

# MYMITC FOR THE WEB

## A Web-Based Solution for Your Organization

### MyMITC for the Web Experience

Hundreds of organizations and thousands of employees use MyMITC for the Web.

- Per-user pricing
- Manager only license option
- Purchase, rented or hosted options
- MITC assisted installation for customer-hosted solutions

### Streamline Your Organization With MITC Self-Service

Help employees and managers take greater responsibility for managing time and attendance.

- Manage time and attendance, schedules, and PTO through your website
- Provide access for managers and employees to view schedules at any time and from any place using a PC or smartphone
- Eliminate manual PTO inquiries, requests, approvals and payroll procedures
- Publish global communications and employee-specific messages
- Notify employees of training, license and visa expirations
- Provide employees with payroll and PTO balance information

### Global Options

- Clock in/out with GPS and IP
- Address verification
- Time and attendance
- Advanced employee scheduling
- PTO request and management
- Timesheets
- Payroll approval
- Work orders
- Activity documentation



## MyMITC for the Web Empowers Managers and Employees

### Managers

- Approve and edit timesheets
- Manage schedules and call-offs
- Search for available staff
- Fill open positions quickly
- Review budget and schedule variances
- Approve PTO requests
- Send employee messages
- Control and minimize overtime hours
- Support hierarchy to allow managers to view only their employees or cost centers

### Employees

- Clock in with IP or GPS verification
- Review time and attendance
- Request changes
- View schedules
- View open positions
- Document activities and services
- Receive HR training alerts
- View PTO balance and paycheck stubs
- Submit PTO requests

## Hosting Options

- Traditional customer hosted, purchase, or full-service rental
- MITC Cloud
- Third-party hosting

### Drive Traffic to Your Website

- Access through link on your website
- MyMITC for the Web works with smartphones

With MyMITC for the Web, managers and employees use any PC or smartphone at work or home to manage their own time and attendance, schedules, paid time off (PTO) and training.

