Good day,

You are now setup to clock in and out on MyMITC, which allows all staff to electronically track their work hours, on location, in real time. Below is some important information regarding MyMITC, so that payroll can be completed accurately.

Here is the link to the MyMITC page, that you can pull up when on location, using your mobile device:
https://mymitc.juniorenterprise.ca/mymitc/2/

Click "Log On" in the upper right-hand corner, enter your user name (which is the first letter of your first name, and your entire last name, all lower case), and your password for now is 123456. Then click "Log On." From there, you can change your password once logged in. Then click on "Clock In/Out" in the upper left-hand corner, choose your job pin (location), and click "clock in" at the start of your shift, then log out. At the end of your shift, log back in, and "clock out."

It is VERY important that everyone remember to clock in and clock out, and to do so at the start and end of your shift as accurately as possible (You must allow location services on your device when doing so – otherwise an alert will come up on our end, notifying us that you refused permission to connect your clock in to the proper job location).

Also, please check your work emails periodically, in case I have messaged you with a concern regarding your timesheet.

Please inform me of any changes that need to be made, prior to the end of a pay cycle. (As reference, our pay cycle is every 2 weeks and it starts on a Monday and ends on a Sunday). Check over your timesheet towards the end of each pay cycle, to check if you missed any clock ins, clock outs, or if you notice any other issues. Clocking in is the most important, as we will not notice your missed hours if there isn't at least a clock in.

You can check over your timesheet by clicking on "My Timesheet" on the top left-hand corner of MyMITC.

If you have any questions on how to do something, you can click on the top right-hand corner where your name is & then click on "MyMITC U" on the drop-down menu. There, you can watch videos on various functions of MyMITC.

However, if you have any further questions, please feel free to message me.

We understand that as you start to use the software, there may be some instances where you forget to clock in or out, or that you need to edit your times. When that happens, please message me directly at Jacqueline.juniorent@gmail.com or text to 249 492 0979, so that I can make those changes. Please include a short note on the reason for the change (as shown below). Also, if you work an hour or more past your

scheduled hours, please send me a quick note as to why, so that I can review that information with Jonathan.

<u>Examples of emails to send me</u>:

July 27th – 9am – 3pm - Forgot
July 27th, forgot to clock out, 5pm.
July 27th, clocked in at 9am, 2 hours into my shift, but I actually started at 7am.
July 27th, I worked 2 hours longer than my scheduled hours because...
July27th, I worked a night shift, and forgot to clock out on July 28th at 2am.

I hope that you are having a great day so far & thank you for your cooperation.

Jacqueline