MCFRS MCtime
End-User Guide
for Employees

For Personnel at the Rank
of Master Firefighter and Below
as Well as Civilian Non-Managers
and Civilian Administrators

(Revised July 2019)

MCtime End User Guide

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Introduction

MCtime is Montgomery County's electronic timecard system.

For uniformed personnel, MCtime accepts data from Telestaff and so it is imperative that you remember to schedule all leave through Telestaff. (Civilians simply approve and/or modify their preset schedules in MCtime as needed.)

If you would like personal training in MCtime within your own timecard, please contact Jeff Feiertag, IT Training Coordinator, via e-mail (jeff.feiertag@montgomerycountymd.gov) or by phone (240.777.2460). If you simply have a few questions while working with your own timecard, please first ask your station/worksite colleagues and/or supervisor. See Appendix A for a glossary of terms you may need to know.

Accessing and Logging onto MCtime

- Start your web browser and access Quicklinks.

- Click **ePortal/MCtime** from the navigation and then log into ePortal.

- Input the same username and password you use to access Windows or Outlook in the station (also called your Single Sign-On or SSO).

- Click the **Login** button and wait for MCtime to load.

  Note that field personnel below the rank of Lieutenant (and non-managers or administrators among civilians) only have two options, as shown in the picture below:

- Click **My Timecard** to enter time or **My Reports** to see your leave balances (and any other information which may be added after this document was created). The item you will choose more often is **My Timecard**.

  Note: When using MCtime, you may click the **Home** link (located at the top-right of the screen) to return to this menu.

Verifying Your Time

- Check your timecard every shift and update it as needed. Do not to wait until the end of a pay period to input all of the information you need. (Note for uniform personnel: Since all leave imports from Telestaff at 0800 hours on the following calendar day, though, do not change preset/purple numbers for the current shift.)

- Determine if you are in the correct time period before reviewing your time. The Time Period is a drop-down box at the top of the timecard. By default, MCtime will always load the current pay period when you start the program. If necessary, click the drop-down arrow to choose another pay period.

- Note that your schedule should be pre-loaded for you, with default hours appearing in purple:

- Review the hours and, if everything is correct, click the **Save** button (located above and below the time rows). Proceed to the **Submitting Your Time** section of this document. If you have finished working with your timecard for the day, click the **Log Off** link at the top-right corner of the screen.

Using Previously Saved Transfer Codes

MCtime lists the last five of your most recent Transfer code entries.

● Add a new row if needed and make any adjustments to the times listed.

● Click the lookup button (which resembles a magnifying glass) in the row for which you would like to change the transfer codes. The **Transfer Selection** window will open once you have clicked the lookup button.

● Click to select the appropriate codes from the **Labor Level Selection History List** and then click the **Select from History** button. Thereafter, you will return automatically to the timecard.

● Click the **Save** button to save your changes.

Reviewing Leave

Uniformed personnel track leave in Telestaff, which will import automatically into MCtime at 0800 hours on the following calendar day. In the event that an employee claims more leave than is available in his/her balance, MCtime will pull from selected other leave types and assign any remaining hours to AWOL status.

Although Annual Leave and Sick Leave are earned at the end of each pay period, they are not added to an employee's leave balance until the second Tuesday of the following pay period. The employee may use that accrued leave on any day of the pay period, though. If you do not have enough leave to cover time taken in the first week, you will find it added in the second week. It is the employee's responsibility to request that his/her manager update the leave taken so as to avoid being in AWOL status.

Specifying Types of Sick Leave

Uniformed personnel will track leave in Telestaff, which will import automatically into MCtime. This covers all uniform leave with the exception of how you may choose to record FMLA and/or Parental Leave. FMLA defaults to **Sick Leave – FMLA** and you may change the pay code (as long as it ends in **– FMLA**) or by requesting a Pay Code Move from your Captain. Parental leave defaults to **Sick Leave – Parental** and you may change it to another type of leave (as long as it ends in **– Parental**) also by requesting that your officer make the change for you.

