Q1. Do I still need to provide a doctor’s note for documented sick leave?

A1. Yes, a doctors' note is still required for documented sick leave?

Q2. How do I attach documents or provide doctor’s notes?

A2. Documents cannot be attached or uploaded at this time. The employee must print the timesheet, attach your document and forward to HR to the attention of the Leave Coordinator (LC). E-Timesheets and all documents must be submitted on the date due for processing. The documents can be faxed to the attention of Marcia Tisdale at 410-209-2096 or e-mailed to mtisdale@bccc.edu.

Q3. Do I still need to complete a comp time earned form to receive comp time?

A3. No. When your supervisor reviews your e-timesheet, he/she will reject it if unapproved comp time is on the e-timesheet. If the supervisor approves the e-timesheet and forward to Human Resources, this is considered as approval and comp time will be added to the employee's leave balances.

Q4. Will Officers in Public safety receive Holidays that fall within their regular day off when they work?

A4. If an employee is scheduled to work on any one of the nine (9) official Holidays, or if the employee’s regular scheduled day off falls on a Holiday, then the employee may schedule the Holiday observance 7 days prior to the observed date or 30 days post observed date with immediate supervisor.

Q5. What accommodation is the College making for employees who don't have PC access i.e. housekeeping, public safety building security guards?

A5. There will be a “stand alone” computer placed within the facilities and public safety locations for completion of their e-timesheet.

Q6a. Will managers be filling out the e-timesheet and submitting it for employees in order to make it a more efficient process since some employees don’t have computer access?

A6a. No. For supervisors that have staff without computer access, a “stand alone” will be provided. Supervisors have been and will continue to be trained in order to train their staff.

Q6b. Can a supervisor proxy an e-timesheet in an employee’s absence in order to meet payroll submission deadlines?

A6b. Yes. This is the only exception where a supervisor will be filling out an e-timesheet for an employee.

Q7. Can staff document hours worked when time is being “flexed” where in one week total hours exceed 40 hours and in the other week the employee works lessor hours to make sure it adds up to a bi-weekly total of 80 hours? If staff routinely work ‘flex' schedule, including Saturdays can this be accurately noted on e-timesheet?

A7. Yes. Flex 80 schedules will be provided. The employee can work any schedule as long as they get 80 hours within the pay period. All schedules must be approved through the supervisor.
Q8. Can we get training dates for staff and faculty? Training dates for professional staff in Bargaining Unit should take into account that January is a busy registration time so is there a plan to give additional hours through “comp time” to professional staff so that they can attend the e-timesheet training?

A8. Training dates have been scheduled for 2nd to 3rd week in January and cleared with the head for the “busy” department (Student Services) to ensure that staff is made available for the January Training sessions. Comp-time will not be made available to staff for training. Several sessions are offered as to not disrupt daily activities.

Q9. What are the dates for the process that HR is going to use, prior to the date when the timesheet must be electronically submitted?

A9. Train-the-Trainer sessions were conducted on 11/18 (3 sessions), 11/19 (3 sessions) and 11/20 (2 sessions). Additional Train-the-Trainer dates have been scheduled for January 13th, 14th, 16th (Faculty ONLY), 21st (Facilities & Public Safety ONLY) 2015.

Q10. Will the new e-timesheet reflect codes that HR needs to put back onto timesheets per Union request? Examples include codes for use of grievance leave, union training leave, etc.?

A10. The codes that are currently in the e-timesheet system are the codes that we are able to use. Unfortunately other codes cannot be added. For trainings, the employee will use code 1000 (regular work code) and in the “Office” section of the timesheet, the employee will select “training”. For grievance or any leave type that is not available for selection. The employee will select code 1000 and can give an explanation in the notes section.

Q11. In the case of employees working 24-7 (Public Safety), how will the e-timesheet be set up?

A11. These employee types will receive a flex 80 schedule also.

Q12. Is there anyone in Payroll that will also be a designated “point person” for the e-timesheet or will be only be the HR staff, Marcia Tisdale?

A12. The designated “point person” will be located in HR only. They are Marcia Tisdale (410-209-6009) and Anna Rutah (410-209-6002).

Q13. Is there a concrete plan to have employees who attended the “Train the Trainer” session actually also conduct trainings on this topic prior to the end-January period when only e-timesheets must be submitted?
A13. The employees that attended the “Train the Trainer” session should begin conducting trainings to their staff immediately. This training was provided so that training of staff can begin by the Admins and supervisors.

Q14. Who is setting up training sessions for faculty?

A14. Faculty will be trained by their Admin that was instructed to attend the mandatory Train-the-Trainer sessions.

Q15. Many employees that don’t use computers on a regular basis for their jobs don’t have logons or they have logons that are expired. Who is ensuring everyone will be able to access the timesheets prior to implementation?

A15. Notice was sent to the I.T. Department in reference to these individuals and the issue is being resolved for all to have access.

Q16. Leave and other documentation must be submitted manually. What is the expected deadline for this to be submitted? Will it be the Admins responsibility to ensure this paperwork is submitted or the employee that used leave?

A16. This information must be

Q17. Are there plans to incorporate contractual employees' timesheets at a later date?

A17. E-timesheets for contractual employees may be visited at a later date. No date has been set at this time.

Q18. Is there a process in place for instances where the supervisor and the person authorized to submit timesheets in the supervisors’ absence, are both out?

A18. If the supervisor and the alternate are both absent, the timesheet can be pushed by the LC.

Q19. Is there a back-up for when the Internet is down?

A19. When the internet is down at the time that payroll is due, the Payroll Office will follow the same process that is currently followed when they do not have the timesheets. They will still pay the employees and adjustments (if needed) will be done by the LC when the system is back up.

Q20. In cases of “Call back pay” how does the employee put it on the e-timesheet since there is also attached documentation that will need to be submitted? Similarly, how does it work in the case of documented sick notes that should be accompanying the timesheet?
MD TIME (eTIMESHEET) GENERAL FAQs

A20. In the case of “Call back pay”, the employee must input in the “notes” section all hours/times worked on “callback” with the totals, print and attach to the signed approved overtime form with “Callback Pay” written in the justification and forward to the Payroll Office for processing. To forward documented sick notes, print timesheet that was submitted to supervisor with documented sick days, attach note, and forward to mtisdale@bccc.edu or arutah@bccc.edu in the Office of Human Resources via scan and e-mail, fax (410-209-6096) or inter-office mail on the date that timesheets are due to ensure timely processing of leave.

Q21. Do I still need to submit a form for paid overtime? How do I submit it?

A21. Yes, a form is still required for paid overtime. The Cash Overtime Eligible employee must enter the overtime hours on timesheet for the date earned, print his/her timesheet and attach the signed/approved paid overtime form and forward to the Payroll Office for processing.

Q22. Can I leave my timesheet open on my desk top?

A22. No. In order for the application to function properly it must be completely closed out daily.