

careerpathservices

Microix – Client Employee User Guide

FINDING MICROIX

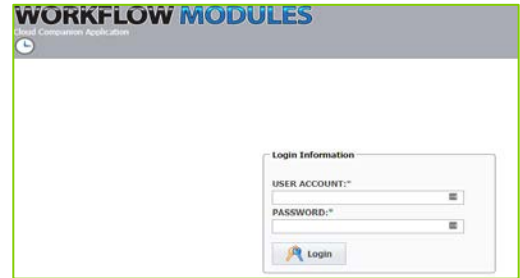
<https://microix.emailcareerpathservices.org/MicroixCloud/>

If you get a Certificate Warning when accessing Microix DO **NOT** click “OK”. Click CANCEL.

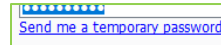
FIRST TIME LOGIN ONLY

USERNAME: Your username is your **First Lastname**
Case does not matter - (*Joe Smith or joe smith*).

PASSWORD: First time logging in your password is your **last name** all lower case. The system will prompt you to select a new password. Password must be a minimum of 6 characters - letters and numbers).



Password Resets: Click the Send me a temporary password link.
Your Program Technician will provide you with the new password information.



DAILY TIME ENTRY


Step 1: Access Microix <https://microix.emailcareerpathservices.org/MicroixCloud/>

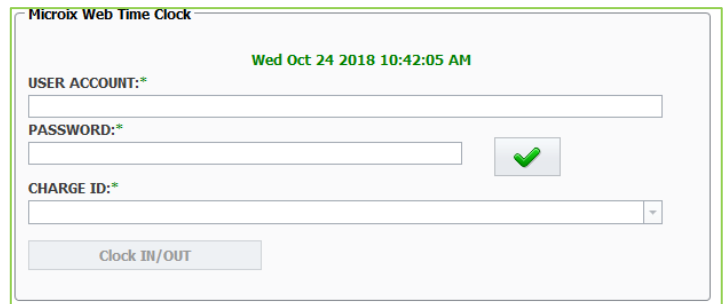
Step 2: Click on the **CLOCK** icon in top left of screen



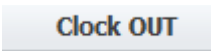
Step 3: Enter username and password.

Click the Green checkmark icon. 

If the Charge ID field is blank, proceed to next step. If Charge ID populates, click Green checkmark icon again. 



Step 4: Click **Clock In** 

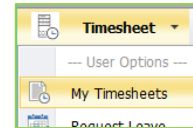
Step 5: Repeat same process for **Clock Out** 

END OF PAY PERIOD TASK: CREATE AND SUBMIT TIMESHEET FOR THE PAY PERIOD

Step 1: Log in to Microix by clicking **Login** link on top right of screen.



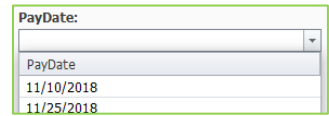
Step 2: Click on the **Timesheet** drop down list on left side, select **My Timesheets**.



Step 3: Click **New** to create timesheet.



Step 4: From the **PayDate** drop down menu select the upcoming PayDate, click **OK**.

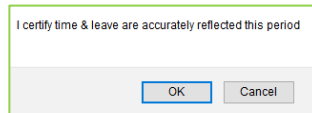


Daily time entries will display on timesheet.

Step 5: Review time entries and click the Submit icon.



Step 6: Certify your time by clicking **OK**

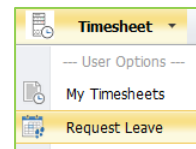


If you need to enter a sick leave entry, please follow the *Sick Leave Request Process and Sick Leave Entry* below before clicking Submit.

SICK LEAVE REQUEST PROCESS

Note: A Sick Leave Request can be performed at any time during the pay period.

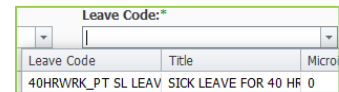
Step 1: Click **Request Leave** from the **Timesheet** dropdown menu.



