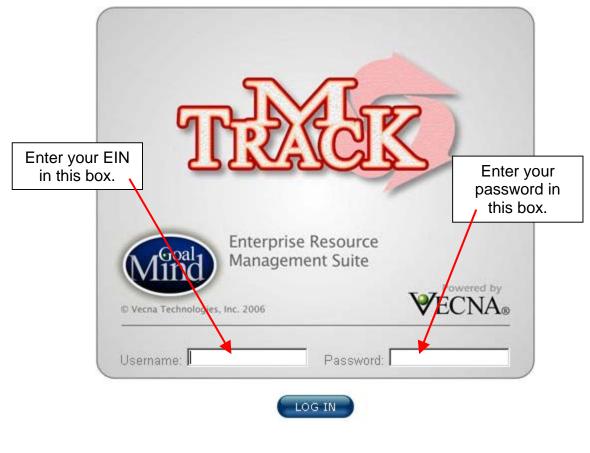
Logging In

1. Using your EIN and the password that will be e-mailed to you in approx 2 weeks. Please log your hours manually until you can log in.



- 2. Change your password.
 Use password rules.
 See page 11 in the training guide.
- 3. After reading the mTrack Security Notice, click on accept.



- 4. On your mTrack Home Page, check for any messages.
- 5. On the upper right hand corner click on My Profile. My Profile

6. Confirm your account information is correct.

Account Inform	ation		
Last Name	WIEDECKER	First Name	MICHAEL
Address	1234 Fifth Street	SSN	*****7043
	CORDORUS TOWNSHIP Erehwon, MD 00000	Email Address	
Username	133197	Login allowed	true
Current password		Locked out	false
		Contractor	No
New password	(Leave blank to use existing password)	Roles	Timekeeper
Confirm password			

7. Confirm your employment information is correct.

Account Employment Biz Unit Proxies Template Codes Leave
--

Employment Informat	ion		
EIN	133197	Historical EINs	
State Service Date	1987-03-30	Earning Power Date	1987-03-30
Effective Termination Date		Termination Date	
Pin Number	900517 0	Employment Status	CW
Classification Code	6096	Classification Description	ADMINISTRATOR III
Grade	000	Step	00
Increment Month	0	Base Hours	40
Full Time/Part Time %	100	Overtime Indicator	
Hourly Rate	\$0.0	Biweekly Rate	\$0.0
Work Schedule	1	Essential?	false

8. Check your leave balance.



Disclaimer: mTrack[™] is not the authoritative source for up-to-date leave balance information. All leave-related information should be validated against the MDOT Payroll System.

Leave Type	Balance (hours)
Sick	1417.3
Annual	143.7
Compensatory	15.5
Cashcomp	0.0
Personal	24.0

Leave balance valid through 2006-09-26

Creating a Template

1. Click on the Template Tab and <u>create your template</u>.

NOTE TO TIMEKEEPRS: As timekeepers you can create templates for the employees where you are assigned as their timekeeper. 🚰 GoalMind: Employee Profile - Microsoft Inter Click on the black arrow next to the -**Employee Profile** employee field. **MICHAEL WIEDECKER, EIN:** Employee: WIEDECKER, MICHAEL Click on the employee name that you would like to create a template. ALFORD, DIANE Pro BISSER, JOHN Init BOWMAN, BRIAN FOWLER, TIMOTHY Follow the instructions below. GARNAVICH, MICHAEL GONZALEZ JR, MANUEL LIELY, DELORES MOORE, EDWARD WIEDECKER, MICHAEI

- Enter standard bi-weekly work schedule information:
 - In/Out times
 - Charge Codes
 - Work Hours
 - Remark Codes if necessary
 - Comments if necessary

See page 19, step 5 through page 21 step 15 of the training guide.

