

NOTE: This Time Tracking form is **ONLY** for ChemE faculty laboratories located in buildings 66, 56, and E17-19.

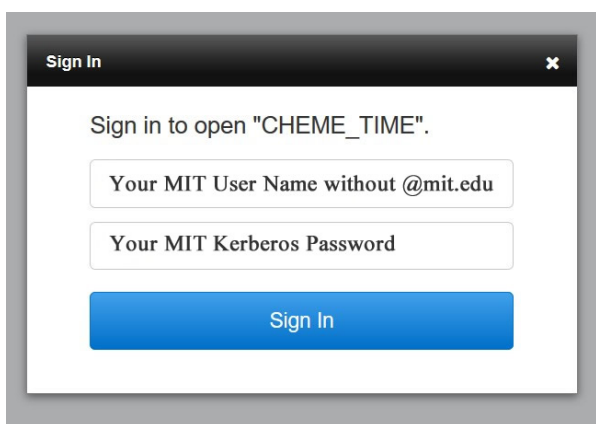
To access the Time Tracking app please go to the link below:

<https://tinyurl.com/chemetime>

This will bring you to the login screen [below](#).

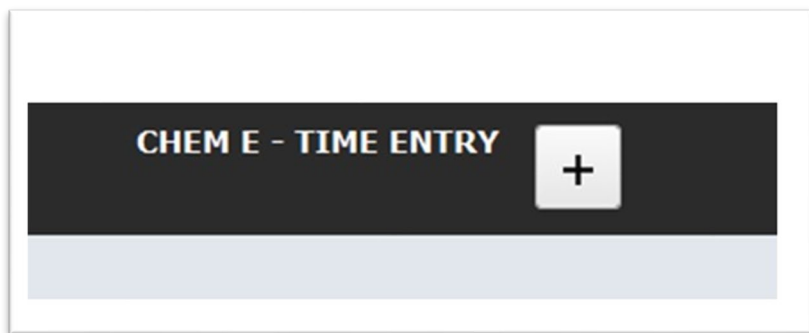
The account name is you MIT Kerberos (email) without @mit.edu.

The password is your MIT email password.



A screenshot of a 'Sign In' dialog box. The title bar says 'Sign In' with a close button. The main text reads 'Sign in to open "CHEME_TIME".'. Below this are two input fields: 'Your MIT User Name without @mit.edu' and 'Your MIT Kerberos Password'. At the bottom is a blue 'Sign In' button.

To enter your first Time entry, click the **+** symbol [to](#) bring up the time entry form.





CHEM E - TIME ENTRY

rhailu

Thursday, August 6, 2020




Lab

10:50 AM  End Time 

Did you disinfect the following areas before leaving for the day?

- Bench surface
- Bench/desk handles
- Bay refrigerator/freezer handles
- Shared upright freezer handle
- Shared pieces of equipment finger contact points
- Door handles to the lab
- None of the above

ENTRY IS INCOMPLETE

Submit   

Select the date for the time entry - it will default to the current date.

Select your PI by clicking Lab and selecting from the pull down.

Enter the start time for the time entry - it will default to the current time.

Enter the end time for the entry.
Select all disinfect boxes that apply.



You need to select one disinfect choice - if none apply choose "none of the above"

CHEM E - TIME ENTRY

rhailu




Thursday, August 6, 2020

Prather, Kristala L Jones (E17/18)

10:54 AM  10:54 AM 

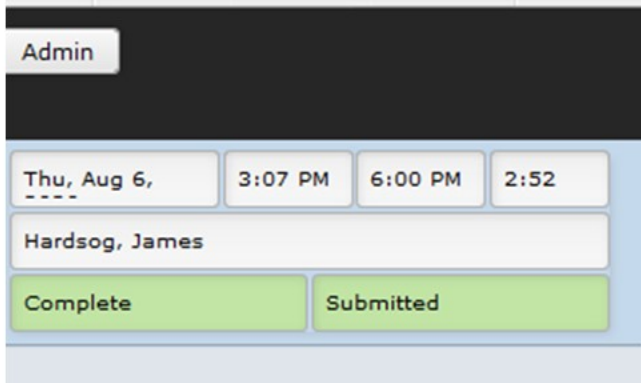
Did you disinfect the following areas before leaving for the day?

- Bench surface
- Bench/desk handles
- Bay refrigerator/freezer handles
- Shared upright freezer handle
- Shared pieces of equipment finger contact points
- Door handles to the lab
- None of the above

Submit   

When the entry is ready to submit it will look something like this:

Click Submit and you will be taken back to the history page where your new entry will be visible.



To enter additional **dates and times**, click the + symbol.

If you leave the app before completing an entry, it will be automatically saved.

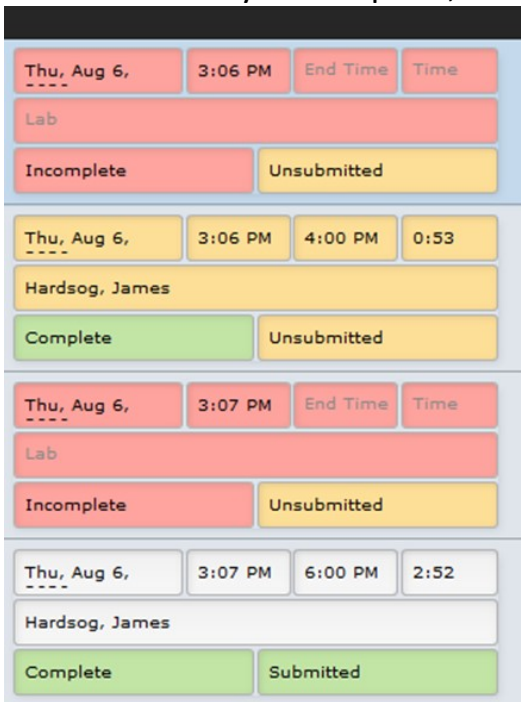
All your time entries will be displayed in history when you return to the app - both completed submitted entries and incomplete unsubmitted entries.

Completed entries show up as white and green.

Incomplete unsubmitted entries show up as red and orange.

Incomplete unsubmitted entries will not be added to the lab hours - see examples below.

Click on an entry to complete, submit or edit.



Additional info:

If you leave the app unattended, it will time out and you may end up at the ChemE home page.

You can have multiple entries for a day, for example if you come to your lab from 9 AM to 11 AM and return from 3 PM to 6 PM, there should be 2 separate entries.

Entries are saved when you start them.

The Start time will default to the current time but any time in 12 hour format with PM or AM can be entered.

The End time will also default to the current time but any time in 12 hour format with PM or AM will be accepted.

You need to click SUBMIT for your hours to be counted - the entry will display ***submitted*** when this is done.

You can return to history by clicking



You can start a new entry by clicking



the current entry will be saved.

You can delete any entry by clicking



Please contact cheme-dmc@mit.edu with any question concerns or issues.