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## **Mctime Frequently Asked Questions**

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### **Employee Topics**

#### ***How should I record hours worked on a holiday? How are holidays recorded?***

Holiday hours populate automatically for uniformed and civilian personnel. Uniformed personnel have their scheduled hours and their holiday credit hours automatically populated. If you prefer to earn comp time (assuming you are eligible), ask your supervisor to perform a Pay Code Move to select Comp Leave Earned for Holiday (CLH).

#### ***When should I approve my timecard?***

Submit/approve your timecard on the last scheduled day you work in a pay period.

#### ***I was called back into work and earned emergency call back pay. I am certified through OHR as multilingual, able to speak Spanish and Urdu. While I see ML5 on my timecard, I do not see MO5 (the multilingual overtime money).***

In situations when emergency call back pay is earned, Captains and below will need to add MO5 on their timecards for hours on emergency call back for approval by their Managers. Battalion Chiefs and above will need to have their Managers add ML5 for hours on emergency call back pay. ML5 and MO5 should appear automatically in other scenarios.

#### ***I called in sick yesterday for a 24 hour shift, but I only had 22 hours of leave available. Mctime recorded the remaining 2 hours as AWOL. What should I do?***

Leave balances are updated in Mctime the second Monday of a pay period. It is the employee's responsibility to ask his/her manager to adjust the hours once (s)he has seen the new balances appear. Refer to the Mctime Manager's End-User Guide for more information.

#### ***I work in Code Enforcement and my official schedule does not reflect the real hours I work. Will Mctime let me flex time to show the 12 hours I work one day and eight the next?***

Among uniformed personnel, flex time is currently only available to administrative workers at the rank of Battalion Chief and above within certain job types (due to the collective bargaining agreement). Please see your supervisor for more information.

#### ***I am taking a class at the PSTA on overtime and a MFF is the instructor. Since (s)he cannot approve overtime in Mctime, who is going to ensure I get paid for the day?***

PSTA personnel have two approaches: (1) The program manager who has Manager access can approve the overtime in each student's timecard for those at an equivalent or lower rank; or (2) the program manager can send e-mail to all of the students with the overtime approval (similar to past practice), identifying the date, hours worked, index code and project code to use. The employee must then show the e-mail message to his/her supervisor and the supervisor may approve the overtime on the employee's timecard.

#### ***I was scheduled for ten hours of leave but I came back early. What should I do so that I am not charged the full ten hours in Mctime?***

Any adjustments to leave used must be in accordance the CBA and should be submitted to the on duty Scheduler, just as you have always done.

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## **MCtime Frequently Asked Questions**

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***I made a mistake on my timecard and Payroll already signed off on the timecard. What should I do?***

Have your Manager access the county's MCtime website ([www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime)) and click the **Forms** section. Fill out the **Timecard Correction Request for Prior Pay Period** form and have your manager submit it to Deb Shaw in the FRS Division of Administrative Services-office.

***Do I need to add MIS information to my timecard?***

MCtime automatically loads the MIS information on the first Sunday of a pay period and shows the advance or clear (depending upon where you are in the schedule).

***May I change my overtime to comp time?***

Only your manager may do this, by what is called a Pay Code Move. Even if you have MCtime Java access as a manager, you are still considered an employee in this context and your supervisor must perform the move for you. Please see the training material for more information.

***Do I need to change my index code when I am detailed to another station?***

No, you will only change index codes during regular hours worked when you move from one division to another.

### **Manager Topics**

***When should managers approve employee timecards?***

As with the old paper timesheets, managers should approve timecards by Tuesday morning in the week following the end of the pay period. It is advisable not to approve timecards until at least Sunday morning, so employees may make any last-minute changes as needed to their own timecards.

***I'm a Captain who has recently been bumped up to Battalion Chief for a short time. Does MCtime allow me to approve the timecards of the Captains I'm overseeing?***

Yes.

