SHSS Guide to MITC

To Clock In/Out using the phone line, Follow these Instructions

1. Call 833-682-6474
2. The automated system will ask for your Employee Pin: **#####**
3. The system will ask for the Job Pin: **####**
4. The system will prompt you choose 1 to clock in or 2 to clock out.
5. Select the Activity: **001**- Community Habilitation OR **002 -** Respite

To access the system through the online webpage, Follow these instructions:

1. Head to https://halo.mitc.cloud (It makes it easier to bookmark this page and/or add the webpage to the home screen of your smartphone)
2. Type in your username (Employee ID): **180###**
3. Type in your password (Employee Pin): **#####**
4. Click "MyTimesheet" on the left. This will allow you to monitor your timesheet to make sure that everything is correct.

If you miss a punch or if there is an issue regarding your times, please do the following:

1. Head to https://halo.mitc.cloud (It makes it easier to bookmark this page and/or add the webpage to the home screen of your smartphone)
2. Input your username & password
3. Click "MyTimesheet" on the left.
4. Click on the hours under the date in question
5. If adding a missed punch, click Add attendance record (in blue) OR If you punch In/Out late, click the incorrect time and do the following:
   - Select Type (in or out)
   - Input Time (click PM if in the afternoon)
   - Update the job pin
   - Select Activity Code (**001** for Comm Hab   **002** for Respite)
   - Write why punch was missed.
   - Click Submit
6. Repeat for In/Out as needed.

The GPS **MUST** be enabled in order for you to clock in and out.

If using an iPhone	If using Android:
1. Go to privacy ---->location	1. Go to location settings
2. Ensure that location is enabled for Safari Sites	2. Ensure that location is enabled for Chrome.

** If you need further information or assistance, please call our Amityville Office 631-789-7373

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