

MCFRS MCTime End-User Guide for Managers and Administrators



For Personnel at the Rank
of Lieutenant and Above
as Well as Civilian Managers
and Civilian Administrators

(Revised July 2019)

MCtime Officer/Manager 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.)

Within Mctime, any FRS employee at the rank of Lieutenant or above will see significantly more options than personnel in lower ranks. This *Manager* view is accessible in two different environments: HTML (your basic web page access, which officers may use from home or the county network) and Java (a different look and feel which some may consider more user friendly, accessible from within the county network and from outside the county network with a specific version of Java). This quick reference guide will use the Java version for all examples and procedures.

Officers also have access to see quite a bit of information within Mctime. Please remember that you are responsible for your station and shift personnel only. Every action you take within Mctime is logged.

You are advised to use Mctime every time you are on shift to check your own hours and make adjustments (such as overtime approvals) for your personnel so that you do not have to do it all at the end of the pay period. As an officer responsible for your personnel and their timecards, you should call other stations/worksites if you need to verify dates and hours where your staff worked during a given pay period.

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/worksites 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).



A screenshot of the Mctime login interface. It features a rectangular box containing the labels 'Username' and 'Password' in bold. To the right of each label is a text input field. Below these fields is a button labeled 'Login'.

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- Click the **Login** button and wait for Mctime to load. When Mctime loads, you will see three window panes, as shows below:

The screenshot shows the Mctime application interface. At the top, there is a header bar with the Mctime logo, the user ID 'B178', and links for 'Log Off | Setup | Home | Help'. Below the header, there are four tabs: 'GENERAL', 'MY GENIES', 'MY INFORMATION', and 'MY LINKS'. The 'MY GENIES' tab is selected. Below the tabs, there is a navigation pane with 'Timecard', 'People', and 'Reports'. The 'Timecard' section is active, showing 'FRS QUICKFIND'. There is a search area with 'Name or ID' and 'Time Period' (set to 'Current Pay Period') and a 'Find' button. Below the search area, there is a table with columns: 'Employee Name', 'ID', 'Division', 'Station or Section', and 'Job Title'. The table is currently empty.

- To access the menu, right click on My Genies.

The screenshot shows the Mctime application interface with the 'MY GENIES' menu open. The menu options are: 'FRS QuickFind', 'FRS Pay Period Close', 'FRS Check Overtime', 'FRS Differentials', 'FRS Leave Balances', 'FRS Leave Used', 'Leave Used - Admin', 'FRS Timecard Approvals', 'FRS MIS', 'FRS Pay Rule Assignment', 'FRS People Profile', and 'FRS CSBO & CSBW TOTALS'. The 'FRS QuickFind' option is selected. The search area and table are the same as in the previous screenshot.

Verifying Your Time

- Find and click **My Information** in the navigation pane on the left side of your screen. This will expand the list.

The screenshot shows the Mctime application interface with the 'MY INFORMATION' menu open. The menu options are: 'My Timecard' and 'My Reports'. The 'My Timecard' option is selected. The search area and table are the same as in the previous screenshots.

- Click **My Timecard** to access your data.
- Check your timecard every shift and update it as needed. Since Telestaff data comes in on the calendar day following your shift, though, you are advised not to tweak the current day but any previous day instead. Do not to wait until the end of a pay period to input all of the information you need.

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- 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.

The screenshot shows the MCTime interface with a search bar for 'Name or ID' and a 'Find' button. Below it, the 'Time Period' dropdown menu is open, displaying a list of options. The 'Current Pay Period' is highlighted in orange. Other options include 'Previous Pay Period', 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', 'Next Schedule Period', 'Today', 'Yesterday', 'Week to Date', 'Last Week', '10/25/2012, Specific Date', and '10/25/2012 - 10/25/2012, Range of Dates'. A 'Division' label is visible to the left of the dropdown.

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

The screenshot shows the MCTime timecard interface. It has a navigation bar with 'Save', 'Actions', 'Amount', 'Accruals', 'Comment', 'Approvals', and 'Reports'. Below this, there are two sections for different weeks. The first section is for 'Week starting: Sun 10/21' and the second is for 'Week starting: Sun 10/28'. Each section has a table with columns for 'Pay Code', 'Transfer', and dates from Sunday to Saturday, plus a 'Total' column. The 'Hours Work...' row is highlighted in orange. The 'MIS Advance - ...' row is highlighted in purple. The 'KELLY DAY' row is highlighted in purple.

| Week starting: Sun 10/21 | | | | | | | | | | |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--|
| Pay Code | Transfer | Sun 10/21 | Mon 10/22 | Tue 10/23 | Wed 10/24 | Thu 10/25 | Fri 10/26 | Sat 10/27 | Total | |
| Hours Work... | | | | 24.0 | | | 24.0 | | 48.0 | |
| MIS Advance - ... | | 24.0 | | 24.0 | | | 24.0 | | 72.0 | |

| Week starting: Sun 10/28 | | | | | | | | | | |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--|
| Pay Code | Transfer | Sun 10/28 | Mon 10/29 | Tue 10/30 | Wed 10/31 | Thu 11/01 | Fri 11/02 | Sat 11/03 | Total | |
| Hours Work... | | | 24.0 | | | | | | 24.0 | |
| KELLY DAY | | | 24.0 | | | 0.0 | | | 24.0 | |

- Review the hours and proceed to the **Submitting Your Time** section of this document. (If you need to make any changes, though, please see the other sections of this manual before submitting your time.) If you have finished working with your timecard for the day, click the **Log Off** link at the top-left corner of the screen (above the navigation panel), once you have saved any changes.

Note: The columns will not expand horizontally on their own. If your Pay Code column is not wide enough to show all of the text side to side, for example, click out of the drop-down box and position your mouse on the dividing line between the **Pay Code** and **Transfer** column headers. Your mouse will turn into a double-arrow; hold down the mouse button and move your mouse to the right to allow more room. When you believe you have enough room, return to the drop-down list in the proper row's Pay Code column.

Adding Overtime

If your overtime is worked under a specific grant, the grant administrator should provide the transfer codes. Expect that you will typically use three codes: **Project Task**, **Expenditure** and **Reason**.

If your overtime is typical overtime, expect you will use just one code: **Reason**.

