MCFRS MCtime End-User Guide

For Career and Civilian Employees

(Revised May 2023)

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MCtime End User Guide

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, including any leave entries, in MCtime as needed.)
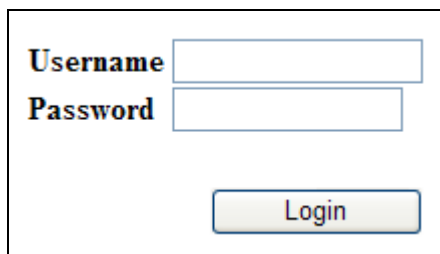
With Montgomery County's MCtime upgrade in early 2023, the need for any specific browser became moot. The version in place, matching with this end-user guide, is browser-neutral (meaning it should work the same in any browser) and supervisors/managers are no longer as restricted as they once were.

Civilian supervisors and career officers: Occasionally in this document, you'll see the icon to the left (checkmark with a circle around it). This will tell you that there is a **supervisor-specific note** in a section that could normally cover employees and supervisors. In this case, here's your first note: You have access to see quite a bit of information within MCtime, beyond just the personnel you oversee (such as, for career officers, all personnel at your same rank and below). Please remember that you are responsible for your personnel only. Every action you take within MCtime is logged. Further, 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, please submit a **Technology Service Request** (TSR) with the category **Technology Training Site & Tracking Subsites**. Jeff Feiertag, IT Training Coordinator, will schedule some time with you. If you simply have a few questions while working with your own timecard, please first ask your station/worksite colleagues and/or supervisor. This end-user guide should be a good place to start for basic questions, though.

Accessing and Logging onto MCtime

- Start your web browser and access Quicklinks.

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

- Click **MCtime** from the ePortal menu. The login credentials will likely carry through to MCtime but, if you are still prompted to log into MCtime, please do so. Use the same username and password you use to access ePortal (also called your Single Sign-On or SSO). Click the **Login** button and wait for MCtime to load.

Username [   ]
Password [   ]

[Login]

Note: Supervisors will default to the managerial screen with FRS QuickFind as default, while employees (non-supervisors) will default to their own timecards.

If you are a supervisor and would like to switch to your own timecard:

- o Click on the plus tab near the top of the content window, next to the **MC Manage My Department** tab.

- o Choose **My Information** and your own timecard should load.
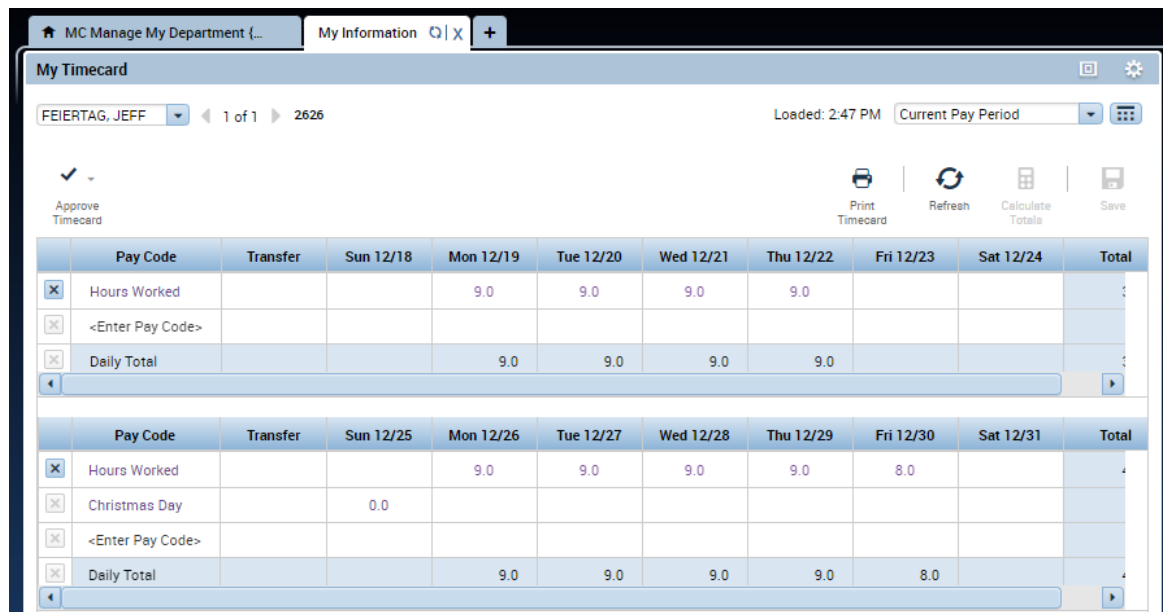
Note: As you may do with web browsers, you may keep multiple tabs running at the top of the screen and alternate between items as you need.

