



# Manager's Tasks (HTML)

## Navigating in Mctime – The Basic Menu Page

B179 Select **Home** to return to the menu page or **Log Off** to exit. [Log Off](#) | [Home](#) | [Help](#)

<b>General</b> → Group Edit Results → Reports	Select Reports under the <b>General</b> Tab to access Reports that include the employees that you have access to view.	<b>Scheduling</b> → Assigned Schedule	<b>My Information</b> → My Timecard → My Reports	Select within <b>My Information</b> to access your <b>own</b> timecard and your <b>own</b> reports.
<b>My Genies(R)</b> → QuickFind → Timecard Approvals → Pay Period Close → New Hires → People Profile	Select within <b>My Genies</b> to view the Pay Period Close, Check Overtime, QuickFind, or other Genies.		<b>My Links</b> → Mctime Informational Website → 2015 Payday - Holiday Calendar → Labor Agreements → Multilingual Certification → Personnel Regs & Policy Memos	Select within <b>My Links</b> to access the Mctime Informational Website and other resource links.

## Accessing My Employees

1. Use the Pay Period Close or any other Genie to access your employees. Select **All Home** in the Show Field and change the Time Period as appropriate, i.e **Current Pay Period** or **Previous Pay Period**.
2. Select the desired employee by clicking on the row that displays the employee. Multiple employees may be selected by holding down the Ctrl key and clicking the row for each desired employee. All employees may be selected by choosing Select an Action from the drop down menu bar above the header row.
3. Click on the **Timecard** Launch button to view the timecard for each selected employees.
4. Select **Home** to return to the **Menu** page.

**Timecard** | Schedule | People | Reports

**PAY PERIOD CLOSE**      Show:       Time Period:       **Apply**

**Refresh**     

Dept Division	Section - Subsection	Employee Name	Person ID	Manager Name	R T Seas	FT PT	Total Reg Hours	Total Leave Hours
FIN 32 Division of the Controller	FIN 32 Payroll-	BLACK, HEATHER R			R-N	F	80.0	
FIN 32 Director's Office	FIN 32 Information Technology-	LI, YING			R-N	F	80.0	
FIN 32 Director's Office	FIN 32 Information Technology-	LYNCH JR., JAMES D.			R-N	F	80.0	
FIN 32 Director's Office	FIN 32 Information Technology-	QI, XIN			R-N	F	80.0	
FIN 32 Director's Office	FIN 32 Information Technology-	ROSENSTOCK, MATTHEW G			R-N	F	80.0	

To view employee timecards, select the desired employees (using CTRL) and click on the Timecard Launch button.





# Manager's Timecard (HTML)

## Editing Hours Worked

- Click on the cell in the desired date column; delete the existing duration and type the new duration of actual hours worked.

- Click **SAVE**.

## Adding a Pay Code

- Click the + and → icon to add a row.
- Expand the column to show the entire **Pay Code**.
- Click the drop-down arrow in the **Pay Code** cell in the new row.

- Scroll to find the desired **Pay Code** and select.
- Click in the date column in the new row and enter the number of hours (use format HH.hh) assigned to the new **Pay Code**.
- Adjust the daily hours worked by modifying the original hours as necessary.

- Click **SAVE**.

## NOTES

Enter time in decimal format (HH.hh). For example, 8 hours & 15 minutes, type 8.25.

Overtime hours are not entered separately, they are captured by increasing the hours worked for that day.

Approve your own timecard by close of business on the last day worked of the current pay period.

A row can be deleted by deleting any hours in the row and saving.

## Timecard Indicators & Colors

Indicators	Description
	A red outline around a box is a warning that a value may be missing or needs to be verified.
	A blue outline around a date indicates non-worked time such as Annual Leave.
	A duration amount shown in purple on a white background indicates the amount was automatically populated by the employee's schedule and can be edited.
	Pay attention to the page title in the header area. If the title is orange-red and is preceded by an asterisk, that means that changes have been made that have not been saved yet.
	When viewing Total Summary, if the timecard has not been saved, a warning will appear, "Some punches or amounts may not appear because the application did not process them yet." When the timecard is saved, this message will disappear.

## NOTES

**Save** frequently to avoid data loss.

To cancel edits made to the timecard but not saved, select **Refresh** from the timecard menu.

Click on **Logoff** located in the upper right of the blue MCTime banner. Failure to logoff properly could jeopardize your privacy!

## Contact MCTime

Help Desk: 240-777-2828

Email: [mctime@montgomerycountymd.gov](mailto:mctime@montgomerycountymd.gov)

Website: [www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime)

Visit the **MCTime** informational website by clicking within **MY LINKS** on the home page menu.





# Manager's Timecard (HTML)

## Reviewing My Timecard

1. Review your timecard totals for the pay period prior to approving your timecard.
2. Select the appropriate **Time Period** for your timecard.
3. Timecard totals are displayed by clicking on the **Totals Summary** tab above your timecard.
4. The **Total Hrs Toward Schedule** hours must equal 80.0 if you are a full-time regular employee.
5. Multilingual Differentials that are automatically calculated will display in the totals of the timecard. They do not display in the body of the timecard.
6. Verify that any excess hours worked are calculated (or Pay Code Moved by the manager) to be paid correctly as overtime or comp leave earned, if eligible.
7. Verify that all leave used during the pay period is properly recorded.
8. Verify that hours charged to a **Transfer** Cost Center-Fund or Project-Task have been properly recorded.
9. If a Project-Task code has been entered, make sure that the appropriate Expenditure Org has also been entered.

