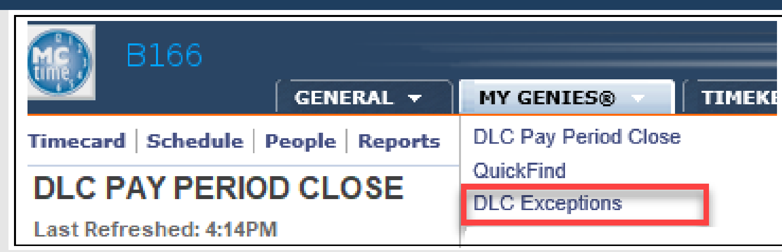
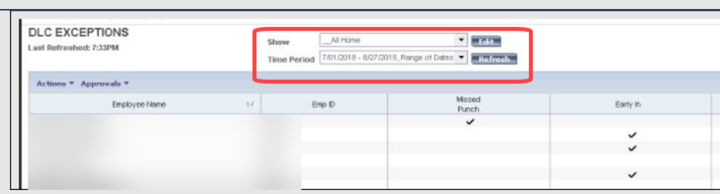
Transferring Hours for Parts of Shifts

Purpose

Each employee is assigned a primary labor account and default work rule. During the normal workday, all worked and non-worked hours are charged to this assigned labor account. Occasionally, you may need to transfer the employee to another labor account or work rule for a portion of his or her shift. You need to record the transfer in the application so that the right labor account is charged, and the right work rule is applied. You or the employee can record the transfer at a terminal or directly in the schedule or timecard.

Example

On Tuesday of the previous pay period, an employee worked her normal cost center, which is her primary labor account assignment, from 7:00 A.M. to 10:00 A.M. She then worked in a different cost center from 10:00 A.M. to 3:30 P.M. Access the employee's timecard for the previous pay period and transfer her worked hours for Tuesday of the previous pay period from 10:00 A.M. to 3:30 P.M. to a different cost center.

Steps		
1	Access the **DLC Exceptions** or another genie.	
2	Select the specific set of employees from the **Show** drop-down list. Select the specific time period from the **Time Period** drop-down list.	
3	Select the employee and click the **Timecard** quick link.	

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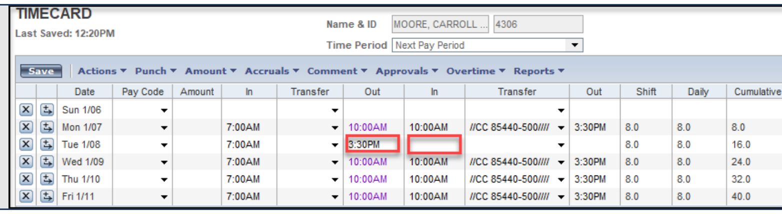
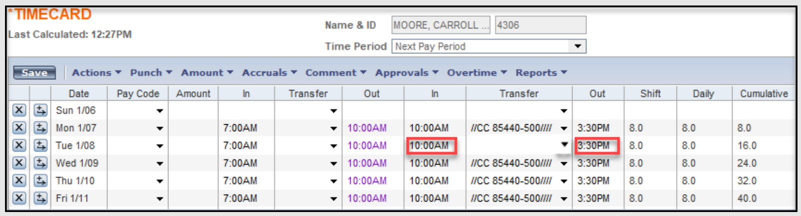
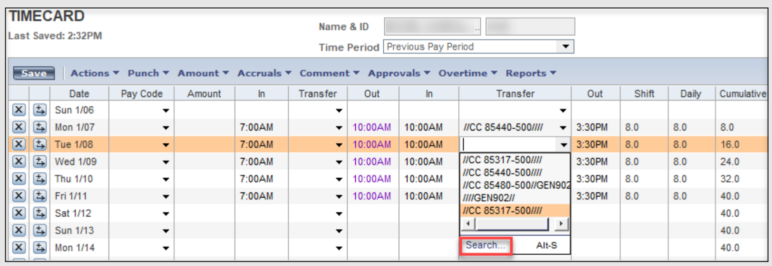
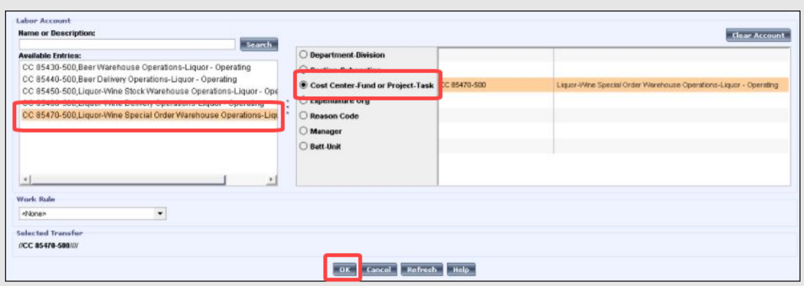
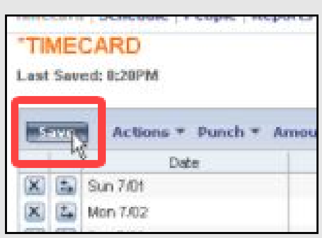
4	Click the second **In** punch cell (First empty **In** punch cell) for the date you want to record the transfer.	