Note: Please see the *Checking Leave Balances* section for reviewing your accrued leave. Please also refer to Appendix C for leave types within the Pay Codes table.

Claiming Overtime (OTP)

To record overtime (OT) you will add another row with the Pay Code **Hours Worked** and MCtime will calculate the proper amount of overtime, based upon your Pay Rule. This Pay Rule is based upon your rank, assignment and several other related factors. You need only to check the total number of hours to ensure you have the right number of hours worked listed. MCtime will automatically calculate your overtime. Uniformed personnel default to overtime and civilians default to comp time earned (CL3 for non-managers), depending upon their civilian classification.

● Add a row.

● Input the number of hours you worked. In the example below, the firefighter worked 24 hours of overtime at Station 31 as a backfill.

● Add a Reason Code for the overtime (typically consistent with the reason for being hired in Telestaff, such as Firefighter Backfill, or the name of an administrative project). The exception to this would be for overtime completed toward a grant, which uses a Project Task Code, Expenditure Org Code and a Reason Code. Remember not to hand-code in the transfer code with the slashes; instead, you should run a search or pull from the transfer history.

   Note: Nearly all station overtime uses one of the following Reason Codes: FRS060FF (Firefighter Backfill), FRS060OF (Officer Backfill), FRS060PD (Primary Drive Backfill) or FRS060PM (Paramedic Backfill).

Add Row	Pay Code	Transfer	Fri 7/31
🔾	Hours Worked ▼	🔍	
🔾	Hours Worked ▼	////FRS060FF// 🔍	24.0
			24.0

Note: You will see a red box around the first item on any date for which there is an unexpected change in the schedule. For most personnel, that means overtime. The red box will not change color or disappear when the OT has been approved; the two have nothing to do with one another.

● Remember to save your changes.

● Once you have saved your changes you will see the message below in the top left hand corner:

   ℹ️ Timecard successfully saved on: 10/25/2012 4:10PM

Converting Overtime to Comp Time

Any firefighter may earn comp time in lieu of overtime. If you would like to change some of your earned overtime to comp time, please notify your supervisor and (s)he will make the appropriate change in MCtime. Your officer must do this within the current time period, so please do not submit your requests once the timecard has been approved and submitted.

Using Comp Leave Time

If an employee determines (s)he would like to use comp leave time, (s)he only needs to call Scheduling and the leave data will import into MCtime on the day after the leave is used. If you

neglect to do this ahead of time and decide after the fact that your Annual Leave should have been Comp Leave, inform your supervisor via e-mail during the same pay period and (s)he will make the change in MCtime.

Noting Work Out of Class

MCtime enables you to track the time you work out of class. (The official process has not changed; this is merely a tool for you to use for effective bookkeeping.)

● Add a row and/or change the number of hours as needed on your timecard, so that the number of hours working out of class is in its own entry for a given day. If the entire shift was spent in the different class, there is no need to edit the number or row.

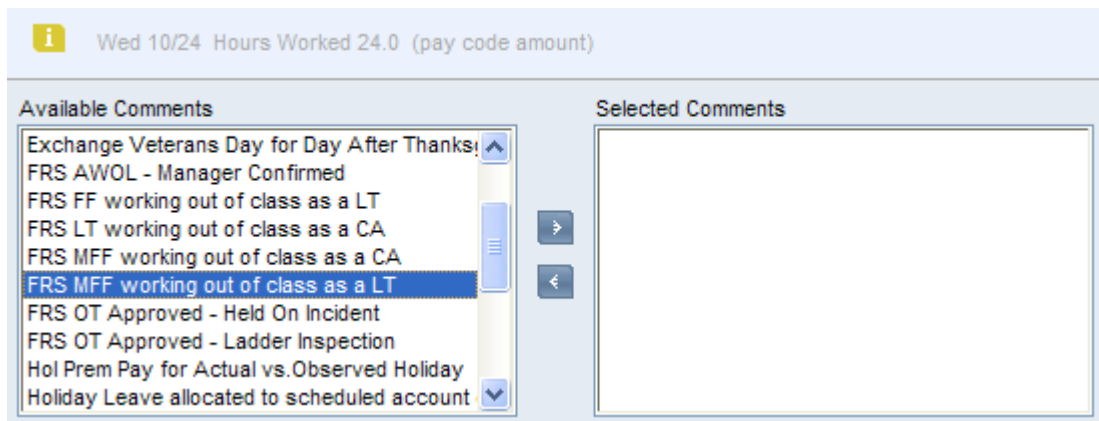● Select the number of hours within the day on your timecard that you worked out of class.

