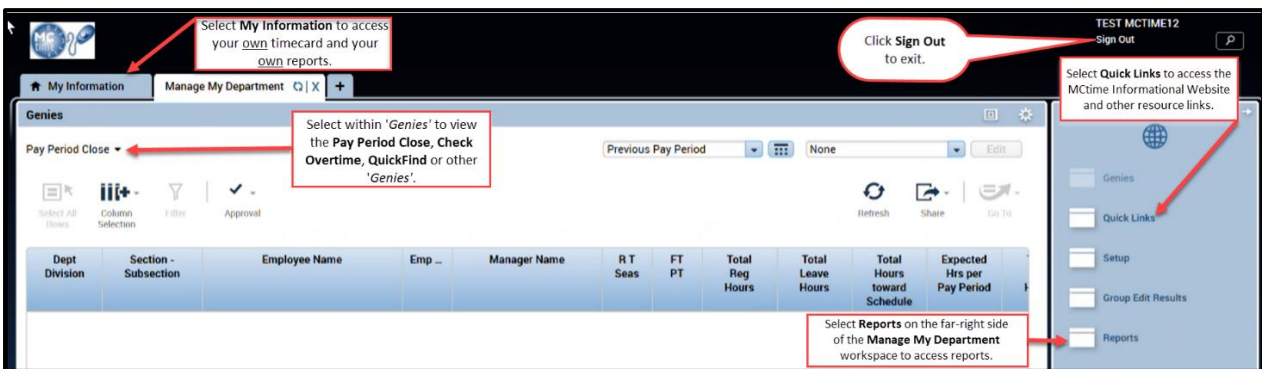
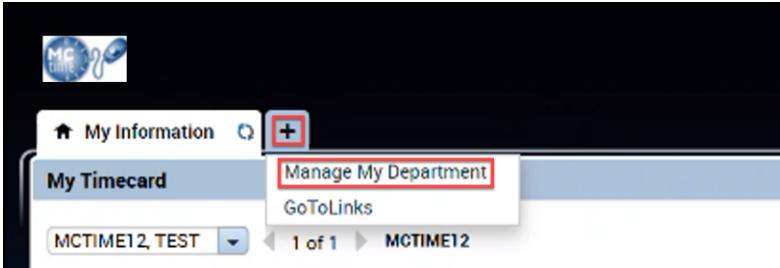




# Manager Tasks

## Navigating in Mctime - The Basic Menu Page



## Accessing My Employees

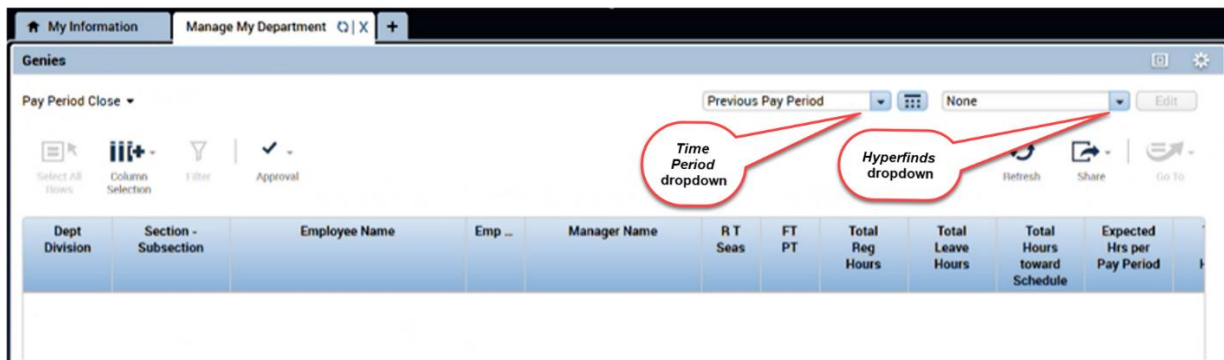
1. Use the default 'Pay Period Close' or any of the other **Genies** options to access your employees. Select **All Home** in the *Hyperfinds* drop down and change the *Time Period* drop down as appropriate (i.e., 'Current Pay Period' or 'Previous Pay Period', etc.).