Steps

5	Enter the time the transfer began.	
6	Click the drop-down arrow in the **Transfer** cell next to the transfer **In** punch.	
7	Does the cost center appear in the Transfer list? • If yes, select the cost center and continue to step 10 • If no, select **Search** and continue to the next step	
8	To transfer hours to another labor account, click the Cost Center radio button and select the appropriate cost center from the **Available Entries** list.	
9	Click **OK**.	
10	Click **Save**.	

Business practice

Supervisors and employees can perform transfers for Cost Center-Fund or Project-Task; Expenditure Org or Reason Code.

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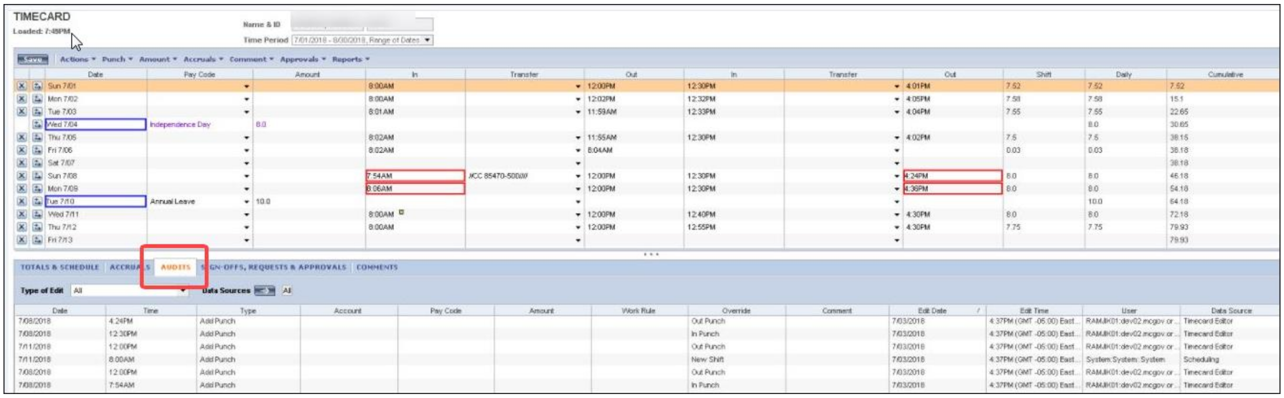
Viewing the Audit Trail

Purpose

To view changes made to an employee's timecard and approvals made by managers. The tab also lists punches made from time stamping. You can view all data sources or a specific data source, such as edits to a timecard. Within a timecard, you can view all edits or a specific type of edit, such as punch edits.

Example

You want to review the audit trail to see which punches were from a terminal and which punches you needed to manual add.



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Column	Description
Date/Time	The effective date and time of the edit
Type	The kind of edit that was performed
Account	The account to which the edit is attributed, if different from the primary account
Pay Code/Amount	The pay code and number of hours to which the edit is assigned, if applicable
Work Rule	The work rule used with the edit, if different from the employee’s primary work rule
Override	The type of entry that this edit is replacing or canceling, if applicable
Comment	The comment attached to the edit
Edit Date/Time	The date and time the edit was made
User	The user name of the person who made the edit
Data Source	The component of the application from which the edit was made

Steps		
1	Click the **Audits** tab.	
2	Select a type of edit or select **All** to display all types of edits from **Type of Edit** drop-down list.	

