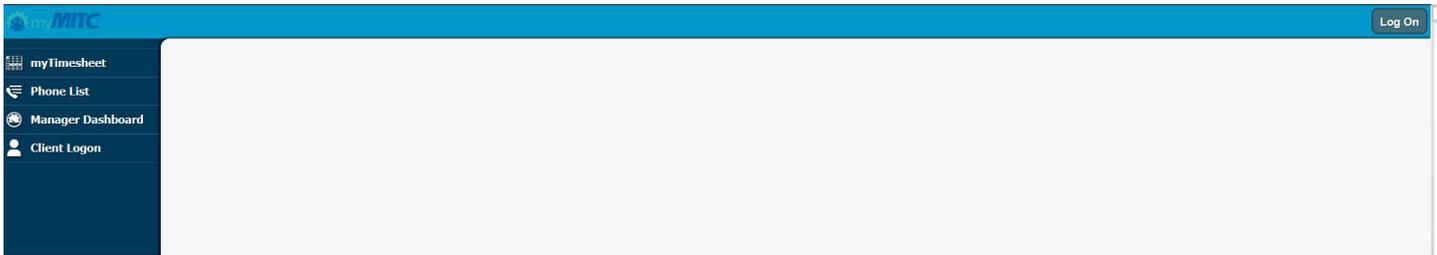




MyMITC for the Web

Go to: <http://mitc.charitonvalley.org>

You may access this link and others on the Employee links tab at 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 “my profile” 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 links](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, view their schedule, look at needed trainings, and time off benefits. Managers will be able to view employee phone numbers, create and edit employee schedules, view if employees are clocked in to assist with staffing emergencies, create messages, approve timesheets and requests for days off, and run reports.

-Time Sheet

Select Date:
◀ 10/21/2017 ▶

Server Time: 3:32:07 PM

Saturday Oct 21st	Sun 22nd	Mon 23rd	Tue 24th	Wed 25th	Thu 26th	Fri 27th
0h	8h & 6m	8h & 6m	8h & 3m	7h & 40m	7h & 57m	0h

Total Hours: 39h & 52m

Saturday Oct 28th	Sun 29th	Mon 30th	Tue 31st	Wed 1st	Thu 2nd	Fri 3rd
0h	8h & 40m	7h & 59m	8h & 6m	8h & 4m	8h & 7m	0h

Total Hours: 40h & 56m

- Your record appears to be satisfactory.
- Your requested change has not been approved yet.
- Your record appears to have a problem.
- You are currently punched in or have completed an overnight shift.

This report was generated on 11/22/2017 for Curtis Mason.

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:

ADD ATTENDANCE RECORD

After Requested Changes:

Job PIN	ACT	IN	OUT	Total
900		H8:00:00 AM	H12:00:00 PM	4h
900		H12:45:00 PM	H5:00:00 PM	4h & 15m
Total:				8h & 15m

Type	Field	Changed From	Changed To	Note
<input type="checkbox"/> Add	Record Type Time Job Pin		In 8:00:00 AM 900	
<input type="checkbox"/> Add	Record Type Time Job Pin		Out 12:00:00 PM 900	
<input type="checkbox"/> Add	Record Type Time Job Pin		In 12:45:00 PM 900	
<input type="checkbox"/> Add	Record Type Time Job Pin		Out 5:00:00 PM 900	
<input type="checkbox"/> All				

Note:

APPROVE
CHECKED
REQUESTS
REJECT
CHECKED
REQUESTS

Attendance Log - Friday, November 24

ADD ATTENDANCE RECORD **VIEW REQUEST HISTORY**

After Requested Changes:

Job PIN	ACT	IN	OUT	Total
Total:				0h

Edit Record - Friday, November 24

Type: In Out

Time: PM

Job PIN:

Note:

RESET
SUBMIT

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.

Course Name	Completed	Expires	Note
Abuse and Neglect	1/5/2016	1/5/2018	
CPR	1/7/2016	1/7/2018	
Documentation	1/1/990	1/5/2017	
Ethics of Touch	1/1/990	7/5/2016	
First Aid	1/7/2016	1/7/2018	
HIPAA	1/5/2016	1/5/2017	
PBS	1/1/990	4/5/2016	
Understanding Developmental Disabilities	1/1/990	4/5/2016	
Universal Precautions	1/5/2016	1/5/2017	
Quality Outcomes	1/12/2016	No Expiration	

-My Calendar

Employees will view their schedule on the Mitc calendar. Full-Time employees can request vacation days and enter sick days using the calendar. Part-time employees will use the vacation request with 0 hours entered to request for unpaid days off. 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.



-Address, Phone, and password changes

Employees can update their personal information on Mitc by signing into their account, and clicking on the edit profile tab under their name in the upper right hand corner. Employees can also view their programs schedule, personal availability, and myMITC U for helpful how-to videos. Employees needing to change availability need to fill out an availability form and turn into their immediate supervisor for approval. Once approved it will be turned into the admin office to be updated in Mitc.

