

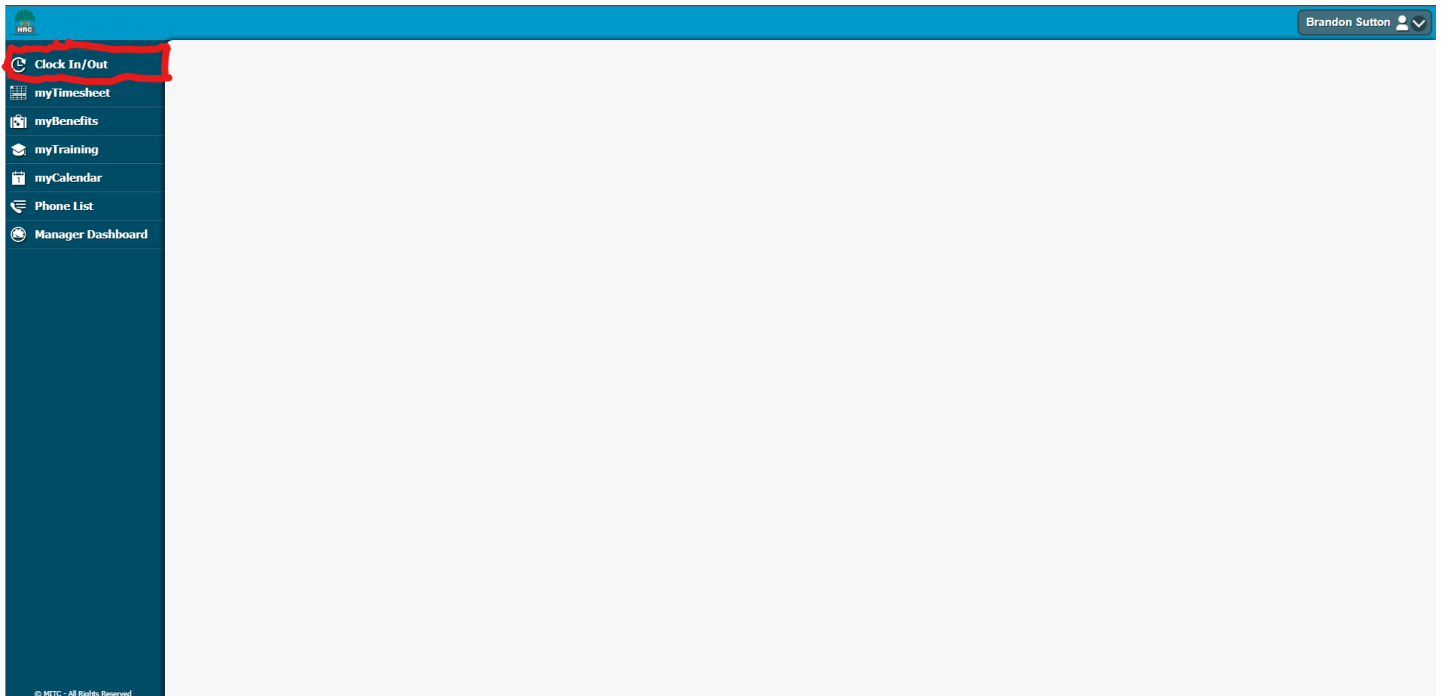
MITC: Clock In/Out with Web App

1) As with all MITC guides, ensure you're visiting the proper logon link:

<https://mitc.hrcinc.org:8080/MyMITC/2/newlogon.asp>

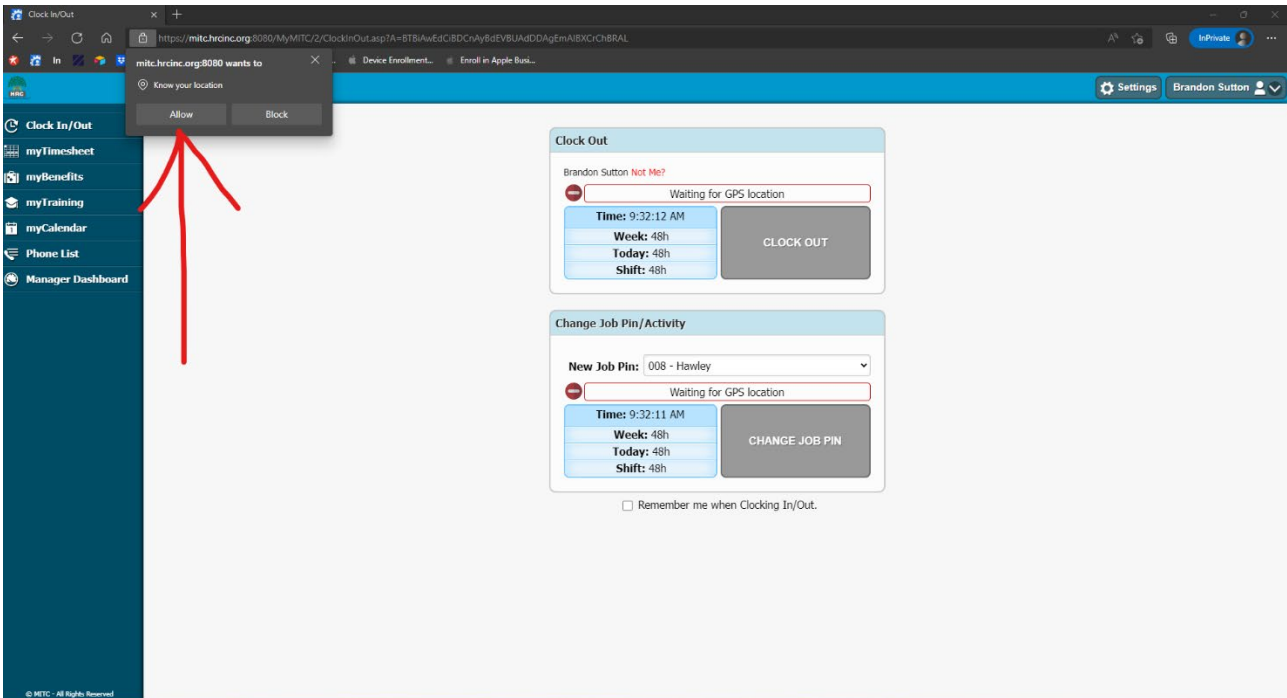
2) Sign-in (Contact IT if you need new credentials)

3) Click Clock In/Out button:

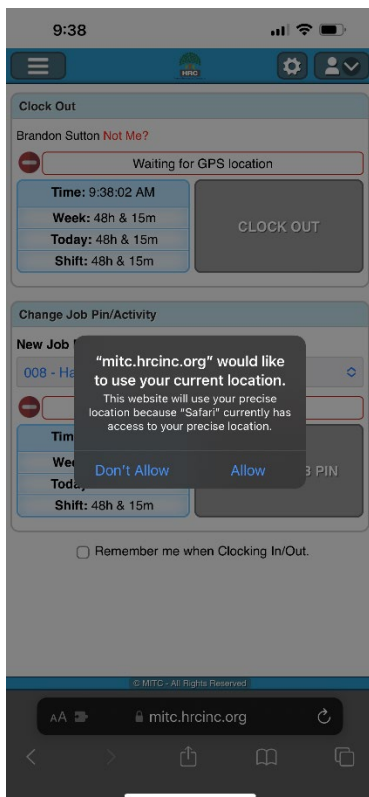


4) Clock In/Out **REQUIRES** location. Press “Allow” when prompted:

Example on PC:



Example on iPhone:



5) Job Pin should be automatically selected. If it's inaccurate, manually select from the list.

Clock In

Brandon Sutton **Not Me?**

Job Pin: 008 - Hawley

Time: 9:4

Week: 48

Today: 48

Shift

- R

001 - Forest City
004 - Beach Lake
008 - Hawley
012 - Honesdale House
100 - Honesdale VTC
101 - CMP VTC
102 - Pike Day
105 - Honesdale Day
108 - Church St
200 - LSW SE
300 - LSW Comm Living
350 - LSW Family Living
375 - Wayne AWC
400 - CMP Residential
500 - CMP SE
551 - 0551 Supervisory
561 - 0561 Admin
600 - CMP HBW
700 - CMP Family Living
900 - Honesdale LWS Trans

6) Click Clock-In.

Clock In

Brandon Sutton Not Me?