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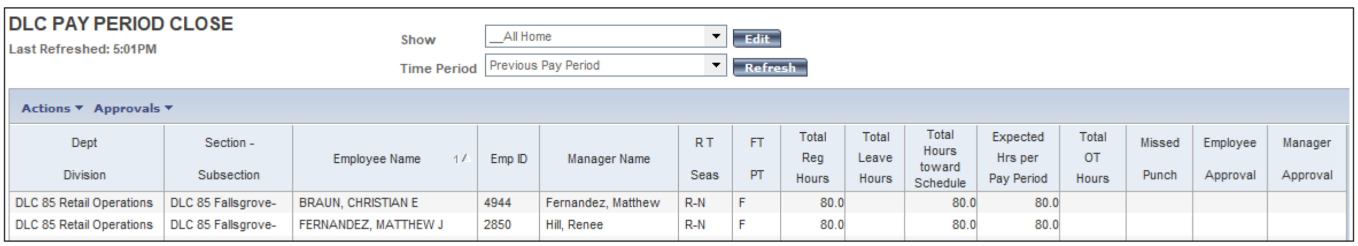
Finalizing Timecards

Reviewing Time Data Using the DLC Pay Period Close Genie

Purpose

The DLC Pay Period Close Genie helps you identify timecard discrepancies at the end of a pay period so that you can perform final edits. You must correct all exceptions before time data is signed off by Payroll and timecards are locked. Otherwise, employees may not get paid correctly for that pay period.

The main areas of the DLC Pay Period Close Genie



Column	Description
Dept Division	The Department and Division for the selected employee
Section Subsection	The Section and Subsection for the selected employee
Employee Name	Name of the employee on the selected row
Emp ID	Selected employee’s ID number
Manager Name	Name of the manager for the selected employee
RT Seas	Identifies the employee as Regular, Temporary, Seasonal or Non-Seasonal
FT PT	Noting the selected employee as full time (F) or part time (P)
Total Reg Hours	The total number of regular hours for the selected employee for the chosen time period
Total Leave Hours	The total number of leave hours for the selected employee for the chosen time period
Total Hours Toward Schedule	Total number of hours based in the schedule
Expected Hrs per Pay Period	The total number of hours an employee is expected to account for within the pay period
Total OT Hours	The total number of excess hours (OT) for the selected employee for the chosen time period
Missed Punch	A check mark is displayed here if an in/out punch is expected but not entered
Employee Approval	A check mark is displayed here once an employee approves the timecard
Manager Approval	A number 1 appears once a manager approves the timecard, a 2 appears if a second manager approves, and so on

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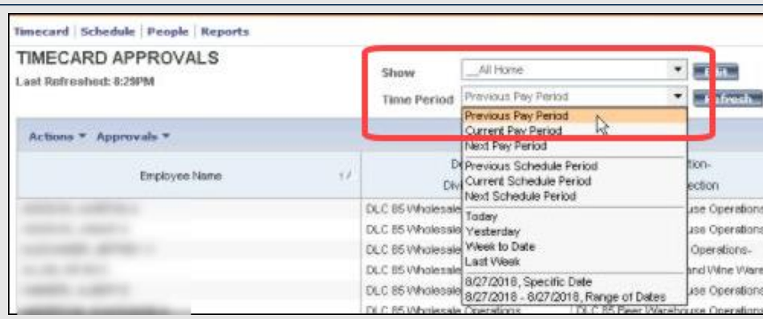
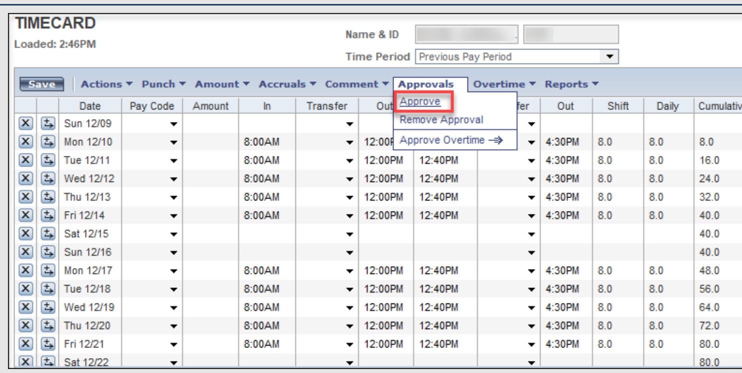
Approving Timecards

Purpose

After you finish editing your employees' timecards, you need to approve them to indicate to payroll that they are ready for processing.

Example

You have reviewed an employee’s time data and performed all necessary corrections. You approve the employee’s time for the previous pay period from her timecard.

