



POL MCtime Guidance for Managers

Timecard Actions

Date	Pay Code	Amount	In	Transfer	Out	In	Tran	Out	Shift	Daily	Schedule	Period
Sun ...												
Mon ...			15:00		1:00				10.0	10.0	15:00-1:00	10.0
Tue ...			15:00		1:00				10.0	10.0	15:00-1:00	20.0
Wed ...			15:00		1:00				10.0	10.0	15:00-1:00	30.0
Thu ...	OT at 1.5 - Overtime	1.0		..//CC 47241-001//POL-100//								
Thu ...	SO1 - Shift Diff OT POL 12p-759p	1.0										
Thu ...			15:00		1:00				10.0	12.0	15:00-1:00	42.0
Fri 4...												42.0
Sat ...												42.0
Sun ...												42.0
Mon ...			15:00		1:00				10.0	10.0	15:00-1:00	52.0
Tue ...			15:00		1:00				10.0	10.0	15:00-1:00	62.0
Wed ...			15:00		1:00				10.0	10.0	15:00-1:00	72.0
Thu ...	Annual Leave	10.0								10.0		82.0
Thu ...											15:00-1:00	

Account	Pay Code	Amount
... 47-1781/POL 47-2099-/POL EMP-/14233/SID-SIDETSUADM	Annual Leave	10.0
... L 47-2099-/CC 47241-001-/POL-100/14233/SID-SIDETSUADM	OT at 1.5 - Overtime	1.0
... 47-1781/POL 47-2099-/POL EMP-/14233/SID-SIDETSUADM	Regular	70.0
... 47-1781/POL 47-2099-/POL EMP-/14233/SID-SIDETSUADM	SD7 - Shift Diff 12p-759p	70.0
... 47-1781/POL 47-2099-/POL EMP-/14233/SID-SIDETSUADM	SO1 - Shift Diff OT POL 12p-759p	1.0
... 47-1781/POL 47-2099-/POL EMP-/14233/SID-SIDETSUADM	Total Hrs Towards Schedule	80.0

1. Review the **Schedule** column and edit if necessary.
 - If you need to modify the schedule, see instructions in the below **Schedule Adjustments** section.
2. Add regular hours, add an **In** and **Out** punch (i.e., In = 1500, Out = 0100).



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3. If appropriate add overtime by adding a row and click the cell and the drop down appears with a list of **Pay Codes** and select the appropriate **Pay Code** for the overtime worked (i.e., OT @ 1.5 - Overtime, CL3 – Comp Lv Earned-1.5, etc.). Input the number of hours in the **Amount** column. Include the **Cost Center-Fund** or **Project-Task** code with **Expenditure Org** and/or **Reason Code** in the **Transfer** cell.
 - If you need to search for the transfer information (**Cost Center-Fund** and **Reason Code**), see instructions in the below **Transfer Information** section.
4. To add leave, click the cell and the drop-down appears with a list of **Pay Codes** and select the appropriate pay code for the leave used, input the number of hours in the **Amount** column (i.e., 10 hours)
5. Click on the **Save** button.
6. Click on the **Totals** tab to view the timecard totals and verify that all hours are charged to the expected **Account** codes including shift and multilingual differentials, as authorized by the FOP and/or MCGEO CBA or Personnel regs.
7. Click the **Approve Timecard** button.



