# MDTime

## Electronic Timesheet Manual

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MDTime for the Employee

Overview

MDTime provides the employee with an electronic timesheet which will calculate and provide leave balances that are up to the minute. Timesheet submission and approvals are automated. The employee may access current and prior timesheets on the screen and can print any current or prior timesheet. The timesheets will begin to accumulate as soon as you begin to use the MDTime system.

Signing In For the First Time

The system will prompt the user to enter the username and password. This is the same username and password that you currently use to sign on your agency computer. You must select your agency from the drop down box.

The first screen that will appear will be the timesheet selection box. It will default to the current pay period.
**The Timesheet Layout**

The top row of the timesheet from left to right provides: employee name, fiscal year, pay period, rev# (revision number will increase if any changes are made after the timesheet has been submitted), employee type and standard work hours.

The right side of the timesheet provides a column for notes.

---

**The Timesheet Selection**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Location</th>
<th>Leave</th>
<th>Work</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>4.000</td>
<td>4.000</td>
<td></td>
</tr>
<tr>
<td>12:30 PM</td>
<td>4:30 PM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>4.000</td>
<td>4.000</td>
<td></td>
</tr>
</tbody>
</table>

**Date: Thursday, December 26, 2013**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Location</th>
<th>Leave</th>
<th>Work</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
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<td>12:00 PM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
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<td>4.000</td>
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<tr>
<td>12:30 PM</td>
<td>4:30 PM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>4.000</td>
<td>4.000</td>
<td></td>
</tr>
</tbody>
</table>

**Date: Friday, December 27, 2013**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Location</th>
<th>Leave</th>
<th>Work</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>4.000</td>
<td>4.000</td>
<td></td>
</tr>
<tr>
<td>12:30 PM</td>
<td>4:30 PM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>4.000</td>
<td>4.000</td>
<td></td>
</tr>
</tbody>
</table>

**Date: Saturday, December 28, 2013**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Location</th>
<th>Leave</th>
<th>Work</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>0.000</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

**Date: Sunday, December 29, 2013**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Location</th>
<th>Leave</th>
<th>Work</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>0.000</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

**Date: Monday, December 30, 2013**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Code</th>
<th>Location</th>
<th>Leave</th>
<th>Work</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>12:00 AM</td>
<td>1000-STANDARD WORK CODE</td>
<td>Office</td>
<td>...</td>
<td>4.000</td>
<td>4.000</td>
<td></td>
</tr>
</tbody>
</table>
The bottom row provides several buttons that allow you to manipulate the timesheet.

The buttons on the bottom row of the timesheet are:
- **Add Row** - used when more lines are necessary to record time
- **Delete Row** – to remove one row
- **Activities** – certain employee types can add activities to their schedule which will trigger pay differentials
- **Balances** - shows the current and available leave balances
- **Comp Status** - keeps track of the comp time earned and the date it expires
- **Errors** – this will tell you what errors are in the timesheet
- **Extra Hours Status** – to show extra hours worked
- **Schedule** – shows employee’s standard schedule
- **Emp Master** – shows employment data of employee
- **Emp Type** – shows employee’s employee type and schedules available
- **Preview Timesheet** - to review timesheet before submission
- **Cost Hist** - report shows all of the different work codes used in timesheet
- **Leave Hist** – report shows all of the leave taken in a specific time period
- **Color** – allows users to select screen colors
- **Balance Adj** - Will be grayed out for most users except master users
- **Missing Docs** - screen lists dates of codes used requiring documentation
- **Reports** – cost history, leave history and adjustments to timesheet history reports
- **Submit Timesheet** – forwards timesheet to supervisor for approval
- **Cancel** - exit timesheet without saving changes
- **Save & Close** – save changes and exit timesheet

**Notes** are on the right hand side of the timesheet. Click on the icon in the box and notes can be recorded for each line of the timecard. Click on “OK” to save the notes. The icon changes to indicate there are notes in the box.
• **Add Row**

This button is used when additional lines are required for an entry.
- Set the cursor at the beginning of the row.
- Click on the **Add Row** button on the bottom of the screen.
- The new row will be inserted on the timesheet at the bottom of the day.
- Change the times and code to reflect what you would like and click the tab button. The program will insert your time in the correct row.

• **Delete Row**

Place the cursor at the beginning of the row and click on the **Delete Row** button. **Be careful as there is no “undo” option.** You can use **Add Row** to create that line again, however.

