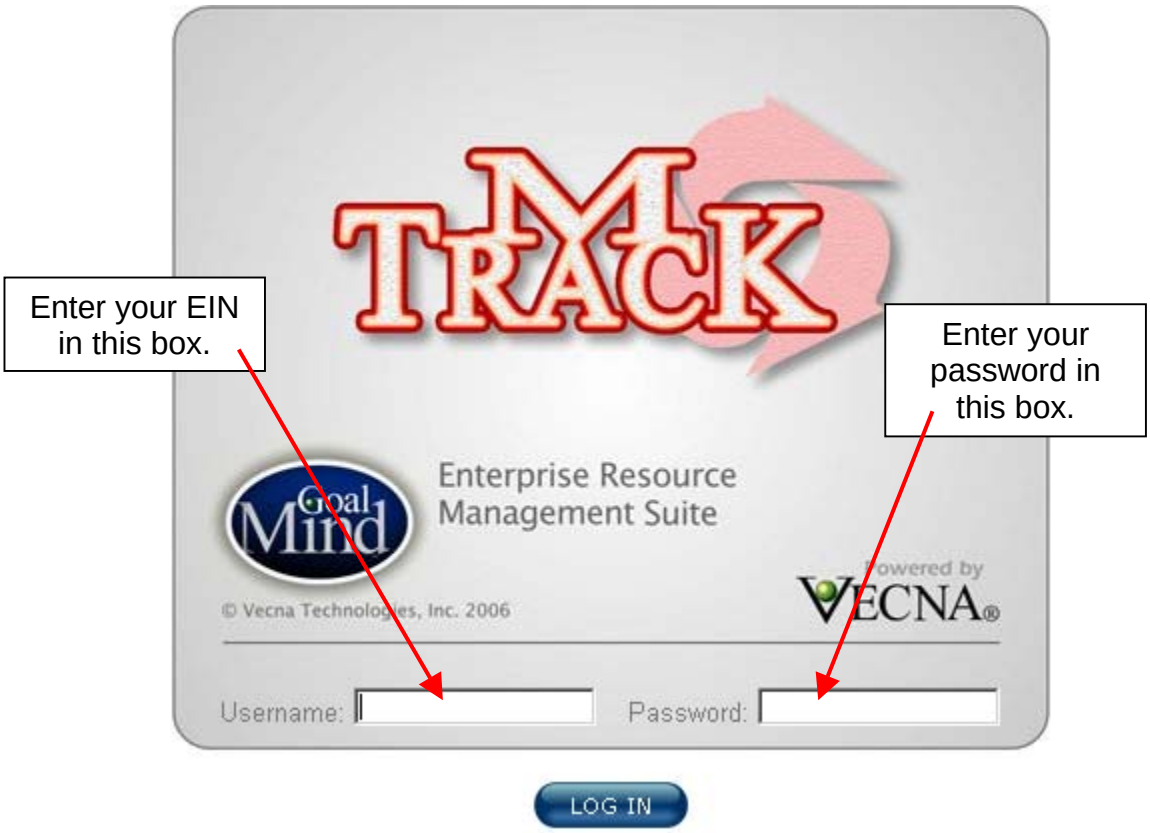
mTrack Quick Reference Guide

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.

