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
Officer working overtime at Station 25 (OF Backfill)	CC 45625-100, Station 25	FRS060OF
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.

● Click the **OK** button when prompted with the message *Too many entries in this level*.

● Note the new fields for Cost Center-Fund or Project-Task, Expenditure Org and Reason Code.

- 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:

   - o Text: Bookend a word or phrase with asterisks to search for anything before and after your phrase. Examples are ***Station 25*** and ***recert***.

   - o 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.

Name or Description:

| *recert* | Search |

Available Entries:

CC 45322-100,EMS Training, Cer

- Skip the **Expenditure Org** field. This is only used if you choose a Project-Task code.

- Click the **Reason Code** radio button and run a search for 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:

   - o Text: Bookend a word or phrase with asterisks to search for anything before and after your phrase. Examples are ***backfill*** and ***recert***.

   - o Code: Since you know most of the codes already, search for a familiar code using the first six characters with an asterisk to follow. An example is **FRS060***.

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

Other Changes

You will see changes in two other areas: In the Totals and Schedule section of the timecard and the data in various genies, as well.

Timecard

- The firefighter worked 24 hours of overtime on his kelly day at Station 21 (not his/her home station). If you look in the **Account** section at the bottom of the screen, you will notice that the Cost Center and Reason Codes precede a final code. (Index and Project codes used to be last in the string of numbers.) The final code reflects the individual's rank. Remember, these extra codes will only appear when the employee has worked outside of his/her normal schedule (e.g., whenever the employee has used specific Cost Center and Reason codes).

- It is still your responsibility, as the firefighter's manager, to ensure his/her codes are correct.

Genies

- **Division** and **Station** have been added as text fields (instead of numbered codes).