

MCtime Resources

Managers and Supervisors Role in Ensuring Accountability in Timekeeping

MCtime Informational Website: www.MontgomeryCountyMD.gov/MCtime

MCtime Team Mailbox: MCtime@MontgomeryCountyMD.gov

Report any broken web links in this document to Mctime via the [MCtime Team](mailto:MCtime@MontgomeryCountyMD.gov) Mailbox.

Speakers:

MCtime (FIN) – [Heather Black](#) & Lori Plazinski via the [MCtime Team](mailto:MCtime@MontgomeryCountyMD.gov) Mailbox

OMB/County Stat – [Sarah Dickinson](#)

OHR (LWOP Status) – Marcelo Marquina

OEMHS – Michael Goldfarb or Chuck Crisostomo

Risk Management (FIN) – Angela Wiley-Jones via the [Risk Management](#) Mailbox

OHR (OMS) – Johnna Bryant via the [FMLA Information](#) Mailbox

Payroll (FIN) – Doug Campbell or Michael Toney via the [Payroll](#) Mailbox

Topics:

Administrative Leave

[MCtime Informational Website](#) under the Resources tab then General Information

[Pay Code Descriptions](#)

[OHR Website](#) (www.MontgomeryCountyMD.gov/HR)- under Labor Relations then Labor Collective Bargaining for the CBA Agreements

Collectively Bargained Agreements (CBAs)

[OHR Website](#) under Labor Relations then then Labor Collective Bargaining for the CBA Agreements Collective Bargaining Agreements

Department Specific Resources

[MCtime Informational Website](#) under the Resources tab

MCtime Resources

Managers and Supervisors Role in Ensuring Accountability in Timekeeping

Elections:

[MCtime Informational Website](#) under the Resources tab then County Employees Volunteer Election Worker Program Section;

See Also <https://www.montgomerycountymd.gov/elections/> and the “Election Workers” Tab

[County Employee Volunteer Election Worker Program Pay Policies - FAQs](#)

[Need for Election Drivers for the Primary Election on June 26, 2018](#)

[Need for Election Judges to Serve - CAO MEMO - March, 06, 2018](#)

[County Election Worker Program Positions/Service/Pay Information](#)

Events

[MCtime Informational Website](#) under the Resources tab then Events Section

Specific OHR Event memos with declared times

Generic Event related timekeeping guidance for Liberal Leave, Delayed Opening and Early Closure, Declared General Emergency

Specific Event Related Crosswalk with Transfer codes (if applicable to the event)

Essential Employees List - Direct inquires to Departmental HR Liaisons or [MCtime Point of Contact List \(including Holiday Coordinators\)](#)

Other Event related guidance:

- [Montgomery County Status of Government](#)
- [Liberal Leave Guidance](#)
- [Delayed Opening and Early Closure Guidance](#)
- [Timekeeping Guidance for a Declared General Emergency](#)
- [Guidance for Recording Event Related Project/Task Codes](#)
- [How to Print a Timecard Job Aid](#)

MCtime Resources

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Excess Hours (Overtime)

[MCtime Informational Website](#) under the Resources tab

- [Overtime Thresholds](#)
- [Pay Code Move Job Aid](#) (Java only)
- [Editing Overtime for an Unscheduled Absence](#) (Java only)

[OHR Website](#) reference the Collective Bargaining Agreements

Family Medical Leave Act (FMLA)

Direct inquires to FMLA.Information@MontgomeryCountyMD.gov

[OHR Website](#) (www.MontgomeryCountyMD.gov/HR) under Workforce then Occupational Services then Medical Leave

Sign up for a class via the ePortal and then select Employee Single Sign-on (ESS) then ESS a second time then Learner Home. Search for:

ESS OLM “FMLA Overview for Management”

ESS OLM “FMLA and Me” Classes

[MCtime Informational Website](#) under the Resources tab

- [OHR FMLA Memo](#) - Effective January 8, 2017
- [FMLA & PARENTAL Timekeeping Job Aid](#)

Flex Hours Worked Pay Code

[MCtime Informational Website](#) under Resources tab then General Guidance

- [Use of Flex Hours Worked Pay Code](#)

Forms - [MCtime Informational Website](#) under the Forms tab

Frequently Asked Questions (FAQs)

[MCtime Informational Website](#) under the FAQs for Employees tab

[MCtime Informational Website](#) under the FAQs for Managers tab

MCtime Resources

Managers and Supervisors Role in Ensuring Accountability in Timekeeping

- [Participant Q & A](#) from Managers and Supervisors Role in Ensuring Accountability in Timekeeping Training Sessions.