***My employee told me he worked overtime (in another station/worksites) but it is unapproved in his timecard and he has not shown me e-mail from anyone else that says it is approved. Should I approve it anyway?***

There are three sides to this issue: (1) Any manager who is responsible to approve overtime (in this case, the one who was in charge when the employee worked in the alternate station/worksites) and (s)he should have made the effort to approve the overtime.; (2) The employee, wanting to get paid for the overtime, should make every reasonable effort to communicate this concern with the manager who should have approved the overtime; and (3) Managers are paid to manage. If you see that your employee's timecard shows unapproved overtime, you should make every reasonable effort to verify the overtime and approve it. This may include checking Telestaff, calling other stations/worksites to check log books, etc. However, if you are unable to verify the overtime hours, you do not have to approve the overtime. The responsibility is then back on both the employee and the two managers involved after the fact to submit the appropriate requests if the pay period has passed. Anyone who legitimately works overtime should be paid for it.

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***I manage a project of some sort and hire personnel on overtime. In the past, I have signed overtime slips. Will that continue with MCtime?***

Project managers continue to have the rights to approve overtime and should do so within MCtime. Uniformed personnel below the rank of lieutenant will not have this capability any longer and the responsibility to approve the overtime rests upon the manager. Civilians who historically have had such rights but only have HTML access in MCtime should discuss the matter with their supervisors. Any change to access rights must be approved thru the Division of Administrative Services.

***I tried moving overtime to comp time and accidentally chose the wrong project code (or neglected to include one at all). What should I do?***

Delete the pay code move (from the Moved Amounts tab) and perform the pay code move again.

***I moved some overtime to comp time for an employee but I accidentally made the amount higher than what he actually earned. What should I do?***

If you move more hours to comp than what was actually earned, the employee will show a negative balance in overtime. You must delete the pay code move and try it a second time with the correct number.

***I moved some overtime to comp time for an employee but the project code was dropped. Is this a problem?***

Yes. You must delete the pay code move and do it again, this time adding in the project code for the employee. Index and project codes must be associated with the comp time.

***One of my employees is working on a grant-funded project and he asked me to move some of his overtime from the project into comp time. Is this possible?***

Just as with past rules and regulations, you are not allowed to change grant-funded overtime to comp time.

***My employee wants overtime moved to comp time, but only for part of the total. What should I do?***

Perform the pay code move but record the number of hours requested by the employee. The balance will stay as overtime.

***Can a manager approve overtime in the HTML view?***

No.

***Can a manager move overtime to comp time in the HTML view?***

No.

***I am a manager and using the FRS Timecard Approval genie. One of my employees shows partial in the checklist in the Approved by Employee column. What does this mean?***

If you see the word *partial* in the checklist, it means the employee did not select the entire pay period before approving the timecard. You may still approve the timecard, but the best course of action is for the employee to remove his/her approval and re-approve the timecard after selecting the correct pay period.

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This scenario may also occur when you have a new employee who does not begin on the first Sunday of a pay period. In this case, when you as a manager approve, you will also see a partial approval under the Approved by Manager column. It is OK to submit to payroll with partial approvals showing under both employee and the manager columns.

### ***Other Topics***

#### ***What's the difference between the Java and HTML versions of MCtime?***

Managers (uniformed personnel at the rank of Lieutenant and above) have access to both systems, while employees (uniformed personnel at the rank of Master Firefighter and below) only have access to the HTML system. The Java view is only supported by DTS for use within the county network, as it requires a very specific version of Java (1.5.0\_10). Managers are advised to use the HTML version if they ever need to access MCtime from outside the county network. If you choose to use the Java view at home, you will not receive any support from the MCtime group, DTS or MCFRS personnel and you may not call the county helpdesk for assistance.

#### ***What do I need to know for the three parallels (when we use both paper timesheets and MCtime)?***

The paper timesheet must mirror MCtime. The three pay periods in which you work with both systems are the test rounds to ensure that all of your data is going through all of the related databases properly.

#### ***What are the differences in MCtime between FRS county civilians and LFRD staff?***

The differences are relatively minor. To begin, LFRD staff should all use the HTML version of the software (the non-manager link). There's a slightly different holiday schedule as well, but all personnel should follow the same holiday schedules they always have. Also as with past practice, LFRD staff do not have personal days or CLM (Comp Leave Maximum) available to use.

#### ***When does a change in department code appear in MCtime?***

MCtime receives nightly imports from other databases. For example, If you transfer from one station to another and MCtime did not receive the transfer information on time, the change will be back-dated to the beginning of the pay period for your time in the new station when it enters MCtime.