

Montgomery County Fire and Rescue Service

**FIRE CHIEF'S GENERAL ORDER**

**Rescinded on 7/23/2015      NUMBER: 12-05**

March 22, 2012

TO:            All MCFRS Uniformed Personnel

FROM:        Fire Chief Richard Bowers



SUBJECT:    Mtime Roles and Responsibilities

All uniformed personnel must follow the Mtime procedure below.

**Employee Responsibilities.**

- Ensure the timecard is accurate before approving it.
- If detailed on regular hours from one Division to perform a work assignment in another Division, record the detail hours on the timecard by using the Cost Center for the appropriate Division where the detail was worked, and the appropriate Reason Code.
- Personnel who worked overtime must enter the **exact** amount of time worked, rounded to the nearest minute, using the **Minutes to Decimal Conversion Chart** (see **Attachment**). Personnel *must* enter these hours into Mtime the *same day* they work the overtime.
- Personnel who work overtime must record their time on a separate line, and include the appropriate Cost Center and Reason Code. If the overtime is **grant-related**, enter the PT code, Expenditure Org. Code, and the Reason Code, instead of entering the Cost Center
- Personnel assigned to a Safer Grant must not charge any overtime hours to the Safer Grant.
- Approving your timecard acknowledges that all entries on the timecard are accurate. Personnel must periodically check their timecard throughout the pay period for accuracy and approvals.
- Personnel must not approve their timecard beyond the current pay period.

- Personnel must approve their timecard at the end of each pay period. In extenuating circumstances (extended leave, military leave, etc.), the manager *only* may approve the timecard. Civilian Public Safety Call Takers must not adjust their time cards.
- Personnel who are working a CSBW as a medic for another medic must comply with the three indented guidelines below to properly record the hours and ER codes on their timecard. ***These guidelines are in effect only until July 1, 2012.***
  - Medics certified after July 1, 2005, who are working for another medic (CSBW) must add the appropriate hourly differential (ER1, ER2, or ER3) for hours actually assigned to the ALS transport unit.
  - The supervisor must verify that a medic working the CSBW was actually working for *another* medic, and the ER hours entered (ER1, ER2, or ER3) were the *true* hours actually assigned to an ALS transport unit.
  - Transfer codes must not be used with ER1, ER2, or ER3 on a CSBW.
- Personnel on light duty must code their timecard with the appropriate Reason Code (NR or WR.) No Cost Center is required.
- Personnel must not use more leave than they have accrued.
- Personnel on day work must approve their timecards on the last work day (regular or overtime) of the pay period.

#### **Supervisor (Lieutenant and above) Responsibilities.**

- Supervisors must perform a daily review of subordinate time cards. Any errors found on the time submission must be corrected. Any unapproved OTP recorded must be verified and approved during the daily supervisor review. If the supervisor cannot verify unapproved overtime, the OTP must be removed from the time card submission.
- Supervisors who approve timecards for shift workers must do as required below.
  - Sunday's shift: Review and approve timecards not later than 0900.
  - Monday's shift: Review and approve timecards not later than 0900.
  - Tuesday's shift: Review and approve timecards not later than 0900.
- Supervisors working on the Monday of the close of the pay-period must review and approve day-worker timecards.

- Supervisors must *not* approve timecards until after leave is imported from Telestaff, not earlier than 0800 of the off-going shift.
- The on-duty supervisor must approve all overtime on the same day it is worked, regardless of work site or Division.
- Supervisors must check the “Sign-Offs and Approvals” before approving overtime to ensure that the overtime has not already been approved. Supervisors who approve overtime entries acknowledge that the overtime entries are accurate, each rounded to the nearest minute. Managers must not approve overtime for activities that cannot be verified.
- Supervisors who approve an employee’s overtime entry acknowledge that the overtime entries and coding are accurate, and that the time worked is rounded to the nearest minute, according to the **Conversion Chart** (see **Attachment**). Managers must not approve overtime for hours that cannot be verified.
- Supervisors must pay special attention to AWOL entries, and, if appropriate, adjust the timecard after the leave accrued imports (2<sup>nd</sup> week of the pay period).
- Supervisors who approve timecards acknowledge that all entries are accurate and complete.
- Supervisors must ensure that the daily and total hours toward Schedule are accurate, and that all pay code moves and pay code edits, overtime entries, coding, and approvals are accurate before approving a timecard.

**See Attachment: *Minutes to Decimal Conversion Chart***

Email questions regarding MCtime to: [fire.mcfrcs-mctime@montgomerycountymd.gov](mailto:fire.mcfrcs-mctime@montgomerycountymd.gov)

---

**Minutes to Decimal Conversion Chart**

---

Below is a chart to help you convert minutes to decimals for use with MTime.

Minutes	Decimals	Minutes	Decimals
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50		