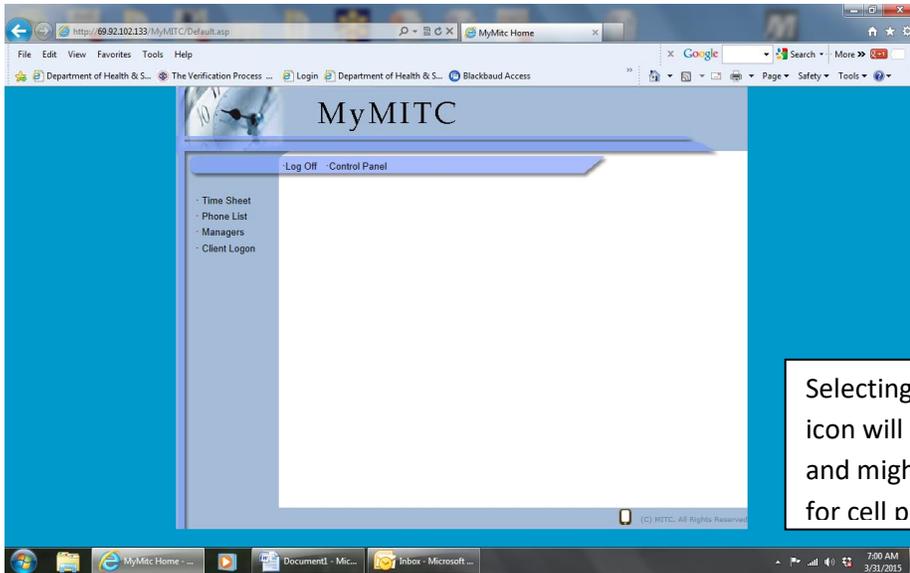


# MyMITC for the Web

Go to: <http://192.168.1.10/mymitc/>

Or if outside the CVA network: <http://67.60.105.145/mymitc>

You may access this link and others from our Chariton Valley Website [www.charitonvalley.org](http://www.charitonvalley.org)



- You will be asked to login when you attempt to access a link.
- Initially your login and password will both be your 4-digit employee ID number.
- The first time you login you will be prompted to change your password.
- To change your password go to “Control Panel” at the top of the page. You should change your password immediately. If you forget your password, call the office for a reset.
- Save this page to your home screen on your mobile phone or you may continue to access the link located on our website at [charitonvalley.org/employee](http://charitonvalley.org/employee) links

From this page all employees will be able to access their timesheet, view time records, request changes, request time off, and look at needed trainings and time off benefits. Managers will be able to view employee phone numbers and see if they are clocked in to assist with staffing emergencies, create messages, approve timesheets and requests for days off, and run reports.

## Time Sheet

MyMITC

Log Off Control Panel

Good Morning Friends!! [Delete Message](#)

Go to: 3/1/2015

Server Time: 7:06:52 AM

Sunday Mar 1st	Mon 2nd	Tue 3rd	Wed 4th	Thr 5th	Fri 6th	Sat 7th
0h	8h & 8m	7h & 41m	9h & 1m	8h & 9m	9h & 5m	0h
Total = 42h & 4m						
Sunday Mar 8th	Mon 9th	Tue 10th	Wed 11th	Thr 12th	Fri 13th	Sat 14th
0h	0h	0h	0h	0h	0h	0h
Total = 0h						
Sunday Mar 15th	Mon 16th	Tue 17th	Wed 18th	Thr 19th	Fri 20th	Sat 21st
0h	9h	9h & 3m	9h	10h	P 8h & 45m	0h
Total = 45h & 48m						
Sunday Mar 22nd	Mon 23rd	Tue 24th	Wed 25th	Thr 26th	Fri 27th	Sat 28th
0h	0h	P 8h	P 8h	P 8h	0h	0h
Total = 24h						

The key at the bottom of the screen explains the colors (red indicates need for correction, orange pending approval)

Your Time Sheet can also be accessed by selecting timesheet at the left. Here you can view your time and have the option of date selection. Data entry errors are flagged in red as well as those entries which are pending approval. If you have made an error and would like to request an update, you can do so by selecting the date of clock in and submitting a change.

Once the date has been selected you will go to a screen that looks like this:

MyMITC

Log Off Control Panel

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3/24/2015

[Back to Timesheet](#)

> [Add an Attendance Record](#)

> [View request history](#)

After Requested Changes:

Job	IN	OUT	Total
900	H7.45.00 AM	Till H11.45.00 AM	4h
900	H1.00.00 PM	Till H5.00.00 PM	4h
Total			8h

This report was generated on 3/31/2015 for Marcy, Palermo

Here you are able to add or delete records or view the history of the record.

Common errors to be aware of:

- Failure to clock out/in for lunch
- Logging in to one job and out of another

When changes are made, you will be asked to leave a message explaining why. This will normally be very brief. All changes will need to be approved by a supervisor.

## Training

By selecting the “My Training” option you can view your trainings. Trainings that are listed in yellow will expire in 30 days or less. Trainings in red have already expired. **Contact your supervisor immediately if any trainings need attention.** **You will not be able to work if any DMH required trainings or documentation have lapsed.**

**You will receive a message when clocking in to alert you to any expired licenses or skills as well (driver’s license, diploma, insurance, nurse’s license).** **You must contact your supervisor if you are receiving one of these messages to find out what you need to do.**

## My Calendar

Full time employees will request vacation days and enter sick days using the calendar. Select the date using your mouse or touch screen. A window will open and ask you to select Vacation or Sick. Managers will approve all sick and vacation days. Sick and Vacation Days can be viewed by selecting the “My Benefits” Tab on the main menu.

MyMITC

· Log Off · Control Panel

· Clock In/Out  
· Time Sheet  
· My Benefits  
· My Training  
· My Calendar  
· Phone List  
· Managers

Good Morning Friends!! [Delete Message](#)

Select a day to request benefits.

January 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31 8 Hours	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[Calendar Link](#)

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