MCtime Quick Reference: Avoiding Common Mistakes

Total Hours and Expected Hours

Total Hours Toward Sched...	Expected Hrs per Pay Period
120.0	96.0
120.0	96.0
120.0	96.0
110.0	96.0

		Pay Code	Tran...	Sun 10/17	Mon 10/18	Tue 10/19
✎	⤷	Hours Wor...				24.0
✎	⤷	Hours Wor...	...PM//			
✎	⤷	CSBW		5.0		
✎	⤷	Comp Lea...				10.0
✎	⤷	Comp Lea...				14.0

Located in: FRS Pay Period Close genie

Notes: Total Hours toward Schedule should equal Total Number of Expected Hours and both should be 96 (for shift workers).

If There's an Error:

● Double-click an entry to load the employee's timecard.

● Look for days with too many hours. This typically happens when the employee changes hours on the timecard before Telestaff data is imported.

In the example to the left, the employee made a change to the timecard for Tuesday's 24 hour shift, and then re-saved it with 24 hours, changing purple to black.

Telestaff imported 10 and 14 hours of comp leave thereafter. Since the 24 wasn't purple, MCtime left it in place and the employee was 24 hours over the 96 hour total.

How to Fix:

● Delete or change the offending hours as needed. In the example to the left, you would delete the extra 24 hours worked.

OT Error – Double Approval

Totals & Schedule	Accruals	Audits	Sign-offs & Approvals

Action Taken	Date	Time	Amount	User	Start Date
Approval by Emplo...	10/22/2010	6:42AM		HECKED01	10/10/2010
Approval by Manager	10/24/2010	7:35AM		EMMONJ	10/10/2010
Approve Overtime	10/21/2010	1:17PM	2.25	O'BRIR	10/16/2010
Approve Overtime	10/21/2010	1:17PM	2.25	O'BRIR	10/16/2010
Approve Overtime	10/22/2010	5:04PM	2.25	MCNAMK	10/16/2010

Approve Overtime

* Overtime Date: 10/16/2010 ▼

Unapproved Overtime Amount (hh:mm):

* Amount:
○ All
● None
○ Some

Amount (HH.hh): [ ]

Comments...

OK   Cancel   Help

Located in: Employee Timecard / Sign-Offs & Approvals Tab

Notes: The hiring manager should be the one to approve overtime. Any manager who approves OT should check the **Sign-Offs & Approvals** tab for the number of hours already approved and match the number up with the hours worked.
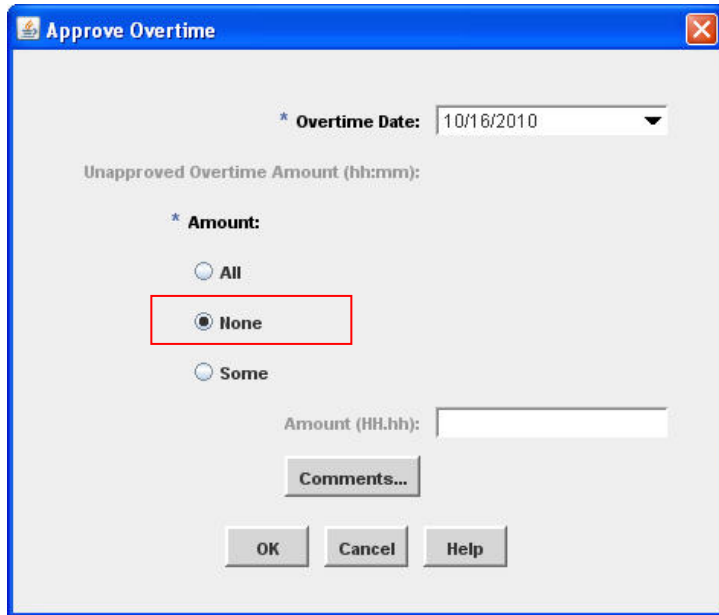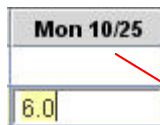
If There's an Error:

