

## Newly Hired Employee Resources

Reminder, the following resources are available on the Mctime Informational Website, [www.montgomerycountymd.gov/Mctime](http://www.montgomerycountymd.gov/Mctime), Resources Tab, to assist with the onboarding of newly hired employees.

### New Employees:

- [New Employee Information](#)
- [New Employee Frequently Asked Questions \(FAQs\)](#)

### Online Training:

Online Training is available for New Hires, both managers and employees. It is also a great refresher! Employee training is approximately 1 hour and manager training is approximately 2 hours.

Managers are encouraged to take the employee training. Access to Online Training is available via Employee Self Service (ESS).

- [Online Training Access](#)
- [Instructions to Access Training](#)

**Timekeeping Questions?** Contact: [Mctime@montgomerycountymd.gov](mailto:Mctime@montgomerycountymd.gov)