The process is pretty simple: You'll add a row, apply the transfer (reason) code and input the number of hours. In a few circumstances, you'll adjust other hours on the day. For differentials, you'll change the Pay Code as well.

For the following example, we'll apply 24 hours of overtime as an Officer Backfill at Station 34. Not only is the media room nice there, you even get paid for the OT.

- Identify the date for which you would like to add the hours. In the example below, the hours will be entered on July 31.

| | | Pay Code | Transfer | Fri 7/31 |
|---|---|--------------|----------|----------|
| X | + | Hours Worked | | |

- Click one of the Add Row icons to the left of the entries for the proper week.



- Find the appropriate day and type the number of hours (e.g., 24). Your new entry will appear in black instead of purple. Press the **Tab** key when you have finished typing the number of hours.

| | | Pay Code | Transfer | Fri 7/31 |
|---|---|--------------|----------|----------|
| X | + | Hours Worked | | |
| X | + | Hours Worked | | 24.0 |
| | | | | 24.0 |

- Click once in the box where the Transfer column matches up with the row for the hours you just entered into the system. A drop-down arrow will appear.

| | | Pay Code | Transfer |
|---|---|---------------|----------|
| X | + | Hours Work... | |
| X | + | Hours Work... | |

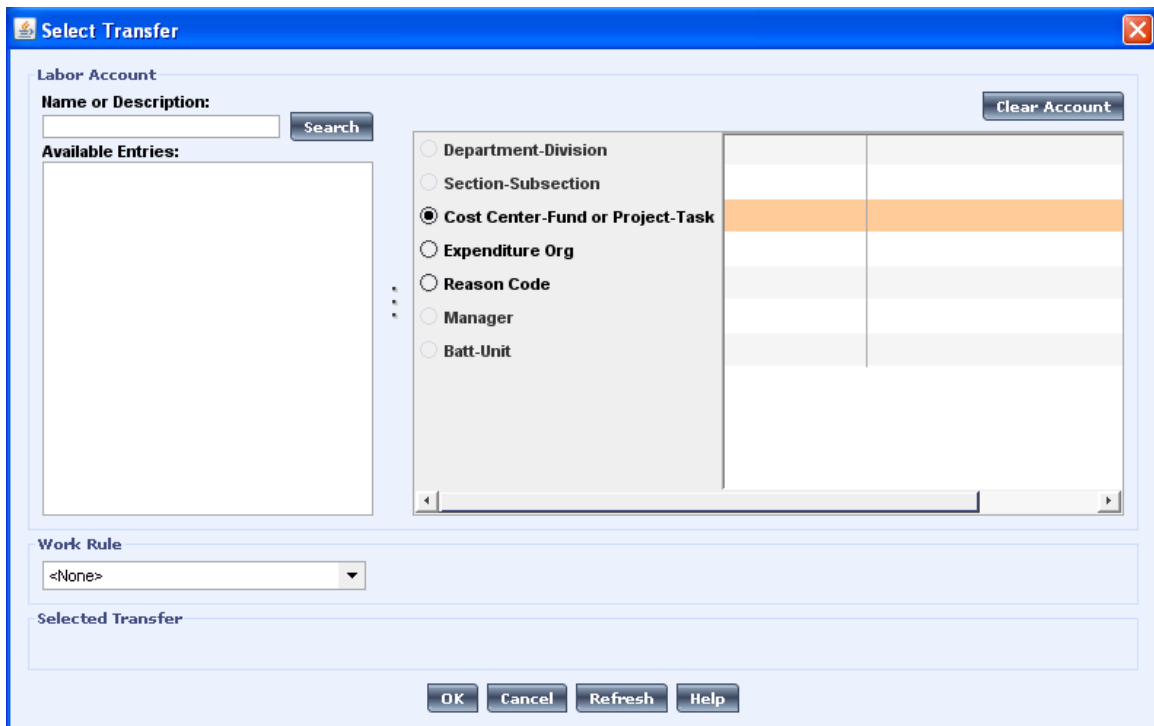
- Click the drop-down arrow and click the **Search** link. This will enable you to search for transfer codes. (The five most recent combinations will appear in a list between the drop-down arrow and the **Search** link.

////FRS071PW//
////FRS071OR//
////FRS066EP//
////FRS060HW//
////FRS071TT//
Search... Alt-S

- Click the **OK** button in the pop-up window.



- Note the new screen that appears; it is called the **Select Transfer** window.

A screenshot of the "Select Transfer" window. The title bar is blue with a red close button (X) in the top right. The window is divided into several sections. At the top left, under "Labor Account", is a "Name or Description:" label, a text input box, and a "Search" button. To the right of this is a "Clear Account" button. Below the search box is an "Available Entries:" label and a large empty rectangular box. To the right of this box is a list of radio button options: "Department-Division", "Section-Subsection", "Cost Center-Fund or Project-Task" (which is selected), "Expenditure Org", "Reason Code", "Manager", and "Batt-Unit". To the right of these options is a table with two columns and several rows, some of which are highlighted in orange. Below the "Available Entries" box is a "Work Rule" section with a dropdown menu currently showing "<None>". At the bottom of the window is a "Selected Transfer" label and a large empty rectangular box. At the very bottom are four buttons: "OK", "Cancel", "Refresh", and "Help".

- Click the **OK** button to clear the pop-up dialog box that says there are too many codes. Click the **OK** button for this screen any time it appears.
- Click to select the **Reason Code** on the right side of the screen (i.e., the circle should be filled in after you have selected Reason Code).
- Click in the **Name or Description** search box at the top-left of the screen.
- Type in the Reason Code (or the first several characters of the item you want with an asterisk at the end).

Note: An asterisk acts as a wildcard for the system, giving you the ability to search more broadly than you would for one item. For example, typing **FRS*** will result in a list of all reason codes for the department, while **FRS060*** will result in a list of codes that are for the Operations division. Alternatively, you may search by description (as in the example below).

- Click the **Search** button next to the text box.

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Name or Description:

backfill

Search

- Note that the resulting list should be significantly smaller than the list that appeared by default. Look through the items and find the one of your choice. (If you cannot find the item you need, try a search that is not quite as narrow and will include more results.) If you searched for a single station, as in the example above, only one item should appear in the results list. Click the Reason you need from the list and it should appear on the Reason Code line in the right-side panel.