● Click either of the two **Comments** buttons (they are located above and below all of the row entries, respectively).

Note: If you do not select the number of hours before clicking the Comments button, MCtime will give you an error that tells you to *select a punch or amount* before clicking the button.

● Select one of the four related out of class options from the list: *FF3 working out of class as a LT*; *MFF working out of class as a LT*; *MFF working out of class as a CA*; or *LT working out of class as a CA*.

● Click the **Add** button, followed by the **OK** button to insert the comment into your timecard. Once you return to your timecard, you will notice a yellow comment icon above the entry representing your time out of class.

● Remember to save your timecard.

Documenting Details off the Floor

As of July 2019, the department tracks details off the floor in MCtime, so that we can associate a dollar figure with the overtime required to backfill the detail. Also, any request for the detail will now be entered in a separate form and approved (or not) by a division chief. The approval form will include a specific reason code, to be used in the following process. The officer who requests the detail should provide you with the correct Reason code.

● Wait until after 0830 hours the day after the detail (to allow for any leave taken to import from TeleStaff).

● Open MCtime.

● Add a row.

● Input the time spent on the detail for the date of your shift.

● Add a reason code in the **Transfer** column (using a search, as you would to look up the code for overtime) for the detail. When the officer originally filled out the form to request your detail, (s)he provided a reason code and it would have been included in the approval e-mail message (s)he received (and hopefully forwarded to you). If you do not know what reason code to use, ask your officer.

● Change the standard hours worked from 24.0 to whatever the difference is after you subtract your detail time. In the example screen shot below, the firefighter was detailed to work on EMS activities at PSHQ for 10 hours and so the new time spent on shift is 14.Reason Code and Time for a Detail.

Add Row	Pay Code	Transfer	Sun 6/09	Mon 6/10
⊕	Hours Worked ▾	🔍		14.0
⊕	Hours Worked ▾	////FRS060EA// 🔍		10.0

Notes:

● Remember that any change you make to purple text (your default schedule) will change from purple to black and move to a different line. If you take any leave during the remaining time on your shift, TeleStaff data will import (the next day at 0800 hours) but the time on leave will not deduct from the hours worked automatically. You will need to subtract it on your own and edit the time card. TeleStaff data only makes automatic changes to time reflected in purple. If you wait until after 0800 on the day after the detail, though, the TeleStaff import works smoothly.

● Note that overtime spent on different days in the same week with the same code will occur on the same row. There is currently no way to distinguish detailed time from overtime, except that the rest of your time spent on shift will appear as Hours Worked.

Tracking Work Substitutions

MCtime will track work substitutions (with the information being imported from Telestaff) and the hours will appear in your timecard, but the information will not be sent to the Payroll department. The following two codes will appear on the timecards of the individuals involved:

MCtime Pay Code	Whose Timecard?	Telestaff Work Code
Sub Off	Employee who is regularly scheduled but not working	CSBO
Sub Working	Employee who is working the shift as a sub	CSBW

The person who works will see the following in his/her timecard. Note that the user does not have to input transfer codes on the CSBW line to represent a station because the Payroll department is not tracking funds and no money will appear on the person's paycheck.

If you are working for someone else (CSBW) and you need to take leave, the leave should be recorded as **CSBW – [leave type]**. As example would be **CSBW – Sick Leave**.

Noting Your Kelly Day

While there is nothing you need to do for the kelly day, it is worth noting that MCtime will list your kelly day on a separate line with zero hours listed for the appropriate day.

