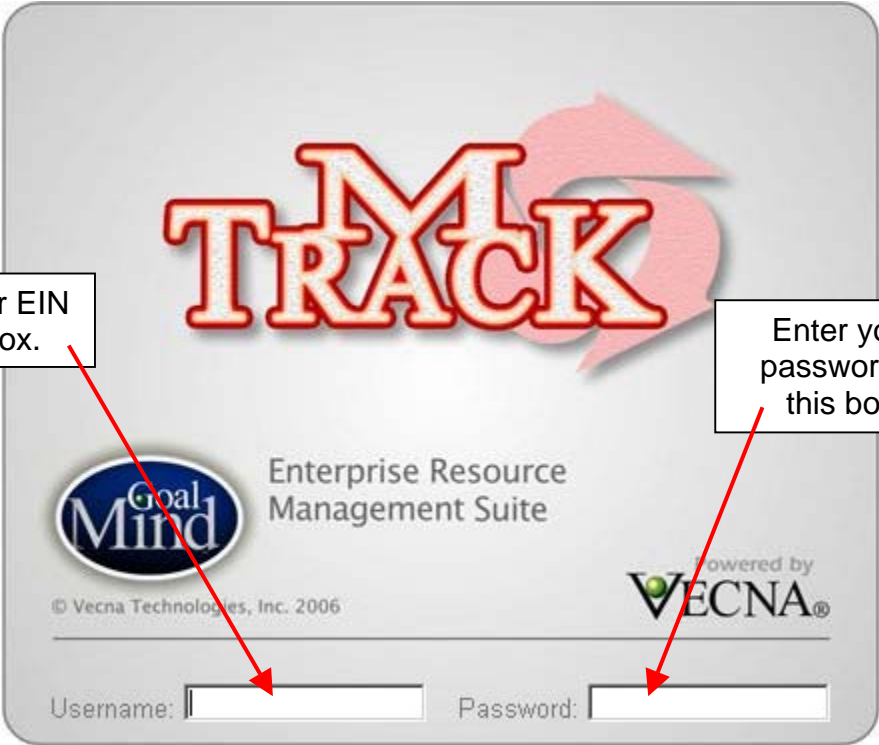


# mTrack Quick Reference Guide

## 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.



The login screen features the 'mTRACK' logo in large, stylized red and white letters at the top. Below it, the text 'Enterprise Resource Management Suite' is displayed. On the left is the 'Goal Mind' logo, and on the right is the 'powered by VECNA' logo. At the bottom, there are two input fields: 'Username:' and 'Password:'. A blue 'LOG IN' button is centered below the fields. Two callout boxes with red arrows point to the input fields: one on the left says 'Enter your EIN in this box.' and one on the right says 'Enter your password in this box.'

2. Change your password.

Use password rules.

See page 11 in the training guide.



The 'Change Password' form has a title 'Change Password' and a subtitle 'Please change your password.' It contains three input fields: 'Old Password:', 'New Password:', and 'New Password Confirmation:'. A blue 'CHANGE PASSWORD' button is located at the bottom of the form.

3. After reading the mTrack Security Notice, click on accept.

**ACCEPT**

4. On your mTrack Home Page, check for any messages.

5. On the upper right hand corner click on My Profile.

**My Profile**

# mTrack Quick Reference Guide

6. Confirm your account information is correct.

Account   Employment   Biz Unit   Proxies   Template   Codes   Leave

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

[SAVE](#)

7. Confirm your employment information is correct.

Account   **Employment**   Biz Unit   Proxies   Template   Codes   Leave

Employment Information			
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.

Account   Employment   Biz Unit   Proxies   Template   Codes   **Leave**

**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**

# mTrack Quick Reference Guide

## Creating a Template

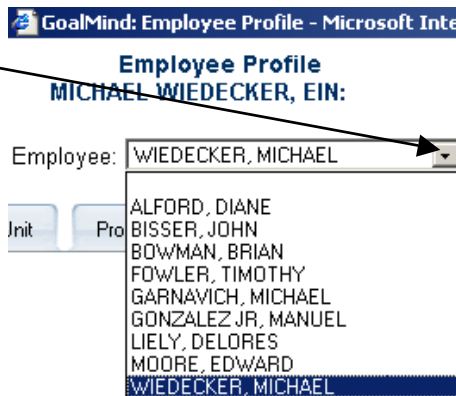
1. Click on the Template Tab and **create your template**.

