



## MyMitc for Managers

### -Manager Dashboard

You will use this screen to check employees' time, approve timesheets, send messages, create or edit schedules, etc.

The Daily report should be ran frequently to check activity in the programs. Adjustments to employee timesheets can be made using this report.

Job PIN	Act	Date	IN	CID	Date	OUT	CID	Total
300 - ILSD	004-Community Specialist	11/20/2017	H11:00:00 AM	(888)888-8888	11/20/2017	12:45:05 PM	(660)341-8637	1h & 45m
300 - ILSD	***	11/21/2017	H7:30:00 AM	(888)888-8888	11/21/2017	3:08:44 PM	(660)341-8637	7h & 38m
300 - ILSD	***	11/22/2017	H8:00:00 AM	(660)341-8637	11/22/2017	H9:00:00 AM	(660)341-8637	1h
300 - ILSD	004-Community Specialist	11/22/2017	H9:01:00 AM	(660)341-8637	11/22/2017	10:32:16 AM	(660)341-8637	1h & 31m
300 - ILSD	***	11/22/2017	10:33:20 AM	(660)341-8637	11/22/2017	1:00:53 PM	(660)341-8637	2h & 27m
300 - ILSD	***	11/22/2017	H2:00:00 PM	(888)888-8888	11/22/2017	2:50:11 PM	(000)000-0000	50m
300 - ILSD	004-Community Specialist	11/22/2017	3:14:18 PM	(660)341-8637	11/22/2017	6:01:06 PM	(660)341-8637	2h & 47m
300 - ILSD	***	11/24/2017	7:29:58 AM	(660)341-8637	11/24/2017	2:15:48 PM	(660)341-8637	6h & 46m
11/18/2017 to 11/24/2017 Regular: 24h & 44m Other: 0h Total: 24h & 44m								
300 - ILSD	004-Community Specialist	11/27/2017	10:44:31 AM	(660)341-8637	11/27/2017	1:17:42 PM	(660)341-8637	2h & 33m
300 - ILSD	***	11/30/2017	7:31:45 AM	(660)341-8637				2h & 18m
11/25/2017 to 12/1/2017 Regular: 4h & 51m Other: 0h Total: 4h & 51m								

Errors and overtime are flagged in yellow. Approval requests are red. To make corrections, select employee name and proceed as you would when making changes to your own timesheet. It's important to check frequently to avoid a pile up of administrative errors. The longer the time lapses, the more likely we will be to forget what really happened.

### -Training & Eval Tracking

You are responsible for tracking all employee training and evaluations through MITC. The first time you login to the system in a 24 hour period, you will receive a notification that pops up and tells you if there are any trainings, skills, evals, or licenses that are going to expire. You can view employee training by going to Managers/Employees/Training:

Employee trainings in Red have expired. If the text is yellow they will expire in 30 days or less. This includes trainings that are required for employee raises.

When an employee has a certain amount of time to complete a one-time training, a place holder date will be inserted as the date taken field. Usually we would use 1/1/1990 as no employees on our roster would have been here at that time. Please see the example below:

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	1/1/2016	No Expiration	

This employee has 3 months from her hire date to complete PBS for example. She cannot work without it after 90 days. We must enter a “completed” date for the system to operate correctly. When this employee is 30 days away from her time limit which is 4/5/16, she will receive notification as will her supervisor.

Drivers’ License, Insurance, Diplomas, and Nurses’ Licenses can only be viewed on the employee record. This can be accessed by selecting employees under the managers tab and then select employees:

(IN) at 7:31AM

**Name:** Smith, John      **Phone No.:** 660-665-1111  
**Title:** DSP      **Location:**  
**Home Job:** 300 - ILSD      **Room:**  
[Timesheet](#) - [Calendar](#) - [Benefits](#) - [Training](#) - [Employee Restrictions](#)

**Employee Info**

**Employee Number:** 1111      **Manager:** Jennifer Lunsford Prof Manager  
**Employee Pin:** 1111      **Email Address:** example@gmail.com  
**Pay Cycle:** CVA Employees      **Classification:** Full  
**Department:** Ind. Living Skills Development      **Hire Date:** 4/4/2016  
**Home Job:** 300      **Weekly Std Hours:** 0  
**Review Date:** 4/4/2018 12:00:00 AM

**Skill 1:** 003 9/9/9999  
**Skill 2:** 002 1/30/2018  
**Skill 3:** 001 10/23/2023  
**Skill 4:** 005  
**Skill 5:**

Employee Address  
 Jobs Trained/Banned  
 Employee Documents

The definitions for skills are:

- 001 Drivers’ License
- 002 Insurance
- 003 Diploma
- 004 Nurses’ License

## -Mits Scheduling

To access Schedules, sign into mitc and click on manager dashboard. You will then see an option for staff and client schedules.

Below is a general overview (explanation) of the scheduling menus:

**Staff and Client Schedules**

- [Job Schedules](#) <---Shows in a list view by day or week, can add shifts and edit shifts as needed
- [Job Calendars](#) <---Shows in a visual view, displays month with shifts. Can fill open shifts and edit existing shifts
- [Weekly Schedules Report](#) <---Allows you to print/view weekly schedule. This also prints shift commits
- [Schedule vs. Attendance Report](#) <---Allows you to view what was scheduled, vs. was employee actually worked
- [Budget Summary Report](#)
- [Budget Summary Report \(Timecards\)](#)
- [Fill Open Schedules \(137, 1\)](#) <---Allows you to view open shifts in your program. See instructions below on how to do this
- [Roll Schedules Forward](#) <---Allows you to roll your "saved schedule or master" to the week of scheduling you are doing.
- [Edit Saved Schedules](#) <---Your master schedule. Use this to create shifts that are recurring. You should only do this one time and not changing it constantly. You will edit or fill shifts in job schedules or job calendars
- [Set Current Scheduling Period](#) <---Used to set the schedule availability. For example, if you wanted to create Decembers schedules, you would first need to come into this screen and make sure December is available for editing. You should not have to do this, as administration sets the scheduling availability times. If this is not done, you wont be able to view Decembers schedules in Job Schedules and Job Calendars, or be able to roll saved schedules for December.

## -Filling open shifts

There are several different ways to fill open shifts. To see if an employee has requested to work an open shift, you will get a notification to fill open schedules. In the example below, you have 74 shifts, and 1 person has requested to work a shift. You will click on fill open schedules, and view your open shifts. You will see a number notification on the available employee's icon. Click this and it will display the employee that requested the shift and you can approve or deny it.

**Staff and Client Schedules**

- [Job Schedules](#)
- [Job Calendars](#)
- [Weekly Schedules Report](#)
- [Schedule vs. Attendance Report](#)
- [Budget Summary Report](#)
- [Budget Summary Report \(Timecards\)](#)
- [Fill Open Schedules \(74, 1\)](#)



	Employee	Job	Location	DOW	Date	Shift	Time In	Time Out	Hours	Comment
  		101	RC	Wed	9/20/2017	5	7:00AM	3:00PM	8	

### **-Leaving Messages for Employees**

You may leave employee messages by going to Managers/Employees/Messages

You can create a mass message or message specific employees by following the easy instructions. These messages can only be viewed when the employee logs onto MyMitc. They will not be announced on the telephone.

### **-Phone List**

The phone list option on the main menu will give you access to your employees' phone numbers. You will be able to sort by either last name or first name. If you ever notice any inaccurate information, please report it to the office so we can update our records. Thank you!