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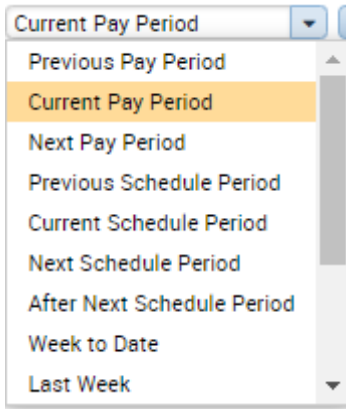
- Note that your schedule should be pre-loaded for you, with default hours appearing in purple:

- Review the hours and, if everything is correct, click the **Save** button (located at the top-right corner, under the pay-period selection drop-down noted above).

- Click the **Sign Off** link at the far top-right corner of the screen, in the section with the black background, if you are finished using MCtime.
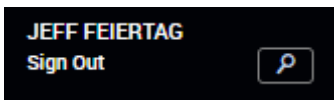
Using Previously Saved Transfer Codes

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

- Click in the cell labeled **<Enter Pay Code>** and choose **Hours Worked**. This is the proper way to add a new row in this version of MCtime.

- Click in the **Transfer** column in the row for which you would like to change the transfer codes. A drop-down list will appear with your saved codes (if any) and a search link, to find any other codes in the system (i.e., ones you have not used recently). The browser will remember the last five entries you have used (assuming you have not cleared your browser history/cache).

- Input the necessary number of hours in the time block for the correct day.

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

Recording Telework (Civilian Only)

If you are a civilian who needs to record telework, you should use the reason code **TELEWORK** and will need to abide by department telework policies and procedures. If you are unsure what those may be, please see your supervisor.

Reviewing Leave

Uniformed personnel track leave in TeleStaff, which will import automatically into MCtime at 0800 hours on the calendar day that follows the leave having been used. 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. (Civilians do not use TeleStaff, and so may not input leave into MCtime without having enough in the specific leave bucket, such as Annual Leave.)

Although Annual Leave, Comp 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 (or LWOP) status.

Specifying Types of Sick Leave

Uniformed personnel track leave in TeleStaff, which imports automatically into MCtime on the following calendar day, as noted in the previous section. This covers all uniform leave with the exception of how you may choose to record FMLA and/or Parental Leave. You do not change FMLA or Parental Leave in MCtime, but your supervisor can change in MCtime what you select in TeleStaff, if you need.

Recording Overtime (OT)

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. Uniformed personnel default to overtime (straight time or time and a half, depending upon rank) and civilians default either to comp time earned (CL3 for some grades and CL2 for others) or overtime, depending upon their civilian classification.

Note: Uniformed personnel should be aware that overtime does not transfer from TeleStaff to MCtime, since TeleStaff does not track all overtime.

● Go to a new row, one which shows <**Enter Pay Code**> in the **Pay Code** column and input **Hours Worked**.

<Enter Pay Code>

● Input the number of hours you worked. In the example below, the firefighter worked 24 hours of overtime at Station 31 as a firefighter backfill on the day before he was scheduled to work his regular shift.