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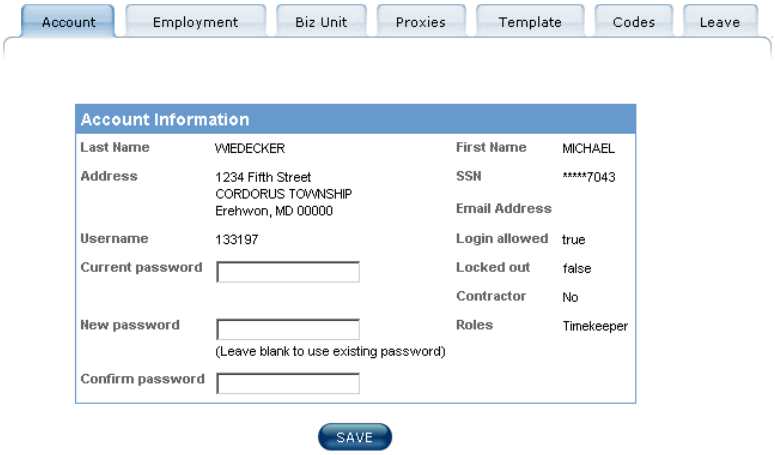
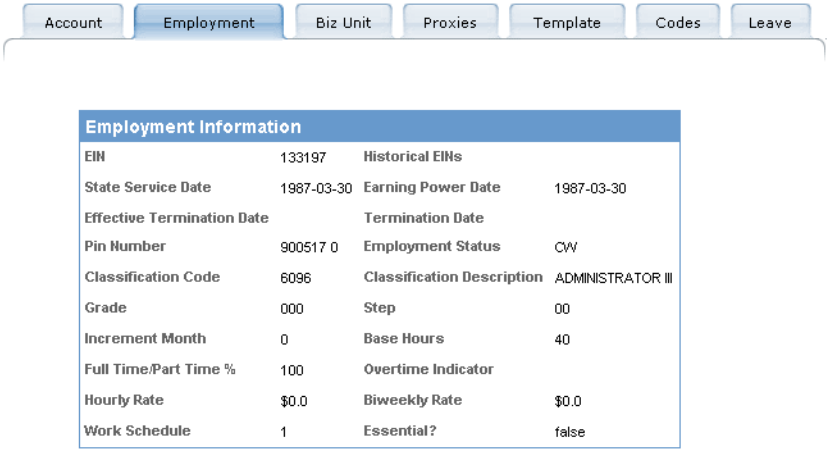
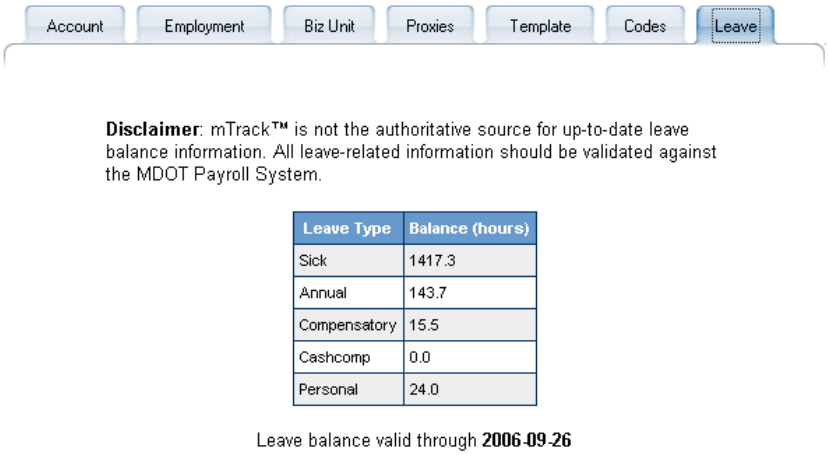
6. Confirm your account information is correct.



7. Confirm your employment information is correct.



8. Check your leave balance.



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Creating a Template

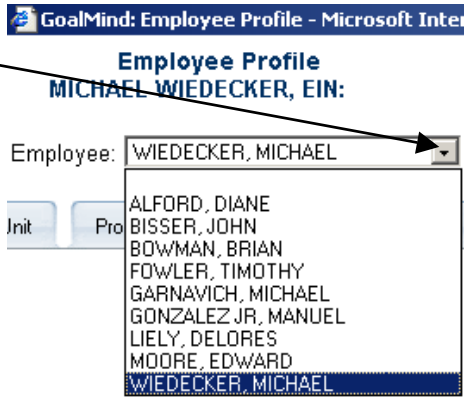
1. Click on the Template Tab and **create your template**.

NOTE TO TIMEKEEPRS: As timekeepers you can create templates for the employees where you are assigned as their timekeeper.

Click on the black arrow next to the employee field.

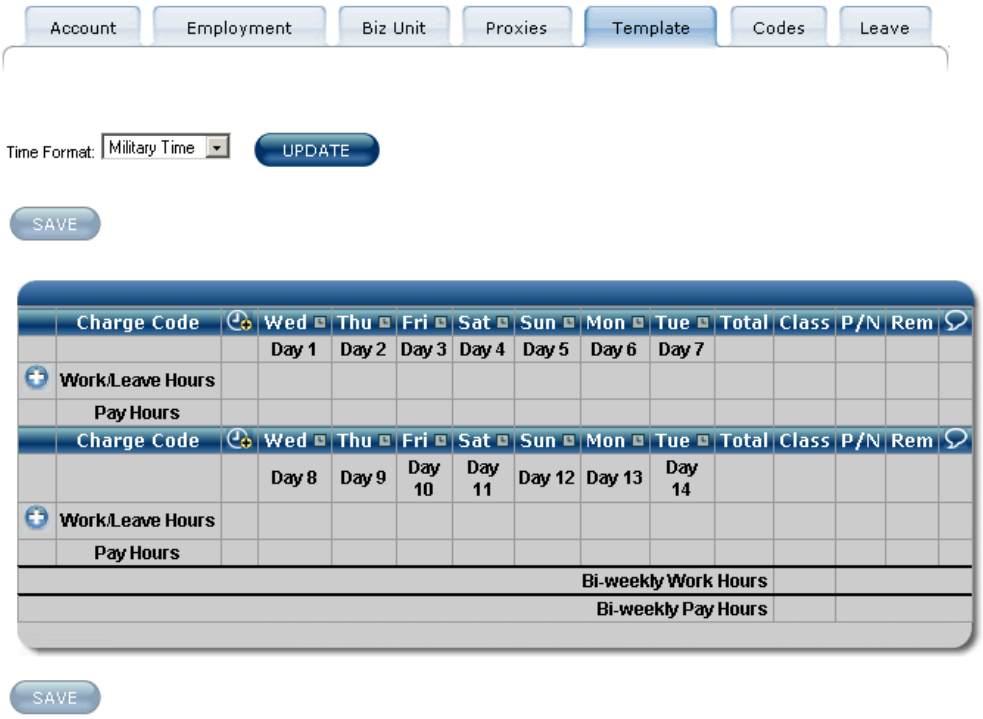
Click on the employee name that you would like to create a template.

