Introduction

Welcome to MCFRS MCtime User Acceptance Testing/Training. All of the following exercises will be used in context within the MCtime instructor-led class. The system may be accessed directly via the shortcuts on your training PC desktop.

Exercise A – Navigation

Scenario/Objective: Access your timecard and identify the location of certain key screen elements.

● Access your timecard for the current pay period.

● Minimize the left-side navigation panel to provide more workspace on the screen.

● Adjust the column width of some/all days so that you are able to see each day's entry.

● Find a kelly day in the current (or previous, if needed) pay period and note the number of hours listed.

● Find the **Totals & Schedule** section on the screen and compare the breakdown of hours with the numbers on your timecard.

Exercise B – Changing Index and Project Codes

Scenario/Objective: Change your timecard to reflect four hours worked on a detail for a new initiative of the Fire Chief on time management.

● Find the first day on your timecard with hours loaded for the current week.

● Add a row for the detailed time and input 4.0 hours for the date noted above.

● Assign the following codes:

  o Index Code – 45400308T

  o Project Code – FRS077-FC

● Change the original time block for the date to reflect the hours worked, minus the four hour detail (e.g., 24.0 hour shift minus 4.0 hours = 20.0 hours for the Hours Worked row).

● Save your changes and note the changes to the **Totals & Schedule** section, as well.

Exercise C – Recording Overtime

Scenario/Objective: Record three hours of overtime you performed on the day after the first date you worked in the current pay period (for your home index code).

● Add a row to your timecard and input 3.0 hours on the date noted above. (Day workers should simply add the three hours to an existing set of hours instead of adding a new row.)

● Save your changes and note the changes to the **Totals & Schedule** section, as well.

Exercise D – Recording Paramedic Differential (Paramedics Only)

Scenario/Objective: Record 6.0 hours worked as a paramedic. Personnel who are not paramedics may skip this exercise.

- Insert a new row and record **6.0** hours on one of the days in which you have hours listed. Do not subtract six hours from an existing row; this is a separate line to tell MCtime that you earned extra pay.

- Click the drop-down arrow in the Pay Code field for the newly added row.

- Select the appropriate EO or ER code.

- Apply an index code and/or project code if the time was earned somewhere other than your home station.

- Remember to save the changes.

Exercise E – Navigating Genies as a Manager

Scenario/Objective: Navigate through MCtime with your manager-level rights to access different screens you will use in the future. For all of the following scenarios, use the July 5-18 pay period.

- Use the **FRS QuickFind** genie to access the timecard for the individual identified on the Personnel Reference Worksheet.

- Use the **FRS Check Overtime** genie to retrieve a list of personnel with unapproved overtime hours claimed.

- Use the **Leave Balances** genie to view the number of hours of annual leave available for the individual identified on the Personnel Reference Worksheet.

- Use the **FRS Timecard Approval** genie to determine whether or not your employee has approved his/her timesheet.

Exercise F – Approving Overtime

Scenario/Objective: Approve 12.0 hours of OTP for one of the personnel under your command.

- Access the timecard for one of the personnel under your command, based upon the Personnel Reference Worksheet. Select July 19 - August 1 pay period.

- Select the extra hours worked, as noted in the employee's timecard.

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

- Ensure that the employee does not add more time after your approval by identifying only 12.0 hours on the selected date. Save your changes when you have finished.

Exercise G – Changing Overtime to Comp Time

Scenario/Objective: Change an overtime entry to comp time for one of the personnel you oversee.

- Access your employee's timecard, based upon the Personnel Reference Worksheet. Ensure that the OTP was approved from exercise F.

- Find the item in the **Totals & Schedules** section at the bottom of the screen.

- Right-Click the entry and select **Move**. Click **Yes** when prompted.

- Change the Pay Code to **CL3** (select **CL2** if the employee in question is a Battalion Chief).

- Verify that the Pay Code Move is reflected in the **Moved Amounts** tab at the bottom of the screen.

Exercise H – Correcting Employee Timecard Errors

Scenario/Objective: Correct an employee's error by attributing an index code and a project code to hours worked on a department initiative.

- Access your employee's timecard, based upon the list provided in class.

- Change to the July 19 – August 1 pay period.

- Find the entry for the first day that the employee worked during the week.

- Assign the following codes:

   o Index Code – 45400308T

   o Project Code – FRS077-FC

- Save the employee's timecard.

Exercise I – Using the HTML Version

Scenario/Objective: Use the HTML version to input and edit your own timecard in the system you may use outside of the Montgomery County network.

- Log onto the HTML version of MCtime. Find and click **My Timecard** in the **My Information** section.

- Change the **Time Period** to a **Range of Dates** and input **07/19/2009** through **08/01/2009**.

- Add a row for two hours worked on a day in which there is currently no time listed. Input **2.0** hours.

- Click the lookup button (magnifying glass) in the **Transfer** field for the row in which you just added 2.0 hours.

- Use the Index Code drop-down to find and select **454080000 EMS Billing,** to reflect time that you were called to testify before County Council on the topic.

- Find the project code FRS060-SW. While you could type this in if you know it, use the search feature for exposure to the system capability. Use a wildcard to find all codes beginning with FRS060 by typing **FRS060*** and then click he **Search** button. Select **FRS060-SW** and click the **OK** button.

- Save your changes.

- Log off of MCtime by using the link at the top-right of the screen.