Steps		
1	Access a genie, such as the **Timecard Approvals** or **Pay Period Close** genie.	
2	Select the specific set of employees from the **Show** drop-down list. Select the specific time period from the **Time Period** drop-down list.	
3	Select the employee(s) and click the **Timecard** quick link.	
4	Select **Approvals > Approve**.	

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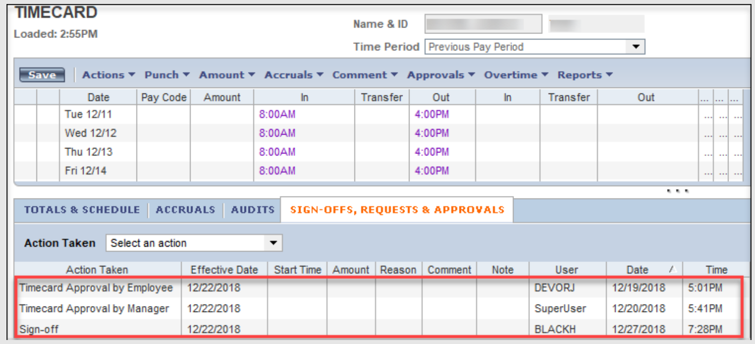
5

Do you want to check the approval status on the timecard or a genie?

- To check the approval status on a timecard, click the **Sign-offs & Approvals** tab and review the **Approval by Manager** information
- To check the approval on a genie, access the **Timecard Approvals** genie, click **Refresh**, and review the **Managers who Approved Timecard** column and the **Approved by Manager** column



Tip

You can remove your approval by following the same steps and selecting Remove Approval from the Approvals menu.

Business practice

Employees should review, edit and approve their timecard no later than the last day worked in the pay period.

Managers should review, edit and approve employee timecards no later than noon on Tuesday following the close of a pay period.

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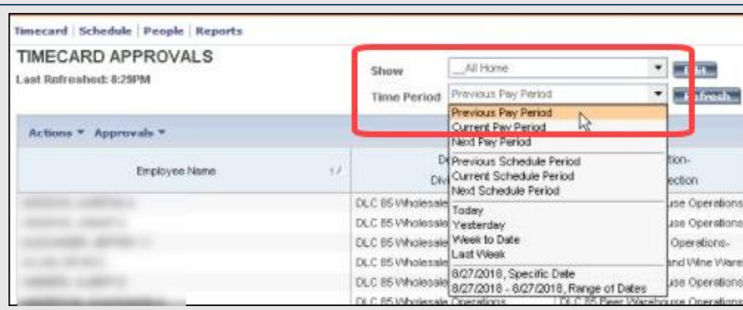
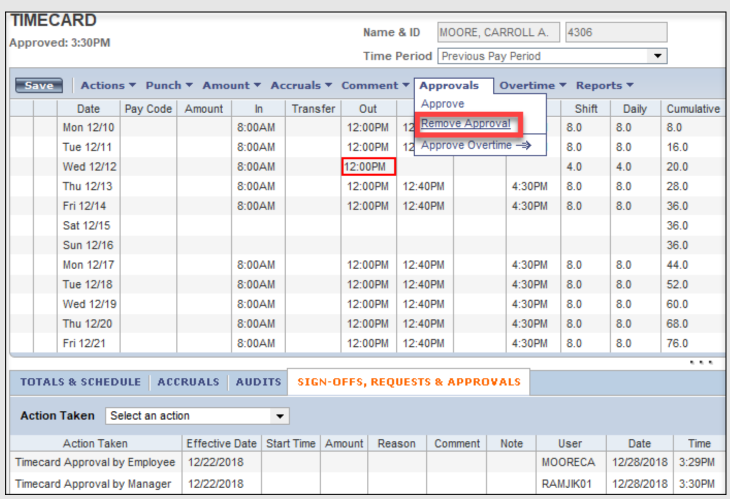
Removing Your Timecard Approvals

Purpose

After you approve one or more employees' timecards, they are no longer editable. If the need arises and you have the appropriate permissions, you can remove your approval. After you remove your approval, you can make the necessary timecard edits and then re-approve the timecards.

Example

You have been informed that an employee forgot to enter four hours of sick time for Wednesday of the previous pay period. You have already approved the employee's timecard. You need to remove your approval, add four hours of sick time for that Wednesday, and then re-approve the timecard for that day.

