HUMAN RESOURCE MANAGEMENT

Improve Workforce Productivity by Streamlining Human Resources

Busy HR departments are inundated with hundreds of questions every day. MITC Self-Service provides a better way to save time and improve response times. Employees access MITC Self-Service at any time and from any place.

Employee Access

- Schedules
- Training
- PTO balances
- Request PTO
- Open positions
- Payroll check stubs

PTO Requests

- Eliminate manual PTO request systems
- Use any web-enabled device at any time and from any place
- Validate requests automatically
- Managers approve or deny any document
- Update payroll and schedules automatically

Personnel Manager works with MITC Time and Attendance to reduce administrative costs.

Benefits

- Track vacation, sick, holiday, personal and other benefit time
- Calculate benefit accruals using flexible rule solutions
- Auto generate PTO hours for employees who worked fewer than standard hours
- Automate holiday pay
- Affordable Care Act reporting

Training History and Licenses

- Unlimited training history
- Track licenses and expiration dates
- Send license and training alerts by email or text
- Manage training classes

New Hires and Terminations

- Create applicant database
- Track new hires, terminations and termination reasons

Employees

- Track employee position, benefit and disciplinary history
- Generate employee ID badges
- Track late starts and early departures in conjunction with Employee Scheduler
- Generate birthday, anniversary and review alerts
- Track employee documentation in .doc, .pdf, and .excel formats

MITC provides an easy-to-use solution to help control labor costs, minimize compliance risk, and improve productivity. Stay in constant contact with employees and managers by phone, email or text message alerts.

Manager Work Alerts

- Overtime
- Over/under budget
- Employee did not clock in/out

Employee HR Alerts

- Next schedule
- Training expiring
- Happy birthday
- Review due
- License expiring
- Happy anniversary
- Visas expiring
- And more!

MITC

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