MCtime

Timecard Correction Request for Previous Pay Period

		Date Requested	
Employee Name (Last, First)		**Employee #:**	
Department Name:		**Department #:**	
Manager Name:		**Phone #:**	
Manager's Signature:			
***Battalion Chief Name & Signature (FRS Only):**		**Phone #:**	
Pay Period Begins:		**Pay Period End:**	
Describe Change Required:			

☐	**Add or Delete Reported Hours for a Specific Date(s)**					
				Transfer Codes to Be Charged* **		
Add/ Delete	**Date**	**Pay Code**	**Hours**	**Cost Center**	**Project Task & Exp Org**	**Activity Code / Reason Code**
EX: Add	01/04/09	Hours Worked (should be paid as Overtime)	1.5	CC 32590	PT 2001927-Gen001 50660	A20 or COR200

MCFRS Personnel Only: Do not send the form directly to Payroll. The Form must be sent to your Battalion Chief for review and approval prior to submitting to **fire.mcfrs-mctime@montgomerycountymd.gov** .

EMAIL to: **Finance, Payroll (financepayroll@montgomerycountymd.gov) Or FAX: 240-777-8843**

*** **Note:** Timecard correction should not be submitted for accounting purposes. A journal entry should be submitted to General Accounting Section.
NOTE: The correction will appear on the Historical Edit tab (Manager View only) in the Pay Period that when processed and in the grid of the original pay period as a shaded transaction. Employees can view the information in Totals Summary.

FOR PAYROLL TEAM ONLY

- Date Processed Effective Date: _____ By: _____
- Include in MCtime totals for:
  __ Totals for effective date, current pay rate equals historical pay rate
  __ Impact Accruals (use only when Leave codes are affected)
  Leave boxes blank if the correction was made in HRMS, and just updating MCtime
  __ Sent confirmation email: Correction Completed