Follow the instructions below.



- 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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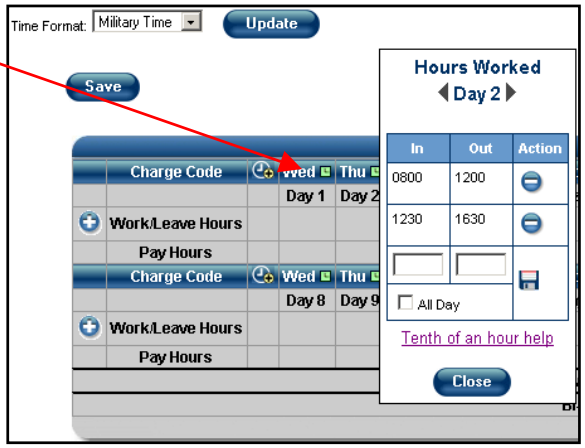
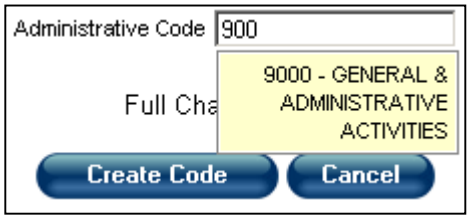
2. To enter your in/out times click on the day of the week.

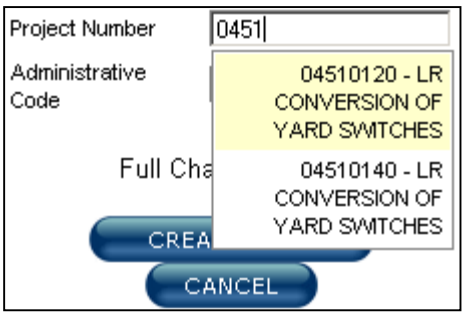


   - The in/out time box appears.
   - Remember to click on the save icon after each time you enter your in/out times.
   - Click on the black arrow to move to the next day of the week.

   - 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 Save when your charge codes are entered.

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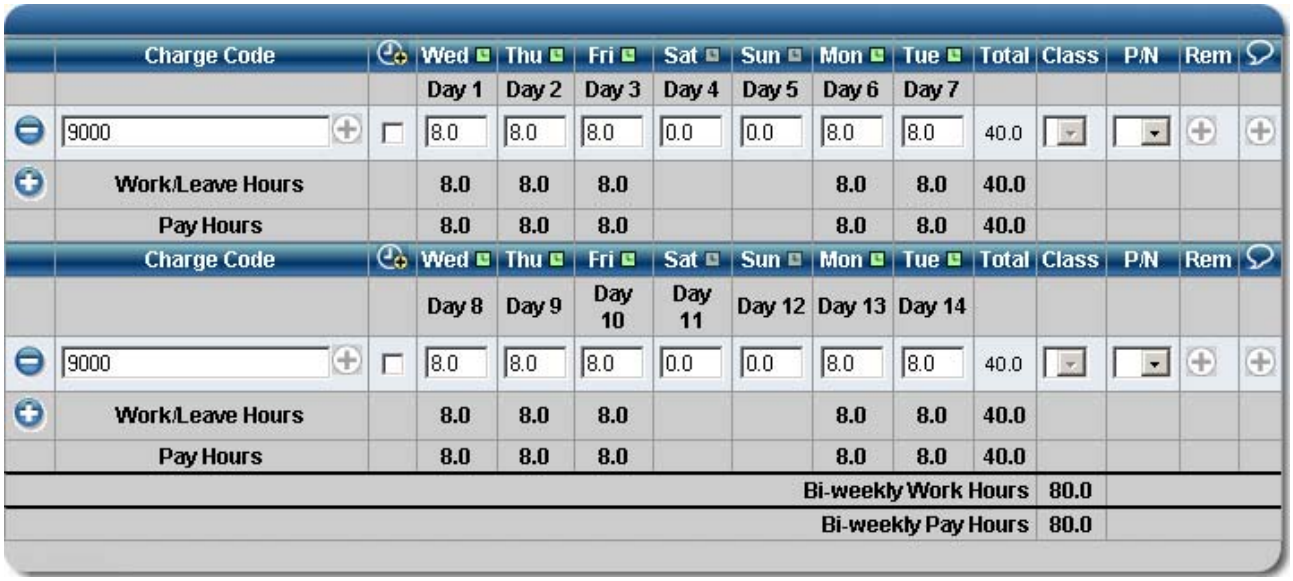
7. Enter your hours worked for each day of the week you work.



