[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)**:** [**www.MontgomeryCountyMD.gov/MCtime**](http://www.MontgomeryCountyMD.gov/MCtime)

[**MCtime Team Mailbox**](mailto:MCtime@montgomeryCountyMD.gov)**:** [**MCtime@MontgomeryCountyMD.gov**](mailto:MCtime@MontgomeryCountyMD.gov)

**Speakers:**

**MCtime (FIN) –** Heather Black & Lori Plazinski

**County Stat –** Wade Holland

**Risk Management (FIN) –** Angela Wiley-Jones

**OHR (OMS) –** Johnna DeVaul

**OEMHS –** Michael Goldfarb or Chuck Crisostomo

**Payroll (FIN) –**Doug Campbell or Michael Toney

**Topics:**

**Administrative Leave**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)under the Resources tab then General Information

[Pay Code Descriptions](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Pay_Code_Descriptions_Updated_Jan_23_2015.pdf)

[OHR Website](http://www.montgomerycountymd.gov/ohr) ([www.MontgomeryCountyMD.gov/HR](http://www.MontgomeryCountyMD.gov/HR))- under Labor Relations then Collective Bargaining Agreements

**Collectively Bargained Agreements (CBAs)**

[OHR Website](http://www.montgomerycountymd.gov/ohr) under Labor Relations then Collective Bargaining Agreements

**Events**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime) under the Resources tab then Events Section

Generic Event related timekeeping guidance

Specific OHR Event memos with declared times

Specific Event Related Crosswalk with Transfer codes

Essential Employees List - Direct inquires to Departmental HR Liaisons

**Excess Hours** (Overtime)

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime) under the Resources tab

* [Overtime Thresholds](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Overtime_Thresholds_Job_Aide.pdf)
* [Pay Code Move Job Aid](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Pay_Code_Move_Java_Only.pdf) (Java only)
* [Editing Overtime for an Unscheduled Absence (Java only)](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Recording%20Leave/JA_Editing_OT_Hours_for_%20Unscheduled_%20Absence_%20Java_Only.pdf)

[OHR Website](http://www.montgomerycountymd.gov/ohr) reference the Collective Bargaining Agreements

**Family Medical Leave Act (FMLA)**

Direct inquires to [FMLA.Information@MontgomeryCountyMD.gov](mailto:FMLA.Information@MontgomeryCountyMD.gov)

[OHR Website](http://www.montgomerycountymd.gov/ohr) ([www.MontgomeryCountyMD.gov/HR](http://www.MontgomeryCountyMD.gov/HR)) under Workforce then Occupational Services then Medical Leave

Sign up for a class via the ePortal and then select Employee Single Sign-on (ESS) then ESS a second time then Learner Home. Search for:

ESS OLM “FMLA Overview for Management”

ESS OLM “FMLA and Me” Classes

**Forms -** [**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)under the Forms tab

**Frequently Asked Questions (FAQs)**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)under the FAQs for Employees tab

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)under the FAQs for Managers tab

* [Participant Q & A](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/FAQ%20for%20Manager/Participant_QA_Ensuring_Accountability_in_Timekeeping%20.docx) from Managers and Supervisors Role in Ensuring Accountability in Timekeeping Training Sessions.

**Glossary of MCtime Terms**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then General Guidance

**Help Desk – 240-777-2828**

**Holidays**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime) under the Resources tab then Holiday Section

* [Holiday Calendar](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Holidays/2016_Payday_Holiday_Calendar.pdf)
* [Holiday Guidance for Regular, Full-time and Part-time Employees](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Holidays/Holiday_Guidance_for%20Regular_Full_Time_Part_Time_Employees_2015OCT21.doc)
* [Holiday Guidance for Transit Managers](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Holidays/Holiday_Guidance_for_Transit_Managers_March2012.pdf)
* [Editing Holiday Premium Pay for an Unscheduled Absence](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Holidays/JA_Editing_Holiday_Prem_Pay_for_an_Unscheduled_Absence_Ver_6_2.pdf)