<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>1</td><td>Access a genie, such as the Timecard Approvals or Pay Period Close genie.</td><td></td></tr>
<tr><td>2</td><td>Select the specific set of employees from the Show drop-down list. Select the specific time period from the Time Period drop-down list.</td><td>
</td></tr>
<tr><td>3</td><td>Select the employee(s) and click the Timecard quick link.</td><td rowspan="2">
</td></tr>
<tr><td>4</td><td>Select Approvals > Remove Approval.</td></tr>
</table>

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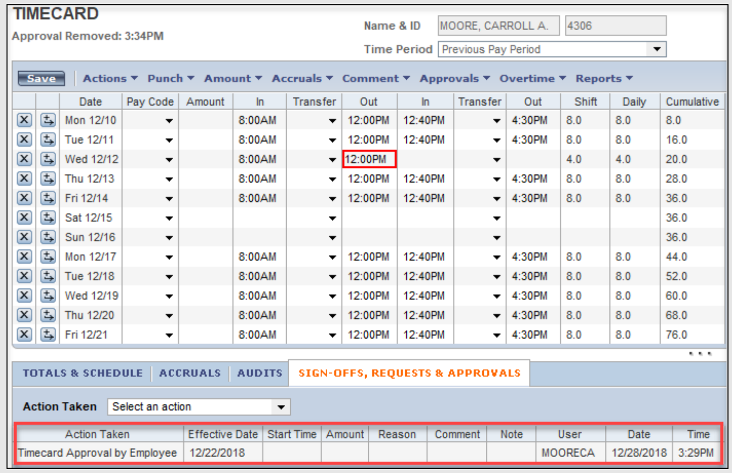
<table>
<tr><th colspan="3">Steps</th></tr>
<tr>
<td>5</td>
<td>To confirm on a timecard that the approval is removed, click the Sign-offs & Approvals tab</td>
<td>
</td>
</tr>
</table>

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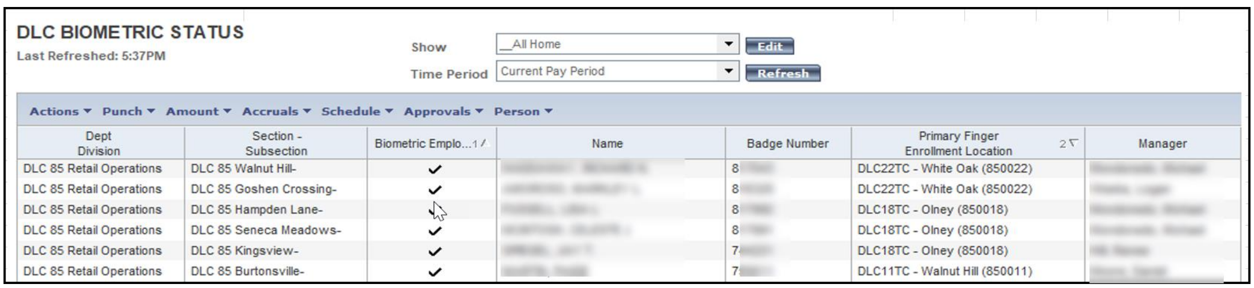
Using the InTouch Terminal

Verifying Enrollment at the InTouch Terminal

Purpose

The DLC Biometric Status Genie helps you to identify employees that have been enrolled at the InTouch terminal and that can record time biometrically.

The main areas of the DLC Biometric Status Genie



Column	Description
Dept Division	The Department and Division for the selected employee
Section Subsection	The Section and Subsection for the selected employee
Biometric Employee	A checkmark indicates number of employees who must be enrolled against the number of employees who are enrolled by the Primary Finger Enrollment Location field.
Name	Name of employee
Badge Number	Employee badge number
Primary Finger Enrollment Location	Terminal used to enroll employee
Manager	Name of manager

The following HyperFind queries can be used to locate employees and confirm enrollment

Column	Description
DLC TimeClock Retail Employee	Displays **Retail** employees enrolled at a terminal only.
DLC TimeClock Warehouse Emp	Displays **Warehouse** employees enrolled at a terminal only.
DLC TimeClock All Employees	Contains all **Retail** and **Warehouse** employees enrolled at a terminal.
DLC TimeClock Management	Contains only employees that will interact with the terminal (management use only).

