




## EMPLOYEE TRAINING GUIDE

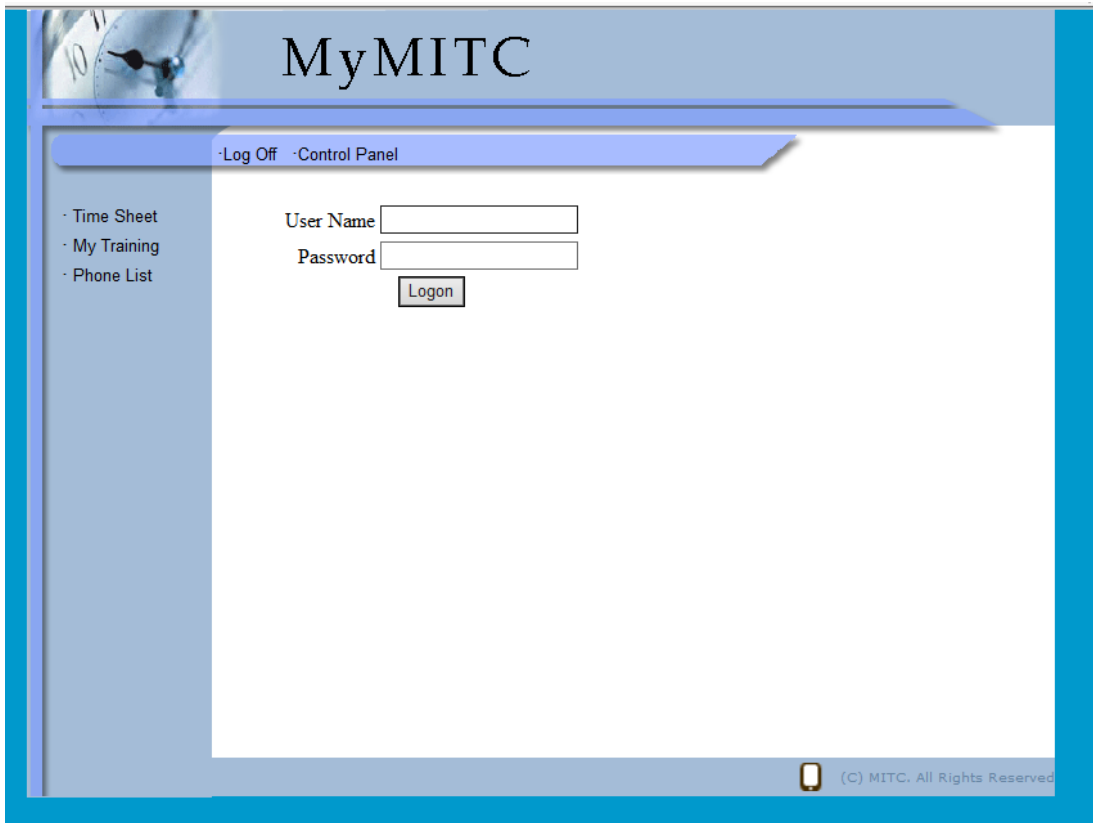
### MyMITC for the Web


#### **INTRODUCTION**

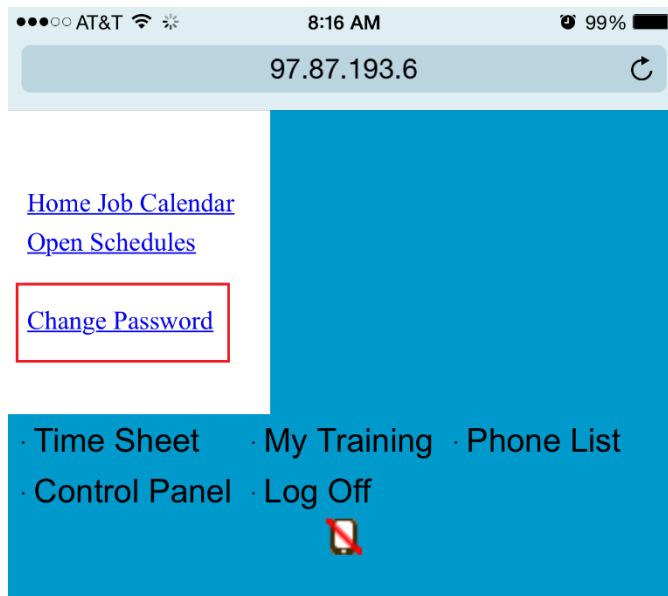
MyMITC for the Web is a web based program that allows employees to view their schedules in real time, see open shifts, check their timesheets, and fill out payroll correction forms from your cell phone, tablet or you computer.

