

MITC: Submit PTO

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)

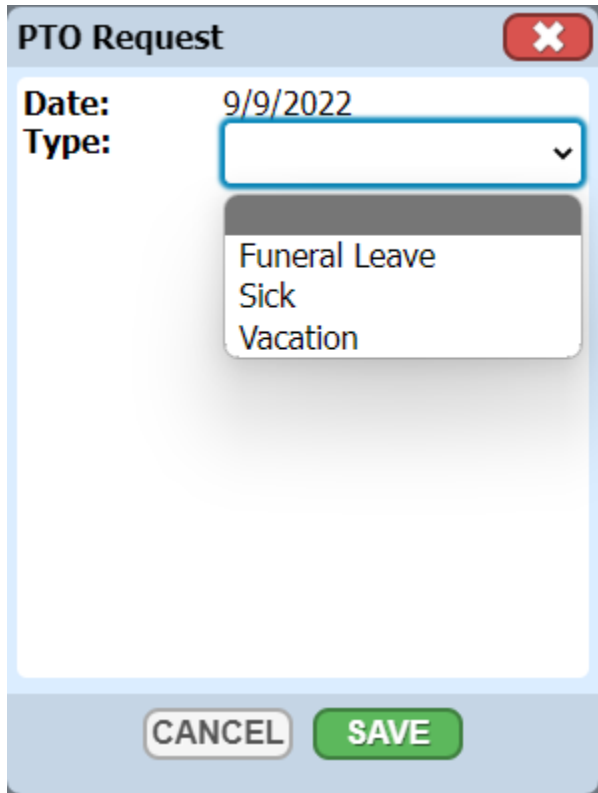
3) Click myCalendar (circled in red below):



4) For this example, let's schedule a vacation on Sep. 9. Click the respective date on the calendar.



5) Select "Type" for PTO – Funeral Leave, Sick, Vacation

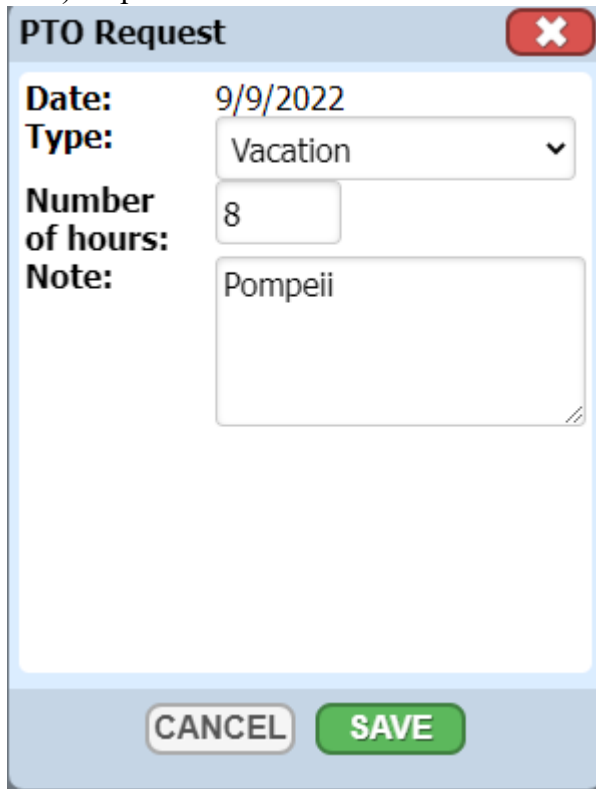


The image shows a software window titled "PTO Request" with a red close button in the top right corner. The window contains two input fields: "Date:" with the value "9/9/2022" and "Type:" with a dropdown menu. The dropdown menu is open, showing three options: "Funeral Leave", "Sick", and "Vacation". At the bottom of the window, there are two buttons: "CANCEL" and "SAVE".

Date:	9/9/2022
Type:	Funeral Leave Sick Vacation

CANCEL SAVE

6) Input amount of PTO hours and write a note:



The image shows a 'PTO Request' dialog box with a light blue header and a red close button in the top right corner. The form contains the following fields:

- Date:** 9/9/2022
- Type:** A dropdown menu with 'Vacation' selected and a downward arrow.
- Number of hours:** A text input field containing the number '8'.
- Note:** A text area containing the word 'Pompeii'.

At the bottom of the dialog box, there are two buttons: a white 'CANCEL' button and a green 'SAVE' button.

Click green "SAVE" button and your request is submitted!