Note: If you work overtime on your kelly day, you will simply add a row and record the hours worked (with the appropriate Reason code, as needed). Please see the *Claiming Overtime* section for more information.
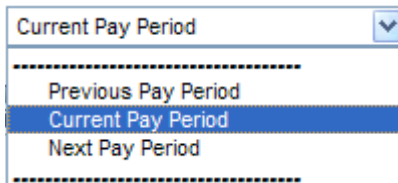
Approving Your Time

Once you have added in all of your time at the end of the pay period, you need to approve it through MCtime before your officer approves it. You will not be able to make any changes to it after you have approved it, unless you remove approval and your manager has not yet approved it. Once a manager approves the timecard, no changes will occur unless (s)he removes his/her approval.

You are advised to approve your timecard at the end of the last shift of the pay period. Any data from Telestaff will still pass through the approval. If a manager changes your timecard after you approve it, you will receive a generic e-mail message which indicates that it has been changed.

- Click the **Time Period** drop-down arrow and select the appropriate pay period by date.

Click the **Approve** button, located near the *Save* button.

Note: Once the screen reloads, you will find that it is in read-only mode and you are unable to make any changes. If you would like to make changes before your officer has a chance to approve it, click the **Remove Approval** button at the top (or bottom) of the screen. Assuming you leave it in the approved state, you will see a note in blue at the top of the screen that identifies that you have approved the time card for the specific pay period. Additionally, an employee cannot remove his/her approval if his/her manager has approved the timecard.
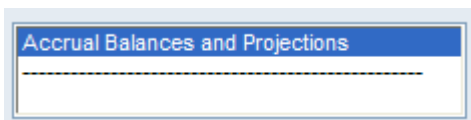

Checking Leave Balances

MCtime enables you to check your leave balance at any time, rather than having to wait to see your next pay stub. It is important to know, though, that your leave balance as reflected in MCtime will not be up to date *until the second Monday of the Pay Period*.

- Click the **Home** link at the top-right corner of the screen.

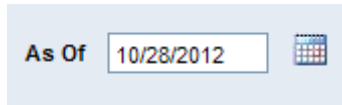- Find and click **My Reports**.

- Note the available reports that MCtime offers. The number of reports is fairly limited for personnel below the rank of Lieutenant.

- Select **Accrual Balances and Projections** on the left side of the screen.
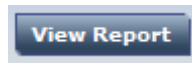
- Click in the **As Of** text box and type in a date (using the MM/DD/YYYY format) to see your leave balances up to that point.

As Of 10/28/2012

- Click the **View Report** button on the top left.

View Report

- Review your leave balances as needed. Below is a partial list from MCtime's screen:

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
ANNUAL LEAVE	Hour	359.37	11/03/2012	0.0	0.0	359.37	359.37
COMP LEAVE	Hour	99.0	11/03/2012	0.0	0.0	99.0	99.0

Note: Some of the rows and columns in this report are not used by FRS and/or Montgomery County Government. Please ignore the **Projected** columns, for example. Additionally, note that Personal Leave expires at the end of the calendar year and does not roll over to the following year.

Logging Off of MCtime

- Remember to save any recent changes.

- Find and click the **Log Off** link at the top-right corner of the screen. Wait for the screen that identifies you have successfully logged out of MCtime and then you may close your browser.

Appendix A – Glossary

The following terms and phrases are not only used in this document but are also common vocabulary for MCtime administrators.