● Add a Reason Code for the overtime (typically consistent with the reason for being hired in TeleStaff, such as Firefighter Backfill, or the code for 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 career station overtime uses one of the following Reason Codes: FRS060FF (Firefighter Backfill), FRS060HI (Held on Incident) FRS060OF (Officer Backfill), FRS060PD (Primary Driver Backfill) or FRS060PM (Paramedic Backfill). For more information on the FRS060HI code, please see the next section. Always use the code matching why you were hired, not what role you performed while on duty. (So, if you were hired as a firefighter but acted as a paramedic all shift, your timecard should still reflect firefighter backfill.)

	Pay Code	Transfer	Sun 1/15		Mon 1/16
☒	Hours Worked				24.0
☒	Hours Worked	////FRS060FF//	▮	24.0	
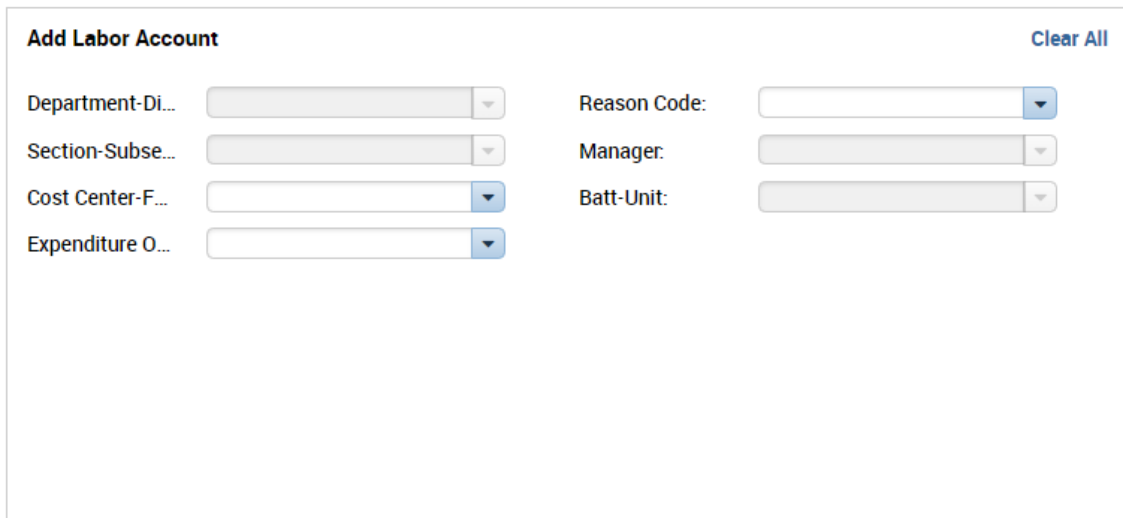
Note: You will see a red marker in the cell for the first item on any date for which there is an unexpected change in the schedule. For most personnel, that means overtime. The red box will not change color or disappear when the OT has been approved; the two have nothing to do with one another.

● Search for a reason code to use, if the one you want is not in the drop-down list within the Transfer column, by clicking **Search** in the list.

```
|                    ▼
////FRS060FF//
////FRS071TT//
////TELEWORK//
////FRS060OF//
////FRS059OF//
Search...
```
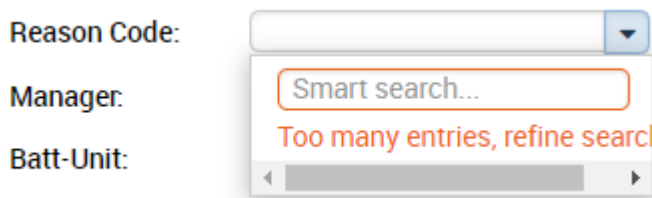
- Note the dialog box that appears.

- Click the drop-down arrow in the **Reason Code** field.

- Note that a search box appears.

- Type the beginning of your preferred reason code (or its description) and the list of codes will narrow as you type.

- Click once to select the item of your choice and then click the **Apply** button to add the code to your timecard.

- Remember to save your changes.