#### **LOGGING IN TO THE SYSTEM**

1. Go to: [www.swimpropool.com](http://www.swimpropool.com)
2. Click on Employee Login
3. Enter password: summer18
4. Click on 
5. This will take you to a log in page that looks like this:

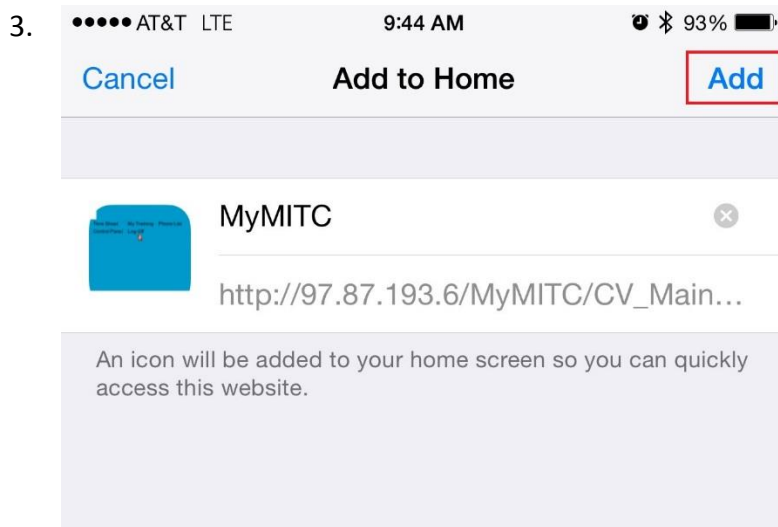
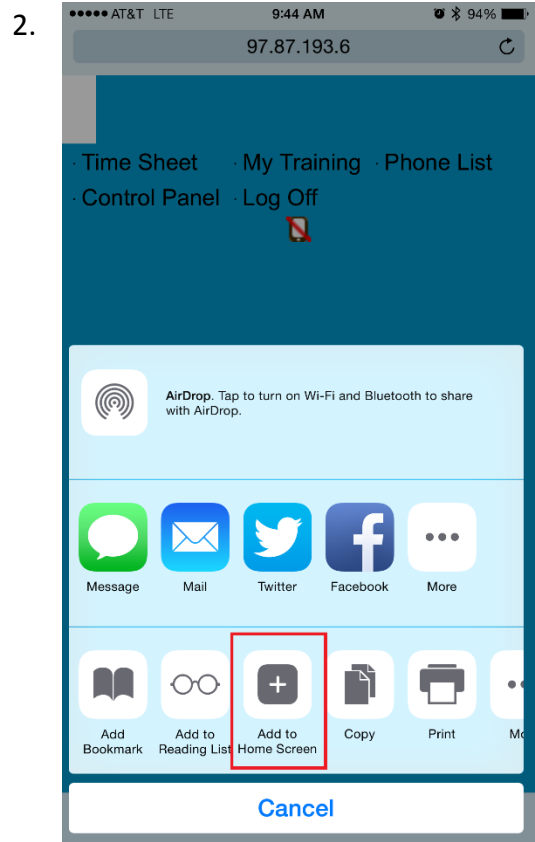
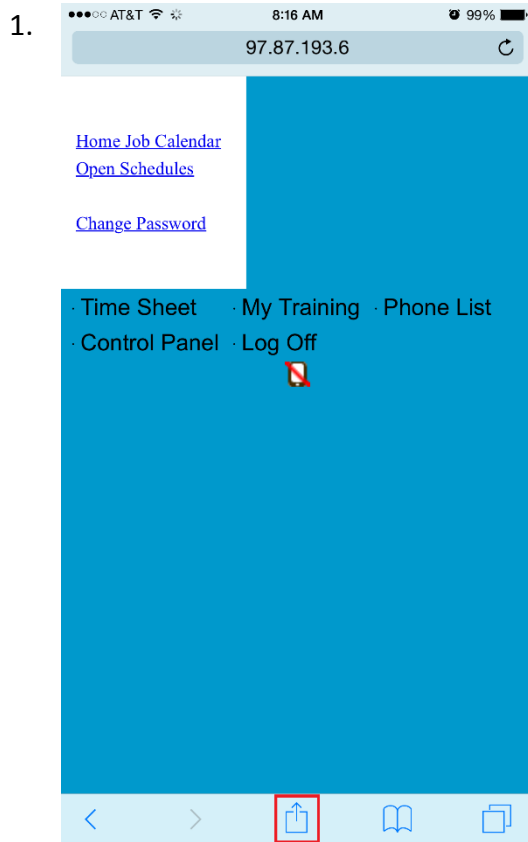
A screenshot of the MyMITC web application's login page. The page has a blue header with a clock icon on the left and the text "MyMITC" in the center. Below the header is a navigation bar with "Log Off" and "Control Panel" links. On the left side, there is a vertical menu with links for "Time Sheet", "My Training", and "Phone List". The main content area contains a login form with two input fields: "User Name" and "Password", followed by a "Logon" button. At the bottom right of the page, there is a small icon of a mobile phone and the text "(C) MITC. All Rights Reserved".