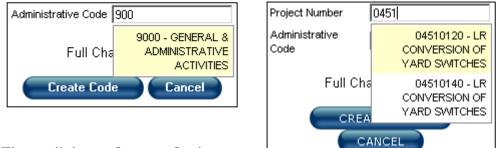
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Pay Hours Image: Code Image: Wed Image: Code Image: C	0	Work Low Dilow		Dayı	Day 2	Day J	Day 4	Day J	Dayo	Dayr				
Charge Code Wed © Thu © Fri © Sat © Sun © Mon © Tue © Total Class P/N Rem C Day 8 Day 9 Day 9 Day 10 Day 12 Day 13 Day 14	0		5											
Day 8 Day 9 Day 10 Day 11 Day 12 Day 13 Day 14														
Day 8 Day 9 10 11 Day 12 Day 13 14 Owner Work/Leave Hours Image: Comparison of the state o		Charge Code	િ	Wed 🖻	Thu 🖻	Fri 🖻	Sat 🗉	Sun 🗉	Mon 🗳	Tue 🖻	Total	Class	P/N	Rem S
Pay Hours Bi-weekly Work Hours				Day 8	Day 9			Day 12	Day 13					
Bi-weekly Work Hours	Θ	Work/Leave Hou	rs											
		Pay Hours												
Bi-weekly Pay Hours									Bi-week	ly Work	Hours			
									Bi-wee	kly Pay	Hours			

SAVE

- 2. To enter your in/out times click on the day of the week.
 - > The in/out time box appears.
 - Remember to click on the save icon after each time you enter your in/out times.
 - Click on the black arrow to move to the next day of the week.

♦Day 2

- Repeat these steps for the remaining days you normally work.
- When finished click on the close icon. Close
- Click on the blue save icon Save when all your in/out times are entered.
- The small clock icon next to each day of the week that you entered in/out times should be green.
- 3. To enter your charge codes click on the "Add Row" icon.
- 4. Then click on the "Charge Code Builder" icon.
- 5. Using the charge coed builder select the Administrative Code or Project Code you normally use.
 - > Remember, **DO NOT** type in the any codes.
 - Simply type the first 3 digits of the Administrative Code or Project Code and then click on the appropriate code from the list that appears.



- Then click on Create Code.
- 6. Select charge codes for both weeks.
 - > Click on the blue save icon when your charge codes are entered.



7. Enter your hours worked for each day of the week you work.

	Charge Code	20	Wed 🗳	Thu 🗳	🛛 Fri 🗳	Sat 🗉	Sun 🗉	Mon 🗳	Tue 🗳	Total	Class	P/N	Rem	2
			Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7					
0	9000 🕒		8.0	8.0	8.0	0.0	0.0	8.0	8.0	40.0		-	\odot	Œ
θ	Work/Leave Hours		8.0	8.0	8.0			8.0	8.0	40.0				
	Pay Hours		8.0	8.0	8.0			8.0	8.0	40.0				
_	Charge Code		Wed 🗳	Thu 🗳	Fri 🗳	Sat 🗉	Sun 🗉	Mon 🗳	Tue 🗉	Total	Class	РЛ	Rem	\mathcal{D}
			Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14				1	
0	9000 🕒		8.0	8.0	8.0	0.0	0.0	8.0	8.0	40.0		•	Ð	Ð
θ	Work/Leave Hours		8.0	8.0	8.0			8.0	8.0	40.0				
	Pay Hours		8.0	8.0	8.0			8.0	8.0	40.0				
							E	3i-weekļ	y Work I	Hours	80.0			
								Bi-wee	kly Pay I	Hours	80.0			

- Click on the blue save icon Save when your hours worked are entered.
- 8. Your template is now finished

Creating a Time Report

- 1. Click on "Show Menu". Show Menu
- 2. Click on "Time Report" and then click on "Manage".



