Employee Time and Attendance Guide
MyMITC for the Web

Introduction

MyMITC for the Web is a web based interface for the Time and Attendance system used by CDD.

- **MyMITC Manager** – Allows managers to monitor attendance, manage schedules, fill open positions using search criteria, resolve exceptions, approve paid time off requests, approve payroll against schedule and budget, send employees text messages, and respond quickly to employee requests.

- **MyMITC Employee** – Enables employees to clock in, track attendance and schedules in real time, view schedules for their location, receive information on open shift positions, request changes to their timesheets, review information such as paid time off balances quickly and easily. They can request time off, receive training and other alerts, get text messages from managers and receive information relating to the organization.

Logging in to the system

1. Open a web browser and go to the CDD home page http://cddkc.org/. Click on Employee Work Center then MITC.
2. Review any general messages that appear on the main screen.
3. Click **Time Sheet** and a login request will appear.
4. The **first time** you log in your username is your **Employee ID** and your password is the last 4 digits of your **SSN**. After successfully logging in, the system will prompt you to create a new username and password of your choosing which will be used going forward.

Click on the [phone icon] at the bottom of the screen to view the mobile version MyMITC on your phone or tablet.

Change password / address

The control panel allows you to change your password and update some of your demographic information. Please take a moment to access Change Address and make sure your information is complete and correct.

Time Sheet

Clicking on the Time Sheet link brings up information related to time worked, paid time off requested, and whether there are any potential concerns (such as missed punches) based on the color coding at the bottom of the screen. You can change the pay period in view by clicking on the left and right arrows. By holding your mouse over the time on a particular day, you can see detailed time information. Total hours worked by week is provided directly below the details for each week. You will note in this example that P S, 2h & 30m is noted on Wednesday. This indicates this employee has requested 2.5 hours of sick time which is not yet approved. More information about paid time off appears later in this guide.

IF YOU SEE RED THERE IS A PROBLEM AND YOU NEED TO RESOLVE IT BY REQUESTING A LOG IN/OUT OR CONTACTING YOUR SUPERVISOR!

Go to:

Server Time: 4:43:32 PM   ◄   3/17/2013   ►

Sunday March 17	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0h	8h & 31m	8h & 32m	8h & 39m	8h & 33m	8h & 31m	0h

Total = 42h & 48m

Sunday March 24	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0h	8h & 33m	8h & 20m	5h & 49m P S, 2h & 30m	8h & 13m >	0h	0h

Total = 33h & 26m

8:24:53 AM to 12:58:43 PM
2:28:26 PM to 6:14:56 PM

■ Your record appears to be satisfactory.
■ Your requested change has not been approved yet.
■ Your record appears to have a problem.
■ You are currently logged in here and your record appears satisfactory.

If you find that time is incorrect, you may request changes by clicking on the underlined time information link, which will take you to another screen to make your request. All requested changes will be reviewed and approved by your supervisor. An example of a common change request is as follows.

| Type: | Log Out ▾ |
| | |

Example: 4:06:00

| Time: | 4:30 | PM ▾ |

| Job PIN #: | 009 - ADMIN ▾ |

Note:

Forgot to clock out.|

Reset   Submit

3/28/2013
Back to Timesheet
> Add a Call Record
> View request history
After Requested Changes:

Job	IN		OUT	Total
009	7:59:08 AM	Till	*****	*****
			Total	8h & 30m

In the example above, the employee requested to add a call record by clicking on Add a Call Record. The employee is then able to record if they need to add a record to Log In or Log Out, the time, the Job PIN (work location), and a note for their supervisor explaining the need for the change. **You must still complete a Time Adjustment Form for supervisor approval.**

My Benefits

The My Benefits link provides information related to employee available leave balances. The available column shows what was available as of the end of the last payroll processed. Requested Hours are those hours which have been requested for future pay periods. Note that Total Available hours do not include hours accrued in future pay periods. Note in this example the employee has not used their floating holiday yet.

	Available	Requested Hours	Total Available
Vacation	82h & 48m	0h	82h & 48m
Sick	68h & 12m	5h & 30m	62h & 42m
Personal	0h	0h	0h
Floating	8h	0h	8h

Calendar / Leave Request / Employee Schedule

Clicking on the My Calendar link provides the Employee Schedule, Paid Time Off information, and CDD recognized holidays. Paid Time Off information is color coded. Green means it has been approved. Orange means your supervisor has not yet approved your request.

Select a day to request benefits.

			September 2014 << >>			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 **Labor Day** 8 Hol / Floating Hours	2 9.5 Vacation Hours	3 9 Vacation Hours	4 9 Vacation Hours	5 2.5 Vacation Hours	6
7	8 003-Birch IN 6:00AM OUT 2:00PM	9 003-Birch IN 6:00AM OUT 2:00PM	10 003-Birch IN 6:00AM OUT 2:00PM	11 003-Birch IN 6:00AM OUT 2:00PM	12 003-Birch IN 6:00AM OUT 2:00PM	13
14	15 003-Birch IN 6:00AM OUT 2:00PM	16 003-Birch IN 6:00AM OUT 2:00PM	17 003-Birch IN 6:00AM OUT 2:00PM	18 003-Birch IN 6:00AM OUT 8:30AM 003-Birch IN 3:30PM OUT 10:00PM	19 003-Birch IN 6:00AM OUT 8:30AM	20
21	22 6 Sick Hours 003-Birch IN 6:00AM OUT 8:30AM	23 9 Sick Hours	24 9 Sick Hours	25 003-Birch IN 6:00AM OUT 8:30AM 003-Birch IN 3:30PM OUT 10:00PM	26 003-Birch IN 6:00AM OUT 8:30AM	27
28	29 003-Birch IN 6:00AM OUT 8:30AM 003-Birch IN 2:00PM OUT 10:00PM	30 003-Birch IN 3:30PM OUT 10:00PM 003-Birch IN 6:00AM OUT 8:30AM	1 003-Birch IN 6:00AM OUT 8:30AM 003-Birch IN 3:30PM OUT 10:00PM	2 003-Birch IN 6:00AM OUT 8:30AM 003-Birch IN 3:30PM OUT 10:00PM	3 003-Birch IN 6:00AM OUT 8:30AM	4

Employees may request time off by clicking the link for the day of the request. The following screen appears. All requests must be approved by the supervisor and **a leave request form should still be completed.**

Date: 3/28/2013

Type: Sick ▼

Number of hours: 2

Note: Dr Appt 1pm-3pm

[Submit] [Reset]

Training

Clicking on My Training provides information related to employee training. Expiration dates are color coded to indicate if training has expired, will expire soon, or is in good standing. Holding the mouse pointer over the yellow box provides additional information.

Can drive CDD vehicles	3/15/2011	2/3/2018	
Can Drive personal vehicle for CDD	9/28/2012	3/28/2013	
CPR	4/18/2011	4/18/2013	
First Aid	4/19/2010	4/19/2013	
Med Administration	7/11/2012	7/11/2014	
Orientation	3/22/2011	No Expiration	

Ins Expires 03/28/13

Finding open shifts

Employees may find available shifts by clicking on the Control Panel, then Open Schedules, and selecting your desired criteria.

Back

Select Dates, Start Date 09/25/14   End Date 09/26/14

Select a Job, 014 - Summit ▼ [Go]

Job	Location	Date	Day OF Week	Time In	Time Out	Position/Comment
014	Summit	9/25/2014	Thursday	3:00:00 PM	11:00:00 PM	DRIVER