Employee Tasks

Editing Hours Worked

1. Click the cell in the desired date column; delete the existing amount and type the new amount (i.e., the actual number of hours worked).
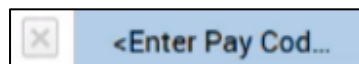
Mon 4/03	Tue 4/04	Wed 4/05	Thu 4/06	Fri 4/07	Sat 4/08	Total
9.5						9.5
	9.0	9.0	9.0	9.0		36.0
9:00AM-5:00PM	9:00AM-6:00PM	9:00AM-6:00PM	9:00AM-6:00PM	9:00AM-6:00PM		
9.5	9.0	9.0	9.0	9.0		45.5

2. Click **SAVE**.

Save

Adding a Pay Code

1. Click on the <**Enter Pay Code**> cell in the new row.

☒ <Enter Pay Cod...

2. Select the desired Pay Code.

☒ Please Choose: ▼

☒ Search ▲

☒ Acting Promo
Acting Promo Callback
Acting Promo Court OT 1.0

Page 1
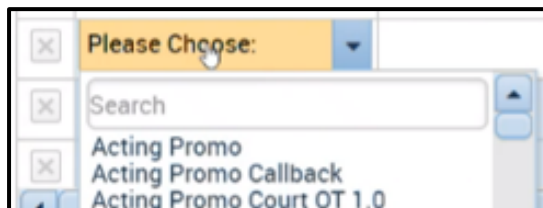
3. Click in the date column in the added row and enter the number of hours (use format HH.hh) assigned to this Pay Code.

4. Adjust the daily hours by modifying the original hours as necessary.

	Pay Code	Transfer	Sun 3/12	Mon 3/13	Tue 3/14
☒	Hours Worked				9.0
☒	Hours Worked				
☒	Acting Promo				2.0

NOTES

The hours that populate your timecard each pay period are based upon your assigned schedule in MCtime. Verify that your timecard displays the appropriate duration of hours on the appropriate days. If incorrect, notify your supervisor immediately. Schedules are not assigned to temporary employees.

Shift Differential Pay, Stand By Pay and Call Back Pay should be recorded by adding a new row to the timecard. Follow the procedures for 'Adding a Pay Code' on page one.

View Timecard Totals

1. Click the **Totals** tab on the timecard.

2. View the **Totals** to review time timecard totals.

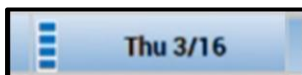   **Note**: This will reflect the time period displayed within the timecard.

Employee Tasks

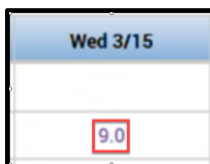### Timecard Indicators and Colors

1. A small red vertical indicator to the left of the day of the week is a warning that a value may be missing or needs to be verified.


2. A small blue indicator to the left of the day of the week indicates non-worked time such as Annual Leave.

3. A purple amount indicates MCtime generated the hours from the employee's schedule.

4. A duration amount located within a pale grey cell indicates the amount was automatically populated by the employee's schedule and cannot be edited. This includes holidays and locked pay period adjustments.
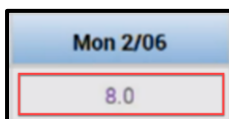
5. To cancel edits made to the timecard but have not been saved, select **Refresh** from the timecard menu.

6. The orange **SAVE** icon indicates edits have been made since the timecard was successfully saved.

NOTES

SAVE frequently to avoid data loss.

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

Enter time in decimal format. For example, to enter 8 hours and 15 minutes, type 8.25.

Rows can be removed by deleting all time amounts within a row, then click **SAVE**.

Cost Center – Fund Transfer

1. Click <**Enter Pay Code**> to add a new row.

2. Click the drop-down arrow next to the Transfer cell in the applicable row and select **Search**.

3. Click on Labor Account.

Transfer
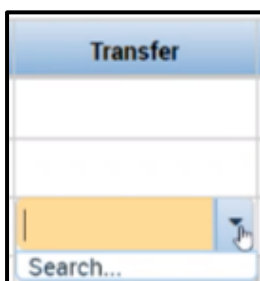
	Name
	Job
	Labor Account
Job Transfer	Labor Account

4. Cost centers start with the department number. To search for a **Cost Center - Fund**, you must enter "CC" followed by a space and then a two-digit department number.

Cost Center-F...		Batt-Unit:	
Expenditure O...	cc 45		

CC 45000-001   Fire Chief's Executive Office-General Fund
CC 45000-100   Fire Chief's Executive Office-Fire
CC 45000-101   Fire Chief's Executive Office-Cons. Fire Tax Di

5. Click the desired **Cost Center – Fund**.

6. Click **OK** to record the **Cost Center - Fund** and return to the timecard.

7. Click the cell for the desired date on the same row as the new **Cost Center-Fund** and enter the number of hours worked (use format HH.hh).

8. Adjust the daily hours by modifying the original hours as necessary.

9. Click **SAVE**.

Pay Code	Transfer	Sun 3/12
Hours Worked		
Hours Worked		
Acting Promo	;//CC 45000-001////	2.0

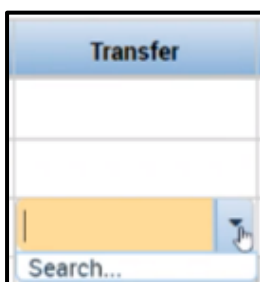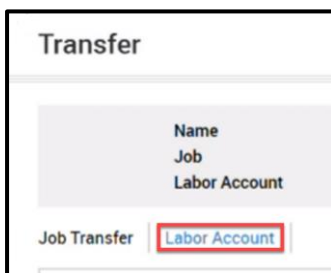## Project – Task with Expenditure Org Transfer

1. Click <**Enter Pay Code**> to add a new row.

2. Click the drop-down arrow next to the **Transfer** cell in the applicable row and select **Search**.

3. Click on **Labor Account**.

4. Most **Project-Task** start with the department number. To search for a **Project-Task**, you must enter "PT 0" (i.e., PT space zero) followed immediately by the project code.