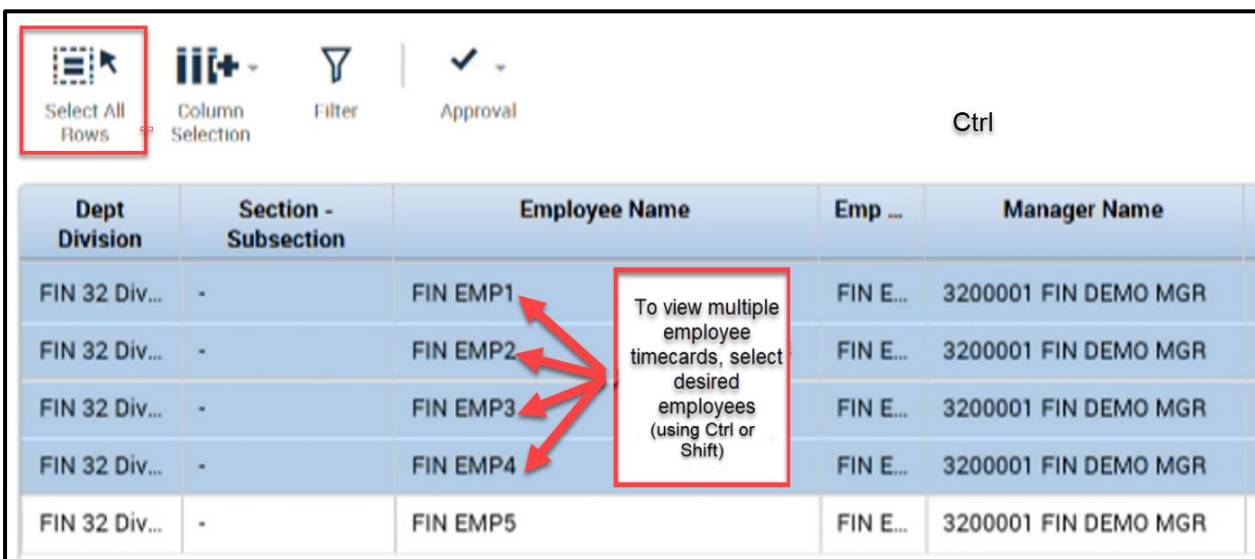


## Manager Tasks

2. Use the default 'Pay Period Close' or any of the other **Genies** options to access your employees. Select **All Home** in the *Hyperfinds* drop down and change the *Time Period* drop down as appropriate (i.e., 'Current Pay Period' or 'Previous Pay Period', etc.).



3. Select the desired employee by clicking on the row that displays the employee. Multiple employees may be selected by holding down the **Ctrl** key and clicking the row for each desired employee. All employees may be selected by choosing **Select All Rows** from the ribbon row.





## Manager Tasks

- Click the **Go To** dropdown menu and select '*Timecards*' to view the timecard for each selected employee.

The screenshot shows the 'Manage My Department' tab in the Genies application. A table lists five employees (FIN EMP1 to FIN EMP5) with their respective departments, manager names, and total regular hours (32.0). A 'Go To' button is highlighted in the top right, and its dropdown menu is open, showing options like 'Schedules', 'Timecards', 'Reports', 'Rule Analysis', 'People Editor', and 'Audits'. The 'Timecards' option is selected.

| Dept Division | Section - Subsection | Employee Name | Emp ...  | Manager Name         | R T Seas | FT PT | Total Reg Hours |
|---------------|----------------------|---------------|----------|----------------------|----------|-------|-----------------|
| FIN 32 Div... | -                    | FIN EMP1      | FIN E... | 3200001 FIN DEMO MGR |          |       | 32.0            |
| FIN 32 Div... | -                    | FIN EMP2      | FIN E... | 3200001 FIN DEMO MGR |          |       | 32.0            |
| FIN 32 Div... | -                    | FIN EMP3      | FIN E... | 3200001 FIN DEMO MGR |          |       | 32.0            |
| FIN 32 Div... | -                    | FIN EMP4      | FIN E... | 3200001 FIN DEMO MGR |          |       | 32.0            |
| FIN 32 Div... | -                    | FIN EMP5      | FIN E... | 3200001 FIN DEMO MGR |          |       | 32.0            |

- Select the **Manage My Department** tab to return to the manager workspace.