● Take note of how many hours were worked elsewhere as well (since you're going to wipe out any other approvals).
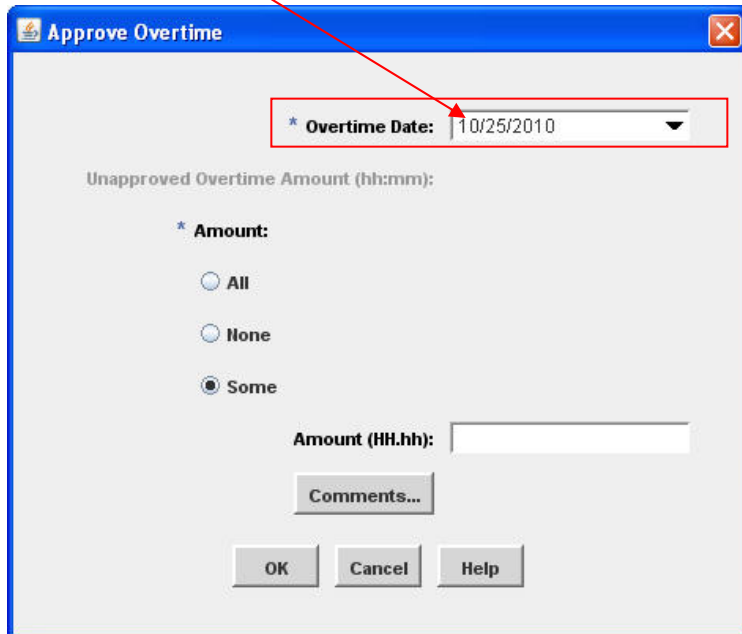
How to Fix:

● Select the [OT] hours worked in the timecard, click the **Approvals** menu and select **Approve Overtime**.

● Check the accuracy of the date, select **None** and click the **OK** button. Save the timecard before proceeding.

● Select the [OT] hours worked again and go through the approval process for the right date and the right number of hours. Save the timecard.

OT Error – Incorrect Number of Hours

Located in: Employee Timecard / Sign-Offs & Approvals Tab

Notes: The number of hours worked for overtime should match the number of approved hours.

If There's an Error:

- Take note of how many hours were worked elsewhere as well (since you're going to wipe out any other approvals).

How to Fix:

- Select the [OT] hours worked in the timecard, click the **Approvals** menu and select **Approve Overtime**.

- Check the accuracy of the date, select **None** and click the **OK** button. Save the timecard before proceeding.

- Select the [OT] hours worked again and go through the approval process for the right date and the right number of hours. Save the timecard.

OT Error – Incorrect Approval Date

Located in: Employee Timecard / Sign-Offs & Approvals Tab

Notes: The approval for hours worked on overtime should be recorded for the same date as the actual hours worked.

If There's an Error:

- Take note of how many hours were worked elsewhere on the incorrect date as well (since you're going to wipe out any other approvals).

How to Fix:

- Click in the date of the incorrect approval and then click the **Approvals** menu and select **Approve Overtime**.

- Check the accuracy of the date, select **None** and click the **OK** button. Save the timecard before proceeding.

- Select the [OT] hours worked on the correct date and go through the approval process for the right date and the right number of hours. Save the timecard.

MCtime Quick Reference: Avoiding Common Mistakes

Pay Code Move vs. Pay Code Edit

Located in: Employee Timecard & **Moved Amounts** Tab

Notes: Use a Pay Code Edit (i.e., click in the Pay Code field in the timecard and change the entry as needed) for the following:

● Personal days

● Any change of leave to Parental Leave

Use a Pay Code Move (i.e., right-click in the Totals & Schedule section, then click **Move**) for the following:

● OT to CL3 (or CL2 for personnel at rank of BC and above)

● HDP to CLH

● Any leave change (except Personal leave)

If There's an Error:

● Change things back to the way they were and correct from there.

How to Fix:

● Change a Pay Code Edit by clicking in the **Pay Code** field and adjusting. Remember to save.

● Change a Pay Code Move by switching to the **Moved Amounts** tab and right-clicking the item in question. Choose **Delete**. Remember to save.

Pay Code Move – Transfer Drop

Located in: Pay Code Move Process

Notes: Whenever a manager performs a pay code move, the employee's transfer information will delete automatically and the manager must add the transfer information back in (except for HDP to CLH moves).

If There's an Error:

● Add the transfer information in for the employee.

How to Fix:

● Perform the pay code move process (with a right-click on the item in the Totals & Schedule section).

● Verify that the pay code, hours and date are all correct.

● Click in the transfer box and click **Search**.

● Find and select the appropriate index and project codes from the employee's original entry.

● Click the **OK** button and remember to save the timecard.