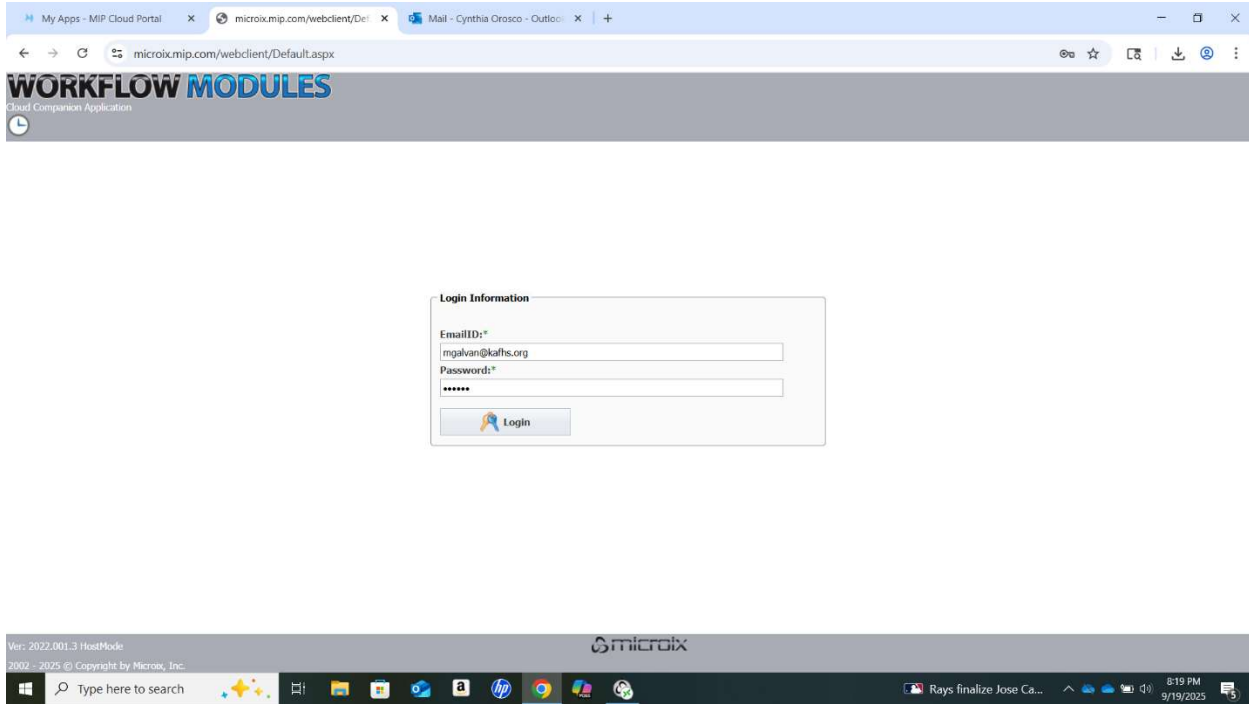


How to Setup Employee Portal in Microix

1. Go to the following website:
 - a. <https://microix.mip.com/webclient/Default.aspx>

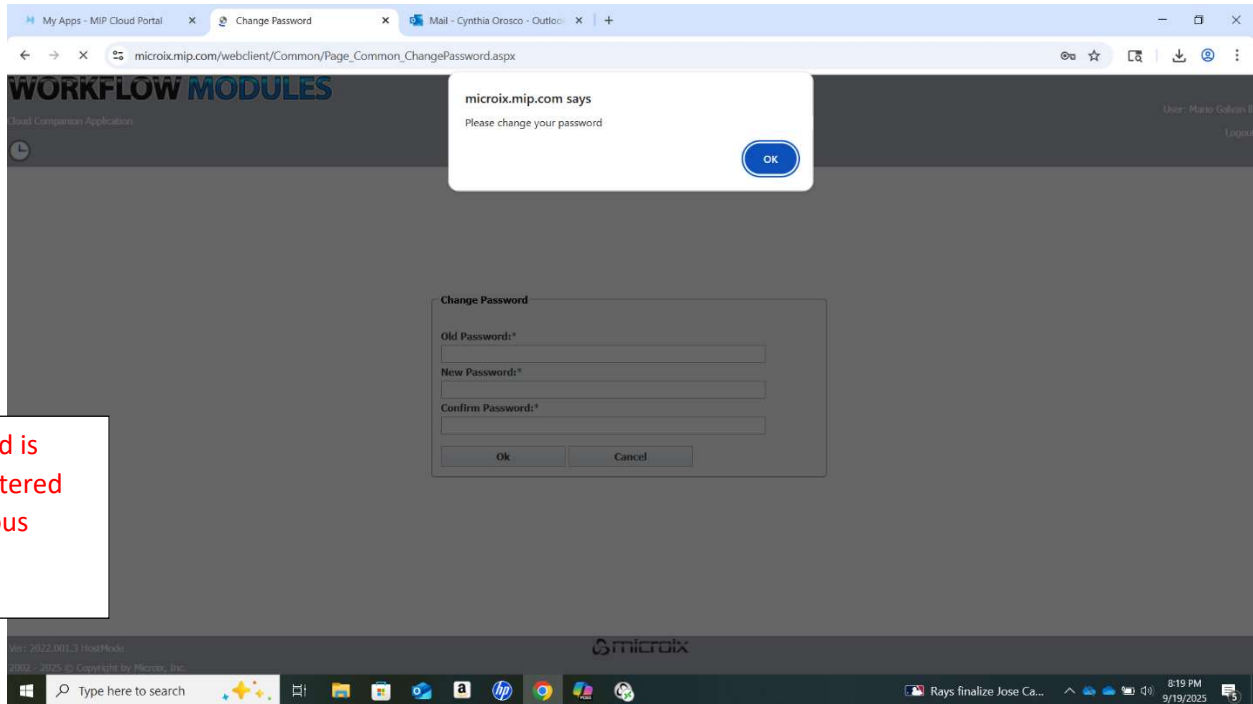


