

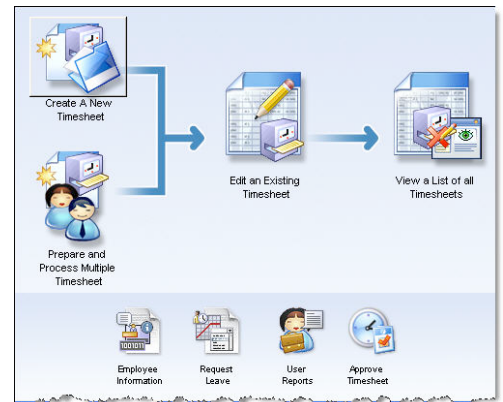


"Easily record, track and approve timesheet data for the MIP® Payroll Module"

Our module was designed to collect employee timesheet data and automatically route them through a multi-level approval process. Upon final approval, Microix will adjust all employee payroll distribution codes to match their timesheet allocated hours and generate regular timesheets within MIP's Payroll Module.

Key Features:

- ❖ Easy-to-use Graphical User Interface (GUI)
- ❖ Seamless integration with MIP® Payroll Module
- ❖ Utilizes Microsoft® SQL Server 2000
- ❖ Multi level approval process with email notification
- ❖ The system allows for group timesheets whereas one individual can enter timesheet data for multiple employees
- ❖ Employees can 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's earning and leave codes are available when creating a timesheet
- ❖ 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 MIP
- ❖ Printed timesheets display recorded hours and a summary of allocated hours to the responsible funding sources



PC Punch Clock/Time Clock

- ❖ Build using Microsoft .NET Technology
- ❖ Tracks in/out time for hourly employees
- ❖ Ability to punch in for different sources (Grant/Fund/Project/Program)
- ❖ Allows manual punch with email notification to supervisor
- ❖ Unique design to help reduce missed punch
- ❖ Leave can be requested and emailed to supervisor for approval
- ❖ View in/out board
- ❖ Automatically alerts the employee when it is time to clock in/out
- ❖ View/Print punch clock history
- ❖ Exports punch history to excel
- ❖ Allows users to clock in/out using a fingerprint reader for added security (optional)
- ❖ Optional Ethernet Time Clock by **Acroprint**:
 - **Memory:** 128K RAM standard (256K RAM optional)
 - **Media Input:**
 - Integral keypad
 - Magnetic Stripe Card Reader (ABAII)
 - Barcode Reader, Code 39, Interleaved 2 of 5, (visible or infrared).
 - External Bar Code Reader (optional)
 - Fingerprint Reader (optional)
 - **Communications:** Ethernet/Internet TCP/IP (RJ45), 10 BaseT.

