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

**MCtime Team Mailbox****:** **MCtime@MontgomeryCountyMD.gov**

Report any broken web links in this document to MCtime via the MCtime Team Mailbox.

**Speakers:**

**MCtime (FIN) –** Heather Black & Lori Plazinskivia the MCtime Team Mailbox

**County Stat –** Wade Holland

**Risk Management (FIN) –** Angela Wiley-Jones via the Risk Management Mailbox

**OHR (OMS) –** Johnna DeVaul via the FMLA Information Mailbox

**OEMHS –** Michael Goldfarb or Chuck Crisostomo

**Payroll (FIN) –**Doug Campbell or Michael Toney via the Payroll Mailbox

**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 Labor Collective Bargaining for the CBA Agreements

**Collectively Bargained Agreements (CBAs)**

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

**Department Specific Resources**

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

**Events**

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

Specific OHR Event memos with declared times

Generic Event related timekeeping guidance for Liberal Leave, Delayed Opening and Early Closure, Declared General Emergency

Specific Event Related Crosswalk with Transfer codes (if applicable to the event)

Essential Employees List - Direct inquires to Departmental HR Liaisons or [MCtime Point of Contact List (including Holiday Coordinators)](http://montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/MCtime_Point_of_Contact_List__2017_11_9.doc)

Other Event related guidance

**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

[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

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

* [OHR FMLA Memo](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/FMLA%20%26%20PARENTAL/OHR_FMLA_Memo_Dec_15_2016.pdf) - Effective January 8, 2017
* [FMLA & PARENTAL Timekeeping Job Aid](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/FMLA%20%26%20PARENTAL/FMLA_PARENTAL_Timekeeping_Reporting_JA_Version2_FINAL_January_4_%202016.pdf)

**Flex Hours Worked Pay Code**

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

* [Use of Flex Hours Worked Pay Code](http://montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Use_of_Flex_Hours_Worked.pdf)

**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**

Open a Help Desk Case for an issue with a County computer or laptop. The IT Help Desk will troubleshoot technical related questions, if an employee cannot access the MCtime application. The Help Desk can also resolve issues that result from Java upgrades such as Trusted Sites and Compatibility Settings. Functional related questions are directed to the MCtime Team for resolution.

**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/2017_Payday_Holiday_Calendar_dec20b.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)

**Job Aids**

[**MCtime Informational Website**](http://www.montgomerycountymd.gov/mctime) underResources tab then available for HTML and JAVA platforms

* [Employee Tasks Job Aid](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20HTML/JA_Employee_Tasks_for_HTML_rev_Aug2015.pdf)
* [E](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20Employee/v6_2_Job_Aid_Employee_Timecard_View_June_12.pdf)[mployee Timecard - Viewing Timecard Totals for a Specific Day](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20HTML/v6_2_JA_Employee_Timecard_View_for_Specifc_Day_June_12.pdf)
* [Manager Tasks Job Aid](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Manager_Tasks_Java_Sep_15.pdf)
* [Manager Guide to Transfer Accounts](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20HTML/JA_Managers_Guide_to_Transfer_Accounts_for_HTML.pdf)
* [Telework Job Aid](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20HTML/Telework_Job_Aid_Employee_HTML.pdf)
* [Technical Issues - Compatibility Checks](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20HTML/JA_HTML_Technical_Issue_Compatibility_Checks_2018_02Feb_09.pdf)
* [Managing Schedules](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Managing_Schedules_Sept2015_JAVA.pdf)
* [Editing Overtime for an Unscheduled Absence](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Editing_OT_Hours_for_%20Unscheduled_%20Absence_%20Java_Only.pdf)
* [Pay Code Move Job Aid](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Pay_Code_Move_Java_Only.pdf)
* [Creating a Personal Hyperfind (Query)](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/JA_Manager_Create_a_Hyperfind_Java_Only.pdf)
* [Annual Special Access Certification](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20JAVA/2017_Annual%20Special%20Access%20Certification_Job%20Aid%20August%202%202017.pdf)
* [Pay Period Close (PPC) Checklists for Managers](http://montgomerycountymd.gov/mctime/resources.html#Pay Period Close (PPC) Checklists for Managers)

**Leave Accrual Balances** – Direct inquires to 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 tab 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

**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 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_JAN_2017.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

**Sick and Safe Leave**

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

* [Earned Sick and Safe Leave Memo](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Leave%20Guidance/Guidance_on_Earned_Sick_and_Safe_Leave_Memo_%20Ocy_5_2016.pdf) - Effective October 1, 2016
* [Earned Sick and Safe Leave - Additional Uses](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Leave%20Guidance/Earned_%20Sick_and_Safe_Leave_Additional_Uses_Nov_30_2016.pdf) - Effective November 30, 2016
* [Guidance for Earned Sick and Safe Leave - FAQs](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Leave%20Guidance/Earned_Sick_and_Safe_Leave_Summary_FAQ.pdf)

**Technical Issues Compatibility Checks**

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

* [Technical Issues - Compatibility Checks](http://montgomerycountymd.gov/mctime/Resources/Files/Data/Job%20Aids/Job%20Aid%20-%20HTML/JA_HTML_Technical_Issue_Compatibility_Checks_2018_02Feb_09.pdf)

**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%28updated_Apr21%29.docx)
	+ [Memo announcing 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 Online -** Link to [ePortal](http://montgomerycountymd.gov/eportal)

[Instructions to Access Online CBT Training or enroll in Instructor Led Course through Employee Self Service (ESS)](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Online%20Training/online_training_instructions.pdf)

*Navigational Training* - Navigational Computer Based Training (CBT) is available for New Hires, both managers and employees. It is also a great refresher! (Managers are also encouraged to take the employee training.)

* MCtime for Employees CBT Course is approximately 1 hour
* MCtime for Managers CBT Course is approximately 2 hours.

*Manager Training* - “Ensuring Accountability in Timekeeping for Managers and Supervisors” is currently an instructor led course, and a Computer Based Training is being developed.  For those managers and supervisors who have already taken the course, the course materials and handouts are available below:

* + - Presentation Handout – Ensuring Accountability in Timekeeping for Managers and Supervisors (May 2018)
		- MCtime Resources (this document)
		- Participant Questions & MCtime Answers from other sessions of Ensuring Accountability in Timekeeping for Managers and Supervisors

*Department Specific* Training - Direct inquiries to Departmental HR Liaison, MCtime SME/POC, or OHR Training & Organizational Development

**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

Risk Management Program information: [www.mcsip.org](http://www.mcsip.org/)

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)

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

* [Workers Compensation Leave Administration Chart](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/General%20Guidance/Leave%20Guidance/Workers_Compensation_%20Leave_Administration_Chart_Final_1_August_23_2016.pdf)