
Mctime for Captains – Instructor Outline

Welcome and Introduction (15 Min)

- Welcome and Facility Basics
- Noting Some Benefits of Mctime
 - Refer to handout
- Understanding the Basics of Mctime
 - A few definitions (Appendix A for ref; highlight *manager vs. employee, OT, timecard, pay rule* and anything else you deem important on the front end)
 - Provide Project Code for today's class: ETR001; Mass e-mail being sent out for approval by Randy Wheeler
 - All regular schedules and leave will come from Telestaff for uniformed personnel; civilians will begin with preloaded schedules and add their own leave
- Noting Expectations of Captains in Mctime Rollout
 - Basic timeline of rollout
 - E-Learning Rollout September 14-26 (and beyond)
 - Three parallels as of Sept 27; third one is fully processed from Mctime
 - Help other personnel
 - Check data on timecards from here on out
- Reviewing a List of Help Resources
 - Print Guides – Will be available on Tech Training Website (Student Section | Software Print Resources page)
 - UAT Group – ACs, BCs and early-trained Captains
 - E-Learning Modules (FRS version on Tech Training Website; county version if preferred, although some info is different due to FRS procedures)
 - County helpdesk (240.777.2828, option 1)

Mctime Software Overview (20 Min)

- Accessing Mctime
 - Shortcut on desktop; SSO login
- Examining the Mctime Java View Exercise A
 - Around the screen
 - Access manager's timecard
 - Tweak screen elements (columns, chicklet and add/delete row)

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Using Your Timecard (85 Min, Including a 10 Minute Break)

- Verifying Your Time
 - Change pay periods and date range
 - Use the following date ranges for class: July 5-18 and July 19-August 1
 - Note that all MIS information will load on the first Sunday of the pay period (MIS Clear or Advance)

- Changing Index and/or Project Codes Exercise B
 - Scenario: Mandatory Officers' Meeting @ PSTA (new row, subtract hours above)
Index: Home Index Code
Project: FRS063OM (REM introduce wildcards)
 - Note the change to the Totals & Schedule section

- Noting Work out of Class
 - Walk-through so they can see how it is entered and what the timecard looks like with it in place
 - Delete entry if you want

- Adding Overtime to the Timecard Exercise C
 - Scenario: Add 10 hours OT for work on a promotional exam
Index: 454060400
Project: FRS071-PI
 - Note to students that MCTime staff recommends using the asterisk whenever possible for more precise searches.

- Recording Paramedic Differential Exercise D
 - New row: Add 10 hours ER1 and show Totals after Save
 - Exercise is for new-contract paramedics only (>July 2005); hour for hour; no need for other (pre-July 2005) paramedics

- Tracking Work Subs
 - Add 24 hours CSBW to show them what to expect
 - Note the appearance of CSBW-ANL, CSBW-SKL and SCBW-FSL (also remind them again that personnel need to call Scheduling as soon as possible in such cases to allow for the right info to load the following day)

- Adding Multilingual Pay (Lecture as FYI Only)
 - Note that ML5 and MO5 will appear automatically (straight time multilingual) except for Emergency Call Back scenarios. In such cases, MO5 must be added by the employee.

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- Checking Your Leave Balance
 - Show balance available on screen
 - Explain they will see a genie later today
- Refreshing the screen
 - Make some changes but do not save
 - Guide students through the Refresh capability to revert to the last saved data
- Submitting Your Time
 - Submit timecard for pay period: July 5-18
 - Note: Students must choose the full 14 days of a pay period, otherwise approval may show as *partial* to manager. When they use MCTime for real, they will always choose *Previous Pay Period* and there won't be an issue.
 - Show them how to remove approval (also important for running on-going classes)
 - Note that the card is read-only after an employee has submitted his/her time (but not on the test system)

Accessing Employee Timecards (35-50 Min)

- Examining a Quick Overview of Dos and Don'ts
- Reviewing Why/When/How to Access Employee Timecards
 - Regular Tasks: Approve OT
Check Leave Balances
 - Infrequent Tasks: Change OTP to Comp Time
Correct Errors
Change AWOL to Other Leave Types
- Navigating Genies Exercise E
 - FRS QuickFind
 - Screen overview
 - Scenario: Find timecard for one of the personnel you oversee this week.
 - FRS Timecard Approval and FRS Pay Period Close
 - Screen and process overview
 - FRS Check Overtime
 - Screen overview
 - FRS Leave Balances
 - Screen overview

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- Note that this is an alternative approach to looking at the bottom of the timecard

Performing Regular Tasks as Manager (20 Min)

- Checking and Approving Overtime Exercise F
 - Scenario: Approve OT for person on your Personnel Reference Sheet
 - Provide full walk-through
 - Stress the difference between approving **ALL vs SOME**
 - **All** will automatically include multiple index codes
 - **Some** stays with the defined number of hours
- Checking Leave Balances
 - Discuss times in which managers need to check employee leave balances

Performing Infrequent Tasks as a Manager (10-15 Min)

- Changing Overtime to Comp Time Exercise G
 - Select same OTP approved earlier and perform a Pay Code move
 - Review bottom tabs as needed
- Correcting Errors Exercise H
 - Note to students that they will have to correct some errors, but they should focus on teaching their personnel to do it themselves whenever possible
 - Scenario: Add a new row and input 3.0 hours for a day worked. Change the index and project codes (as noted below) to reflect MCFRS-wide initiative from that day for Safety in Our Neighborhood. Subtract the 3.0 hours from the Hours Worked and remember to save.
 - Index: 452020200
 - Project: FRS064SN
- Changing AWOL to Other Types of Leave
 - Leave accruals do not enter MCTime until the following Monday/Tuesday.
 - Explain scenario by which the employee uses leave (s)he hasn't accrued and the balance turns to AWOL.
 - Walk through the process of changing AWOL leave to other leave types.

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- Illustrate the following on screen in the first week of the pay period (which would really come from Telestaff on a live system, but not in the test system):
 - Sick Leave – 10 Hours
 - Annual Leave – 5 Hours
 - AWOL – 9 Hours
- Run through the scenario to explain what should happen after leave is presented to the employee on the following Monday/Tuesday:
 - Employee needs to ask Manager to update numbers, based upon new leave available
 - Manager needs to use the cascade flowchart
 - Manager needs to process AWOL paperwork for any remaining balance at the end of the pay period (or delete the AWOL line if there is no need for it anymore)

Ending the Pay Period (5 Min)

- Using Mctime's Approval Genies
 - Compare the FRS Timecard Approvals genie with the FRS Pay Period Close genie.
- Approving an Employee's Timecard
 - Walk students through using the FRS Timecard Approvals genie to approve a timecard. Multi-select several names and click the **Timecard** button.
 - Note the **Remove Approval** option as needed and how it may be used.
 - Note that approval by a manager does not make the timecard read-only in Java view.

Using the HTML Version of Mctime (15 Min)

- Accessing the System
 - Shortcut on desktop; SSO login
 - Basic screen overview
- Adding Data Exercise I
- Deleting a Row
 - Make a new row. Add data and delete it, then save. Note to students that omitting an index number will cause whatever number is added to be merged with other non-index rows.
- Examining interface differences between Java and HTML (i.e., time to play in HTML version)
 - REM: Stay on your own timecard or the timecard of your employee from the Personnel Reference Worksheet.
 - Note to students that Pay Code Moves and OT Approval are not possible using the HTML view.

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- Examining the **Totals Summary** and the **My Reports** section

Wrapping Up the Course (10 Min)

- Reminder of Expectations of Officers in Rollout
- Course Evaluation
- Overview of Resources for Assistance
- Final Q/A