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Re-punch Restriction Interval

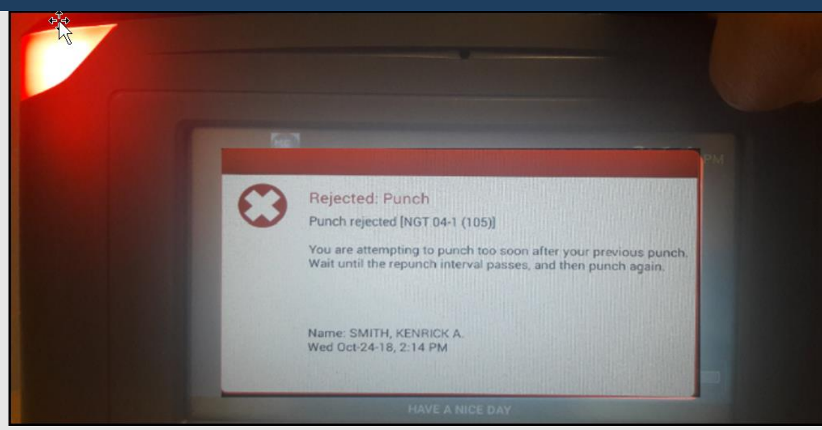
Purpose

Once an employee has entered a punch at the InTouch terminal, the terminal will not accept another punch from the same employee for specific period of time (30 minutes for Retail employees and 40 minutes for Warehouse employees). If a manager has approved an early return from a meal break, the manager will need to record the return punch for the employee manually in MCtime. As a best practice, the manager should update MCtime the same business day. The employee will be unable to punch back in from meal break at the InTouch terminal.

Example

An employee attempts to punch in prior to the standard meal break allotment.

<table>
<tr><th colspan="2">Overview</th></tr>
<tr><td>An employee attempts to return from a meal break early (Before 30 minutes for Retail employees and before 40 minutes for Warehouse employees).

The terminal will display the Rejected Punch screen shown on the right.</td><td>
</td></tr>
<tr><td>The Re-Punch restriction will appear for Retail employees when the following situations occur:</td><td>• A punch (in or out) followed by any other punch within 30 minutes of the first punch time.
• A transfer punch is followed by a second transfer punch within 30 minutes of the first transfer punch time.
• Any punch is followed by a transfer punch within 30 minutes of the first punch time.</td></tr>
<tr><td>The Re-Punch restriction will appear for Warehouse employees when the following situations occur.</td><td>• A punch (in or out) followed by any other punch within 40 minutes of the first punch time.
• A transfer punch is followed by a second transfer punch within 40 minutes of the first transfer punch time.
• Any punch is followed by a transfer punch within 40 minutes of the first punch time.</td></tr>
</table>

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Tip

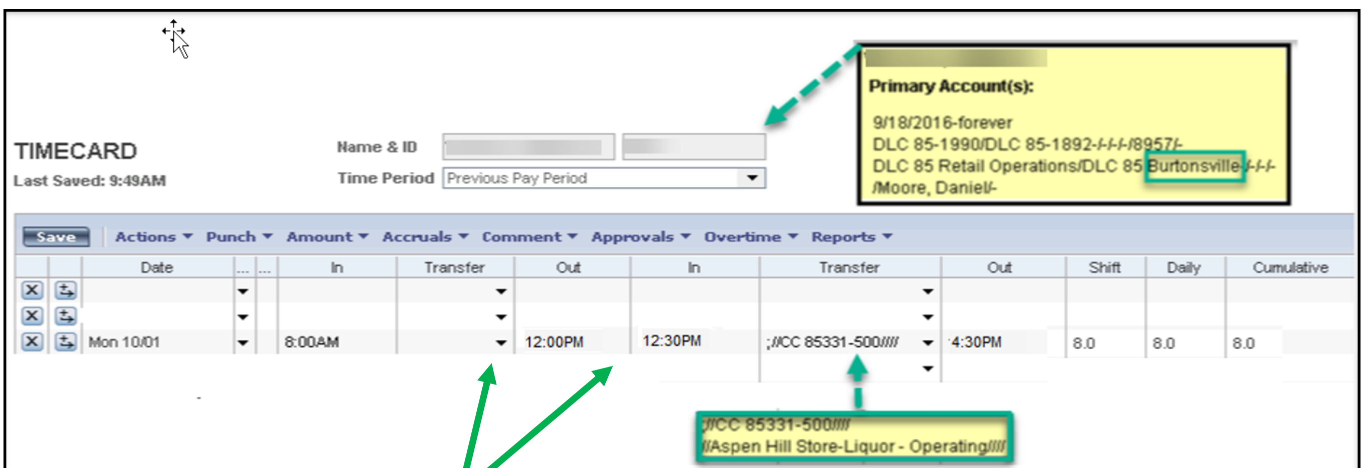
If you are a **Retail** employee and receive a Re-Punch restriction at the terminal, wait 30 minutes and attempt your punch again, or contact your manager to have a punch entered for you.