Recording Overtime (OT) as Held on Incident (FRS060HI)

FRS060HI, as noted above, is a special overtime code for situations when three conditions are met for uniformed personnel:

- The time worked occurs past the time of the official end of your shift (e.g., 0700 for shift workers); and

- You were specifically on an incident (i.e., you were not just waiting at the station for your replacement).

- You were on your normal shift, not already in an overtime status.

Given the above, there are two scenarios for shift workers and two scenarios for day workers.

Shift Worker on Straight Time

- o Add a row.

- o Use the transfer code FRS060HI (via the Search function if it is not already in your recently used codes list).

- o Enter the number of hours (or fraction thereof) that you worked past the official end of your shift.

- o Save.

Shift Workers already on Overtime

- o Find the row in which you already input your overtime (e.g., 24 hours as FRS060FF).

- o Click in the box for the following calendar day.

- o Enter the number of hours (or fraction thereof) that you worked past the official end of your shift.

- o Save.

Dayworker on Straight Time

- o Add a row.

- o Use the transfer code FRS060HI (via the Search function if it is not already in your recently used codes list).

- o Enter the number of hours (or fraction thereof) that you worked past the official end of your shift.

- o Save.

Dayworker already on Overtime

- o Find the row in which you already input your overtime (e.g., 10 hours as FRS060FF).

- o Click in the box for the following time already entered (e.g., 10.0).

o Change the number of hours worked to the sum total of the original shift plus the number of hours (or fraction thereof) for the time worked on the incident (until you returned to the station). An example might be 10.0 (shift) plus 0.75 (time on incident past the end of the shift) equaling 10.75 hours.

o Save.

Converting Overtime to Comp Time

Anyone eligible to earn either overtime or comp time may choose between the two, regardless of which one happens by default on the timecard. (For example, a firefighter will earn overtime by default but may have some or all of it changed to comp time.) 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.

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.

● Click in a blank row and replace **<Enter Pay Code>** with **Hours Worked**.

● 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 supervisor.

● 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.

	Pay Code	Transfer	Sun 1/29
✕	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 timecard. 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 (Career Only)

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

A timecard with a CSBO entry will show one row with CSBO for the related date. A timecard with CSBW will show two rows with the related date: An editable line with CSBW and a read-only line with T-CSBW, for the supervisor to see what was entered into Telestaff. Also, please 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 (Career Only)

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 2/05	Mon 2/06
✖	Hours Worked			
✖	KELLY DAY			0.0
✖	<Enter Pay Code>			

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 R*ecording Overtime* section for more information.

Recording Holiday Leave if the Holiday Falls on Your Regular Day Off (Civilian Only)

If you are a civilian who works a compressed schedule (nine days over two weeks) or four days each week, then you will encounter county holidays falling on your day off from time to time. By county regulations, you may take the holiday on another day during the same pay period.

● Click in the cell in the Pay Code column which saves **<Enter Pay Code>** and find **HOL – Holiday Leave**. (This effectively adds a new row for you.)

● Go to the date which you would like to use the holiday, since you were off on the county holiday.

● Enter the number of hours for a full workday.

● Delete the same number of hours from the Hours Worked row for the same day, so that you do not show double the number of work hours.

● Click the **Save** button, located at the top-right corner of the screen.

	Pay Code	Transfer	Sun 2/19	Mon 2/20	Tue 2/21
✖	Hours Worked				
✖	HOL - Holiday Leave				10.0
✖	President's Day			0.0	

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 may 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 **Approve Timecard** button, located on the left side of the screen, under your name, and then click **Approve Timecard**.

✓ ﹀

Approve
Timecard

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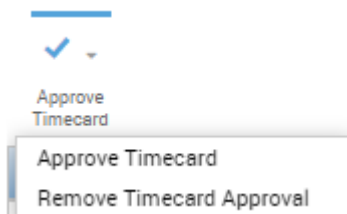
Note: Once the screen reloads, you will find that it is in read-only mode and you are unable to make any changes. If you would like to make changes before your supervisor has a chance to approve it, click the **Remove Timecard Approval** link. Assuming you leave it in the approved state, you will see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

As with many functions in software programs, there are multiple ways to do what you need. Although there is a multi-step process to retrieve the Accrual Balances and Projects report (as non-managers did in the previous version of MCtime), the simpler process is to switch to the Accruals tab at the bottom of the timecard screen.

