

Transfers (Index and Project Codes)Background

Index and Project Codes now translate to Cost Center and Reason Codes, respectively. While the Reason Codes are very similar to our old Project Codes, the Cost Center Codes are significantly different and now based on text instead of numbers.

Some examples:

Issue	Cost Center Code	Reason Code
Firefighter working overtime at Station 25 (FF Backfill)	CC 45625-100, Station 25	FRS060FF
Student in BLS Recert Class at the PSTA	CC 45322-100, EMS Training, Certification and Recertification	FRS067MB

While each project code used to include a dash (e.g., FRS071-TT), the new Reason Codes do not (e.g., FRS071TT).

Use

- Let Telestaff do its normal import. Nothing has changed there – Telestaff data comes into MCTime every morning to cover the previous day. If you edit timecard without waiting for the Telestaff data, the end results could be messy.
- Search for a Transfer as you always have. The changes come once you're in the Transfer section.
- Note the new fields for Cost Center-Fund or Project-Task, Expenditure Org and Reason Code.

The screenshot shows a web form titled "Account". It contains three search sections and one dropdown menu:

- Search for Cost Center-Fund or Project-Task:** A text input field followed by a "Search" button. Below it is a dropdown menu with the text "Too many entries ... Try limiting search." and a dashed line indicating a scrollable list.
- Search for Expenditure Org:** A text input field followed by a "Search" button. Below it is a dropdown menu with the text "Too many entries ... Try limiting search." and a dashed line indicating a scrollable list.
- Reason Code:** A dropdown menu currently displaying "None".

- Search for a Cost Center. (Project-Task will rarely be used in FRS; exceptions typically include grant-funded activity.) Search in one of two approaches:
 - Text: Bookend a word or phrase with asterisks to search for anything before and after your phrase. Examples are ***Station 25*** and ***recert***.
 - Code: Since all Cost Center Codes for FRS begin CC 45, you will find a complete list by searching for **CC 45*** (note the space between the C and 4).

Note: Until you are used to the new codes, use the **Mctime Index-Cost Center Crosswalk** file available on Quicklinks (on the Forms and Documents page).

- Click the appropriate item in the **Available Entries** list.

Search for Cost Center-Fund or Project-Task:

recert Search

Cost Center-Fund or Project-Task:

None

CC 45322-100, EMS Training, Certification, and Recertification-Consolidated Fire Tax District

- Skip the **Expenditure Org** field. This is only used if you choose a Project-Task code.
- Click the **Reason Code** drop-down arrow find an appropriate Reason Code. As noted above, most Reason Codes are very similar to what we have used as Project Codes since FRS began using Mctime. As with the Cost Center Code, you may search in two ways:

Note: Until you are used to the new codes, use the **Mctime Reason Codes** file available on Quicklinks (on the Forms and Documents page).

Reason Code:

Work Rule

FRS067MB, EMT-B RECERT-STUDENT

FRS067EP, EMT-P COURSE-STUDENT

FRS067MB, EMT-B RECERT-STUDENT

FRS067OC, OFFICER CANDIDATE SCHOOL-STUDENT

FRS067OL, OFFICER CANDIDATE SCHOOL-STUDENT FRS067OL

FRS067RC, RECERTIFICATION TRAINING-STUDENT-MISC

FRS067RT, RECRUIT TRAIN-PROBATION TESTING-STUDENT

FRS067ST, STRATEGIES & TACTICS-STUDENTS

FRS067UL, UNLISTED CLASS

Other Changes

You will see changes in two other areas: In the Totals Summary section of the timecard.

Timecard

- Click the blue **Totals Summary** link to the right of the **Save** button on your timecard.

View [Totals Summary](#) for selected time period.

- Note that the new information listed for an entry is more text-based than previously seen in Mctime. Above the hours listed on a Firefighter Backfill of 24 hours at Station 21 would be something similar to the following text:

FRS 45 Operations Division - Executive Office/FRS 45 Fourth Battalion Station 25-/Station 21- Consolidated Fire Tax District/-/BACKFILL-FIGHTER FRS060FF/FRS003170/-

This information is broken down as follows:

- The firefighter's assigned division (Operations)
- The firefighter's assigned station or worksite (Station 25)
- The cost center from which the firefighter's time will be charged (Station 21)
- The reason the firefighter worked hours in that cost center (FF Backfill)
- The firefighter's rank (FRS003170)

Note: These extra codes will only appear when an employee has worked outside of his/her normal schedule (e.g., whenever the employee has used specific Cost Center and Reason codes). While your supervisor (and a few others up the line) should also check the data, it is your responsibility to ensure that the information is correct before approving your timecard.