When an "Event" occurs, the Office of Emergency Management and Homeland Security (OEMHS), determines if a projected event may rise to the level of Federal or State reimbursement. This is determined in advance, with guidance provided to departments in the form of a memo. Memos and crosswalks are posted on the MCtime Informational Website. This guidance will help you identify timecards that used the event specific Project Code and provide tips on how to print out the supporting timecards in your department that may be required as paper back up.

Whenever an event Project-Task is assigned to an event, the MCtime Team creates a Project Code HyperFind to help select timecards that have recorded time or emergency pay using that transfer code. This HyperFind is available to any user who can view, edit or approve another employee's timecard. HyperFinds will follow a naming convention "**__PT 200XXXX – Date of Event**" and will populate under your "**__All Home**" HyperFind. For the current event, the Hyperfind **_PT 2001927 – Jan 22-26 2016** was created**.** Future events will have their own specific Project name.

This Project Code Hyperfind can be used in conjunction with the EVENTS – EMG PAY & HRS WORKED Genie (found at the bottom of your Genie Dropdown list) to assist departments in identifying employees who entered the project code on their timecard within a specified time period. These tools are useful for:

- Ensuring that employees who should be entering the project code AND expenditure org on their timecard, for the CURRENT pay period has done so.
- Collecting timekeeping data related to the storm for potential FEMA reimbursement, coordinated with OEMHS.

**Additional EVENT specific documentation can be found at: www.montgomerycountymd.gov/mctime under the Resources Tab / Events**

**Reporting –** Details for Reporting will be extracted from Oracle Payroll data using the BI Tool. Departments will coordinate this activity directly with OEMHS.

**Timecards** - In some cases you may need to print an employee timecard. The Java platform is the best platform for this task.

Actual Genie and HyperFind (example) displayed below.



Generally, you will want to gather data by pay period. Even when an event spans two or more pay periods, you will usually want to pull information by pay period, so that you can also capture work that may have been charged to the Project code in preparation for the event or continued activities that occurred following the conclusion of the event. Pay period selection displayed below.

Updated 4/8/2016 for Version 6.2

To select Timecards, use the left click and scroll over the rows with the names that you wish to select, in most cases you will need to select all the timecards that have used the Project Code.

> **Note**: *The numbers of hours displayed in the columns of the genie are not the hours charged to the event Project-Task. The HyperFind is only selecting the timecard for an employee that used that event Project-Task in that pay period, or had a time card correction in that pay period, that charged to that event Project-Task.*

**Step 1** - Highlight the employee's names to select and click on the Timecard launch button.

| | GENERAL ▼ | MY GENIES® ▼ | TIMEKEEPING ▼ | SCHEDULING ▼ | MY INFORMATIO |
|---|---|---|---|---|---|

Timecard | Schedule | People | Reports

**EVENTS - EMG PAY & HRS WORKED**
Last Refreshed: 4:05PM

Show: __PT 2001927 - Jan 22-26 2016 ▼ [Edit]
Time Period: 1/10/2016 – 1/23/2016, Range of Dates ▼ [Refresh]

Actions ▼  Amount ▼  Accruals ▼  Schedule ▼  Person ▼

| DEPT DIVISION 1▼ | PERSON ID | EMPLOYEE 2▼ | EMERGENCY PAY TOTAL HOURS | TOTAL REG OT CL | TOTAL REG HRS | TOTAL OT HRS | TOTAL COMP LV HRS | CALI TOT |
|---|---|---|---|---|---|---|---|---|
| | | | 4.0 | 1.0 | 67.25 | | 1.0 | |
| | | | 24.0 | 45.0 | 60.0 | 0.0 | 0.0 | |

**Step 2** - Within the Timecard, you should adjust column widths to make your printouts easier to read.

Use the arrows to "open up" the Transfer field in the body of the timecard.

