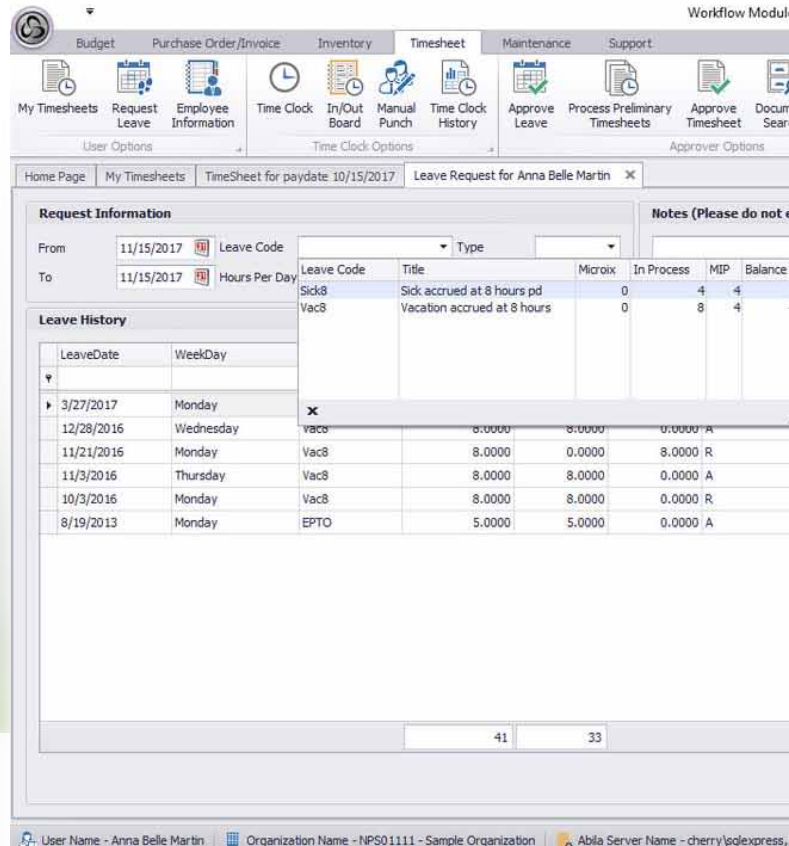
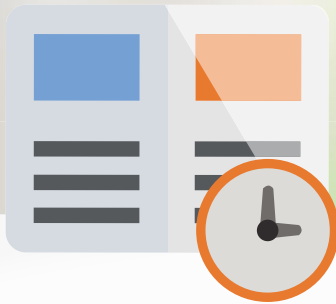




Timesheet Module

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

Key Features:

- Easy-to-use Graphical User Interface (GUI)
- Seamless integration with Abila MIP Fund Accounting™ Payroll Module
- Utilizes Microsoft® SQL Server 2005 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
 - Abila MIP Fund Accounting™ Payroll Module earning and leave codes are available when creating a timesheet
- Automatically creates a regular timesheet in Abila™ 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
- Automatically creates a regular timesheet in Abila MIP Fund Accounting™ Payroll Module

Optional External Time Clock Devices



**subject to change*

Approve timesheet and leave request via a PC, tablet or smart phone.