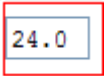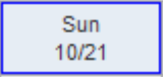| Term	Definition/Explanation
Employee	An employee is a user who is responsible only for his/her own timecard. Among the uniformed personnel, those at the rank of Master Firefighter and below are considered employees and will use the HTML version of MCtime.
Employee Approval	When an employee approves his/her timecard, this is equivalent to submitting the time to his/her manager. The employee may not make changes once his/her manager has approved the timecard.
Leave Balance	MCtime shows the amount of leave a user has remaining as of the previous week instead of an up-to-the-minute number. This is a result of the process by which leave is accrued and assigned to Montgomery County personnel.
Manager Approval	When a manager approves an employee's timecard, this is the final process within MCFRS for the timecard. If the employee wants to make a change to the timecard, and the end of the pay period has not yet arrived, then the manager may remove his/her approval. The employee will have to do the same thereafter in order to be able to change any data. The approval process must be performed again when (s)he is finished making changes. A manager may approve a timecard to submit it to the payroll department without an employee first approving it.
Manager/Supervisor	A manager is a user who has the ability to view, edit and/or approve someone else's timecard. Among uniformed personnel, those at the rank of Lieutenant and above are considered managers and will primarily use the Java version of MCtime. Among civilians, this includes managers as well as administrators (such as program managers who approve overtime for special projects). The HTML version is available for use outside the county network and offers the same capabilities (except Pay Code Moves). The Java version is available outside the county network but requires that the user has a specific version of Java installed and will not function properly with more modern versions.
Overtime	No specific overtime pay code is available for the user to select; the pay rules automatically calculate overtime worked by an individual and his/her manager must approve the overtime hours within MCtime. It is the responsibility of the site supervisor to approve overtime and should not automatically fall upon the regular shift supervisor.

Pay Code Move	A pay code move is an action performed by a manager in which only (s)he has the system rights to change a Pay Code for an employee. One common pay code move scenario involves the manager changing an employee's overtime hours to comp time at the request of the employee.
Pay Rule	A pay rule is a definition of how MCtime should calculate an employee's time and takes into consideration rank, assignment and several other related factors.
Timecard	The timecard is MCtime's equivalent to the paper timesheet.
Transfer Code	A transfer code is a combination of numbers that includes the Cost Center and Reason, or Project Task, Expenditure and Reason codes. A blank transfer code field is equivalent to the user's home codes for regular time.

Appendix B – Timecard Color Scheme

The following colors are used throughout MCtime.

Color	Description	Explanation
24.0	Purple Text	A preloaded amount of time, based upon the user's work schedule, appears in purple. Once a user makes a change to the preset number, the number will appear on a different row in black. The user may only edit a purple number that appears on a white background (when not currently selected, showing yellow). If the purple number is on a gray background (such as 0.0 hours worked on a kelly day), the number may not be changed.
24.0	Red Outline	A red outline indicates that a change has been made that needs to be approved or verified. A common example is overtime.
Sun 10/21	Blue Outline	A blue outline indicates non-worked time (e.g., annual leave).
Total	Red Flag	A red flag in the **Totals** area on the right side of the screen indicates that totals need to be recalculated. MCtime calculates the number automatically each time the user saves his/her changes.
TIMECARD	Orange "TIMECARD"	The word timecard in the upper left hand corner turns orange indicating a change has been made to your timecard and it needs to be saved. It will turn black once the SAVE button is clicked

Appendix C – Pay Codes

With the implementation of MCtime, OHR has requested an expanded list of pay codes. This list is longer than what you are accustomed to seeing with the previous timesheet. The following is a list of pay codes used within MCFRS.

Uniformed Employees Will See the Following:

- Annual Leave - With FMLA

- Annual Leave - With Parental Lv

- Call Back Pay

- CLH - Comp Lv Earned for Holiday

- Comp Leave Used

- Comp Leave Used - Parental Leave

- Comp Lv Top of Grade Used

- Extended Hours - FIRE

- Family Sick Leave - With FMLA

- FO3 - Field Training OT-FIRE ECC

- FT3 - Field Training - FIRE ECC

- Leave Without Pay - FMLA

- Leave Without Pay - Parental Lv

- MO5 - Multilingual Pay OT- FIRE

- Personal Leave

- Regular Hrs Worked Out of Class

- SD5 - Shift Diff FIRE 7p-659a

- Sick Leave - With FMLA

- Sick Leave - With Parental Leave

- SO5 - Shift OT FIRE 7p-659a

- Stand By Pay