Charge Code		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total	Class	P/N	Rem
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7				
9000		8.0	8.0	8.0	0.0	0.0	8.0	8.0	40.0			
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	P/N	Rem
		Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14				
9000		8.0	8.0	8.0	0.0	0.0	8.0	8.0	40.0			
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			
									Bi-weekly Work Hours	80.0		
									Bi-weekly Pay Hours	80.0		

- Click on the blue save icon

when your hours worked are entered.

8. Your template is now finished

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Creating a Time Report

1. Click on “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.

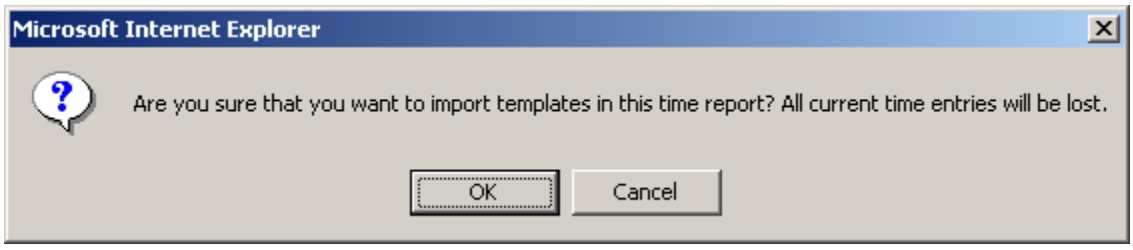
4 time periods found, displaying all time periods.

Pay No.	Document No.	Status	Processed	Action
26 (2006-12-06 - 2006-12-19)		Open		
25 (2006-11-22 - 2006-12-05)	200625-133197-R-01	Submitted		
24 (2006-11-08 - 2006-11-21)		Open		
23 (2006-10-25 - 2006-11-07)		Created		

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

.

7. If your template was created correctly and there are no errors in your time report, you should see the following text.

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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.

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Approving Time Reports

1. Click on “Show Menu”.

2. Click on “Approve”.

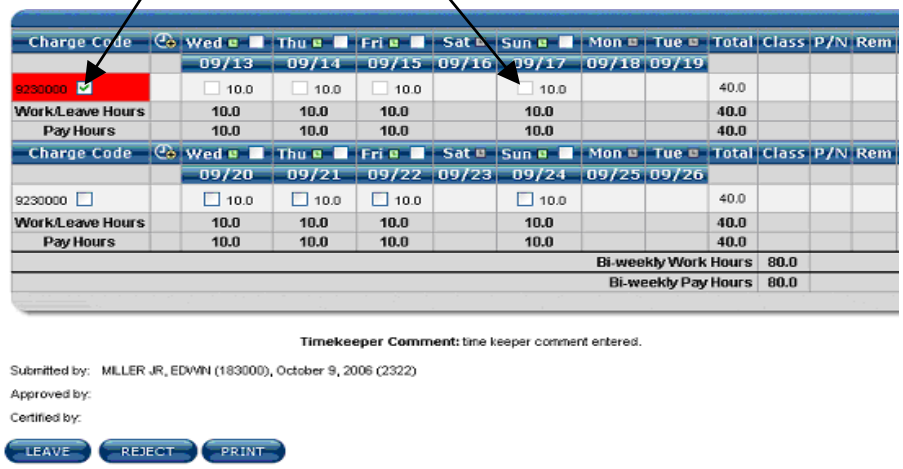
3. Select the employee’s time report you want to approve by clicking on the “Approve” icon.

   - 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.

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	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total	Class	P/N	Rem
	09/13	09/14	09/15	09/16	09/17	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	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total	Class	P/N	Rem
	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-weekly Work Hours		80.0		
							Bi-weekly Pay Hours		80.0		

Timekeeper Comment: time keeper comment entered.

Submitted by: MILLER JR, EDWIN (183000), October 9, 2006 (2322)

Approved by:

Certified by:

LEAVE 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						