



Frequently Asked Questions by New Employees

How do I pronounce MCtime?

Em-Cee-time

Written: capital M, capital C, lowercase time

What is the link for the MCtime Informational Website?

This is the link where you can readily locate timekeeping information and the link to the MCtime portal. www.montgomerycountymd.gov/mctime

When can I first access MCtime?

MCtime will not be available before the Thursday following your Orientation. It is best practice to attempt your initial access MCtime on that day. If you experience any problems, notify your supervisor. Until MCtime is available, employees may record time on the [Manual Time Tracking Form](#), available on the MCtime Informational Website.

When should I record my hours worked in MCtime?

Once you have access to MCtime, best practice is to record your hours worked daily, but no later than the last day worked of the bi-weekly pay period.

When should I approve my hours in MCtime?

Most employees are required to approve timecards on the Monday after the pay period closes by noon. Most managers are required to approve employee timecards on the Tuesday after the pay period closes by noon.

Please review with your supervisor, if your department has a different deadline.



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What happens if my timecard is not approved?

Employees that have not approved their timecard by the deadline will receive an e-mail notice “Employee Timecards Not Approved ...” that their timecard is not approved before the deadline.

Note 1: This is not a reminder notice, this email is a warning that failure to approve timecards by the deadline can cause delays in reviewing timecards for accuracy. Employees, with Outlook Calendars, should set a biweekly reminder, so that they complete this task timely.

Note 2: For an employee’s first pay period, because the employee has not been employed the full pay period (Sunday – Saturday), the timecard will indicate “partial approval” and both employee and manager will receive the approve timecard warning. For the employees first pay period ONLY, this notice may be ignored.

When will I get paid?

The County’s Payday/Holiday Calendar can be found on the MCtime Informational Website or within the MCtime application under “My Links.” Biweekly pay dates are indicated with a circle.

How do I access my pay slip?

Pay slips may be accessed through Oracle Employee Self Service (ESS) on the County’s ePortal.

Do I have to work on Holidays?

In order to maintain business operations, employees in some departments are required to work on holidays. Please review your schedule with your supervisor to determine if you are required to report to work on County Holidays. County Holidays are posted on the Resources Page of the MCtime Informational Website.

How do I access my leave balance in MCtime?

Instructions for accessing the MCtime Leave Balance can be found on the [Employee Tasks Job Aid](#). Always use the date “TODAY.” Leave Balances are not projected in MCtime.



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Why doesn't my MCtime Leave match my pay slip balance?

MCtime Leave does match your pay slip balance, however, the timing of the two displays may cause some confusion.

Your pay slip reflects your leave balance as of the last day of the pay period, (two weeks ago) plus any leave accrued from the prior pay period.

Your MCtime leave balance is updated from Oracle biweekly to reflect your accrued leave. On the Monday of pay week, you will see leave accrued on paid hours from the previous pay period, retroactively to the first Sunday of the period.

Your MCtime balance reflects any leave applied to your timecard in your current pay period. In the Manager (JAVA) view, leave balances are dynamic, based on the placement of your cursor. Leave Balances are not projected in MCtime.

Family Medical Leave Act (FMLA), Parental Leave and MCGEO SLB balances are updated nightly. FMLA and Parental Leave pay codes are for tracking. FMLA and Parental Leave tracking pay codes must be used with a leave pay code for pay or Leave Without Pay (LWOP) pay code.

Sick Leave, taken as Family Sick Leave, is accumulated on the pay slip, for tracking purposes in the Leave Year. Family Sick Leave usage is limited to the amount of leave accrued in a Leave Year. Family Sick Leave is not an "accrual balance," but displayed for tracking purposes.



Frequently Asked Questions by New Employees

How do I know the of County Government Operational Status?

To view if the County Status visit:

<https://apps.montgomerycountymd.gov/OHROfficeStatus/status>

The screenshot shows the 'Office of Human Resources' website. The navigation menu includes: Home, Employment Opportunities, Workforce, Benefits, Policy & Regulations, Career Development, and Labor Relations. The 'Current Status' section is highlighted in green and contains the following text: 'OPEN', 'Applies to: 8/31/2018', and 'Montgomery County Government offices and departments are OPEN according to their normal operating schedules. Employees are expected to report to work or begin teleworking according to their work schedules.' To the right of this text is a large green checkmark icon. Below the checkmark, the 'Recent Events' section lists: '3/22/2018 - LIBERAL LEAVE' and '3/21/2018 - CLOSED'.

The Office of Human Resources and Finance Department will publish a joint memo explaining the County Status when it is not Open, (Facility Closed, General Emergency, Early Closure, Delayed Opening, or Liberal Leave) and timekeeping resources will be posted on the MCtime Informational Website, under the Resources tab, Events Section.

You may also sign up for Alert Montgomery at www.alert.montgomerycountymd.gov using your work and/or personal, text and/or email address. Spanish Language alerts are also available.

How do I know if my job position is deemed Essential/Non-Essential?

Ask your supervisor or check with your departmental HR Liaison. There is a Business Intelligence (BI) report that departmental HR Liaison may access. The list of the departmental HR Liaisons is available as the [MCtime Point of Contact List \(including Holiday Coordinators\)](#) on the MCtime Informational website, under the Resources tab, General Guidance Section.

If I have another question, what should I do?

Submit questions to MCtime@montgomerycountymd.gov or in Outlook search: Finance, MCtime

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