- Located the **Totals** tab at the bottom-left of the timecard screen.

- Find and click the next tab to the right, **Accruals**.

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

Accrual Code	Accrual Available Balance
ANNUAL LEAVE	100.0
COMP LEAVE	89.0
COMP LEAVE SUPP	0.0
FMLA	0.0

Note: Personal Leave expires at the end of the calendar year and does not roll over to the following year, whereas annual and comp have a cap. Sick leave continues to accrue.

Logging Off of MCtime

- Remember to save any recent changes.

- Find and click the **Sign Out** 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.

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.

Genies				回 ☼
FRS QuickFind ▾		🔍	Loaded 1:13PM	Current Pay Period ▾ ⊞

- Type a last name (or partial last name, with an asterisk wildcard).

- Click the magnifying glass icon (Find) button and double-click the name of the person for whom you would like to open a timecard.

Note: You may use asterisks for wildcards for searches. An asterisk (translated as *anything*) will enable you to find a name if you only know part of it.

- o GRIER* - Results in all names that you have access to see, which begin with GRIER. Example result includes GRIERSON and GRIERSON, JR.

- o *SON* - Results in all names that you have access to see, which begin with anything (including just SON) and follow SON with anything. Examples result includes NELSON, ROBINSON and SONG.

- o *MAN - Results in all names that you have access to see, which begin with anything (including MAN) and end in MAN. Example result includes GERMAN, KAUFMAN and WISEMAN.

Approving Overtime

Note: Civilian personnel do not need their overtime to be approved. Approval of the timecard is sufficient.

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). Overtime approvals must be performed by a supervisor and MCtime will not allow an employee to approve his/her own overtime.

- ● 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 on May 14.

	Pay Code	Transfer	Sun 5/14	
[X]	Hours Worked	////FRS060FF//	▌	24.0

- ● Click once in the **Transfer** column for the hours worked which you would like to approve and then click **Search**.

- Find and click the **Work Rule** link, located below the gray background section at the top of the window.

- Click once to select the proper OT approval code from the list. Explanations are as follows:

  o **_FRS OTP APPROVED OT 1.0** – Use this if the employee is supposed to earn OT at 1.0 (career BCs and above, plus any lower rank doing IAFF union business).

  o **_FRS OTP APPROVED OT 1.0 ML** – Use this if the employee is supposed to earn OT at 1.0 (career BCs and above, plus any lower rank doing IAFF union business), but who is also someone who earns multilingual differential pay by default.

- o **_FRS OTP APPROVED OT 1.5** – Use this if the employee is supposed to earn OT at 1.5 (career captains and below, minus anyone doing IAFF union business on overtime).

- o **_FRS OTP APPROVED OT 1.5 ML** – Use this if the employee is supposed to earn OT at 1.5 (career captains and below, minus anyone doing IAFF union business on overtime), but who is also someone who earns multilingual differential pay by default.

  Note: If you do not choose the one of the ML options and the person normally earns multilingual differential pay by default, you will effectively delete the ML5 and/or MO5 codes that should be there.

- Click the **Apply** button.

- Note the change to the employee's timecard, both in the actual timecard with the updated transfer code and the Totals tab at the bottom of the screen. Both now reflect overtime approval.

	Pay Code	Transfer	Sun 5/14	
☒	Hours Worked	////FRS060FF//;__FRS APPROVED OT 1.5	▮	24.0

Totals	Accruals	Audits	Historical Corrections	

Daily ▾		All ▾	Totals for 4/02/2023

Account	Pay Code
(x)FRS 45-1830/FRS 45-2229-2391/-/-/FRS060FF/FRS003170/-	OT at 1.5 - Overtime

- Click the **Save** button.