1st time users your temporary log in credentials are as follows:

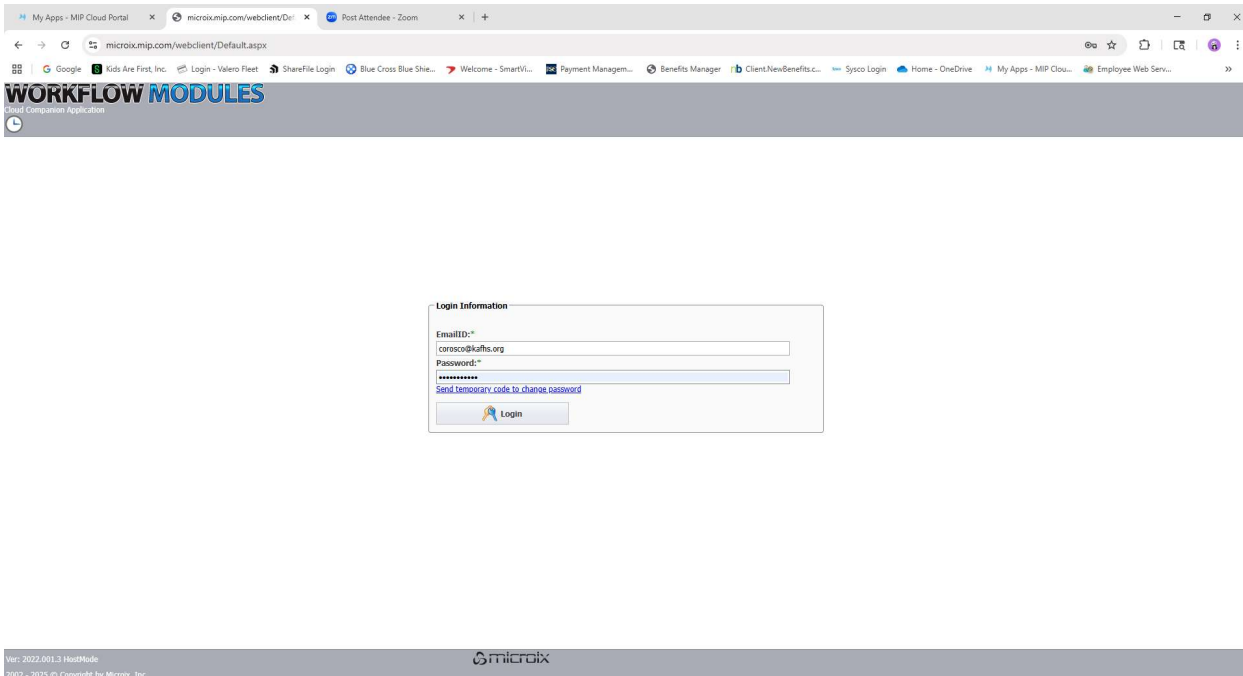
1. email address
2. password (is your last name in all lowercase letters)

