MSTC Grant Allocation Application

# How to use this application

This application is intended for use by MSTC employees who to track the time spent on grant work, non-grant work and leave time. This is **NOT** the same as entering your time in the electronic timesheet and this form is not used for payment. The use of this form is intended for auditing purposes to insure the accurate tracking of grant funds over the life of the grant.

### To use the grant allocation form:

1. Log in to the application using your eight digit MSTC network login. If you have never logged in before, you will be redirected to register on the registration form.
2. Once on the grant allocation page, you will see your name and each of the grants you are associated with. There will also be a dropdown selection for you to select a supervisor for each grant.
3. Select the grant from the dropdown list. Repeat this process for each grant you are working on. You can select up to four.
4. Select a supervisor for each grant from the available dropdown lists.
5. Select a date from the date picker control.
6. Once a date is selected, a monthly calendar will be displayed, with totals for each week of the month.
7. Simply type your hours into the cells for each day, each grant, as well as non-grant time and any leave you may have.
8. The system will automatically total the hours.
9. You can come back in at any time in the future and re-enter or change hours **until the hours are approved by your supervisor for the month.**
10. When you are satisfied that all hours are correct for the month, select the “Forward” button to forward the hours for approval to your supervisor.
11. C:\Users\Stilson3\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0J0GCSZ6\MC900423171[1].wmf**Important – Once you have entered any time under a certain grant and supervisor, you cannot change the grant or supervisor for that month.**
12. Thanks for using the Grant Allocation Form and have fun!