Deleting Overtime Approvals

If you made a mistake approving overtime (be it an incorrect date or simply the wrong timecard), the removal process is simple.

- Access the employee's timecard for the current pay period.

- Find the overtime approval to be removed. In the example below, the overtime hours were worked as a firefighter backfill on May 14.

	Pay Code	Transfer	Sun 5/14	
☒	Hours Worked	////FRS060FF//;__FRS APPROVED OT 1.5	▮	24.0

- Ensure no other entries are on the same row and click the **X** at the far left of the row (the Delete Row button).

- Save the timecard.

  Note: If there are multiple entries of overtime approved on the same line, simply delete the specific hours you need to remove, instead of the entire line. Additionally, there are times when you may approve the wrong OT entry. If this is the case and you want to put revert back to unapproved so that you may approve a different entry, simply change the reason

code for the approved OT back to what it was before you approved (i.e., before adding the work rule).

Changing Overtime to Comp Time

Only supervisors 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. Even if you have supervisor rights, you cannot make this change on your own timecard.

- 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 in the Totals tab at the bottom of the screen. (You may want to switch from All to Daily in the first drop-down menu, but it is not required. That would shorten the list to show only the entries for the date selected.)

- Right-Click once on the overtime entry and a pop-up dialog box will appear.

Totals Actions

Date:	1/29/2023
Pay Code:	OT at 1.5 - Overtime
Account:	(x)FRS 45-1830/FRS 45-2229-2391/-/-/FRS 060FF/FRS003170/-
Amount:	24.0

⇄
Move
Amount

- Click the **Move Amount** button.

- Note the new dialog box.

- Ensure that the date is correct (or change it as needed).

- 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. Civilians have a similar separation between CL2 and CL3). You may also use the search box to jump to CL3.

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

- 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 select the reason code, if listed, or search for the correct code. This is the shortcut that enables you to avoid having to run the search for the same codes.

- Click the **OK** button.

Move Amount

From

Pay Code :	OT at 1.5 - Overtime
Amount (HH.hh):	24.0
Transfer :	;FRS 45-1830/FRS 45-2229-2391/-/-/FRS060FF/F RS003170/-

To

Effective Date : *	1/29/2023
Pay Code : *	CL3 - Comp Lv Earned-1 h...
Amount (HH.hh):	24
Transfer :	////FRS060FF//

Comments (0) Add Comment

Cancel   OK

- Save the timecard.

- Find the newly added line item in the **Totals** section and verify that the hours have been moved in comp time.

Totals	Accruals	Audits	Historical Corrections

All		All		

Account	Pay Code	Amount
...'RS 45-2229-2391/-/-/FRS060FF/FRS003170/-	CL3 - Comp Lv Earned-1 hr EQ 1.5	24.0
...'RS 45-2229-2391/-/-/FRS060FF/FRS003170/-	OT at 1.5 - Overtime	0.0
...45-1830/FRS 45-2229-2391/-/-/FRS003170/-	Regular	96.0
...45-1830/FRS 45-2229-2391/-/-/FRS003170/-	Total Hrs Towards Schedule	96.0

- Save your changes and close the employee timecard.

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

All holidays are imported as HDP, holiday pay. An employee has the option to earn a special kind of comp leave for holiday pay at a rate of 1.5 hours. If the employee chooses to earn comp leave in lieu of pay, the supervisor is the one to change it.

- Right click the HDP field and click the **Move Amount** button.

- 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 for the holiday, as it is the employee's decision how much should go to comp and how much should remain cash.

- Ensure you have selected the date of the holiday you are converting.

- There is no need to insert any transfer information.

- Click the **OK** button and save the timecard.

Changing Annual Leave to Comp Time (Career Only)

If an employee determines (s)he would like to use comp time, (s)he only needs to input into TeleStaff and the data will import into MCtime on the calendar 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.