Job Pin: 008 - Hawley ▼

Time: 9:44:26 AM
Week: 48h & 15m
Today: 48h & 15m
Shift: 0h

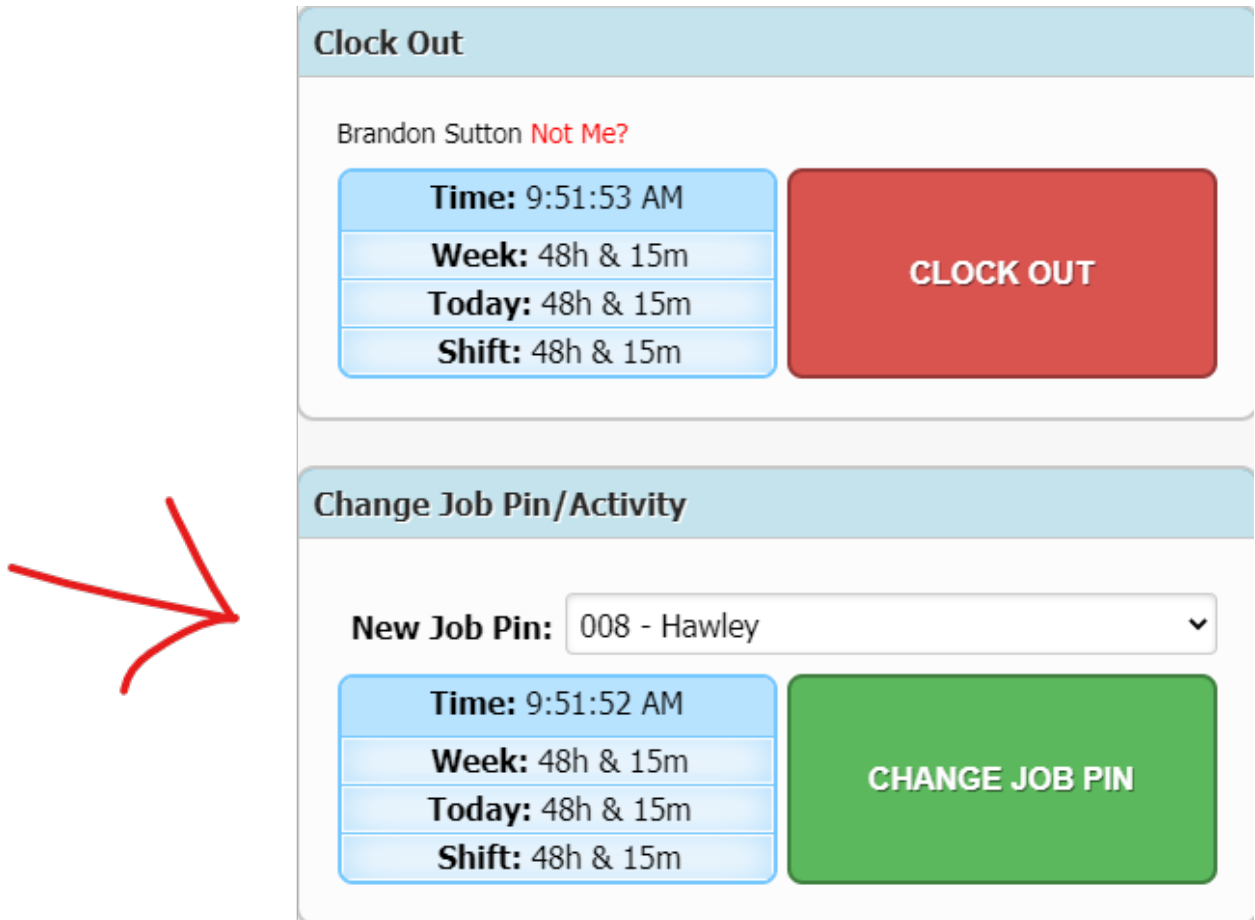
CLOCK IN

You are now clocked in.

Clock Out & Change Job PIN

1) Navigate to Clock In/Out Screen

If you are changing Job PIN, e.g., changing from 102 Pike Day to 901 Pike Transportation, then navigate to Change Job Pin/Activity box.



The screenshot displays two main sections. The top section, titled "Clock Out", shows the user's name "Brandon Sutton" with a "Not Me?" link. It includes a summary of work hours: Time: 9:51:53 AM, Week: 48h & 15m, Today: 48h & 15m, and Shift: 48h & 15m. A red "CLOCK OUT" button is positioned to the right. The bottom section, titled "Change Job Pin/Activity", features a "New Job Pin:" dropdown menu currently set to "008 - Hawley". It also shows the same work hour summary. A green "CHANGE JOB PIN" button is located to the right of the summary. A red arrow on the left side of the screen points towards the "Change Job Pin/Activity" section.

Select New Job Pin and Click “CHANGE JOB PIN”

You have now changed Jobs.

To Clock Out, Click the Red “CLOCK OUT” button

The image shows a mobile application interface with two main sections. The top section is titled "Clock Out" and displays the user's name "Brandon Sutton" with a "Not Me?" link. Below the name is a blue box containing time and shift information: "Time: 9:54:32 AM", "Week: 48h & 30m", "Today: 48h & 30m", and "Shift: 48h & 30m". To the right of this box is a large red button labeled "CLOCK OUT". A red arrow points to this button from the right side of the screen. The bottom section is titled "Change Job Pin/Activity" and features a "New Job Pin:" label followed by a dropdown menu showing "008 - Hawley". Below this is another blue box with the same time and shift information as the top section, and a large green button labeled "CHANGE JOB PIN".

It may seem unresponsive. Give it a few seconds and you will be clocked out.