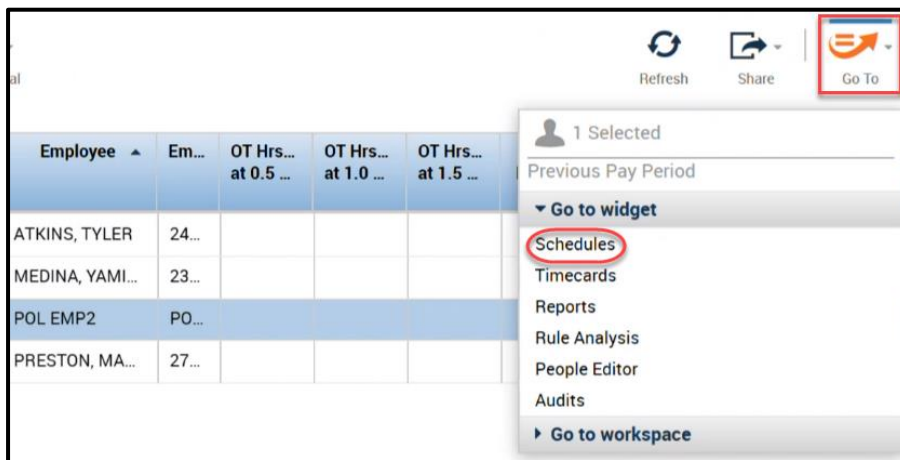


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Schedule Adjustment

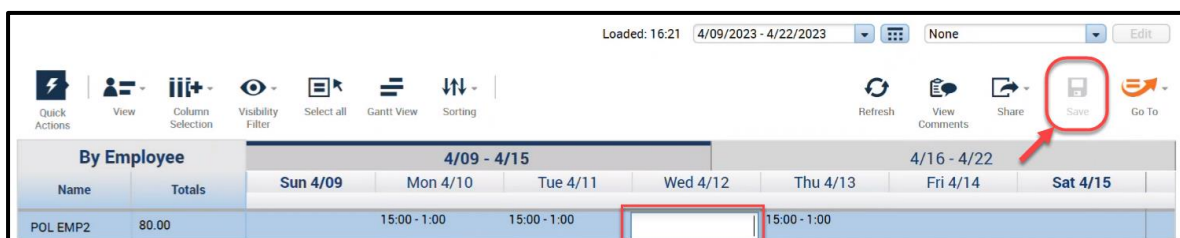
Performing Edits to a Schedule

1. To access an employee's schedule from their timecard, click on the **Go TO** and select the **Schedules** option from the dropdown menu.



Adding a Shift to an Unscheduled Day

1. Click in the appropriate date cell to add a shift.
2. Type the shift start time, and the shift end time. (ie.1500-0100).
3. Press the Tab key.
4. Click **Save**.





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Deleting a Shift from a Scheduled Day

1. Select the shift to delete.
2. Right click and select 'Delete' menu option.
3. Click **Save**.

The screenshot shows the 'Schedules' interface with a table of employee shifts. A right-click context menu is open over a shift for 'POL EMP2' on 'Thu 4/13' from '15:00 - 1:00'. The 'Delete' option is highlighted. A 'Save' button is circled in the top right of the interface.

By Employee		4/09 - 4/15				4/16 - 4/22		
Name	Totals	Sun 4/09	Mon 4/10	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15
POL EMP2	80.00		15:00 - 1:00	15:00 - 1:00	15:00 - 1:00	15:00 - 1:00		





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Transfer Information

1. Searching for **Cost Centers** - most cost centers start with the department number. To search for a cost center, you must enter "CC" followed by a space and the department number (i.e., "CC 47").

Transfer

Name	POL EMP2
Labor Account	//CC 47241-001//POL-100//

Labor Account

Add Labor Account Clear All

Department-Di...		Reason Code:	POL-100 - MCPD 100 YEA...	X
Section-Subse...		Manager:		
Cost Center-F...	CC 47241-001 - 4th Distri...	X	Batt-Unit:	
Expenditure O...	<div><div>cc 47</div><div><div>CC 47238-001 4th District Community Operations-General F...</div><div>CC 47240-001 4th District Administration-General Fund</div><div>CC 47241-001 4th District Patrol-General Fund</div><div>CC 47242-001 4th District Traffic-General Fund</div><div>CC 47243-001 4th District Special Assignment Team -SAT-C</div><div>CC 47244-001 4th District Community Policing-General Fun</div><div>CC 47245-001 4th District SRO Program-General Fund</div><div>CC 47246-001 4th District Community Action Team -DCAT-C</div><div>CC 47248-001 4th District Community Operations-General F...</div></div></div>			

Cancel Apply





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2. Searching for a **Reason Code** (POL code) - enter a portion of the reason code (i.e., POL001)

The screenshot shows the 'Transfer' window in the MCtime system. The window has a title bar with 'Transfer' and standard window controls. Below the title bar, there's a section with 'Name' (POL EMP2) and 'Labor Account' (//CC 47241-001//POL001//). Below this, there's a 'Labor Account' section with a 'Clear All' button. The 'Add Labor Account' section contains several dropdown menus: 'Department-Di...', 'Section-Subse...', 'Cost Center-F...' (set to 'CC 47241-001 - 4th Distri...'), and 'Expenditure O...'. To the right of these are 'Reason Code:' (set to 'POL001 - HELD OVER-SH...'), 'Manager:' (set to 'POL001'), and 'Batt-Unit:' (set to 'POL001 HELD OVER-SHORT HANDED POL001'). A red callout number '2' points to the 'Reason Code' dropdown. A red callout number '3' points to the 'Apply' button at the bottom right of the window. The 'Apply' button is next to a 'Cancel' button.

3. Click **Apply**.