## Editing Hours Worked

- Click on the cell in the desired date column, delete the existing amount and type the new amount of actual hours worked.

The screenshot shows the 'Timecards' view for employee FIN EMP1. A table displays hours worked for each day from Sun 3/12 to Sat 3/18. The 'Mon 3/13' cell is highlighted with a red box, showing a value of 9.0. The 'Save' button is highlighted in the top right.

| Pay Code      | Transfer | Sun 3/12 | Mon 3/13 | Tue 3/14 | Wed 3/15 | Thu 3/16 | Fri 3/17 | Sat 3/18 |
|---------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Hours Work... |          |          | 9.0      | 8.0      | 8.0      | 8.0      | 8.0      |          |





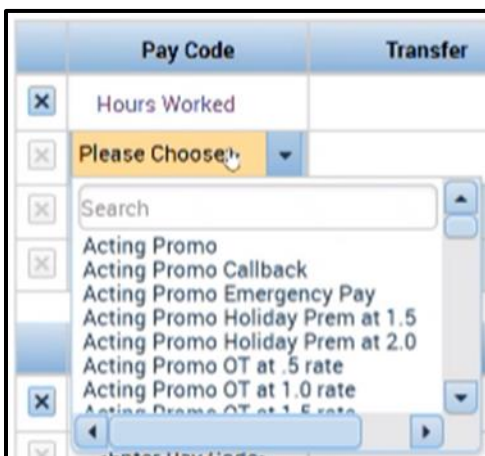
## Manager Tasks

### Adding a Pay Code

1. Click the **<Enter Pay Code>** cell.

<Enter Pay Code>

2. A drop-down menu appears with a list of all pay codes.



3. Scroll to find the desired **Pay Code** and select.
4. Click in the date column in the new row and enter the number of hours (use format HH.hh) assigned to the new **Pay Code**.
5. Adjust the daily hours worked by modifying the original hours as necessary. Note that overtime hours are not entered separately, they are captured by increasing the hours worked.

|                                     | Pay Code     | Transfer | Sun 3/12 | Mon 3/13 |
|-------------------------------------|--------------|----------|----------|----------|
| <input checked="" type="checkbox"/> | Hours Worked |          |          | 6.0      |
| <input checked="" type="checkbox"/> | Acting Promo |          |          | 2.0      |

6. Click **SAVE**.







## Manager Tasks

### Deleting a Row

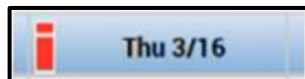
1. To quickly clear values for an entire row, click the 'x' to left of the Paycode.

|   | Pay Code     | Transfer | Sun 3/12 | Mon 3/13 |
|---|--------------|----------|----------|----------|
|  | Hours Worked |          |          | 6.0      |
|  | Acting Promo |          |          | 2.0      |

2. Click **SAVE**.

### Timecard Indicators and Colors

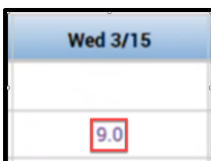
1. A small red vertical indicator to the left of the day of the week is a warning that a value may be missing or needs to be verified.



2. A small blue indicator to the left of the day of the week indicates non-worked time such as Annual Leave.



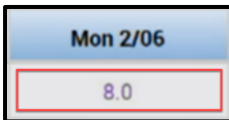
3. A purple amount indicates MCtime generated the hours from the employee's schedule.





## Manager Tasks

4. A duration amount located within a pale grey cell indicates the amount was automatically populated by the employee's schedule and cannot be edited. This includes holidays and locked pay period adjustments.



5. To cancel edits made to the timecard but have not been saved, select **Refresh** from the timecard menu.
6. The orange **SAVE** icon indicates edits have been made since the timecard was successfully saved.



### Reviewing My Timecard

1. Review your timecard totals for the pay period prior to approving your timecard.
2. Select the appropriate **Time Period** for your timecard.
3. Timecard totals are displayed by Clicking on the **Totals** tab located below your timecard.
4. The **Total Hrs Toward Schedule** hours must equal 80.0 if you are a full-time regular employee.
5. Multilingual Differentials that are automatically calculated will display in the totals of the timecard. They do not display in the body of the timecard.