• **Activities**

Certain employee types factor in activities which will trigger pay differentials. Some are calculated automatically and some need to be selected.
**Balances**

The balance box shows the start balance, accruals, balance adjustments, end balance and the available balance for the pay period. **Remember ~ You can only use leave that is available.**

**Comp Status**

This screen shows the comp hours used that pay period, the hours earned and keeps track of when the hours will expire.
• **Errors**

If you receive an error, the submit button will turn red and become an error button. Click on the error button and a text box will appear to let you know which timesheet entry contains an error. The timesheet entry must be changed in order to submit the timesheet without error.

• **Extra Hours**

The extra hours description screen will give an explanation for any overtime that is worked as well as any LWOP (leave without pay) that is taken. It shows the holiday time granted and used. It shows the scheduled timesheet
hours and the actual hours worked. This screen will show when you submit your timesheet or when you click on it from the bottom bar.

- **Schedule**

  This is a template of the current selected schedule.

- **Employee Master**

  This screen shows all pertinent employee information.
• **Employee Type**

  This screen shows all of the switches set for the employee type.

• **Preview of Timesheet**
This shows the actual timesheet with all of the current overtime and leave taken. This will not have a signature next to submitted by on the bottom of the timesheet as this is just a preview.

- **Cost History Reports**

This report shows all of the different work codes used. Currently, Code 1000 – Standard Work Code is the most common work code. Other codes can be added to keep track of different jobs and the work costs associated with them.

To access the report, first select report criteria:
### Leave History Reports

This report shows all of the leave taken in a specific time period which can be sorted by pay period up to fiscal year.

To access the report, first select a date range:
- **Set Color**

  This gives the user a choice of colors for their screen. As you click on the color, it will change the color of the timesheet. Colors show differently on each computer screen. Try them all to see which one suits your monitor or your mood!

- **Balance Adjustment**

  This screen allows an MDTime Master user to adjust balances. Most users will have this button grayed out.

- **Missing Documents**
This screen provides a reminder list for the employee of documentation that is missing for any leave requiring proper documentation.

- **Reports**
  
  These reports can be printed from this button.

- **Submit Timesheet**
  
  Click on the **Submit Timesheet** button on the bottom row.
The extra hours description screen will appear and give an explanation for any overtime that is worked as well as any LWOP (leave without pay) that is taken. It shows the holiday time granted and used. It shows the scheduled timesheet hours and the actual hours worked. This screen will show when you submit your timesheet or when you click on it from the bottom bar.

![Extra Hours Screen](image1.png)

When you click OK, the timesheet submission box will appear:

![Timesheet Submission](image2.png)

Depending on the set up of your agency, you may need to select your supervisor from the drop down box to submit your timesheet. This will send the supervisor a notification email that your timesheet has been submitted. (You may not see this
option if your agency has this turned off.) Read the legal statement and click the submit button.

You will then see this screen that reminds the employee that the timesheet will no longer be able to be edited:

![Submit Timesheet]

When you click YES, your timesheet has been sent to your supervisor for approval. If rejected by the supervisor, you may again edit the timesheet. Once approval has been given, the supervisor’s name and the approval date will be shown on the timesheet. The data will go to the Payroll Team for posting payroll. The approved timesheet can be viewed in the Timesheet History Menu.

After you close the timesheet, a template will appear for you to select your schedule for the next pay period. Select a schedule and the click “Use Selected”.

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The selected timesheet schedule will appear:

- **Cancel Changes**

  Clicking this button will cancel all of the changes made to the timesheet. The next time the timesheet is opened, it will show the employee's standard schedule or the timesheet as it was the last time you clicked on **Save changes and Close**.

- **Save Changes & Close**

  Anytime changes have been made and the timesheet is to be exited, use the **Save Changes and Close** button. The timesheet will be restored with the changes that were made the next time the timesheet is opened.
Opening the Timesheet

The system will prompt the user to enter the username and password. This is the same username and password that you currently use to sign on your agency computer. You must select your agency from the drop down box.

Every time MDTime is opened, a timesheet selection screen will appear.
- The current timesheet will be highlighted in green.
- Timesheets that have been submitted but not closed are orange.
- The other timesheets have been closed and can be viewed in history.
Navigating the Timesheet

- To move around the timesheet or into the time worked area, use the mouse.
- The tab or arrows can be used to move from cell to cell or use the mouse to move to a specific line or cell.
- Pass the cursor over a line or button for the definition of that particular cell.

**Note** – When a change is made on a given line, it is calculated once the cursor is moved from the changed line. The data area above each day is a safe place to click to avoid changing existing data. Preferably, use the “tab” button to move off the changed line. You must **Save Changes and Close** to retain the changes when exiting the timesheet.
Entering Leave

To enter leave:

1. Place the cursor at the beginning of the line for the appropriate date,
2. Use the tab key or mouse to move to the Code column,
3. Scroll down and highlight code for the leave you are using.
4. You may also key in the code and it will go directly to it.