Deleting a Pay Code Move

Deleting a move is a bit complicated, but this guide should help you. The complicating factor is that MCtime will delete all moves in the current time period selected. So, if other moves exist (prior to you deleting them), you will need to take note of what has been moved so that you may redo the moves you did not intend to delete.

- Determine what move you would like to delete. Take note of any others that may be collateral damage.

- Change the time period (which defaults to a full 14-day pay period) to a 24-hour period. To do so, find and click the calendar icon near the top-right corner of a timecard.
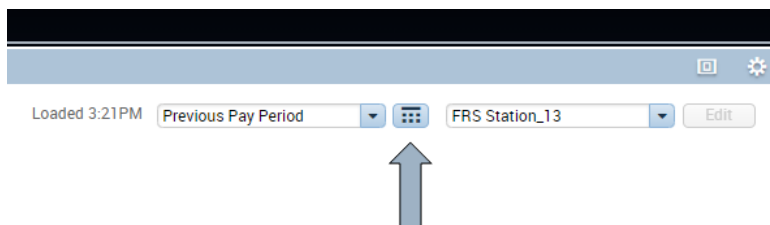
- Select start and end dates. They cannot be the same date. So, if you want to delete a move on 01/29/2023, you would choose 01/29/2023 and 01/30/2023 as your two dates. The timecard will gray out unselected dates.

- Click the Delete Paycode Moves button, which resembles two arrows and a circle with a slash. It is located just above the Pay Code column header at the bottom of the timecard.

- Note the warning. As noted above, it is relative to the dates selected.
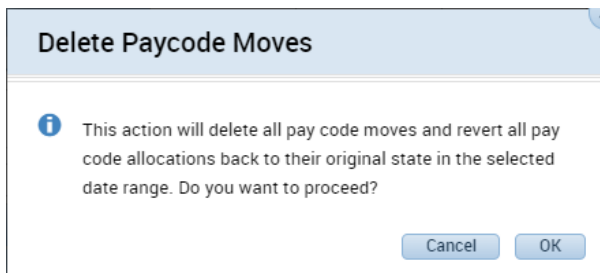
- Click the **OK** button and the (formerly) moved hours will return to whatever pay code they were prior to the first move.

- Save the timecard. If you are doing anything else in the timecard (e.g., conducting other moves, approving OT, approving a timecard, etc.), you will probably want to change the time period to a full pay period.

Changing AWOL Hours to Other Leave Types (Career Only)

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
1st Step	CLM	CPL	PTO	ANL	SKL	RLU	SKL	PER
2nd Step	CPL	ANL	ANL	CPL	CPL	CPL	CPL	CPL
3rd Step	ANL	PTO	SKL	PTO	ANL	ANL	ANL	ANL
4th Step	PTO	DWP	CPL	DWP	PTO	PTO	PTO	DWP
5th 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

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 (Career Only)

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

- Switch to the **FRS Pay Period Close Genie**. (Remember, all genies are located by clicking the drop-down arrow next to FRS QuickFind.)

- Select a Hyperfind (e.g., FRS_A Shift) on the right side of the screen.
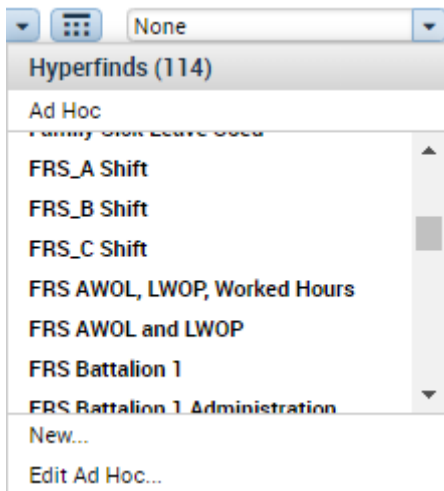
- Double-Click the **Total Hours toward Schedule** header. This will sort the current list in reverse order by this column, leaving discrepancies at the top of the list.

- 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
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.