**Week starting: Sun 1/17**

| Pay Code | Transfer | Sun 1/17 | |
|---|---|---|---|
| Hours Worked | | | |
| Hours Worked | //PT 2001927-GEN001/60010/// | | |
| Emergency Pay | //PT 2001927-GEN001/60010/// | | |
| Martin Luther King, Jr's ... | | | |
| Sick Leave | | | |

**Step 3** - Click on the black arrows to "open up" the Account Transfer field in the Totals and Summary section of the timecard. Make sure "All" is selected.

| TOTALS & SCHEDULE | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS |
|---|---|---|

All ▼

| Pay Code | Amount | Wages |
|---|---|---|
| Total Hrs Towards Schedule | 80.0 | 3,369.60 |
| CL2 - Comp Lv Earned-1 hr EQ 1.0 | 1.0 | |
| Stand By Pay | 61.0 | |
| HOL - Holiday Leave | 8.0 | 336.96 |
| Regular | 67.25 | 2,832.57 |

**Page 3**

**Step 4** - Sort on Pay Code, then sort on Account to alphabetize all the pay codes, then sort on Account to bring the Project Codes closer to the top. Open up the Pay Code, Amounts, and Wages columns and move the schedule over to the right.

| TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS |
|---|---|---|---|

All ▼

| Account | Pay Code | Amount | Wages |
|---|---|---|---|
| (x)HHS 60-6243/HHS 60-2297-/PT 2001927-GEN001/60010/-/2027/- | Emergency Pay | 4.0 | 168.48 |
| (x)HHS 60-6243/HHS 60-2297-/PT 2001927-GEN001/60010/-/2027/- | Regular | 4.0 | 168.48 |
| (x)HHS 60-6243/HHS 60-2297-/PT 2001927-GEN001/60010/-/2027/- | Total Hrs Towards Schedule | 4.0 | 168.48 |
| HHS 60-6243/HHS 60-2297-/-/-/-/2027/- | Annual Leave | 2.0 | 84.24 |
| HHS 60-6243/HHS 60-2297-/-/-/-/2027/- | CL2 - Comp Lv Earned-1 hr EQ 1.0 | 1.0 | |
| HHS 60-6243/HHS 60-2297-/-/-/-/2027/- | HOL - Holiday Leave | 8.0 | 336.96 |
| HHS 60-6243/HHS 60-2297-/-/-/-/2027/- | Regular | 63.25 | 2,664.09 |
| HHS 60-6243/HHS 60-2297-/-/-/-/2027/- | Sick Leave | 2.75 | 115.83 |
| HHS 60-6243/HHS 60-2297-/-/-/-/2027/- | Stand By Pay | 61.0 | |

**Step 5** - Within the body of the timecard, make sure that you are highlighting the last total lines on the timecard (to ensure that all pay code rows are visible) and rest your cursor box somewhere out of the way.

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

**Week starting: Sun 1/10**

| Pay Code | Transfer | Sun 1/10 | Mon 1/11 | Tue 1/12 | Wed 1/13 | Thu 1/14 | Fri 1/15 | Sat 1/16 | Total |
|---|---|---|---|---|---|---|---|---|---|
| Hours Worked | | 1.0 | 8.0 | 10.0 | 6.5 | 7.5 | 6.0 | | 39.0 |
| Annual Leave | | | | | | | | 2.0 | 2.0 |
| Stand By Pay | | 23.0 | 16.0 | 11.0 | 11.0 | | | | 61.0 |
| | | 24.0 | 24.0 | 21.0 | 17.5 | 7.5 | 8.0 | | 102.0 |

**Week starting: Sun 1/17**

| Pay Code | Transfer | Sun 1/17 | Mon 1/18 | Tue 1/19 | Wed 1/20 | Thu 1/21 | Fri 1/22 | Sat 1/23 | Total |
|---|---|---|---|---|---|---|---|---|---|
| Hours Worked | | | | 10.0 | 4.0 | 7.25 | 4.0 | | 25.25 |
| Hours Worked | //PT 2001927-GEN001/60010/// | | | | | | 4.0 | | 4.0 |
| Emergency Pay | //PT 2001927-GEN001/60010/// | | | | | | 4.0 | | 4.0 |
| Martin Luther King, Jr's ... | | | 8.0 | | | | | | 8.0 |
| Sick Leave | | | | | 2.0 | 0.75 | | | 2.75 |
| | | | 8.0 | 10.0 | 6.0 | 8.0 | 12.0 | | 44.0 |