5. Tab or move out of the line with the mouse. The Leave Category balance will be reduced by the amount of leave you have just recorded.
6. There is a balance start column and an available column. The amount in the available column is the maximum amount of leave that can be currently used. **Location** refers to where the employee is working that day and can be changed by clicking inside the location field. A drop down box will appear with the location options.

**Notes** ~ In the notes column, when you click on the lowercase letter a, a text box will appear. A note can be written and will be retained with the timesheet as it is submitted to the supervisor and beyond.
Changing Time

When in the time cell, use left and right arrows to move from hour, minutes, and AM/PM or point with the mouse. There are several methods to change the time in the cell:

1. Point to and highlight the hour, type in the hour and minutes, type in either “a” for AM or “p” for PM. Tab or use the mouse to move out of the cell.
2. Point to and highlight the hour and use the up and down toggle arrows within the cell to change the hour, minutes, and AM/PM. Tab or use the mouse to move out of the cell.
3. Tab or use the mouse to move from the line to calculate the change in total time. Tab is preferable. Be careful where you click.

**IMPORTANT NOTE:** The program rounds to every 6 minutes. This was determined by central payroll.

It rounds to 0 if the minutes are: 58, 59, 0, 1, 2, and 3

It rounds to 6 if the minutes are: 4, 5, 6, 7, 8, and 9

It rounds to 12 if the minutes are: 10, 11, 12, 13, 14, and 15
It rounds to 18 if the minutes are: 16, 17, 18, 19, 20, and 21

For example, 9:16 AM rounds to 9:18 AM. 8:03 PM rounds to 8:00 PM.

Posting Overtime

When posting overtime/comp hours, add the hours, use the 1000 – Standard Work Code, and move from the line. The status of extra hours is presented using the Extra Hours Status button. The hours will also show at the bottom of the printable timesheet.

Submit Timesheet

Click on the Submit Timesheet button on the bottom row.

The extra hours description screen will appear and give an explanation for any overtime that is worked as well as any LWOP (leave without pay) that is taken. It shows the holiday time granted and used. It shows the scheduled timesheet hours and the actual hours worked. This screen will show when you submit your timesheet or when you click on it from the bottom bar.

When you click OK, the timesheet submission box will appear:
Depending on the set up of your agency, you may need to select your supervisor from the drop down box to submit your timesheet. This will send the supervisor a notification email that your timesheet has been submitted. (You may not see this option if your agency has this turned off.) Read the legal statement and click the submit button.

You will then see this screen that reminds the employee that the timesheet will no longer be able to be edited:

When you click YES, your timesheet has been sent to your supervisor for approval. If rejected by the supervisor, you may again edit the timesheet. Once approval has been given, the supervisor's name and the approval date will be shown on the timesheet. The data will go to the Payroll Team for posting payroll. The approved timesheet can be viewed in the Timesheet History Menu.
After you close the timesheet, a template will appear for you to select your schedule for the next pay period. Select a schedule and then click "Use Selected".

The selected timesheet schedule will appear:
Click “Save & Close” and the timesheet selection screen will appear.

**Exit the Timesheet**

To exit the timesheet, click “Close” on the timesheet selection screen and then X out of the program. The program will close completely.

**Timesheet History**

All prior timesheets can be viewed in history from the timesheet selection screen. The timesheets continue to be archived as they are submitted.

To view a prior timesheet, click on the line that contains the pay period you would like to view and click on the “timesheet” button.
From the timesheet screen, you can view the balances, and print the timesheet.
Supervisor approval is the next step in the timesheet submission process prior to the timesheet being sent to payroll for processing. This is where timesheets will be approved or rejected by supervisors. Reminder emails can be sent to employees and a checklist is provided for supervisors to keep track of required documentation.

**Act As A Designee**

This allows a supervisor to access an employee’s timesheet to process and submit a timesheet if the employee is unable to submit their own timesheet.

The supervisor must log in to the using his/her own username and password. The timesheet selection box will appear. On the top of the box, there is a dropdown box to select an employee which contains a list of the employees that the supervisor is responsible for, including the employees of the alternate supervisors.

**NOTE:** When an employee is terminated, they are no longer active in the MDTime system. The supervisor will need to proxy a terminated employee’s timesheet to submit it. The **Active Employees Only** box needs to be unchecked which will allow the supervisor to view a list of the inactive employees.
The supervisor can select an employee, click “Proxy Timesheet” and provide a reason for accessing the timesheet.

After clicking OK, the supervisor will receive the following message:
The supervisor may access the employee’s timesheet as if it is his/her own. The timesheet may be altered and submitted.

