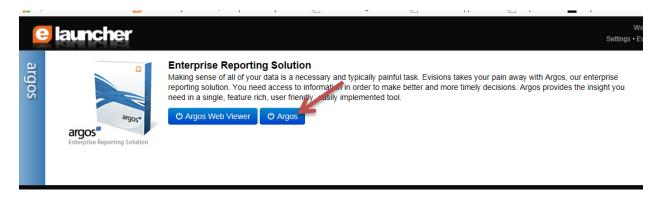
Instructions for running ACA Hours Tracking report in Argos

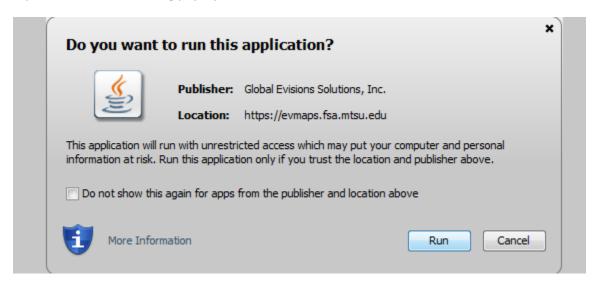
Click on the following link to open Evisions: https://evmaps.fsa.mtsu.edu/

Enter your FSA username and password and click Log In

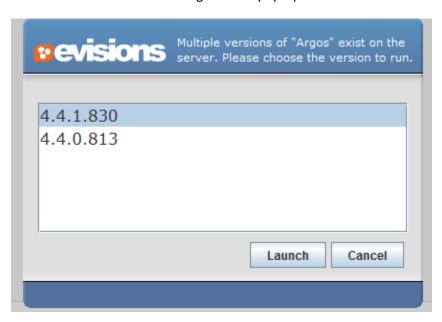
Once you click log in the following page will open up in the browser. Click on the Argos link:



If you receive the following pop-up box click Run

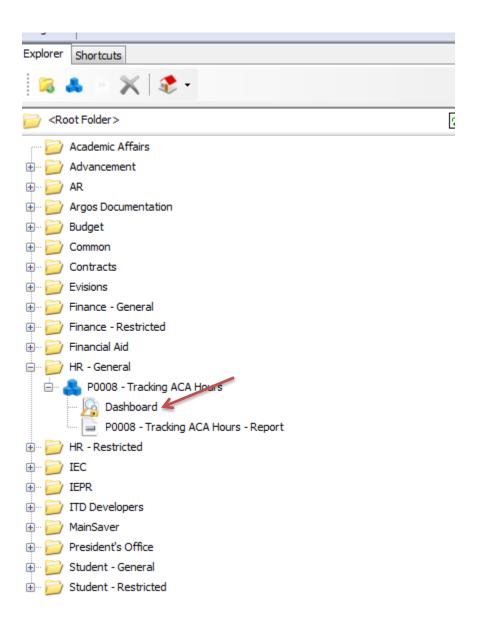


Click on the latest version of Argos in the pop-up box and click launch

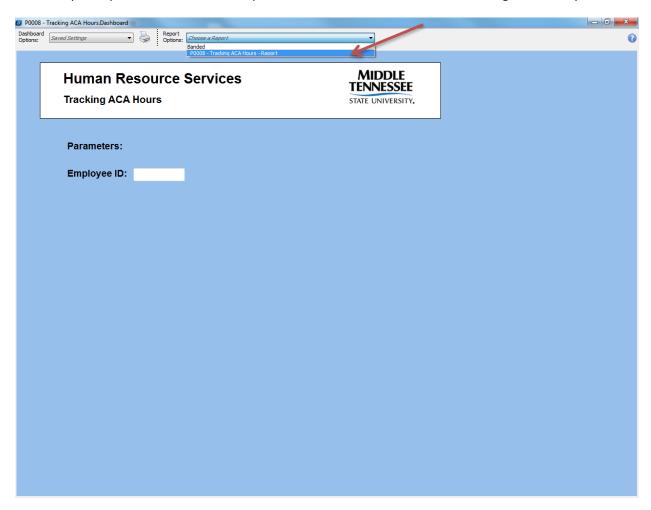


Depending upon your permissions you will be logged into Argos and will see the various folders you can access in the system.

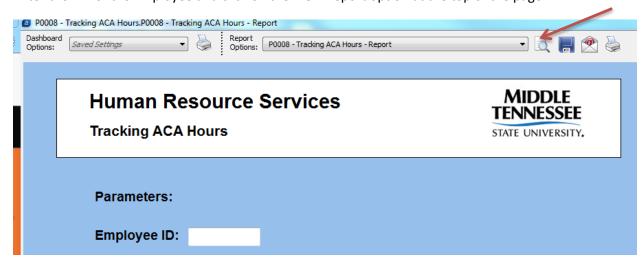
If you are a time or leave approver you will have access to the HR-General Folder. Double click on the HR-General folder which will expand the folder and then double click on Dashboard under the P0008-Tracking ACA Hours.



Under Report Options – click on the drop down box and select P0008-ACA Tracking Hours - Report



Enter the M# of the Employee and click on the View Report option at the top of the page.



This will bring up a report of the hours worked and paid for all positions during the past 10 months.

ACA - 10 Months Hour Tracking													
Pos n	Dept Name	Ecls Code	Payroll 11-2014	Payrol 12-2014	Payroll 1-2015	Payroll 2-2015	Payrol 3-2015	Payroll 4-2015	Payrol 5-2015	Payroll 6-2015	Payroll 7-2015	Payroll 8-2015	Posn Total
619880 620880	Telecommunication Development Office	ST ST	51.00	50.25	27.00	2.25 45.50	0.50 33.75	7.00 53.25	18.00 37.50	11.00 53.25	8.50 40.50	39.75 52.25	215.25 316.00
											Gra	531.25	