General Guidance –

[Compensation Changes in FY19 - Shawn Stokes Memo - June 08, 2018](#)

[Determining the Best Mctime Platform for Tasks](#)

[Use of Accurate Pay Codes - Tim Firestine Memo - January 5, 2015](#)

[Pay Code Descriptions](#)

[Accurate Time Recording Fact Sheet - Attachment to Tim Firestine Memo](#)

[Multilingual Certification Program - Overview and Guidance](#)

[Mctime Glossary](#)

[Minutes to Decimal Conversion Chart](#)

[Mctime Point of Contact List \(including Holiday Coordinators\)](#)

[Overtime Thresholds](#)

[Use of Flex Hours Worked Pay Code](#)

Glossary of Mctime Terms

[Mctime Informational Website](#) under Resources tab then General Guidance

[Mctime Glossary](#)

MCtime Resources

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Help Desk – 240-777-2828

Open a Help Desk Case for an issue with a County computer or laptop. The IT Help Desk will troubleshoot technical related questions, if an employee cannot access the MCtime application. The Help Desk can also resolve issues that result from Java upgrades such as Trusted Sites and Compatibility Settings. Functional related questions are directed to the MCtime Team for resolution.

Holidays

[MCtime Informational Website](#) under the Resources tab then Holiday Section

- [Holiday Calendar](#)
- [Holiday Guidance for Regular, Full-time and Part-time Employees](#)
- [Holiday Guidance for Transit Managers](#)
- [Editing Holiday Premium Pay for an Unscheduled Absence](#)

Job Aids

[MCtime Informational Website](#) under Resources tab then available for HTML and JAVA platforms

- | | |
|--|--|
| • Employee Tasks Job Aid | • Editing Overtime for an Unscheduled Absence |
| • Employee Timecard - Viewing Timecard Totals for a Specific Day | • Pay Code Move Job Aid |
| • Manager Tasks Job Aid | • Creating a Personal Hyperfind (Query) |
| • Manager Guide to Transfer Accounts | • Annual Special Access Certification |
| • Telework Job Aid | • Pay Period Close (PPC) Checklists for Managers |
| • Technical Issues - Compatibility Checks | |
| • Managing Schedules | |

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Leave Accrual Balances – Direct inquires to Payroll@MontgomeryCountyMD.gov

Leave Guidance

[MCtime Informational Website](#) under the Resources tab, Leave Guidance Section

- [Annual and Compensatory Leave Carryover Memo](#)
- [Personal Day Usage](#)
- [Editing Overtime for an Unscheduled Absence - Java Only](#)
- [Guidance on Reason Codes for Union Administrative Business - Effective September 4, 2016](#)
- [Workers Compensation Leave Administration Chart](#)

See also Holidays, FMLA & PARENTAL Guidance, Sick and Safe Leave

Multilingual Differential

[MCtime Informational Website](#) under Resources tab then General Guidance

- [Multilingual Certification Program - Overview and Guidance](#)

[OHR Website](#) under Workforce tab then Multilingual Program

Montgomery County Personnel Regulations (MCPR) –

[OHR Website](#) under Policy & Regulations

MCtime Resources

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New Hire Onboarding

[MCtime Informational Website](#) under Resources tab, New Employees Section

[New Employee Information](#)

[New Employee Frequently Asked Questions \(FAQs\)](#)

Direct inquires to Departmental HR Liaison or HR IT

AD Accounts created and UDM matched by home department

Note: “Partial Approval” and unapproved timecard notices are expected for new hires. Since the new employee has not been employed for the “full pay period (Su – Sa) the MCtime System will automatically send the “unapproved timecard” message for a new hire, in the first pay period. This is the only time that message may be ignored.