Clear Account

☐ Department-Division
☐ Section-Subsection
☐ Cost Center-Fund or Project-Task
☐ Expenditure Org
☒ Reason Code
☐ Manager
☐ Batt-Unit

| | |
|----------|-----------------------------|
| FRS0600F | FIELD OPS-BACKFILL- OFFICER |
|----------|-----------------------------|

- Repeat as needed for the Reason Code and click the **OK** button at the bottom of the window when you have finished. You should see the new codes added to the row for the hours worked under that particular code.

Labor Account

Name or Description:

backfill

Search

Available Entries:

- FRS0600F, FIELD OPS-BACKFILL- OFFICER
- FRS060PD, FIELD OPS-BACKFILL- PRIMARY DRIVER
- FRS060PM, FIELD OPS-BACKFILL- PARAMEDIC
- FRS060US, FIELD OPS-BACKFILL- US-R RESPONSE
- FRS061BF, FEI - BACKFILL
- FRS070SB, WELLNESS, SAFETY, TRAINING- SAFETY TEAM - BACKFILL
- FRS101AB, FEMA-ACTIVATED BACKFILL
- FRS101AC, FEMA-AFTER ACTION BACKFILL
- FRS101BA, FEMA-ALERT BACKFILL
- FRS101CB, FEMA-CISM BACKFILL

☐ Department-Division
☐ Section-Subsection
☐ Cost Center-Fund or Project-Task
☐ Expenditure Org
☒ Reason Code
☐ Manager
☐ Batt-Unit

| | |
|----------|-----------------------------|
| FRS0600F | FIELD OPS-BACKFILL- OFFICER |
|----------|-----------------------------|

Clear Account

| | | Pay Code | Transfer | Fri 7/31 |
|---|--|--------------|----------|----------|
| X | | Hours Worked | | |
| X | | Hours Worked | FRS0600F | 24.0 |
| | | | | 24.0 |

Note: Although the list of possible Reason codes is long, you will typically only use one of a few if you are working overtime in a station. Here are the most common examples. Remember, you should select the reason code that describes why you were hired for the task (i.e., the slot listed in Telestaff).

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| Code | Description |
|----------|-------------------------|
| FRS060FF | Firefighter Backfill |
| FRS060OF | Officer Backfill |
| FRS060PD | Primary Driver Backfill |
| FRS060PM | Paramedic Backfill |

- Note that a red flag has appeared in the bottom section next to the header for **Totals & Schedule**. This is an indicator that something has changed on the timecard and that you should save.



- Click the **Save** link, located in the white stripe toward the top of the screen.



- Find the **Totals & Schedule** section (located at the bottom-left of the screen) to see that the list has updated. Hours are listed and separated by account, which may include Reason and/or other related codes.

| | | Pay Code | Transfer | Fri 7/31 |
|---|---|--------------|----------------|----------|
| X | ↺ | Hours Worked | | |
| X | ↺ | Hours Worked | ////FRS060OF// | 24.0 |
| | | | | 24.0 |

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 has a way to manage this process. Please see the *Changing AWOL Hours to Other Leave Types* section for more information.

Converting Overtime to Comp Time

Any uniformed personnel may earn comp time in lieu of overtime, without extra permission required. For the hours to change, though, the employee must request his/her supervisor perform a **Pay Code Move**. Such changes must be made within the current time period, so all personnel are reminded not to submit requests once the timecard has been approved and submitted. As an officer, you should also pay particular attention to this in case you need to convert overtime to comp time for one or more of your personnel. Please see the *Changing Overtime to Comp Time* section for more information.

Using Comp Leave

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.

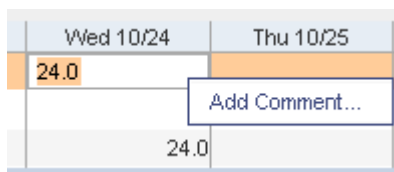
Using Comp Leave Supplemental

Comp Leave Supplemental may not be earned these days – it was awarded a few years ago during a time of furloughs to all personnel. Some personnel, although not many, still have this type of leave and may use it as they would comp leave. Comp Leave Supplemental is not an option in Telestaff and so the change must be performed in Mctime by your supervisor. You will see the leave imported into Mctime from Telestaff as Annual Leave. (No, you may not use it in place of Sick Leave.) Ask your manager to perform a **Pay Code Move** to change the entry to **Comp Leave Supplemental**. (At the employee level, no one has access to this code -- it must be a manager action for personnel at all levels.)

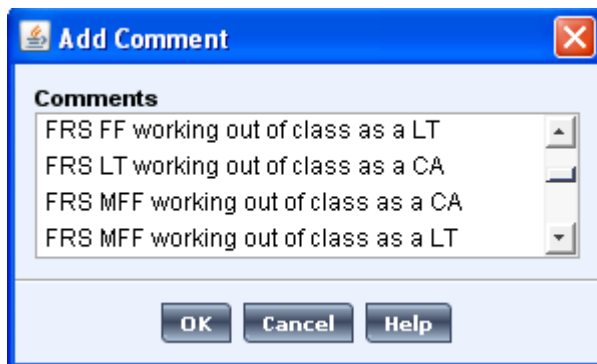
Noting Work Out of Class

Mctime enables you to track the time you work out of class so that, if you like, you may run a report to use in the official process for claiming the time. (The official process has not changed; this is merely a tool for you to use for effective bookkeeping.)

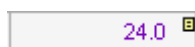
- Add a row and/or change the number of hours as needed on your timecard, so that the number of hours working out of class is in its own entry for a given day. If the entire shift was spent in the different class, there is no need to edit the number or row.
- Right-Click the box with the hours in which you worked out of class and click the **Add Comment** link that appears.



- Select LT working out of class as a CA from the window that pops up:



- Click the **OK** button and you will notice a small comment icon just above to the right of the hours entered for working 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.

| | | Pay Code | Transfer | Sun 6/09 | Mon 6/10 | Tue 6/11 | Wed 6/12 |
|---|---|------------|------------------|----------|----------|----------|----------|
| X | ↺ | Hours W... | ▼ | | 14.0 | | |
| X | ↺ | Hours W... | ////FRS060EA// ▼ | | 10.0 | | 5.0 |

Explanation:

- The first line (Hours Worked with a Transfer code) was originally 24 hours on Monday and was the employee's normal shift.
- The employee was detailed off the floor (dayside) to EMS at PSHQ and told to use FRS060EA as the Reason Code.
- The second line, on Monday, shows ten hours for the detail toward the Reason Code.
- The second line, on Wednesday, shows five hours in which the employee worked overtime using the same Reason Code.