3. Select the pay number you want to prepare a time report for by clicking on the "Prepare" icon.

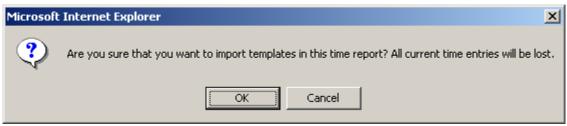
4 time periods found, displaying all time periods.										
Pay No.	Document No.	Action								
26 (2006-12-06 - 2006-12-19)		Open		0						
25 (2006-11-22 - 2006-12-05)	200625-133197-R-01	Submitted		00 💽						
24 (2006-11-08 - 2006-11-21)		Open		٢						
23 (2006-10-25 - 2006-11-07)		Created		P0 💽						

4 time periods found, displaying all time periods.

4. Click on the "Use Template" icon.



5. Click OK to import your template.



- 6. Click on the blue save icon Save
- 7. If your template was created correctly and there are no errors in your time report, you should see the following text.

Time Report successfully saved.



- 8. If you need to edit your time report because of:
 - Compensatory time earned
 - Holiday leave
 - Personal Day
 - > Annual Leave
 - Compensatory Leave
 - > Worked Holiday
 - ≻ Etc.

Do so now. Don't forget to change your in/out times accordingly.

- 9. After editing your time report click the Save icon.
- 10. If there is an error in you time report, you will see red sentences.

Time Report successfully saved.

- This time report has errors that will prevent it from being submitted, but it has still been saved.
- The in/out times (8.0 hours) and the charge times (0.0 hours) for Thu of week 1 do not match.
- You must enter 40 hours on week 1 of this time report.
- 11. Make any corrections as necessary then click the "Save" icon again.
- 12. Once your time report is saved **without** errors and your satisfied that the time report is correct, click on the "Submit" icon.
- **NOTE:** The submit icon will only be visible when MDOT payroll allows time reports to be submitted.

Approving Time Reports

1. Click on "Show Menu".



- 2. Click on "Approve". APPROVE
- 3. Select the employee's time report you want to approve by clicking on the "Approve" icon.
 - Remember, only time reports that have been submitted can be approved.
- 4. After checking the employee's time report and their leave balances and when you are satisfied the time report is correct, click on the "Approve" icon.
 - The employee's time report is now ready to be processed by MDOT payroll.

APPROVE

5. If you determine the time report needs to be rejected, click the small box next to the charge code or hours worked for the date/time you are rejecting.

Charge Code	<u>_</u>	Wed	09/14	<u> </u>		09/17			Total	Class	PIN	Ken
	_				09/10		09/18	09/19			_	
9230000 🗹		10.0	10.0	10.0		10.0			40.0			
Work/Leave Hours		10.0	10.0	10.0		10.0			40.0			
Pay Hours		10.0	10.0	10.0		10.0			40.0			
Charge Code	C	Wed 💷 🔲	Thu 🖬 📃	Fri 🛛 🗌	Sat 🗉	Sun 🖬 📃	Mon 🗉	Tue 😐	Total	Class	P/N	Rei
		09/20	09/21	09/22	09/23	09/24	09/25	09/26				
9230000 🗌		10.0	10.0	10.0		10.0			40.0			
Work/Leave Hours		10.0	10.0	10.0		10.0			40.0			
Pay Hours		10.0	10.0	10.0		10.0			40.0			
							Bi-wee	kly Work	Hours	80.0		
							Bi-we	ekly Pay	Hours	80.0		

Submitted by: MILLER JR, EDWIN (183000), October 9, 2006 (2322) Approved by: Certified by: ELEAVE REJECT PRINT

- 6. Click on the Reject icon.
- 7. Type your reason for rejection in the comments box.
 - > When typing your comments please be specific.
 - > This will help the employee know exactly what you want them to correct.
- 8. Notify your employee by phone or e-mail that they have a time report that needs correction.
- 9. Repeat these steps as necessary for the remainder of your employees.

MDOT TSO

Manual Biweekly Time Sheet

(To use until set up in mTrack - approx 2 weeks after start date)

Employee:

Pay period start date:

Pay period end date:

Day	Date	Start Time	Lunch Begin	Lunch End	End Time	Total Hours
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						