



# MCtime

## Timecard Correction Request for Previous Pay Period

	Date Requested	
Employee Name (Last, First)	Employee #:	
Department Name:	Department #:	
Manager Name:	Phone #:	
Manager's Signature:		
*Battalion Chief Name & Signature (FRS Only):	Phone #:	
Pay Period Begins:	Pay Period End:	
Describe Change Required:		

<input type="checkbox"/> Add or Delete Reported Hours for a Specific Date(s)						
				Transfer Codes to Be Charged***		
Add/ Delete	Date	Pay Code	Hours	Cost Center	Project Task & Exp Org	Activity Code / Reason Code
EX: Add	01/04/09	Hours Worked (should be paid as Overtime)	1.5	CC 32590	PT 2001927-Gen001 50660	A20 or COR200

**MCFRS Personnel Only:** Do not send the form directly to Payroll. The Form must be sent to your Battalion Chief for review and approval prior to submitting to [fire.mcfrcs-mctime@montgomerycountymd.gov](mailto:fire.mcfrcs-mctime@montgomerycountymd.gov).

**EMAIL to:** Finance, Payroll ([financepayroll@montgomerycountymd.gov](mailto:financepayroll@montgomerycountymd.gov)) Or FAX: 240-777-8843

**\*\*\* Note:** Timecard correction should not be submitted for accounting purposes. A journal entry should be submitted to General Accounting Section.  
**NOTE:** The correction will appear on the Historical Edit tab (Manager View only) in the Pay Period that when processed and in the grid of the original pay period as a shaded transaction. Employees can view the information in Totals Summary.

**FOR PAYROLL TEAM ONLY**

- Date Processed Effective Date: \_\_\_\_\_ By: \_\_\_\_\_
- Include in MCtime totals for:
  - \_\_\_ Totals for effective date, current pay rate equals historical pay rate
  - \_\_\_ Impact Accruals (use only when Leave codes are affected)
    - Leave boxes blank if the correction was made in HRMS, and just updating MCtime
  - \_\_\_ Sent confirmation email: Correction Completed