OHR Website- www.MontgomeryCountyMD.gov/HR

Payroll Team Mailbox- Payroll@MontgomeryCountyMD.gov

Pay Codes

[MCtime Informational Website](#) under Resources tab then General Guidance

- [Use of Accurate Pay Codes - Tim Firestine Memo - January 5, 2015](#)
- [Pay Code Descriptions](#)
- [Accurate Time Recording Fact Sheet - Attachment to Tim Firestine Memo](#)

Pay Period Close Checklists

[MCtime Informational Website](#) under Resources tab then Pay Period Close for department specific checklists

- [General PPC Checklist](#)
- [Fire Rescue PPC Checklist](#)
- [Police PPC Checklist](#)

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Point of Contact (POC)/MCtime Subject Matter Expert (SME)

[MCtime Informational Website](#) under Resources tab then General Guidance

- [MCtime Point of Contact List](#) (updated quarterly or as needed)

Schedules

[MCtime Informational Website](#) under Forms tab

[MCtime Informational Website](#) under Resources tab then Job Aid

- [Manager Tasks Job Aid](#)
- [Managing Schedules](#)

Shift Differential

[OHR Website](#) – reference Collective Bargaining Agreements

Sick and Safe Leave

[MCtime Informational Website](#) under Resources tab

- [Earned Sick and Safe Leave Memo](#) - Effective October 1, 2016
- [Earned Sick and Safe Leave - Additional Uses](#) - Effective November 30, 2016
- [Guidance for Earned Sick and Safe Leave - FAQs](#)
- [Earned Sick and Safe Leave Timekeeping Job Aid](#)

Technical Issues Compatibility Checks

[MCtime Informational Website](#) under Resources tab, Job Aids

- [Technical Issues - Compatibility Checks](#)

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Timekeeping Toolkit Tips: (topical refreshers, updated & re-issued, periodically)

- [Sick and Safe Leave \(09/2018\)](#)
- [New Fiscal Year - Special Leave Related Considerations \(08/2018\)](#)
- [Part-time Employee Timekeeping Considerations \(07/2018\)](#)
- [County Employee Volunteer Election Worker Program \(06/2018\)](#)
- [Compatibility Troubleshooting \(02/2018\)](#)
- [New Leave Year \(01/2018\)](#)

Timecard Correction Form

[MCtime Informational Website](#) under Forms tab

- [Timecard Correction Request for Prior Pay Period Form](#)
 - [Memo announcing Timecard Correction Policy - Effective November 13, 2016](#)

Mctime Resources

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Training for Mctime Online - Link to [ePortal](#)

[Instructions to Access Online CBT Training or enroll in Instructor Led Course through Employee Self Service \(ESS\)](#)

Navigational Training - Navigational Computer Based Training (CBT) is available for New Hires, both managers and employees. It is also a great refresher! (Managers are also encouraged to take the employee training.)

- Mctime for Employees CBT Course is approximately 1 hour
- Mctime for Managers CBT Course is approximately 2 hours.

Manager Training - “Ensuring Accountability in Timekeeping for Managers and Supervisors” is currently an instructor led course, and a Computer Based Training is being developed. For those managers and supervisors who have already taken the course, the course materials and handouts are available below:

- Presentation Handout – Ensuring Accountability in Timekeeping for Managers and Supervisors (May 2018)
- Mctime Resources (this document)
- Participant Questions & Mctime Answers from other sessions of Ensuring Accountability in Timekeeping for Managers and Supervisors

Department Specific Training - Direct inquiries to Departmental HR Liaison, Mctime SME/POC, or OHR Training & Organizational Development

See also: New Employees

Transfers and Terminations

Direct inquires to Departmental HR Liaison or Core HR

Temporary Employees

[OHR Website](#) under Workforce then Compensation General

MCtime Resources

Managers and Supervisors Role in Ensuring Accountability in Timekeeping

Workers Compensation

Direct inquires to RiskManagement.Finance@montgomerycountymd.gov

Risk Management Program information: www.mcsip.org

Risk Management Intranet Site –

<https://mcgov.sharepoint.com/fin/rm/Pages/default.aspx>

Sign up for a class via the ePortal and then select Employee Single Sign-on (ESS) then ESS a second time then Learner Home. Search for:

ESS OLM Class: “Overview of Workers Compensation Training” (TBD)

[MCtime Informational Website](#) under Resources tab

- [Workers Compensation Leave Administration Chart](#)