

**Setting up Mctime**

Before beginning, you will want to customize Mctime as follows:

- Log onto Mctime and run the Pay Period Close genie.
- Change the HyperFind (i.e., the drop-down selection next to **Show** at the top of the window) to **A-Shift** and the Time Period to **Previous Pay Period**. (This is just an example, as you should obviously use the HyperFind fitting to your station/shift/job.)

Show:	FRS A Shift	▼
Time Period:	Previous Pay Period	▼

- Click once on the **Employee Name** header to sort alphabetically by last name.

<b>Employee Name</b>
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- Double-click the **Total OT Hours** header to make that column the primary sort and the employee name will become the secondary sort.

<b>Total OT Hours</b>
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- Ctrl-click each of the personnel for whom you need to check timecards.
- Click the **Timecard** link at the top-left of the window to load the timecards, starting with the first in the list.
- Widen the **Transfer** and **Pay Code** columns in each of the two weeks so that you can see the widest string of transfer codes and read everything clearly.

Transfer
//CC 45628-100//FRS0600F//
//PT 0F45100-JJ-TA/45400//FRS703TA//

- Find the **Totals & Schedule** section at the bottom-left of the screen. Click the **Pay Code** header to sort by Pay Code. You may also want to widen the Pay Code column so that you can see the widest line of text.

<b>Pay Code</b> ▲
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- Click the right arrow button next to the HyperFind to move to the next timecard.

### ***Understanding MIS***

You may see an entry for MIS on the first Sunday of the pay period. That is OK and there is no problem. MIS will appear automatically in Mctime to show 24 hours advance (24.0), 24 hours clear (-24.0) absence of an MIS entry.

Ignore this when looking for errors.

### ***Checking Timecard Approvals (for BC and above)***

- Switch to the **Sign-Off & Approvals** tab.

**Sign-offs & Approvals**

- Ensure that the timecard has two approvals: Employee and Manager. (Note: You may not see a manger's approval if the shift you are checking hasn't completed Pay Period Close yet.)

Approval by Employee

Approval by Manager

### ***Checking Overtime Codes and Approvals***

Every overtime entry must have transfer codes associated with it. In general:

- Note that typical overtime (the majority of OT in FRS) uses a Cost Center code, followed by two slashes and a Reason code. A Cost Center code will always begin with **CC**.

//CC 45628-100//FRS0600F//

- Note that grant-related overtime uses a Project Task code, an Expenditure code and a Reason code. You should only see one slash separating each code. A Project Task code will always begin with **PT**.

//PT 0F45100-JJ-TA/45400//FRS703TA//

### ***Verifying Held-on-Incident vs. Continued Backfill***

When someone works his/her normal shift and goes on a call that bleeds over, past the end of his/her shift, then (s)he should add a row of Hours Worked with transfer codes as follows:

- Cost Center: The station's cost center
- Reason: FRS060HI (Held in Incident)

When someone works overtime and goes on a call that bleeds over, past the end of his/her shift, then (s)he should not add an entry for FRS060HI. Instead, (s)he should add in continued backfill (such as FRS060FF with the station's Cost Center).

Further, since no day may have more than 24 hours of regular Hours Worked, the individual may need to put the time (continued FRS060HI or a backfill) on the following day in Mctime.

### ***Checking Pay Code Moves***

- Verify that the same code is used in the **From Account** and **To Account** columns for any OT to CL3 (or OT to CL2) move. Widen the columns as needed. Remember, though, that pay code moves onto involve transfer codes when money is involved. If the move is from Annual Leave to Comp Leave, no transfer codes apply.
- Verify that any move that starts out as **HDP (Holiday Pay)** goes to **CLH (Comp Leave – Holiday)**. HDP cannot be moved to any other type of leave.
- Verify that the date of any move matches the hours entered for the initial pay code in the timecard.
- Check to ensure that the number of hours moved is less than or equal to the number of hours for that entry in the timecard. (For example, if an employee took four hours of Annual Leave and the manager moved the Annual Leave to Comp Leave Supplemental, you want to ensure that the manager didn't accidentally move 14 hours instead of four.)

### ***Checking Personal Days***

As a reminder, Personal days will either import from Telestaff (and will be listed in the timecard for the employee). A Personal Day must be taken as an entire shift (for example, 24 hours for a shift worker).

- Confirm that the number of hours is correct and no other work or leave was recorded for the same date.

