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

<table>
<thead>
<tr>
<th>Posn</th>
<th>Dept Name</th>
<th>Jan 14</th>
<th>Feb 14</th>
<th>Mar 14</th>
<th>Apr 14</th>
<th>May 15</th>
<th>Jun 15</th>
<th>Jul 15</th>
<th>Aug 15</th>
<th>Sep 15</th>
<th>Oct 15</th>
<th>Nov 15</th>
<th>Dec 15</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>655880</td>
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<td>0.50</td>
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<td>316.00</td>
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Grand Total: 531.25