Then you will get screen to reset your password. If it doesn't then click on send temporary code to email option. Follow email instructions.

2. Upon entering your temporary login credentials, you will get this screen to prompt you to change password:

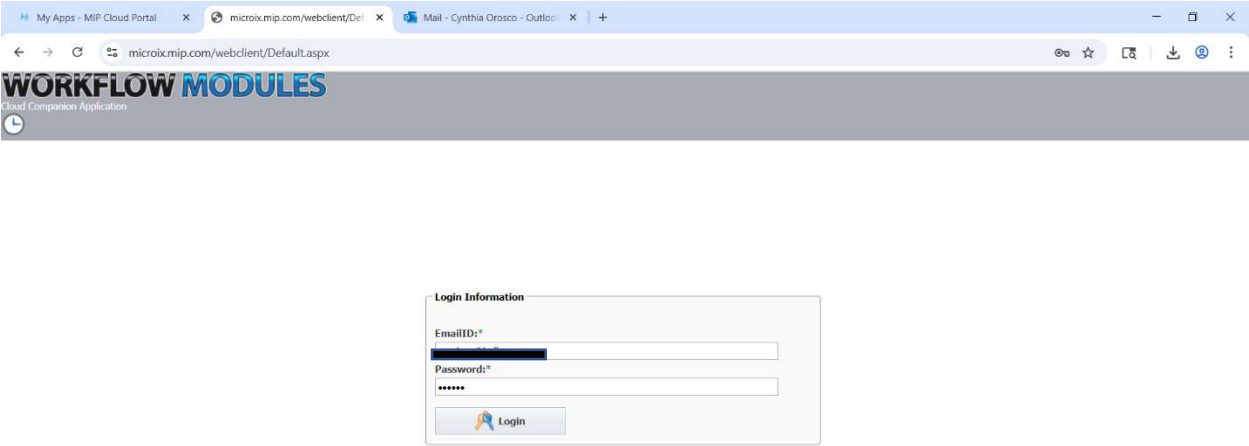


In the event you're not prompted to change password and you get an error message, you should see the next screen. At this screen you will click on the blue hyperlink **"Send temporary code to change password"**. Code is sent to your email and follow those instructions.