The supervisor’s signature will be on the timesheet next to *Submitted by* along with the time and date of submission. This will be retained in the timesheet history.

The next time the employee logs in to their timesheet, a notice that the supervisor acted as a designee is given to the employee and includes the reason for the action.

![Proxy Activity](image)

**Supervisor Module**

The **Supervisory Status** shows all timesheets that require action for the primary supervisor and alternate supervisors. Each employee has one primary supervisor, but can have multiple alternate supervisors.

The timesheet status screen lists the employees and the status of their timesheet. The timesheets in red are past due. The timesheets in yellow are waiting for approval.
Click on the beginning of the row to view and approve timesheet.
Approve Timesheet

To approve a timesheet, click on the beginning of the row, and then click on “Review/Approve Timesheet” button.

The employees timesheet will open:

Review the timesheet and click “Approve.” The supervisor will be taken back to the timesheet status and will disappear from the list. It has been forwarded to the payroll unit.
Reject a Timesheet

To reject a timesheet, a supervisor would review the timesheet and then click on the “reject” button. A text box appears to put in a reason for rejection.

![Image showing a text box for rejection reason]

The timesheet is then returned to the employee with the reason for rejection. It shows in the timesheet status as “Timesheet Past Due.”

The employee will receive both an email and a notice the next time they enter MDTime about the timesheet rejection. They will need to rebsubmit the timesheet and it will go through the approval process again.

Proxy a Timesheet

The supervisor can proxy a timesheet from the supervisor status as well. If a timesheet is past due, the supervisor proxy right from the timesheet status screen.
Past Due Timesheets

When a supervisor enters the timesheet status and sees employees in red with timesheet past due, they can send reminder emails to the employees about the overdue timesheet. When they click on “Send Emails Past Due Timesheets” an email will be sent from the supervisor to ALL of the employees that have past due timesheets.

All Missing Documents

This screen lists all of the employees that have used a code requiring additional documentation. The screen provides a check box to note the receipt of documentation as well as the ability to send reminder emails.
• When the supervisor receives the documentation, the “received” box should be checked off.

• Click on the **Print Report** button to print the report

• Emails can be sent to all of the employees on the report that have the received box unchecked by clicking **Send Reminder Emails**. An email will be sent individually from the supervisor to each employee stating documentation is missing. It will include the date and the code that was used.

• Open Find – opens a search box to put in an employee’s name.
Active Leave Codes

The following codes should be used when entering leave on your timesheet.

100  ANNUAL USED REGULAR
110  ANNUAL USED SICK DOCUMENTED
130  ANNUAL FMLA
200  SICK USED DOCUMENTED
210  SICK USED UNDOCUMENTED
230  SICK DEATH IN FAMILY
250  BEREAVEMENT LEAVE
290  LEAVE BANK USED
330  SICK FMLA
350  ACCIDENT LEAVE FMLA
380  DONATED LEAVE USED
390  ACCIDENT LEAVE
400  COMP EARNED
410  COMP USED
480  COMP EARNED COE
490  COMP USED COE
500  PERSONAL REGULAR
530  PERSONAL FMLA
600  LWOP PERSONAL
610  LWOP SICK DOCUMENTED
620  LWOP MILITARY
630  LWOP FMLA
650  LWOP UNAUTHORIZED
660  LWOP DISCIPLINARY SUSPENSION
700  MILITARY
720  EMERGENCY RELEASE
730  JURY DUTY
740  LEGAL ACTION
750  GRIEVANCE
780  ADMINISTRATIVE LEAVE
990  HOLIDAY

*Please note: BCCC will no longer be utilizing a “training code.” Employees should do the following:

1. In the Location column on the timesheet, click the drop-menu and select ‘Training’ and
2. Document the details of the training in the notes column of the timesheet.
System Requirements

MDTime can only be accessed while on campus through Internet Explorer. It is not accessible through Google Chrome or Mozilla Firefox.

http://bccc-helpdesk:8080/mdtime/

Having Trouble with MDTime???

The designated points of contact for MDTime are:

Primary: Marcia Tisdale, Leave Coordinator
Ph: (410) 209-6009
Email: mtisdale@bccc.edu

Secondary: (Primary Back-up)
Kristina Metzger, Human Resource Generalist
Ph: (410) 209-6067
Email: kmetzger@bccc.edu

Tertiary: Anna Rutah, HR Specialist
Ph: (410) 209-6002
Email: arutah@bccc.edu

Please also visit the Office of Human Resource’s website (www.bccc.edu/hr) to view the “eTimesheet General FAQs” located on the left side of the page.