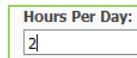
Step 2: Select the “to” and “from” dates.



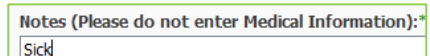
Step 3: Select the **Leave Code** from the drop down list – you will see your leave balances here.



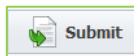
Step 4: Enter hours **PER DAY** requested.



Step 5: A note is required and can be any character as long as there is something in the field.



Step 6: Click **Submit**.



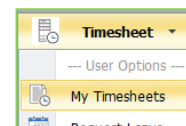
Step 7: Confirm submission, click **OK**, then click **Close**. Continue to Sick Leave Entry process below.



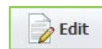
SICK LEAVE ENTRY

You must complete a *Sick Leave Request* (above) before you can do the Sick Leave Entry.

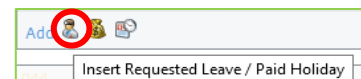
Step 1: Go to Timesheet drop-down menu, select My Timesheets



Step 2: Select the timesheet, click **Edit**

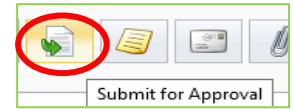


Step 3: Click the **Insert Requested Leave** icon to automatically enter the leave.



Step 4: Click OK

When all time and sick leave entries are added, remember to **Submit** your timesheet.

**EMPLOYEE PAYSTUB**

From the **Timesheet** menu > **Employee Paystub**

To view your past and present pay stub: Select the **Pay Date** from drop down menu:

Once a date is selected the Pay Stub Information Boxes will populate with your paystub information.

HOW TO READ YOUR PAYSTUB:

Category 1. Earnings	The gross dollar amount earned.
Category 2. Taxes	Required federal, state, and local taxes deducted.
Category 5. Workers Compensation	Required Workers Compensation tax deducted.
Category 6. Net Check	Net paycheck amount after taxes deducted.
Category 7. Direct Deposit	Dollar amount deposited to bank account.
Leave Information	Leave accrual, usage, and balance.
TYPE CODE	WHAT IT MEANS
FIT	Federal Income taxes
MC	Medicare taxes
SS	Social Security taxes
LEAVE CODES	WHAT IT MEANS
40HRWORK_PT SL LEAVE or 30HR WORK_PT SL LEAVE	Any Sick Leave used
Sick leave accruals for the full month show with the first pay date of the month (the 10 th)	

FAQ's**Q: I noticed I missed a work day – what's the best way to fix?**

A: Be sure to contact your supervisor or practitioner so they can add in your time.

Q: Do my approved leave requests automatically populate on my leave time taken?

A: No. Your requested and approved leave does not auto populate to your Leave Time taken. You must enter all time worked or taken as leave, but once your leave is approved you can click the icon and it will be entered on your timesheet.

Q: I requested 2 hours of leave, but ended up only taking 1 hour. What do I enter?

A: Enter leave time actually taken, and work time actually worked. If you used the Insert Requested Leave icon, you can click the Edit link to update the hours.

Q: How do I enter part of an hour?

A: For work time, use .25 for 15 minutes, .50 for 30 minutes, or .75 for 45 minutes. For example, 6 hours and 15 minutes is entered as 6.25, 6 hours and 30 minutes is 6.5, and 6 hours and 45 minutes is entered as 6.75. For leave time use one hour increments.

Q: I'm scheduled to work an 8 hour day, but worked 9 hours. What do I enter?

A: Enter the number of hours worked and talk with your supervisor to make sure that you are not working overtime by the end of the week. Overtime needs to be pre-approved, working unauthorized overtime may be subject to disciplinary action.

Q: Can I enter information in Microix from anywhere?

A: Yes. Because the program is web-based, you can enter information from anywhere you have web access. You may use smart phones and tablets, as well as a laptop or desktop computer.

For additional information on Leave Policies, please contact your Employment Practitioner.