



Every K-12 employee plays an important role in student achievement — so MITC’s innovative solutions for K-12 schools are designed to create time & attendance efficiencies that let you spend less time on administrative processes and more time on academics and programs.

K-12 Time & Attendance Solutions

Benefits of Using MITC Solutions

SIMPLIFY EXTRA-DUTY TIME

Allocating labor to the correct extra-duty assignment is essential to maintaining your budget. Since many of these duties are tied back to grant funding, it’s essential to report back on these hours accurately to keep programs going.

MITC lets you track time based on specific assignments, creating a consistent way to track all employees across your school for easy reporting and fast access to data in the event of an audit. Simply choose presdesignated labor codes in MITC for proper assignment.

MINIMIZE COMPLIANCE RISK

Adhering to labor laws and collective bargaining agreements is complicated. And when time is tracked on paper or spreadsheets, it leaves room for errors and discrepancies by employees, supervisors, and payroll. This lack of visibility creates a risky compliance environment.

Eliminate manual time and attendance process with MITC. All information is collected through an automated solutions and stored in real time for easy access.

IMPROVE VISIBILITY INTO SUB TIME

Substitute management systems are great for tracking substitutes, but often there’s a need to track time worked, particularly if a sub is not in a classroom the same number of hours as a teacher would be. This means you could be paying more than you need to.

With MITC, subs take assignments in the existing sub-management system, but clock in and out with MITC to track their time in the classroom. They are then paid properly based on the rules that apply to that substitute.

MAKE DATA-DRIVEN DECISIONS

Making smart decisions about your school can be difficult. Having real-time, readable data at your fingertips could open up a valuable new visibility into employee trends and patterns.

By capturing clock in and outs and each employee’s leave, MITC stores the data in an automated system that can be easily accessed from anywhere.

PRINCIPAL

How can I gain better visibility into employee time?



With MITC, administrators can receive automated alerts about staff time, absences, and more.

HR MANAGER

How do I ensure that substitutes are being paid based on actual hours worked rather than on a teacher’s schedule?



MITC allows HR managers to approve payroll for substitutes and automate all pre-payroll calculations for differentials.

TEACHER

How do I track my extra-duty tutoring to the correct funding source?



With MITC, staff can easily switch job codes when clocking in and out for extra-duties.

FINANCE DIRECTOR

How can I simplify the process of reporting back on labor grants when each school tracks them differently?



MITC Payroll Rules and Reporting Engine allocates time worked to grants and other funding sources.

SECRETARY

How can I decrease the stack of paper timesheets, time-off requests, and extra-duty time forms generated by employees?



MITC Self-Service allows all employees to submit any request form electronically.

HOURLY EMPLOYEE

How do I get paid for the hours I worked?



MITC tracks attendance for hourly staff and can integrate with any payroll system.

SUBSTITUTE TEACHER

How can I ensure that I get paid for my assignment?



MITC tracks substitutes and pays them according to the rules that apply to that substitute.

Learn how MITC can work for you: [1.800.959.1888](tel:18009591888) | mitcinfo.com/K-12-schools