Notes (as the one being detailed):

- 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.

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- 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.

Notes (as the officer reviewing the timecard of the one who was detailed):

- Do not assume that anything with a Reason Code is overtime; moving forward, that is no longer a safe assumption.
- Take note of the **Totals & Schedule** tab in Mctime. As noted in the two screenshots below, **Total Hrs Toward Schedule** will be broken up by code. The first screenshot is for the daily view (10 hours and 14 hours) and the second screenshot is for the entire pay period (10 hours and 86 hours).

Daily View:

| Account | Pay Code | Amount |
|--|--------------------|--------|
| ...FRS 45-2230-4770/-/-/FRS060EA/FRS003170/- | Total Hrs Towar... | 10.0 |
| ...FRS 45-2230-4770/-/-/FRS060EA/FRS003170/- | Regular | 10.0 |
| ... 45-1830/FRS 45-2230-4770/-/-/FRS003170/- | Total Hrs Towar... | 14.0 |
| ... 45-1830/FRS 45-2230-4770/-/-/FRS003170/- | Regular | 14.0 |

All:

| | | |
|--|--------------------|------|
| ...FRS 45-2230-4770/-/-/FRS060EA/FRS003170/- | Total Hrs Towar... | 10.0 |
| ... 45-1830/FRS 45-2230-4770/-/-/FRS003170/- | Total Hrs Towar... | 86.0 |

Reviewing Work Substitutions

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

As with typical use of parental leave, an entry of CSBW Sick with Parental will come from Telestaff if the employee working (CSBW) opted to use parental leave. (S)he may choose to change it to any other type of parental leave (via the manager), but (s)he must use the CSBW parental codes:

- CSBW Annual with Parental
- CSBW Comp with Parental

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- CSBW Sick with Parental

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

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.

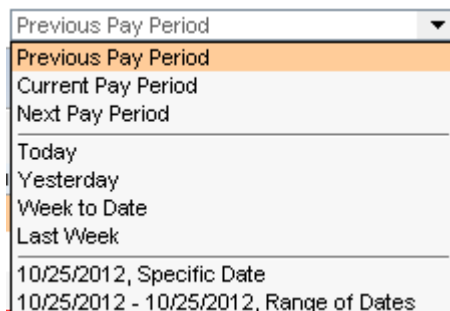
| | Pay Code | Transfer | Sun 10/14 | Mon 10/15 | Tue 10/16 | Wed 10/17 | Thu 10/18 | Fri 10/19 | Sat 10/20 | Total |
|--|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| | Hours Worked | | | 24.0 | | | | | | 24.0 |
| | KELLY DAY | | | | | | 0.0 | | | |
| | | | | 24.0 | | | | | | 24.0 |

Note: If you work overtime on your kelly day, you will simply add a row and record the hours worked (with the appropriate index and/or project codes, 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 supervisor approves it. Once the time card has moved to the next level, you will not be able to make any changes to it.

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



- Find and click the **Approvals** link on the (white-striped) navigation bar. A sub-menu will appear:



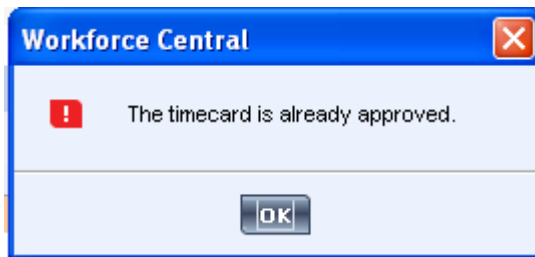
- Click **Approve**.

Note: Prior to approval you will note the delete row and add row buttons to the left of the pay code column (left image). Once the time card is approved, these features are now disabled and are removed from your time card (right image).

| | | Pay Code |
|---|---|---------------|
| X | + | Hours Work... |
| X | + | Election Day |
| X | + | KELLY DAY |

| | | Pay Code |
|--|--|--------------|
| | | Hours Worked |
| | | Election Day |
| | | KELLY DAY |

Note: Your timecard is sufficiently locked at this point. You will notice a new tab that appears at the bottom of the screen, indicating an approval. If you try to approve the timecard again, concerned that the first attempt failed, a pop-up window will appear that lets you know you have already approved the timecard.



Additionally, If you would like to make changes before your supervisor has a chance to approve it, click **Remove Approval** from the same **Approvals** drop-down menu that you used before. 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 Tuesday of the Pay Period*.

In contrast to the HTML version that you may use from home (or that personnel below the rank of lieutenant use in the stations), the Java version of the software shows leave balances on the timecard screen.

- Navigate to your time card if you are in another part of the program.
- Click the **Totals & Schedule** tab at the bottom of the screen if it is not already selected. Your leave balances, as of whatever date is currently selected on the timecard above, are listed on the right side of the screen.

| Accrual Code | Balance on Selected Date | Units | Balance Projected Through |
|-----------------|--------------------------|-------|---------------------------|
| ANNUAL LEAVE | 359.37 | Hour | 11/17/2012 |
| COMP LEAVE | 99.0 | Hour | 11/17/2012 |
| COMP LEAVE SUPP | 0.0 | Hour | 11/17/2012 |
| PAID TIME OFF | 0.0 | Hour | 11/17/2012 |
| PERSONAL DAY | 1.0 | Day | 11/17/2012 |
| RELIGIOUS LEAVE | 0.0 | Hour | 11/17/2012 |
| SICK LEAVE | 1377.23 | Hour | 11/17/2012 |

- Review your leave balances as needed.

Logging Off of Mctime

- Remember to save any recent changes.
- Find and click the **Log Off** link at the top-left corner of the screen. Wait for the screen that identifies you have successfully logged out of Mctime and then you may close your browser.


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Accessing an Employee Timecard

As an officer, you will need to access timecards for your personnel to approve overtime, verify hours and (by request) change overtime to comp time. Each of these tasks begins with accessing a timecard.