5. Click the desired **Project-Task** and **Expenditure Org**.

Cost Center-F...	PT 0100300-11.01 - Judic... ▼	X	Batt-Unit:
Expenditure O...	07100 - PLC 07100 Peopl... ▼	X	

	1	
01999	CCL 01999 Unallocated Payroll Charges	
02100	BOA 02100 Board Of Appeals	
03100	OLO 03100 Legislative Oversight	

6. Click **OK** to record the **Project-Task** and **Expenditure Org** and return to the timecard.

7. Click the cell for the desired date on the same row as the new **Project-Task and** enter the number of hours worked (use format HH.hh).

8. Adjust the daily hours by modifying the original hours as necessary.

9. Click **SAVE**.

Totals Accruals Audits Historical Corrections

| All ▼ | All ▼ | ⇄∅ |

Account	Pay Code	Amount
(x)FIN 32-1998/-/PT 0100300-11.01/07100/-/3200001/-	Regular	4.0
FIN 32-1998/-/-/-/-/3200001/-	Regular	76.0

<u>Reason Code Transfer & Notes</u>

1. Click the dropdown in the **Transfer** cell. Click **Select** to open the Transfer window.

2. Click on **Labor Account**.

3. Click the **Reason Code** dropdown and use **Smart Search** to find and select the desired **Reason Code**.

4. Click **Apply**.

5. Click the cell for the desired date and enter the number of 'Hours Worked' (use format HH.hh) in that **Reason Code**.

6. Adjust the daily hours by modifying the original hours as necessary.

7. Click **Save**.

	Pay Code	Transfer	Sun 3/26
✕	Hours Worked		4.0
✕	Hours Worked	;////ALTPLACE//	4.0
✕	<Enter Pay Code>		
✕	Schedule		
✕	Daily Total		8.0

Timecard Approval

1. Open the timecard.

2. Select the correct Time Period for approval.

3. Click the approved timecard dropdown; and click **Approved**.

NOTES

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

Overtime hours are not entered separately. They are captured by increasing the hours worked for a day.

Overtime hours may be charged to a different account by adding a new row of hours worked and performing the appropriate transfer.

General overtime compensation defaults:

- Non-exempt Employees – receive PAID overtime.
- Exempt Employees – receive compensatory leave.

Your supervisor may change the form of overtime payment at your request and departmental budget approval. Notify your supervisor, if you desire the form of payment to be changed for a specific day or time period.

Accessing MCtime Informational Website

1. The MCtime information website is accessible via **My Information** > **My Links** tab. Departmental access to links will vary.
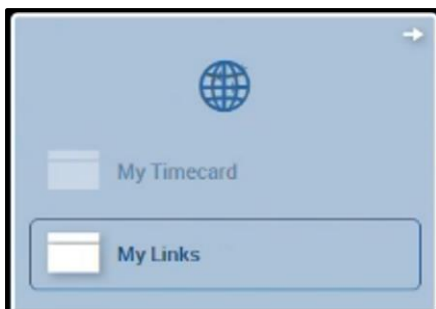
Viewing Leave Balances

1. From **My Information**, click the **My Report** widget to open the reports window.

2. Click the **My Accrual Balances and Projections** report.

3. Click the **As Of** calendar icon and select <u>today's date</u>.

4. Click **View Report**.

5. Click the **Return** button to return to the previous screen.

   *All columns that display **Projections** should be ignored. **Projected Takings** and **Credits** should display 0.*

MCtime Version 8.1.17   Updated 4/2023
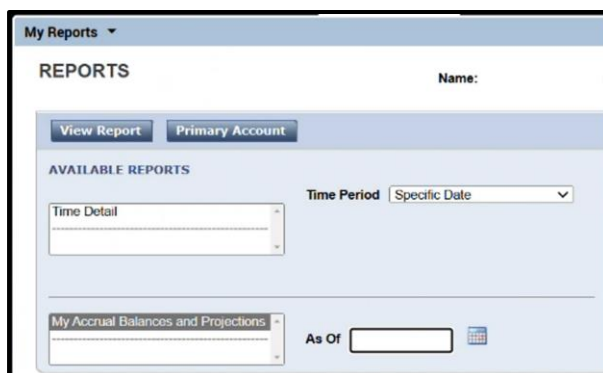
Employees Tasks

Generating Time Detail Report

1. Click the **My Reports** widget to open the Reports window.

2. Click the **Time Detail Report**.

3. Select a **Time Period**. You may select a specific date or a range of dates using the Start Date and End Date.

4. Click **View Report** to display timecard detail and totals for the date selected.

5. Click the **Return** button to return to the previous screen.

Sign Out of MCtime Correctly!

1. Click **Sign Out** located in the upper right corner of the timecard.

TEST MCTIME12
Sign Out

2. Failure to sign out properly could jeopardize the privacy of your timecard information!

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Employees Tasks

Contact MCtime

Technical problems accessing the MCtime:

> Contact the IT Help Desk. The IT Help Desk can be reached by phone at 240-777-2828 Monday to Friday, 8am to 5pm EST. You may also email any requests for assistance to HelpIT@montgomerycountymd.gov

Questions or issues about how to use MCtime or record your time:

> Contact the MCtime team at MCtime.Finance@montgomerycountymd.gov .

Website: www.montgomerycountymd.gov/mctime

Visit the **MCtime** website for general information, FAQs, forms and training resources.