**Step 6**- Select the Actions Tab drop down, then click on "Print."

**Note**: Do not click on Print Screen as you will only capture the data visible on your screen. In pay periods, where multiple rows are used, you will need more room.
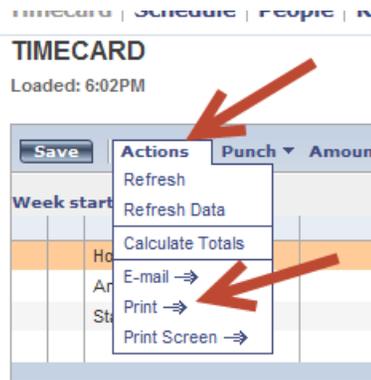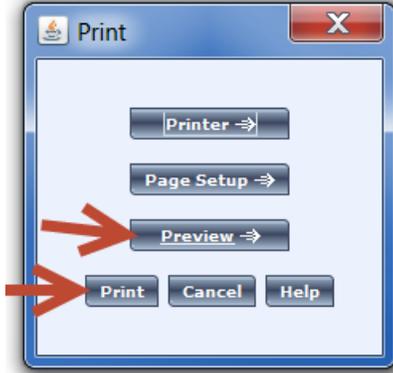


**Step 7**- Review the Page Setup to confirm that your page Orientation is Landscape.



**Page 5**
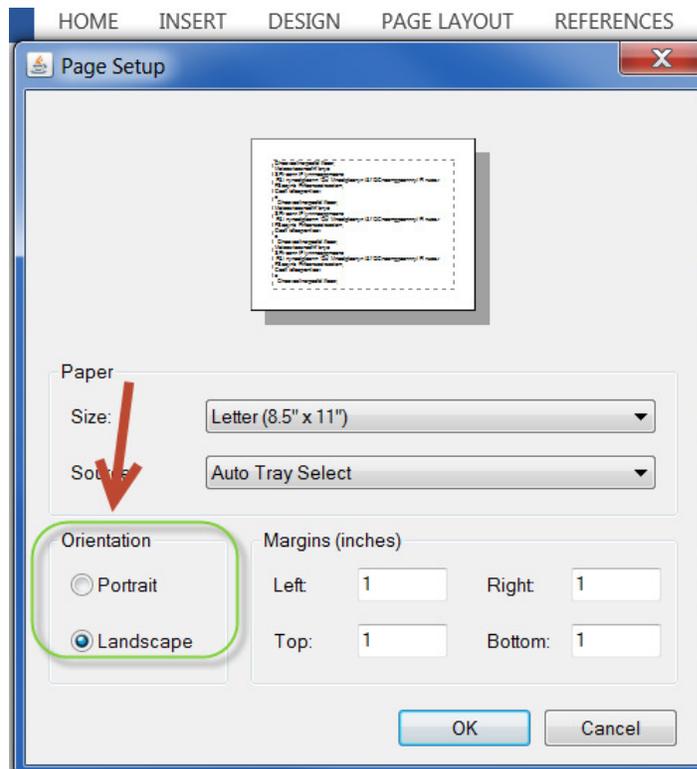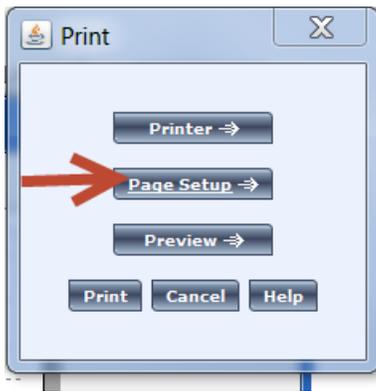
**Step 8**- Preview, then Print.



**Note**: OEMHS has indicated that timecards can be printed in black and white and also as 2 sided documents.

Provide timecards to designated OEMHS employees.

As always, please email the MCtime Mailbox if you have timekeeping questions – MCtime@montgomerycountymd.gov.