- Log onto Mctime. By default, the program should load the FRS QuickFind genie.

| | | |
|-------------|---|-------------------------------------|
| Name or ID | <input type="text" value="*"/> | <input type="button" value="Find"/> |
| Time Period | <input type="text" value="Current Pay Period"/> | |





Note: If you need more room on the screen to show the information that loads, find and click the minimize button on the right side of the screen. 

- Click the **Find** button and double-click the name of the person for whom you would like to open a timecard.

Approving Overtime

Overtime should be approved by the on-site manager and should not be left for the regular shift officer. (For example, you should approve overtime for a firefighter working under you for the day instead of leaving the approval for his/her regular shift officer.) You will open an employee's timecard, select the specific overtime increment claimed and approve it as needed (assuming it was legitimately worked, of course).

- Access the employee's timecard for the current pay period.
- Find the time to be approved. In the example below, the overtime hours were worked as a firefighter backfill at Station 34 on October 28. With no cost center, the station isn't cited but you still see the reason.

| | Pay Code | Transfer | Sun 10/28 | Mon 10/29 |
|---|-----------------|------------------|-----------|-----------|
|   | Hours Work... ▼ | | | 24.0 |
|   | Hours Work... ▼ | ////FRS060FF// ▼ | 24.0 | |

- Check the tabs at the bottom of the screen. If there is no **Sign-Offs & Approvals** tab, you may be certain no one else has already approved the overtime. If that tab is present, check to make sure that the hours have not already been approved. If they have, do not approve them again. If it appears no one else has already approved the time, proceed with your approval.

Note: Since overtime approvals are based upon the day – and the order in which the employee initially entered the time – there is a chance that the Totals & Schedule section will appear to show that the time under your code has been approved, even if someone else's approval was intended to be for another code. You should always consider the **Sign-Offs & Approvals** tab to be your best source for determining whether or not to approve overtime.

| | | |
|-------------------|----------|--------|
| Totals & Schedule | Accruals | Audits |
|-------------------|----------|--------|

- Find the overtime that the employee entered on his/her timecard. It may or may not have a red outline (which only indicates a change in schedule and only appears once per day). Click once to select the hours in question.

| |
|------|
| 24.0 |
|------|

- Access the **Approvals** menu and select **Approve Overtime**.



Note: Ensure that you select *Approve Overtime* and not *Approve*. The approach you are to take enables you to specify the correct number of hours to approve, as opposed to a blanket all-or-nothing approach.

- Note the options in the window.

A screenshot of a dialog box titled 'Approve Overtime'. It has a blue header bar with a close button (X) in the top right. The main area is light blue and contains the following elements: a date dropdown menu set to '10/28/2012'; a text input field for 'Unapproved Overtime Amount (hh:mm)' containing '24.0'; a section titled 'Amount ^' with three radio button options: 'All', 'None', and 'Some' (which is selected); a text input field for 'Amount (HH.hh)' containing '24.0'; and a button labeled 'Comments' with a right-pointing arrow. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

- Verify that the date is correct and represents the date the employee worked on overtime. If you selected the time in the timecard, the correct date should appear here. If you did not, then this screen should default to the first day of the pay period.
- Change the option from **All** to **Some** in the *Amount* section. When you do, the text input box will become active so that you may type a number of hours to approve. Note: **Never choose All**.
- Type the correct number of hours you would like to approve.
- Click the **OK** button to continue. You will return to the employee's timecard.
- Save the employee's timecard.
- Find and click the **Sign-offs and Approvals** tab at the bottom of the screen. Read the information listed to verify that MCtime recorded your overtime approval.

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| TOTALS & SCHEDULE | | ACCRUALS | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS | | | | | | |
|-------------------|----------------|-----------------------------|--------|---------------------------------|---------|------|--------|------------|--------|--|
| Action Taken | | <div>Select an action</div> | | | | | | | | |
| Action Taken | Effective Date | Start Time | Amount | Reason | Comment | Note | User | Date | Time | |
| Approve Overtime | 10/28/2012 | | 10.0 | | | | DANIES | 10/25/2012 | 1:09PM | |

Changing Overtime to Comp Time

Only officers may change overtime hours to comp time. The process to change the hours is as simple as opening the employee's timecard and making a Pay Code Move.

- Open the employee's timecard.
- Ensure that the overtime in question has already been approved. (If needed, switch to the *Approving Overtime* section of this guide.)
- Find the overtime entry (which still has a pay code of Hours Worked, as it should) and click once in the Transfer Codes column for that row. Press **Ctrl-C** on your keyboard to copy the codes. This is an important shortcut that you will appreciate having taken in a few moments.
- Click once on the overtime entry (i.e., the number of hours worked) in the upper section of the timecard in order to place your cursor. Clicking on the hours in the timecard will also ensure you keep the correct date listed during the pay code move.
- Find the item in the **Totals & Schedules** section at the bottom of the screen.

TOTALS & SCHEDULE

ACCRUALS

AUDITS

SIGN-OFFS, REQUESTS & APPROVALS

All

| Account | Pay Code | Amount | ... |
|------------------------------|----------------------------|--------|-----|
| ...00/-/FRS060FF/FRS003169/- | OT at 1.5 - Overtime | 10.0 | ... |
| ...2231-2409/-/-/FRS003169/- | MIS Advance - FIRE Only | 24.0 | ... |
| ...2231-2409/-/-/FRS003169/- | Regular | 72.0 | ... |
| ...2231-2409/-/-/FRS003169/- | Total Hrs Towards Schedule | 96.0 | ... |

Note: If the list of codes is too long for you, change **All** to **Daily** in the upper-left corner of the section.

- Right-Click the hours you would like to change (listed as OT in the Pay Code column of this section) and select **Move**.

| Account | Pay Code | Amount |
|------------------------------|-------------------------|--------|
| ...00/-/FRS060FF/FRS003169/- | OT at 1.5 - Overtime | 10.0 |
| ...2231-2409/-/-/FRS003169/- | MIS Advance - FIRE Only | 24.0 |

- Click **Yes** in the message that appears. Although the wording is different, it is essentially telling you that the transfer information will delete and you will need to re-enter it during the pay code move. You will only need to re-enter the transfer information during moves that involve pay (e.g., OT to comp time).
- Select **CL3** from the Pay Code drop-down box. CL3 represents time and a half, earned by all personnel below the rank of Battalion Chief (BCs earn CL2, which represents straight time

instead of time and a half).

