



# Timesheet Module

*Easily record, track and approve timesheet data from the MIP Fund Accounting™ Payroll Module*

The **Microix Timesheet Module** enables each employee to record their timesheet data electronically and automatically route them through a multi-level approval process. Upon final approval, Microix will adjust the employee’s payroll distribution code to match their timesheet allocated hours and generate a regular timesheet within MIP Fund Accounting™ Payroll Module.

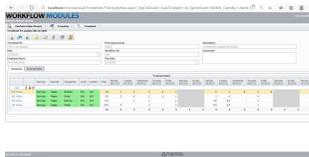
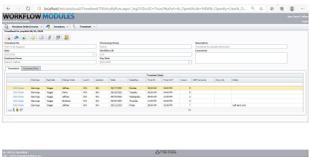
*MIP Payroll is Required.*



## Key Features:

- Easy-to-use Graphical User Interface (GUI) Seamless integration with MIP Fund Accounting™ Payroll Module
- Utilizes Microsoft® SQL Server 2012 R2 or higher
- Multi level approval process with email notification
- Employees are able to perform the following tasks:
  - Record hours/leave and expenses on timesheet
  - Leave can be requested and emailed for approval
  - Hours can be charged to different funding sources simply by selecting a distribution code per entry
  - MIP Fund Accounting™ Payroll Module earning and leave codes are available when creating a timesheet
- Option to do a complete employee schedule
- Automatically creates a regular timesheet in MIP™ Payroll Module
- Timekeeper are able to process timesheets for multiple employees
- Managers/Supervisors can perform the following tasks:
  - Approve multiple timesheets simultaneously
  - Access the original timesheet and make necessary changes
  - View timesheet summary information for each employee
  - View audit trail of changes made to the original timesheet
  - View leave calendar
- Additional web-based option to extend functionalities to remote users and approvers
- Automatically creates a regular timesheet in MIP Fund Accounting™ Payroll Module

## 4 Easy & Flexible Ways to Capture Employees Time

 <p><b>Biometric Timeclock</b></p>	 <p><b>Web Timeclock</b></p>	 <p><b>Electronic Timesheet using Column Format</b></p>	 <p><b>Electronic Timesheet Using Row Format</b></p>
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