If you are a **Warehouse** employee and receive a Re-Punch restriction at he terminal, wait 40 minutes and attempt your punch again, or contact your manager to have the punch entered for you.

Re-Punch Restrictions the Timecard

Retail Example

Timecards for **Retail** employees must have at least 30 minutes between punches for any type of punch. The following example shows a timecard with 30 minutes between the out punch for a meal at 12:00 pm and the in punch returning from the meal at 12:30 pm. If the employee attempts to return before 12:30 pm, they will receive a Re-Punch restriction at the InTouch terminal and the punch will not be recorded.



At least 30 minutes of time must pass between each recorded punch, as shown here.

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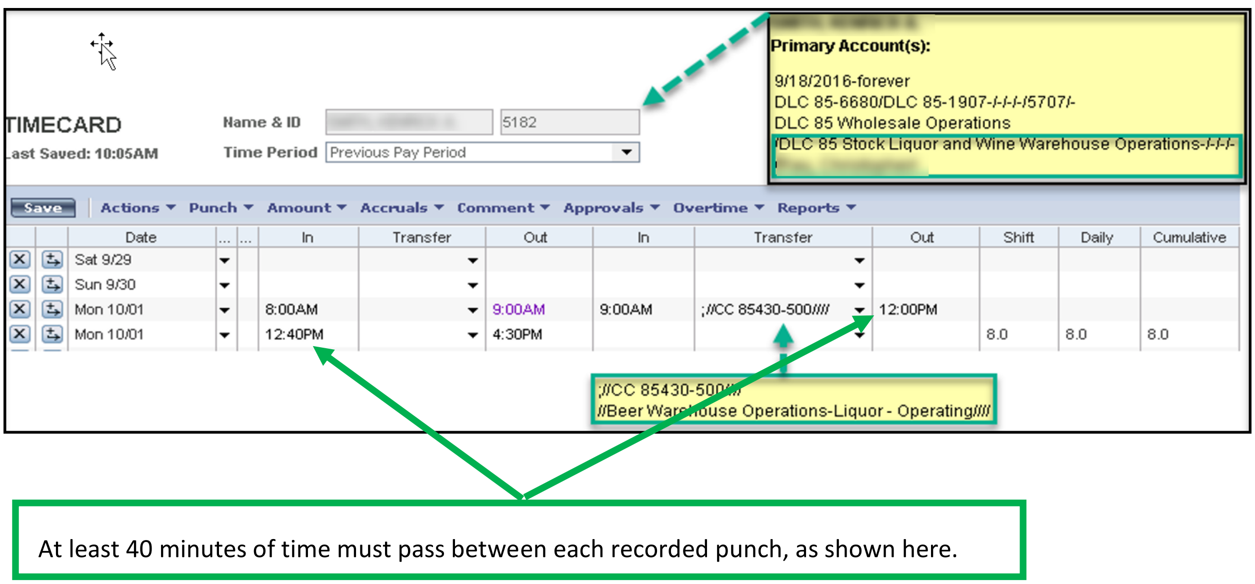
Business practice

If the employee is required to return from their meal break before 30 minutes, their manager must record the punch for the employee in MCtime.

Supervisors must also complete the "Timeclock Punch In/Out Approval" form and submit to Retail or Wholesale Administration.

Warehouse Example

Timecards for **Warehouse** employees must have at least 40 minutes between punches for any type of punch. The following example shows a timecard with 40 minutes between the out punch for a meal at 12:00 pm and the in punch returning from the meal at 12:40 pm. If the employee attempts to return before 12:40 pm, they will receive a Re-Punch restriction at the InTouch terminal and the punch will not be recorded.



Business practice

If the employee is required to return from their meal break before 40 minutes, their manager must record the punch for the employee in MCtime.

Supervisors must also complete the "Timeclock Punch In/Out Approval" form and submit to Retail or Wholesale Administration.

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