Note: Personnel working overtime for standing union committees earn CL2 instead of CL3, regardless of rank.

Move Amount

From

Pay Code: OT at 1.5 - Overtime

Amount (HH.hh): 10.0

Transfer: ;FRS 45-1830/FRS 45-2231-2409/CC 45634-100/-/FRS060FF/FRS003169/-

To

Pay Code *: CL3 - Comp Lv Earned-1 hr EQ 1.5

Amount (HH.hh) *: 10.0

Effective Date *: 10/28/2012

Transfer: ///FRS060FF//

Comments →

OK Cancel Help

- Type in the number of hours for which you are approving Comp Time. The number may be lower than the total number worked if the employee wants partial pay and partial comp time.
- Verify that the date is correct for the hours in question.
- Click in the **Transfer** box and press **Ctrl-V** on your keyboard to paste the codes. This is the shortcut that enables you to avoid having to run the search for the same codes.
- Click the **OK** button.
- Save the timecard.
- Find and click the newly added **Moved Amounts** tab toward the bottom-right of the screen and verify that the hours have been moved in comp time.

| TOTALS & SCHEDULE | | | | ACCRUALS | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS | | MOVED AMOUNTS | |
|-------------------|-----------------------|--|-----------------------|----------------------|--------|---------------------------------|--|---------------|--|
| Effective Date | From Account | | To Account | From Pay Code | | To Pay Code | | Amount | |
| 10/28/2012 | ...S060FF/FRS003169/- | | ...634-100/FRS060FF// | OT at 1.5 - Overtime | | CL3 - Comp Lv Earne... | | 10.0 | |

- Save your changes and close the employee timecard.

Changing Holiday Pay (HDP) to Comp Leave Earned Holiday (CLH)

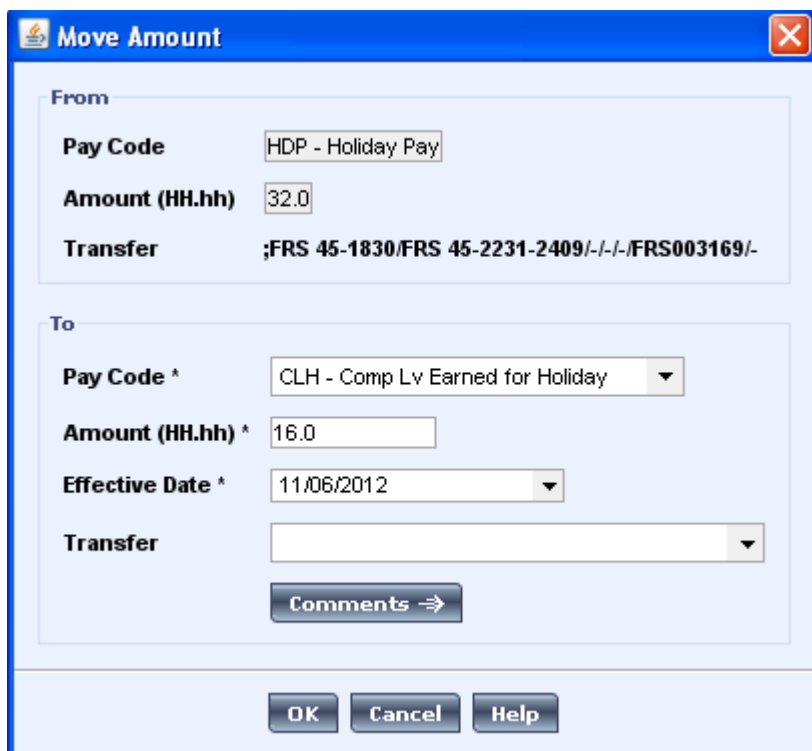
All holidays are imported as HDP, holiday pay. An employee has the option to earn Comp Leave at a rate of 1.5 hours. If the employee chooses to earn Comp Leave in lieu of pay, find the Totals & Schedule tab.

| TOTALS & SCHEDULE | | | ACCRUALS | AUDITS |
|--|----------------------------|---------|----------|--------|
| All ▾ | | | | |
| Account | Pay Code | Amount | | |
| .../FRS 45-2231-2409/-/-/-/FRS003169/- | HDP - Holiday Pay | 32.0 | | |
| .../FRS 45-2231-2409/-/-/-/FRS003169/- | Regular | 120.0 | | |
| .../FRS 45-2231-2409/-/-/-/FRS003169/- | MIS Clear - FIRE Only | (-24.0) | | |
| .../FRS 45-2231-2409/-/-/-/FRS003169/- | Total Hrs Towards Schedule | 96.0 | | |

- Right click the HDP field.

| Account | Pay Code |
|--|-------------------|
| .../FRS 45-2231-2409/-/-/-/FRS003169/- | HDP - Holiday Pay |
| .../FRS 45-2231-2409/-/-/-/FRS003169/- | Regular |

- Select the Pay Code **CLH – Comp Leave Earned for Holiday**.
- Insert the amount of hours to be converted. This may not be all of the hours listed in the Totals & Schedule.
- Ensure you have selected the date of the holiday you are converting.
- There is no need to insert any transfer information.



The 'Move Amount' dialog box is used to transfer hours from one pay code to another. It contains two main sections: 'From' and 'To'. The 'From' section has fields for 'Pay Code' (HDP - Holiday Pay), 'Amount (HH.hh)' (32.0), and 'Transfer' (;FRS 45-1830/FRS 45-2231-2409/-/-/-/FRS003169/-). The 'To' section has fields for 'Pay Code *' (CLH - Comp Lv Earned for Holiday), 'Amount (HH.hh) *' (16.0), 'Effective Date *' (11/06/2012), and 'Transfer'. There is a 'Comments' button with a right-pointing arrow. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Changing Annual Leave to Comp Time

If an employee determines (s)he would like to use comp time, (s)he only needs to call Scheduling and the data will import into Mctime on the day after the leave is used. If the employee waits until after the day the leave was used, then you will need to perform a pay code move as his/her manager. Follow the same procedure as changing overtime to comp time (but move Annual Leave to Comp Leave Used). You do not need to include transfer information for this pay code move. Remember to save your changes.

