This document is to instruct users how to enter Personal Days in MCtime. Personal Days should always be used in full days. This means that if an employee is scheduled to work 24 hour shifts they must use the Personal Day for the entire shift, they cannot use partial days and they cannot split the day between index/project codes.

Personal Days should be recorded in Telestaff just as all other leave, however, if you have an employee who wants to use a Personal Day and it was not correctly imported from Telestaff please follow the procedures shown below.

1.) You will perform a Pay Code Edit by adding a line and selecting the appropriate Personal Day pay code.
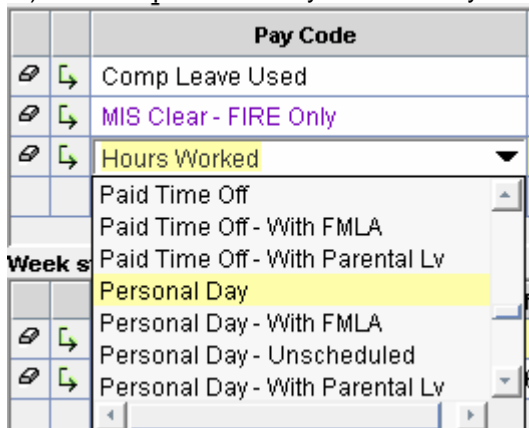
2.) On the line you added with the Pay Code Personal Day you will enter the total number of hours worked on that day. *Note:* Be sure to delete the other hours that were incorrectly imported for this day.

3.) Select Save. When you select Save you will be prompted with a message, select Yes.
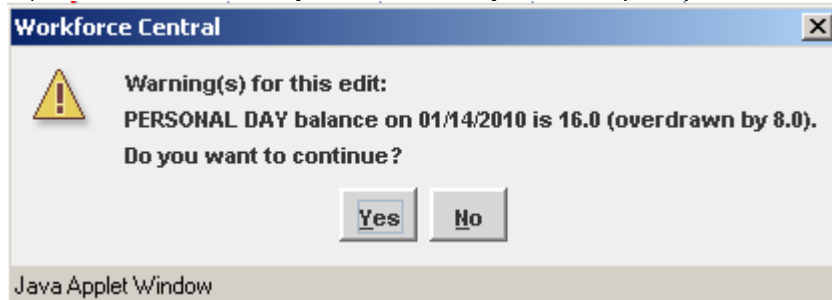
4.) Look in the Totals & Schedule section of the employee's timecard and see the hours associated with the Personal Day pay code.

Account	Pay Code	Amount
45/4560-6116/FRS003171/45400305R/-/07/-	Regular	72.0
45/4560-6116/FRS003171/45400305R/-/07/-	Total Hrs Towar...	120.0
45/4560-6116/FRS003171/45400305R/-/07/-	MIS Clear - FIRE...	(-24.0)
...5/4560-6116/FRS003171/456061240/FRS060-FF/07/-	Unapproved Ov...	3.5
45/4560-6116/FRS003171/45400305R/-/07/-	ML5 - Multilingu...	72.0
45/4560-6116/FRS003171/45400305R/-/07/-	Comp Leave Us...	48.0
45/4560-6116/FRS003171/45400305R/-/07/-	Personal Day	24.0

5.) Currently the system is setup for 8 hour shifts because of this the accrual balances for Personal Day's will go into the negative until we are able to customize it specifically for FRS employees. Below is a demonstration of what you can expect to see until the customization is put into place:

Look in the accrual balances section of the employee's timecard. Below are the two totals you should expect to see assuming that the employee works 24 hour shifts.

Personal Day totals after using one 24 hour shift (1 Personal Day)

Accrual Code	Bal. on Selected Date	Units
ANNUAL LEAVE	48.43	Hour
COMP LEAVE	82.58	Hour
COMP LV TOP OF GRADE	0.0	Hour
PAID TIME OFF	0.0	Hour
PERSONAL DAY	-1.0	Day
RELIGIOUS LEAVE	0.0	Hour
SICK LEAVE	298.43	Hour

Personal Day totals after using two 24 hour shifts (2 Personal Days)

Accrual Code	Bal. on Selected Date	Units
ANNUAL LEAVE	48.43	Hour
COMP LEAVE	82.58	Hour
COMP LV TOP OF GRADE	0.0	Hour
PAID TIME OFF	0.0	Hour
PERSONAL DAY	-4.0	Day
RELIGIOUS LEAVE	0.0	Hour
SICK LEAVE	298.43	Hour