6. Click on the  at the bottom of the screen to view the mobile version of MyMITC on your phone or tablet.
7. The first time you log in:  
Username – your 4 digit employee PIN number  
Password – same 4 digit employee PIN number
8. Click on Change Password  
Enter Old Password – your employee PIN number  
Enter New Password – enter at least 6 characters  
Confirm New Password  
Click Save



9. If you are a previous employee and this is not your first time logging into myMITC:  
Username- your 4 digit employee PIN number  
Password- summer18

10. Save this website to your home screen on your cell phone for fast and easy access.



**TIME SHEETS**

Click on Time Sheet

Go to:

Server Time: 2:08:39 PM

◀ 2/16/2015 ▶

Monday Feb 16th	Tue 17th	Wed 18th	Thr 19th	Fri 20th	Sat 21st	Sun 22nd
<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>

Total = 0h

Monday Feb 23rd	Tue 24th	Wed 25th	Thr 26th	Fri 27th	Sat 28th	Sun 1st
<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	-

Total = 0h

- 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.

From the Time Sheet screen, the current pay period pops up. This page shows information related to time worked and if there are any potential concerns (such as missed clock ins or outs) based on the color coding at the bottom of the screen.

If you find that a time is incorrect, you may request changes by clicking on the underlined time information link, which will take you to another screen (see below) to make your request. All requested changes will be reviewed and approved by your supervisor.

3/2/2015

[Back to Timesheet](#)

> [Add an Attendance Record](#)

> [View request history](#)

After Requested Changes:

Job	IN	OUT	Total
700	<u>H12:00:00</u> PM	Till *****	*****
Total			0h

Click on the > Add an Attendance Record and this screen will pop up:

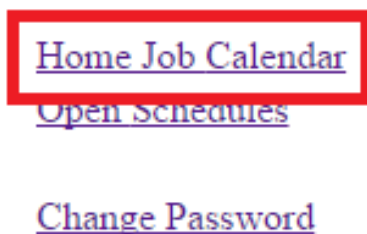
Type: In <input type="radio"/> Out <input checked="" type="radio"/>
Time: <input type="text" value="5:00:00 PM"/> <input checked="" type="checkbox"/> PM
Job PIN: <input type="text" value="600 - WESTMINSTER CHRI:"/>
Note: <input type="text" value="Forgot to clock out"/>
<input type="button" value="Reset"/> <input type="button" value="Submit"/>

From this screen you are able to record a clock in or out, add your Job PIN, and add a note for your Supervisor explaining the need to change. After you have made the appropriate corrections, press Submit. Your request will be sent to your Supervisor for their review and approval.

Timesheet correction requests will need to be made within forty-eight (48) hours. If not received in time, you correction may not be processed until the next pay period. Contact your Supervisor for more information.

### **SCHEDULES**

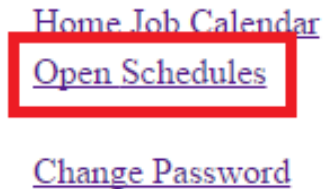
Checking your Schedule – to view your schedule, click on the Control Panel and then on Home Job Calendar.



The Home Job Calendar displayed will be your schedule for your home pool.

## OPEN SHIFTS

Employees can find available shifts by clicking on the Control Panel, then Open Schedules.



View open shifts by selecting a specific date range and/or job.

[> Back](#)

Select Dates, Start Date  End Date

Select a Job,

## FAQ

What is MyMITC?

- A. MyMITC is a web based program that allows employees to view their schedules, see open shifts and check their timesheets.

I forgot my username and/or password, what can I do to reset it?

- A. Please send an email to [contactus@swimpropool.com](mailto:contactus@swimpropool.com) with your name, PIN number and your request to reset your username and/or password.

I accidentally clocked in to the wrong job PIN. How can I fix my job PIN?

- A. Go onto MyMITC, under Timesheets and click on your clock in time. There you can change the job PIN to the correct one for your Supervisor to approve.

I accidentally clocked in again and it should have been a clock out. How can I change it to a clock out?

- A. Simply go to MyMITC and click on the blue time that should have been a clock out and change type to out instead of in. Your Supervisor will review your changes.