

BCC TIME

To better enhance the City's transparency and resource tracking and reporting, City employees will track time spent on Boards, Commissions, and Committees (BCCs).

Who

Anyone with any involvement for a Board, Commission, or Committee.

What

Time to be included will be:

- Meeting preparation (packet preparation, agenda development)
- Minutes
- Pre-meetings with BCC members
- Work products requested by BCC
- Attendance at BCC meetings (whether as committee staff or subject matter experts)
- Meeting support (virtual meeting IT support)

When

Record this time on the day it occurred.

Where

In the time keeping system that your department uses.

Why

Improve responsible reporting using resources to include BCC time.

How

Pay code 180 - ADDITIONAL HOURS NO PAY will record the time only.


- Enter the BCC code in the comment field – see list.
- If you use ESS and do not have the 180 pay code available, please email payroll@cityofmadison.com and ask to have it added.
- Please see your agency payroll clerk if you have questions about how to record this for your specific time entry method.

Employee Self Service (ESS) website: <https://ess.cityofmadison.com/ess/>

Username = Munis ID# found in upper left corner of check stub, or ask your Payroll Clerk

Password = First time you log in will be the last four digits of your SSN.

If you need assistance resetting your password, contact the City IT Dept. at 608-266-4193.

Hint:  This symbol in the top right corner has "How-To" notes for various ESS functions.

BCC TIME ABBREVIATIONS

Boards, Commissions and Committees	Comment/Note Field
AFFIRMATIVE ACTION COMMISSION	AAC
ALCOHOL LICENSE REVIEW COMMITTEE	ALRC
CITY-COUNTY HOMELESS ISSUES COMMITTEE	Homeless Issues Committee
CITY-COUNTY LIAISON COMMITTEE	CC Liaison
COMMITTEE ON AGING	Aging Committee
COMMITTEE ON EMPLOYEE RELATIONS	CER
COMMITTEE ON SWEATFREE PURCHASES	SWPC
COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE	CDBG Committee
COMMUNITY SERVICES COMMITTEE	Community Services Committee
DISABILITY RIGHTS COMMISSION	DRC
DOWNTOWN COORDINATING COMMITTEE	DCC
EARLY CHILDHOOD CARE AND EDUCATION COMMITTEE	Early Childhood Committee
ECONOMIC DEVELOPMENT COMMITTEE	EDC
EDUCATION COMMITTEE	Education Committee
EQUAL OPPORTUNITIES COMMISSION	EOC
ERLANGER CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE	Erlanger
ETHICS BOARD	Ethics
HOUSING STRATEGY COMMITTEE	Housing Strategy
LANDLORD AND TENANT ISSUES COMMITTEE	Landlord/Tenant
LANDMARKS COMMISSION	LC
MADISON ARTS COMMISSION	MAC
MADISON FOOD POLICY COUNCIL	Food Policy
POLICE CIVILIAN OVERSIGHT BOARD	PCOB
SISTER CITY COLLABORATION COMMITTEE	Sister City
STREET USE STAFF COMMISSION	Street Use
SUSTAINABLE MADISON COMMITTEE	SMC
TRANSPORTATION COMMISSION	TC
TRANSPORTATION POLICY AND PLANNING BOARD	TPPB
URBAN DESIGN COMMISSION	UDC
VENDING OVERSIGHT COMMITTEE	Vending