## Manager Tasks

6. Verify that any excess hours worked are calculated (or Pay Code Moved by the manager) to be paid correctly as overtime or comp leave earned, if eligible.
7. Verify that all leave used during the pay period is properly recorded.
8. Verify that hours charged to a Transfer Cost Center-Fund or Project-Task have been properly recorded.
9. If a Project-Task code has been entered, make sure that the appropriate Expenditure Org has also been entered.

| Totals   Accruals   Audits   Historical Corrections |          |        |
|---|----------|--------|
| All   | All      | ⌕      |
| Account   | Pay Code | Amount |
| (x)FIN 32-1998/-/PT 0100300-11.01/07100/-/3200001/- | Regular  | 4.0    |
| FIN 32-1998/-/PT 0100300-11.01/07100/-/3200001/-    | Regular  | 76.0   |

## Approving My Timecard

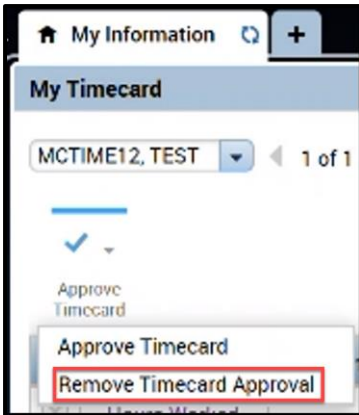
1. Managers should approve their own timecard no later than their last day worked of the current pay period.
2. To approve the timecard, select the correct time period to be approved. The current pay period should be selected when approving before the end of the pay period.
3. From the **My Timecard** ribbon, select the 'Approve Timecard' dropdown option.





## Manager Tasks

4. Approvals may be removed if edits are necessary by selecting the 'Remove Timecard Approval' option.



### Reviewing Employee Timecards

1. Using the **Pay Period Close Genie**, check that each employee has approved their timecard.
  - If the employee has not approved the timecard, contact them for required updates.
  - If the employee is unavailable, perform any necessary edits and notify the employee of the revisions.



2. Follow all the steps on the *Manager Pay Period Close Tasks* to complete the review and approval of employee timecards.
3. The link for the *Manager Pay Period Close Tasks* document can be found [here](#).



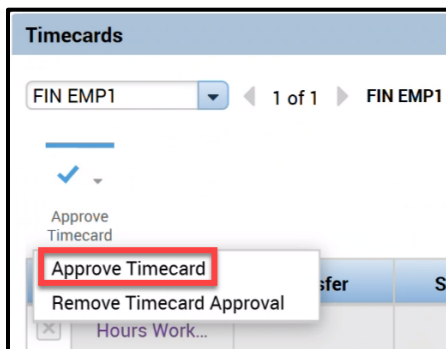




## Manager Tasks

### Approving Employee Timecards

1. Managers must approve all timecards for Active and Inactive employees (i.e., on a leave of absence) each pay period.
2. After reviewing the individual timecard, click on the **Approve Timecard** dropdown and click on **Approve Timecard**. Select **Save** to save and view your changes. You will be asked “*Are you sure you want to Approve?*”. Select **Yes** to save.



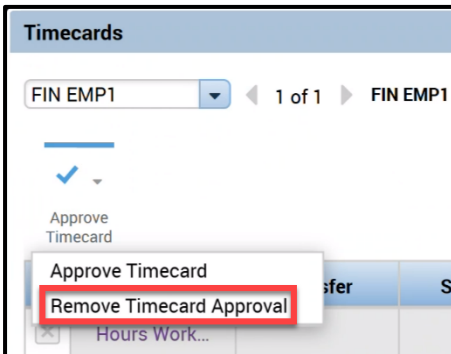
3. Once the timecard is approved by the manager, no additional edits may be made to the timecard by the employee or the manager unless the manager approval is removed.





## Manager Tasks

3. To remove the approval, select employees. Then click on the **Approve Timecard** dropdown and click on **Remove Timecard Approval**. Select **Apply** and **Refresh** to view your changes. You will be asked “Are you sure you want to Remove Approval?”. If yes, select **Yes**.