Changing AWOL Hours to Other Leave Types

If an employee claims leave (s)he has not accrued, Mctime will attempt to draw leave from other balances in a specific order (see chart below). If there is a balance of claimed leave after this process and Mctime did not find enough hours accrued in various leave types, the remainder will be labeled AWOL.

Note: As covered in the Checking Leave Balances section, it is important to know that a leave balance as reflected in Mctime will not be up to date *until the second Tuesday of the Pay Period*. After that point, the employee may have accrued enough leave to make up the difference labeled as AWOL.

In the event that the employee's leave balance shows enough leave by the end of the pay period, it is his/her responsibility to ask you (the manager) to move the leave in his/her timecard (a manual calculation on your part) for the hours to reflect the correct types of leave. In applying the new leave hours to decrease the amount of AWOL hours, you are required to follow the same cascade that Mctime (and county procedures) follow. Each type of leave has a different cascade, as indicated in the chart below:

| Leave Code | CLM | CPL | PTO | ANL | SKL | RLU | FSL | PER |
|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 st Step | CLM | CPL | PTO | ANL | SKL | RLU | SKL | PER |
| 2 nd Step | CPL | ANL | ANL | CPL | CPL | CPL | CPL | CPL |
| 3 rd Step | ANL | PTO | SKL | PTO | ANL | ANL | ANL | ANL |
| 4 th Step | PTO | DWP | CPL | DWP | PTO | PTO | PTO | DWP |
| 5 th Step | DWP | - | DWP | - | DWP | DWP | DWP | - |

| Key | | | | | | | |
|----------------|------------|---------------|--------------|------------|-----------------|-------------------|--------------|
| CLM | CPL | PTO | ANL | SKL | RLU | FSL | PER |
| Comp Leave Max | Comp Leave | Paid Time Off | Annual Leave | Sick Leave | Religious Leave | Family Sick Leave | Personal Day |

For example, one of your employees claimed 24 hours of sick leave on the first Wednesday of the pay period, but (s)he only had ten hours of leave accrued. Meanwhile, the employee had five hours of annual leave and no comp time (or other accrued leave hours) available. Mctime would apply the following in the timecard:

- 10.0 Hours Sick Leave
- 5.0 Hours Annual Leave
- 9.0 Hours AWOL

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As of Tuesday the following week, when (s)he was presented with 4.6 hours of annual and 4.6 hours of sick leave, the employee would ask you to add the new hours in. You would perform a Pay Code Move to add 4.6 hours of sick time (total = 14.6) and 4.4 hours of annual leave (total = 9.4) for a total of 24 hours.

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:

- 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).

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 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.

| |
|--------------------------------------|
| Total Hours Toward Schedule |
| 1 ▲ |

- 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 Schedule | 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.

Reviewing Timecards for Errors

Here are some things to help you avoid common errors as you review timecards for your personnel:

- 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: Providing it's a reason code (and most of the ones we use in FRS begin with the letters *FRS*) the entry is probably OK (assuming it's the correct reason code). Typical OT takes just the Reason (R) code with a number of slashes. Project Task codes are paired by with Expenditure codes and nearly always Reason Codes.
 - Two Codes: Effective July 2015, we stopped using Cost Center codes and, if you see two codes, the entry is incorrect.
 - 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).

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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. |
| Genie | A genie is an Mctime screen that shows data from a preset query. Genies enable managers to perform a variety of functions such as approving overtime and checking leave balances for their personnel. |
| 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 | <p>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).</p> <p>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.</p> |
| Overtime | Overtime is input differently in Mctime than it was on paper timesheets. 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. With the Mctime implementation, MCFRS will no longer use paper overtime approval slips. |

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| | |
|---------------|---|
| 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. |
| Transfer Code | A transfer code is a combination of numbers that includes the Cost Center (or Project Task), Expenditure (for grants only) and Reason codes. |

Appendix B – 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.

Fire Dept Managers (Uniformed and Civilian) Will See the Following:

| | |
|----------------------------------|----------------------------------|
| Admin Leave - Bereavement | EO2-CRT,EMTI,EMTP DiffOT5-8 yrs |
| Admin Leave - Cnty Facility Clsd | EO3-CRT,EMTI,EMTP DiffOT>8 yrs |
| Admin Leave - Court Appearance | ER1-CRT,EMTI,EMTP Diff<EQ4yrs |
| Admin Leave - General Emergency | ER2-CRT,EMTI,EMTP Diff 5-8yrs |
| Admin Leave - IAFF Business | ER3-CRT,EMTI,EMTP Diff>8 yrs |
| Admin Leave - Jury Duty | Family Sick Leave |
| Admin Leave - Military - Active | Family Sick Leave - With FMLA |
| Admin Leave - Military Res Trng | Flex Hours Worked |
| Admin Leave - Other | FO3 - Field Training OT-FIRE ECC |
| Admin Leave - Prof Improvement | FT3 - Field Training - FIRE ECC |
| Admin Leave - Relieved From Duty | HDP - Holiday Pay |
| Admin Leave - Temp Disability | Leave Without Pay |
| Annual Leave | Leave Without Pay - FMLA |
| Annual Leave - Unscheduled | Leave Without Pay - Parental Lv |
| Annual Leave - With FMLA | Military Leave |
| Annual Leave - With Parental Lv | MIS Advance - FIRE Only |
| AWOL - Absence without Leave | MIS Clear - FIRE Only |
| Call Back Pay | OT at 1.0 - Overtime |
| CL1 - Comp Lv Earned-1 hr EQ .5 | OT at 1.5 - Overtime |
| CL2 - Comp Lv Earned-1 hr EQ 1.0 | OT at 1.5 36 HR Week - Overtime |
| CL3 - Comp Lv Earned-1 hr EQ 1.5 | OT at 1.5 44 HR Week - Overtime |
| CL4 - Comp Lv Earned-1 hr EQ 2.0 | OT at 1.5 on Unscheduled Day |
| CLH - Comp Lv Earned for Holiday | Overtime Premium at .5 |
| Comp Leave Used | Religious Leave Earned |
| Comp Leave Used - Parental Leave | Religious Leave Used |
| Comp Leave Used - Unscheduled | SD5 - Shft Diff FIRE 7p-659a |
| Comp Lv Top of Grade Used | Sick Leave |
| Comp Lv Top of Grade Used-Unschd | Sick Leave - Donated Leave Used |
| CSBO | Sick Leave - Unscheduled |
| CSBW | Sick Leave - With FMLA |
| Disability Leave - Workers Comp | Sick Leave - With Parental Leave |
| Emergency Pay | SO5 - Shft OT FIRE 7p-659a |
| EO1-CRT,EMTI,EMTP DiffOT<EQ4yrs | Stand By Pay |