**NOTE TO TIMEKEEPERS:** 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.


Account   Employment   Biz Unit   Proxies   **Template**   Codes   Leave

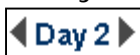
Time Format:

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				
<input type="button" value="+"/> Work/Leave Hours											
Pay Hours											
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				
<input type="button" value="+"/> Work/Leave Hours											
Pay Hours											
<b>Bi-weekly Work Hours</b>											
<b>Bi-weekly Pay Hours</b>											



# mTrack Quick Reference Guide

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

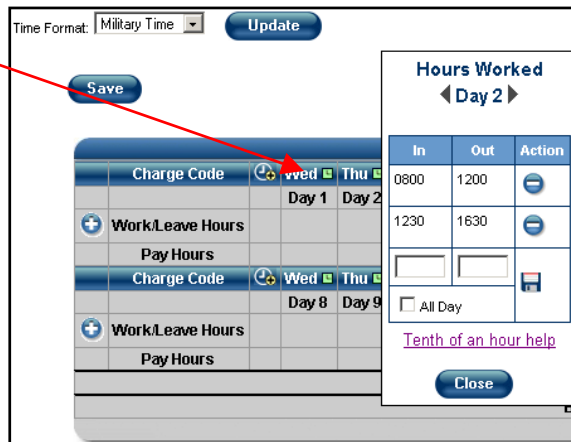
- The in/out time box appears.
- Remember to click on the save icon  after each time you enter your in/out times.
- Click on the black arrow to move to the next day of the week.



- Repeat these steps for the remaining days you normally work.

- When finished click on the close icon. 
- Click on the blue save icon  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.

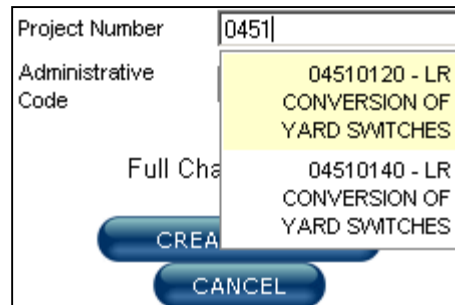
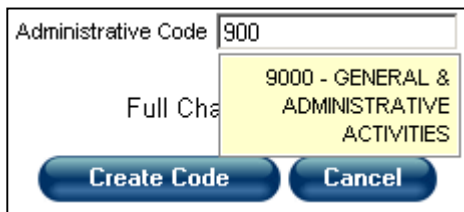


3. To enter your charge codes click on the "Add Row" icon. 

4. Then click on the "Charge Code Builder" icon. 

5. Using the charge code 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.

# mTrack Quick Reference Guide

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			
<b>Work/Leave Hours</b>	8.0	8.0	8.0			8.0	8.0	40.0			
<b>Pay Hours</b>	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			
<b>Work/Leave Hours</b>	8.0	8.0	8.0			8.0	8.0	40.0			
<b>Pay Hours</b>	8.0	8.0	8.0			8.0	8.0	40.0			
<b>Bi-weekly Work Hours</b>									<b>80.0</b>		
<b>Bi-weekly Pay Hours</b>									<b>80.0</b>		

➤ Click on the blue save icon  when your hours worked are entered.


8. Your template is now finished

# mTrack Quick Reference Guide







## Creating a Time Report

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




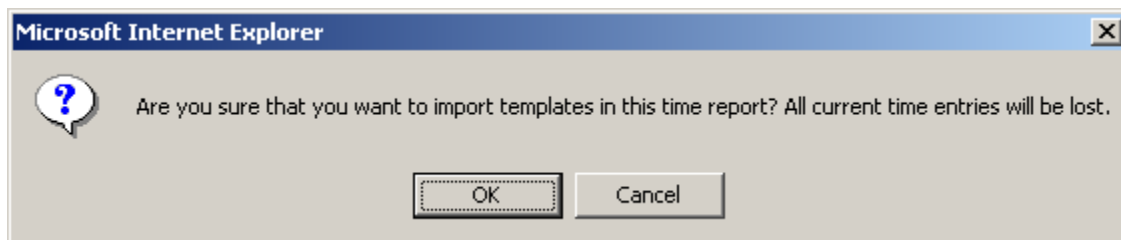
3. Select the pay number you want to prepare a time report for by clicking on the "Prepare" icon. 


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.

**Time Report successfully saved.**



# mTrack Quick Reference Guide

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.

# mTrack Quick Reference Guide

## 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.



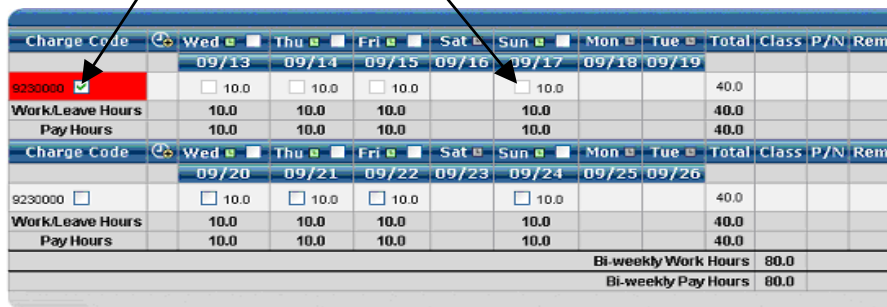
- Remember, only time reports that have been submitted can be approved.

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	
9250000	<input checked="" type="checkbox"/> 10.0	<input type="checkbox"/> 10.0	<input type="checkbox"/> 10.0		<input type="checkbox"/> 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	<input type="checkbox"/> 10.0	<input type="checkbox"/> 10.0	<input type="checkbox"/> 10.0		<input type="checkbox"/> 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						