### ***Checking Comp Leave Supplemental***

Comp Leave Supplemental never imports from Telestaff (since it's not an option in Telestaff) and any employee who wants to use some of his/her Comp Leave Supplemental hours must do so by requesting a Pay Code Move from his/her supervisor.

- Verify that, if **Comp Leave Supplemental** appears in the Totals & Schedule section, it **does not appear in the timecard** as a pay code. (Again, this rule does not apply for parental leave or FMLA.)
- Confirm that there is an entry in the **Moved Amounts** tab for a Pay Code Move for some number of hours from one type of leave (typically Annual Leave or Comp Leave) to Comp Leave Supplemental.

### ***Reviewing Work Subs***

Work substitutions for career uniformed personnel will import from Telestaff with the following codes:

- CSBW: The individual who is working
- CSBO: The individual who is off (but who was scheduled to work initially)

If an individual is on a work sub (CSBW) and has to take leave, the following may be used:

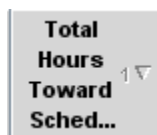
- CSBW – Annual
- CSBW – Comp
- CSBW – Comp Leave Supplemental (only by a Pay Code Move from the manager)
- CSBW Family Sick

- CSBW Sick
- CSBW Annual with Parental
- CSBW Comp with Parental
- CSBW Sick with Parental

Any attempt to change the above by a manager should be done as a Pay Code Move.

***Checking Hours Worked vs. Scheduled***

- Return to the Pay Period Close Genie.
- Double-Click the **Total Hours toward Schedule** header. This will sort the current list in reverse order by this column, leaving discrepancies at the top of the list.



- Look for any row in which the **Total Hours toward Schedule** number does not match the **Expected Hours per Pay Period** number. Any unformed person's number should equal 96, 84 or 80. If the numbers match, they're OK.

Total Hours toward Sched...	Expected Hrs per Pay Period
96.0	96.0
96.0	96.0
96.0	96.0

- Open the timecard of any employee for which the two numbers do not match. If the employee changed shifts or went on light-duty during the pay period, these numbers may not match.

If neither of those scenarios is the case, it is likely that the employee's regular hours were edited for a specific day on which (s)he took leave before Telestaff data came into Mctime (0800 on the following calendar day). Such a scenario would cause what appears to be a double entry, leaving the Total Hours and Expected Hours most likely off by 24, 14 or 10.

***Asking Effective Questions to Find Problems***

As you review timecards, ask yourself the following questions to help find errors:

- Are there transfer codes listed for regular shift hours?
  - If Yes: There may be an error. Uniformed personnel should only include transfer codes for regular hours when they cross **divisions**.
- How many codes are listed for each transfer line?
  - One Code: There's probably an error. Typical OT takes Cost Center (CC) and Reason (R) codes, separated by two slashes. Project Task codes are paired by with Expenditure codes and nearly always Reason Codes.
  - Two Codes: If it's for typical OT, you should see the two slashes between CC and R codes.
  - Three Codes: The first code should be a Project Task (PT). If it's a CC code, there's probably an error.
- Do OT approvals match the OT entries for proper time amounts and correct dates?
  - If No: There's probably an error.
- Do you see any negative numbers (other than MIS) in the Totals & Schedule section?
  - If Yes: There's probably an error. When a manager performs a Pay Code Move and uses an incorrect date, the hours form a negative balance.
- Did both the employee and the manager approve the timecard?
  - If No: There's probably an error. There are some extreme circumstances in which the employee cannot approve his/her timecard (usually involving severe medical issues) but healthy, working individuals should always approve their timecards.
- Is the same code listed in the **From Account** and **To Account** columns in the **Moved Amounts** tab for OT to CL3 (or OT to CL2) entries?
  - If No: There's an error. The manager is supposed to re-enter the transfer codes when (s)he performs a Pay Code Move to change OT to comp time (CL2 or CL3).
- Is there a code listed in the **To Account** columns in the **Moved Amounts** tab for any move that doesn't involve OT?
  - If Yes: There's probably an error, since only OT to comp moves require the manager to input the transfer information.
- Does the date for a Pay Code Move match the date of the original entry in the timecard?
  - If No: There's probably an error. You may also see a negative entry in the Totals & Schedule section.
- Do the **Total Hours toward Schedule** match the **Expected Hours per Pay Period** for each individual (most easily seen in the Pay Period Close genie)?
  - If Not: There's an error. The error may be caused by the employee (e.g., the hours were edited for a date before the Telestaff import, causing too many hours in one day) or by administrative process (e.g., schedule change, change to light duty status, etc).