



# Entering a Labor Level Transfer

This document provides guidance to employees on entering Transfers in their timecards for shifts associated with a Cost-Share grant.

## Entering a Labor-Level Transfer for Cost Share Projects

1. Access Mctime, your Timecard will be automatically displayed.
2. Add a new row by clicking the (+) button for each shift where hours need to be allocated to a Cost-Share grant.
3. Click in the **Transfer Box** and select **Search** from the drop-down menu.

The screenshot shows a table with columns 'Pay Code' and 'Transfer'. The 'Transfer' column has a dropdown menu open, showing options: 'G2030', 'G2003', 'G2008', 'G2009', and 'Search...'. A red box highlights the 'Search...' option, and a red circle with the number 3 is next to it.

4. Click in the **Cost Center-Fund or Project Task Field** window and enter and select the specific **Project** provided for the cost share grant.
  - You also may use an asterisk (\*) to search by entering a portion of the code (e.g., \*PT 123456)

The screenshot shows the 'Transfer' window with a 'Labor Account' section. The 'Add Labor Account' section has a dropdown menu open, showing options: 'Department-Di...', 'Section-Subs...', 'Cost Center-F...', and 'Expenditure O...'. A red box highlights the 'Expenditure O...' option, and a red circle with the number 4 is next to it. The 'Expenditure O...' field contains the text 'PT 123456'. At the bottom right, there are 'Cancel' and 'Apply' buttons, with a red box highlighting the 'Apply' button and a red circle with the number 6 next to it.

5. Search for the Expenditure Org. In the Search Box, Search and Select the appropriate **Expenditure Org.** Code associated with your project.

The screenshot shows the 'Search Box' with a dropdown menu open, showing a list of Expenditure Org. codes. A red box highlights the dropdown menu, and a red circle with the number 5 is next to it. The list includes: '00000 FIN 00000 Balance Sheet', '01200 CCL 01200 Council Members', '01201 CCL 01201 Council Member -1-Office', '01202 CCL 01202 Council Member -2-Office', '01203 CCL 01203 Council Member -3-Office', and '01204 CCL 01204 Council Member -4-Office'.

6. Click **Apply**.
7. Click **Save**.

The screenshot shows the bottom right corner of the interface with four buttons: 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. A red box highlights the 'Save' button, and a red circle with the number 7 is next to it.



**Who Can Help?** Contact **MCtime** with any questions.

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# Entering a Labor Level Transfer (Cont'd)



## **Cost-Share Time Tracking Guidance**

Employees working on grant-funded projects eligible as cost-share contributions must accurately record their time as Hours Worked in accordance with the grant's specific guidelines. All grant-related hours must be charged to the appropriate Project, Task, and Expenditure Organization codes (if applicable), as outlined by your department.

### **Identifying the Correct Codes**

Employees should consult the documentation provided by their department to determine the correct Project Task and Expenditure Organization codes.

Only employees whose time is directly attributable to the grant, as confirmed by their department, should charge their hours to these designated cost-share codes.

### **Charging Hours for Non-Cost-Share Work**

Employees must ensure that their time is directly attributable to the grant and confirmed as eligible before assigning hours to the designated cost-share codes. Any hours that do not directly contribute to grant implementation should not be charged to these codes but instead recorded using the employee's standard Hours Worked default value, with no transfers applied.

### **Why Accurate Timekeeping Matters**

Proper time tracking and accurate coding are critical to maintaining financial accuracy, complying with internal policies and external grant requirements, and supporting capital project reporting standards.

By adhering to this guidance, employees uphold the integrity of financial reporting and support the county's commitment to fiscal responsibility and grant compliance.



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