**Leave Accrual Balances** – Direct inquires to [Payroll@MontgomeryCountyMD.gov](mailto:Payroll@MontgomeryCountyMD.gov)

**Multilingual Differential**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then General Guidance

* [Multilingual Certification Program - Overview and Guidance](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Multilingual_Certification_Program__Overview_and_Guidance_for_Departments.pdf)

[OHR Website](http://www.montgomerycountymd.gov/ohr) under Workforce then Multilingual Program

**Montgomery County Personnel Regulations (MCPR) –**

[OHR Website](http://www.montgomerycountymd.gov/ohr) under Policy & Regulations

**New Hire Onboarding**

Direct inquires to Departmental HR Liaison or HR IT

AD Accounts created and UDM matched by home department

**OHR Website-** [www.MontgomeryCountyMD.gov/HR](http://www.MontgomeryCountyMD.gov/HR)

**Payroll** **Team Mailbox-** [Payroll@MontgomeryCountyMD.gov](mailto:Payroll@MontgomeryCountyMD.gov)

**Pay Codes**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then General Guidance

* [Use of Accurate Pay Codes - Tim Firestine Memo - January 5, 2015](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Use_of_Accurate_Pay_Codes_email_Jan5_2015.doc)
* [Pay Code Descriptions](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Pay_Code_Descriptions_Updated_Jan_23_2015.pdf)
* [Accurate Time Recording Fact Sheet - Attachment to Tim Firestine Memo](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Accurate_Time_Recording_Fact_Sheet_Jan5_2015.doc)

**Pay Period Close Checklists**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then Pay Period Close for some department specific checklists

**Point of Contact (POC)/MCtime Subject Matter Expert (SME)**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then General Guidance

* [MCtime Point of Contact List](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/MCtime_Point_of_Contact_List_OCT_2016.doc) (updated quarterly or as needed)

**Schedules**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underForms tab

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then Job Aid

* [Manager Tasks Job Aid](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Manager_Tasks_Java_Sep_15.pdf)
* [Managing Schedules](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Managing_Schedules_Sept2015_JAVA.pdf)

**Shift Differential**

[OHR Website](http://www.montgomerycountymd.gov/ohr) – reference Collective Bargaining Agreements

**Timecard Correction Form**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underForms tab

* [Timecard Correction Request for Prior Pay Period Form](http://www.montgomerycountymd.gov/mctime/Resources/Files/Forms/2016%20Timecard%20Request%20Form(updated_Apr21).docx)
  + [Memo announcing new Timecard Correction Policy - Effective November 13, 2016](http://www.montgomerycountymd.gov/mctime/Resources/Files/Forms/Timecard_Correction_Policy_9_23_16_Lenny.pdf)

**Training for MCtime**

*Navigational Training*

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime)underResources tab then Online Training

[Online Training](http://www.montgomerycountymd.gov/eportal)

* [Instructions to Access Online Training](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Online%20Training/online_training_instructions.pdf)

Online Navigational Training is available for New Hires, both managers and employees. It is also a great refresher! Access to Online Training is available via Employee Self Service (ESS). Employee training is approximately 1 hour and manager training is approximately 2 hours. Managers are also encouraged to take the employee training.

*Awareness Training*

Sign up for a class via the ePortal and then select Employee Single Sign-on (ESS) then ESS a second time then Learner Home. Search for:

ESS OLM “Managers and Supervisors Role in Ensuring Accountability in Timekeeping”

*Department Specific Training*

Department Specific Trainings may be coordinated through the MCtime POC/SME

**Transfers and Terminations**

Direct inquires to Departmental HR Liaison or Core HR

**Temporary Employees**

[OHR Website](http://www.montgomerycountymd.gov/ohr) under Workforce then Compensation General

**Workers Compensation**

Direct inquires to [RiskManagement.Finance@montgomerycountymd.gov](mailto:RiskManagement.Finance@montgomerycountymd.gov)

Risk Management Intranet Site – <https://mcgov.sharepoint.com/fin/rm/Pages/default.aspx>

Sign up for a class via the ePortal and then select Employee Single Sign-on (ESS) then ESS a second time then Learner Home. Search for:

ESS OLM Class: “Overview of Workers Compensation Training” (TBD)