Uniformed Employees Will See the Following:





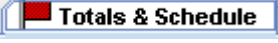
| | |
|----------------------------------|----------------------------------|
| Annual Leave - With FMLA | FT3 - Field Training - FIRE ECC |
| Annual Leave - With Parental Lv | Leave Without Pay - FMLA |
| Call Back Pay | Leave Without Pay - Parental Lv |
| CLH - Comp Lv Earned for Holiday | MO5 - Multilingual Pay OT- FIRE |
| Comp Leave Used | Regular Hrs Worked Out of Class |
| Comp Leave Used - Parental Leave | SD5 - Shft Diff FIRE 7p-659a |
| Comp Lv Top of Grade Used | Sick Leave - With FMLA |
| Extended Hours - FIRE | Sick Leave - With Parental Leave |
| Family Sick Leave - With FMLA | SO5 - Shft OT FIRE 7p-659a |
| FO3 - Field Training OT-FIRE ECC | Stand By Pay |

MC GEO Employees Will See the Following:

| | |
|----------------------------------|-----------------------------------|
| Admin Leave - Bereavement | Family Sick Leave - With FMLA |
| Admin Leave - Cnty Facility Clsd | Flex Hours Worked |
| Admin Leave - Court Appearance | FO2 - Field Training OT- MC GEO |
| Admin Leave - General Emergency | FT2 - Field Training Diff- MC GEO |
| Admin Leave - Jury Duty | HOL - Holiday Leave |
| Admin Leave - MC GEO Business | Leave Without Pay |
| Admin Leave - Military - Active | Leave Without Pay - FMLA |
| Admin Leave - Military Res Trng | Leave Without Pay - Parental Lv |
| Admin Leave - Other | Medical Charge Nurse Overtime |
| Admin Leave - Prof Improvement | Medical Chrg Nurse Differential |
| Admin Leave - Relieved From Duty | Military Leave |
| Admin Leave - Temp Disability | MO1 - Multilingual OT Basic |
| Annual Leave | MO2 - Multilingual OT Advanced |
| Annual Leave - Unscheduled | Personal Day |
| Annual Leave - With FMLA | Personal Day - With FMLA |
| Annual Leave - With Parental Lv | Personal Day - With Parental Lv |
| AWOL - Absence without Leave | Religious Leave Earned |
| Call Back Pay | Religious Leave Used |
| CLH - Comp Lv Earned for Holiday | SD3 - Shift Diff 2p-1059p |
| Comp Leave Used | SD4 - Shift Diff 11p-5a |
| Comp Leave Used - Parental Leave | Sick Leave |
| Comp Leave Used - Unscheduled | Sick Leave - Donated Leave Used |
| Comp Lv Top of Grade Used | Sick Leave - Unscheduled |
| Comp Lv Top of Grade Used-Unschd | Sick Leave - With FMLA |
| Court Time OT - SHF,CORR,POLICE | Sick Leave - With Parental Leave |
| Disability Leave - Workers Comp | SO3 - Shift Diff OT 2p-1059p |
| Emergency Pay | SO4 - Shift Diff OT 11p-5a |
| Family Sick Leave | Stand By Pay |

Appendix C – Timecard Color Scheme

The following colors are used throughout MCTime.

| Color | Description | Explanation |
|---|--------------------|--|
|  | 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, the number may not be changed. |
|  | Red Outline | A red outline indicates that a change has been made that needs to be approved or verified. A common example is overtime. |
|  | Blue Outline | A blue outline indicates non-worked time (e.g., annual leave). |
|  | Yellow Bar | A yellow bar across the top of the screen indicates that recent changes have not yet been saved. |
|  | Red Flag | A red flag in the Totals & Schedule tab at the bottom of the screen indicates that totals need to be recalculated. MCTime calculates the number automatically each time the user saves his/her changes. |

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Appendix D – List of FRS Genies

The following is a list of genies that are available to most FRS personnel with Java access to Mctime.

| Genie Name | Description/Explanation |
|-------------------------|---|
| FRS QuickFind | This is the default screen that loads when you sign on to Mctime. It enables you to find an employee simply with a search by name. A wildcard (*) is available for you to type a partial name. (<i>And*</i> would result in any last name beginning with AND, while <i>*and*</i> would result in a list of any name with the letters AND somewhere in the last name, possibly preceded by and/or followed by other letters.) |
| FRS Pay Period Close | This genie enables you to collect all of the timecards in one place for the personnel you oversee, in order to speed up the approval process at the end of a pay period. Simply select the group from the Show drop-down list as well as the correct time period, then proceed. This genie differs from the FRS Timecard Approvals genie in that it displays totals of hours in multiple categories. For ease of use at the end of the pay period, the default time range is set to Previous Pay Period . |
| FRS Check Overtime | This genie enables you to compare different overtime entries for all of the personnel you oversee in order to smooth the process of locating timecards in which to approve overtime. Columns exist for Paid OT and Unapproved OT , among others. |
| FRS Differentials | This genie is intended for use only by EMS and FEI supervisors. It tracks hours within medic and FEI differentials. |
| FRS Leave Balances | This genie shows leave balances for all types of leave (annual, sick, comp, personal, PTO and comp leave – top of grade). Mctime will import all leave from Telestaff, so officers may opt to use this solely as a management tool. |
| FRS Timecard Approvals | This genie enables you to collect all of the timecards in one place for the personnel you oversee, in order to speed up the approval process at the end of a pay period. This genie differs from the FRS Pay Period Close genie in that it displays only checkmarks for whether or not the employee and manager have approved each employee's timecard. For ease of use at the end of the pay period, the default time range is set to Previous Pay Period |
| FRS MIS | This genie is for administrator use only. |
| FRS Pay Rule Assignment | This genie is for administrator use only. |
| FRS People Profile | This genie is for administrator use only. |