### Don't Forget...

Employee approval of the timecard prevents the employee from making further edits to the timecard but not the manager.

Manager approval of the timecard prevents both the employee and manager from making further edits.

Manager approval does not prevent Payroll or special Departmental Managers with expanded access from making edits to the timecard.

The manager approval of the timecard may only be removed by the actual manager that performed the approval.

Approval of timecards by managers should be completed no later than noon on Tuesday following the end of the pay period.





## Manager Tasks

### Verify Manager Approval of Employee Timecards

1. Open the **Pay Period Close Genie**.
2. Verify the **Time Period**.
3. Click **Refresh** to display the most current information.
4. Verify that the **Manager Approval** column has a value of one or greater for all of your employees. The number displayed represents how many managers reviewed and approved the timecard.

| Employee | Manager  |
|----------|----------|
| Approval | Approval |
| ✓        | 1        |
| ✓        | 1        |

### Reviewing Assigned Schedules

As a best practice, employees and managers should verify their schedule at the beginning of each pay period to ensure pre-population of correct days and durations.

A **Schedule Change Request** form should be submitted to the MCtime office when permanent changes to the employee's schedule are needed in MCtime. The form is available on the MCtime informational website. Managers may make single pay period ad-hoc schedule changes. (Job Aid: Managing Schedules)





## Manager Tasks

### **Sign Out of MCtime Correctly!**

1. Click **Sign Out** located in the upper right corner of the timecard.



2. Failure to sign out properly could jeopardize the privacy of your timecard information!

### **Contact MCtime**

#### **Technical problems accessing the MCtime:**

Contact the IT Help Desk. The IT Help Desk can be reached by phone at 240-777-2828 Monday to Friday, 8am to 5pm EST. You may also email any requests for assistance to [HelpIT@montgomerycountymd.gov](mailto:HelpIT@montgomerycountymd.gov)

#### **Questions or issues about how to use MCtime or record your time:**

Contact the MCtime team at [MCtime.Finance@montgomerycountymd.gov](mailto:MCtime.Finance@montgomerycountymd.gov) .

**Website:** [www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime)

Visit the **MCtime** website for general information, FAQs, forms and training resources.





## Manager Tasks

### Glossary

**Apply** – The manner in which changes are accepted into the application. **Save** is also required.

**Duration** – The manner in which hours are reported in **MCtime** for a given workday. Durations are reported in hours versus the actual start and stop times.

**Home Labor Account** – The HR organization to which an employee is assigned. Includes the employee's department, division, section and/or subsection and manager.

**Labor Account Transfer** – Performed when an employee works in an account different from their **Home Labor Account**. Used when an employee needs to charge hours to a different cost center – fund, project – task with expenditure org or reason code for a short period of time or for an intermittent basis.

**Move** – The act of transferring hours to or from an overtime pay code to or from a compensatory pay code. This function must be performed by a manager or timekeeper in the Java Platform. (Job Aid: Pay Code Move)

**Pay Code** – Holds the hours accumulated by employees throughout the pay period. As an employee works, hours are placed into pay code buckets as determined by the employee's pay rule.

**Pay Period Close Genie** – Used to review the status of employee's timecards at the end of the pay period.

**Pay Rule** – A set of business rules used by **MCtime** to correctly determine how any hours are to be paid for an employee group. The business rules, together with the employee's schedule, determine if, when, and how any excess hours worked (overtime) are calculated, the default form of excess hour compensation (pay or compensatory leave), the rate of excess hour compensation (1.0 or 1.5), when holiday leave or holiday premium pay is earned, and how multilingual pay is calculated.





## Manager Tasks

**Refresh** – A function that cancels any unsaved data and updates the workspace with the most current information in the database. If a change has been made to a timecard, the refresh function may be used to bring the timecard back to the last saved totals.

**Schedule** – Represents the duration or number of hours the employee is expected to work on a daily, weekly, and pay period basis. Schedules are maintained for full-time and part-time employees to provide the basis for overtime and holiday leave calculations. Most schedules only populate the duration of hours worked in the day, not the specific start and end times for the shift.