**TOTALS SUMMARY** Name: [Redacted]  
Time Period: Current Pay Period (8/09/2015 - 8/22/2015)

**ACCOUNT SUMMARY**

Account	Pay Code	Money	Hours	Wages
DPS 75-1992/DPS 75-1924-/-/1996/-				
DPS 75 Building Construction/DPS 75 Building Construction Permit Processing-/-/Lucas, Gall-				
	Annual Leave		8.0	264.24
	ML1 - Multilingual Basic		64.0	64.00
	Regular		64.0	2,113.92
	Total Hrs Tow ards Schedule		72.0	2,378.16
(x)DPS 75-1992/DPS 75-1924-/CC 75100-540/-/1996/-				
DPS 75 Building Construction/DPS 75 Building Construction Permit Processing-DPS - Director's Office-Permitting Services-/-/Lucas, Gall-				
	ML1 - Multilingual Basic		8.0	8.00
	MO1 - Multilingual OT Basic		1.0	1.50
	OT at 1.5 - Overtime		1.0	49.55
	Regular		8.0	264.24
	Total Hrs Tow ards Schedule		8.0	264.24

## Approving My Timecard

1. Managers should approve their own timecard no later than their last day worked of the current pay period.
2. To approve the timecard, select the correct time period to be approved. The current pay period should be selected when approving before the end of the pay period.
3. From the timecard menu, select the **Approve** tab above your timecard. A note will indicate approval.
4. Approvals may be removed if edits are necessary by selecting **Remove Approval** from the tab.

**TIMECARD** Person & Id: FLAZINSKI, LORI  
Time Period: Current Pay Period

Buttons: Save, **Approve**, Comments →, Primary Account, Totals Summary

Add Row	Pay Code	Transfer
+	Hours Worked	





# Manager's Tasks (HTML)

## Reviewing Employee Timecards

- Using the *Pay Period Close Genie*, check that each employee has approved their timecard.
  - If the employee has not approved the timecard, contact them for required updates.
  - If the employee is unavailable, perform any necessary edits and notify the employee of the revisions.



- Use the *Pay Period Close Checklist for Managers*, (available on the Mctime Informational website under the Resources tab) to perform additional tasks and validations that are expected of managers at the close of each pay period.
- Follow all the steps on the *Pay Period Close Checklist for Managers* to complete the review and approval of employee timecards.

### NOTES

Employee approval of the timecard prevents the employee from making further edits to the timecard but not the manager.

Manager approval of the timecard prevents both the employee and manager from making further edits.

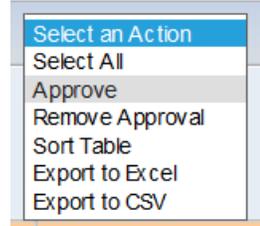
Manager approval does not prevent Payroll or special Departmental Managers with expanded access from making edits to the timecard.

The manager approval of the timecard may only be removed by the actual manager that performed the approval.

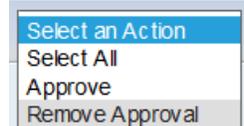
Approval of timecards by managers should be completed no later than noon on Tuesday following the end of the pay period.

## Approving Employee Timecards

- Managers must approve all timecards for Active (and Inactive, i.e. employees on a leave of absence) each pay period.
- After reviewing individual timecards, select employees then click on the **Select an Action** Menu and click on **Approve** to approve the timecard. Select **Apply** and **Refresh** to view your changes. You will be asked "Are you are sure?" If yes, select OK



- Once the timecard is approved by the manager, no additional edits may be made to the timecard by the employee or the manager unless the manager approval is removed.
- To remove the approval, select employees then click on the **Select an Action** Menu and click on **Remove Approval**. Select **Apply** and **Refresh** to view your changes. You will be asked "Are you are sure?" If yes, select OK



## Verify Manager Approval of Employee Timecards

- Open the **Pay Period Close Genie**.
- Verify the **Time Period**.
- Click **Refresh** to display the most current information.
- Verify that the **Manager Approval** column has a value of one or greater for all of your employees. The number displayed represents how many managers reviewed and approved the timecard.

Employee	Manager
Approval	Approval
✓	1
✓	1





# Schedules / Glossary (HTML)

## Reviewing Assigned Schedules

As a best practice, employees and managers should verify their schedule at the beginning of each pay period to ensure pre-population of correct days and durations.

A **Schedule Change Request** form should be submitted to the MCtime office when permanent changes to the employee's schedule are needed in MCtime. The form is available on the MCtime informational website. Managers may make single pay period ad-hoc schedule changes in the Java Platform. (Job Aid: Managing Schedules)

## Glossary

**Apply** – The manner in which changes are accepted into the application. **Save** is also required.

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

**Home Labor Account** – The HR organization to which an employee is assigned. Includes the employee's department, division, section and/or subsection and manager.

**Labor Account Transfer** – Performed when an employee works in an account different from their **Home Labor Account**. Used when an employee needs to charge hours to a different cost center – fund, project – task with expenditure org or reason code for a short period of time or for an intermittent basis.

**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 in the Java Platform. (Job Aid: Pay Code Move)

**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 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 how any hours are to be paid for an employee group. The business rules, together with the employee's schedule, determine if, when, and how any excess hours worked (overtime) are calculated, the default form of excess hour compensation (pay or compensatory leave), the rate of excess hour compensation (1.0 or 1.5), when holiday leave or holiday premium pay is earned, and how multilingual pay is calculated.

**Refresh** – A function that cancels any unsaved data and updates the workspace with the most current information in the database. If a change has been made to a timecard, the refresh function may be used to bring the timecard back to the last saved totals.

**Schedule** – Represents the duration or 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. Most schedules only populate the duration of hours worked in the day, not the specific start and end times for the shift.