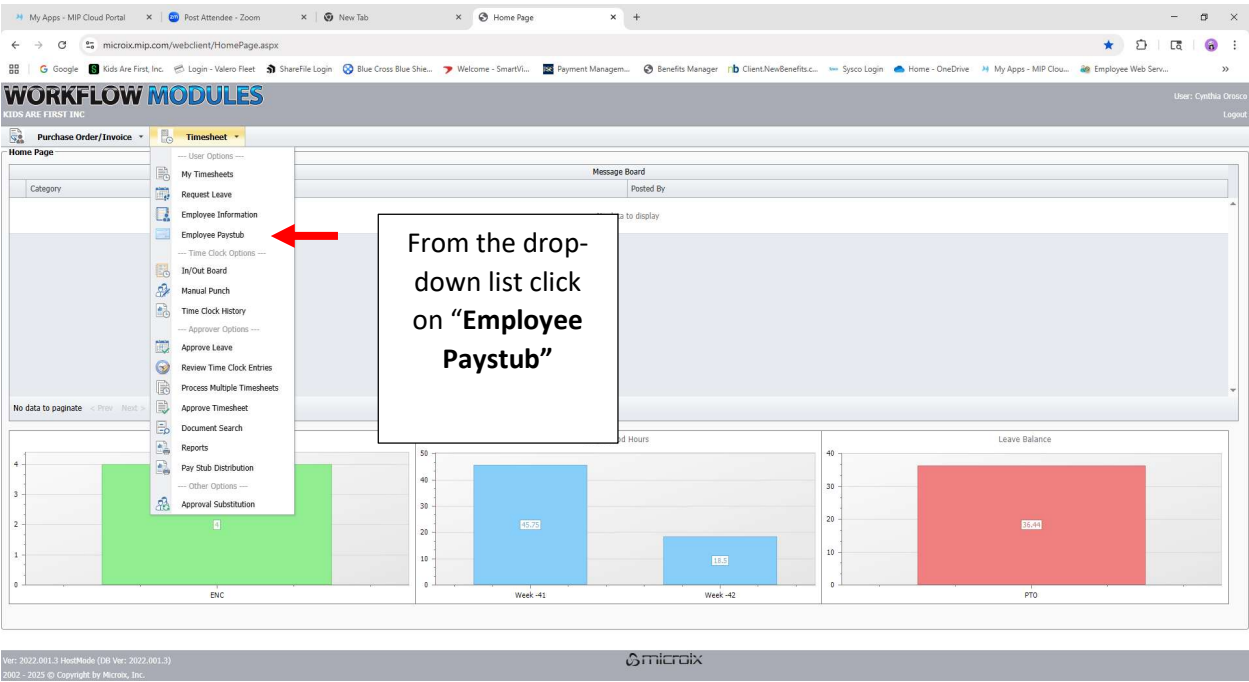


1. Go to microix website: <https://microix.mip.com/webclient/Default.aspx>

2. Login



3. Go to timesheet tab:



4.

WORKFLOW MODULES

KIDS ARE FIRST INC.

Purchase Order/Invoice Timesheet

Employee Pay Stub

Pay Date: 10/15/2025 10/17/2025 9/17/2025 9/3/2025 8/20/2025 8/6/2025 7/23/2025

Pay Stub Information

Category	Hours/Units	Period Amount	YTD Total
No data to display			

Leave Information

Leave	Period Accrued	Period Taken	YTD Accrued	YTD Taken	Balance
No data to display					

View Employee W2 Copy Print Close

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1. Login to: microix.mip.com/webclient

WORKFLOW MODULES

and Companion Application

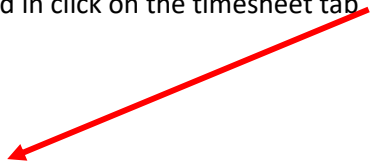
Login Information

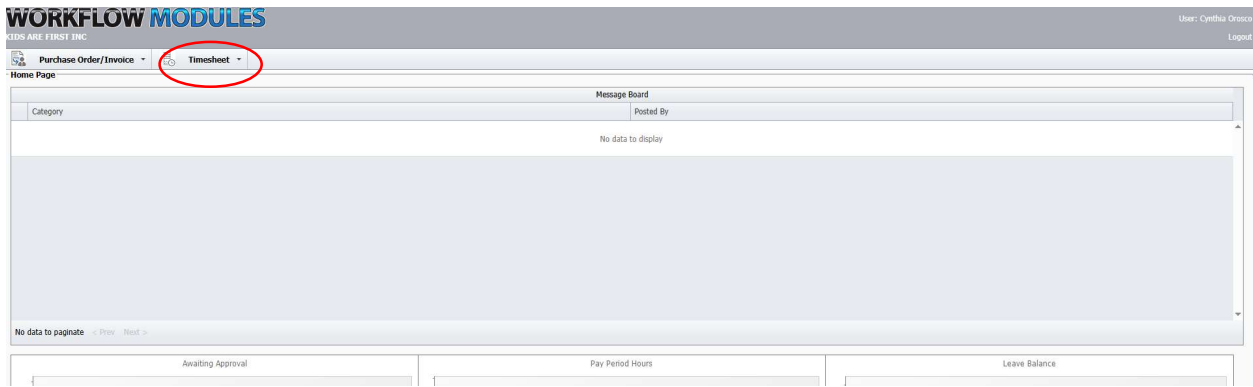
EmailID: corosco@kafhs.org

Password: *****

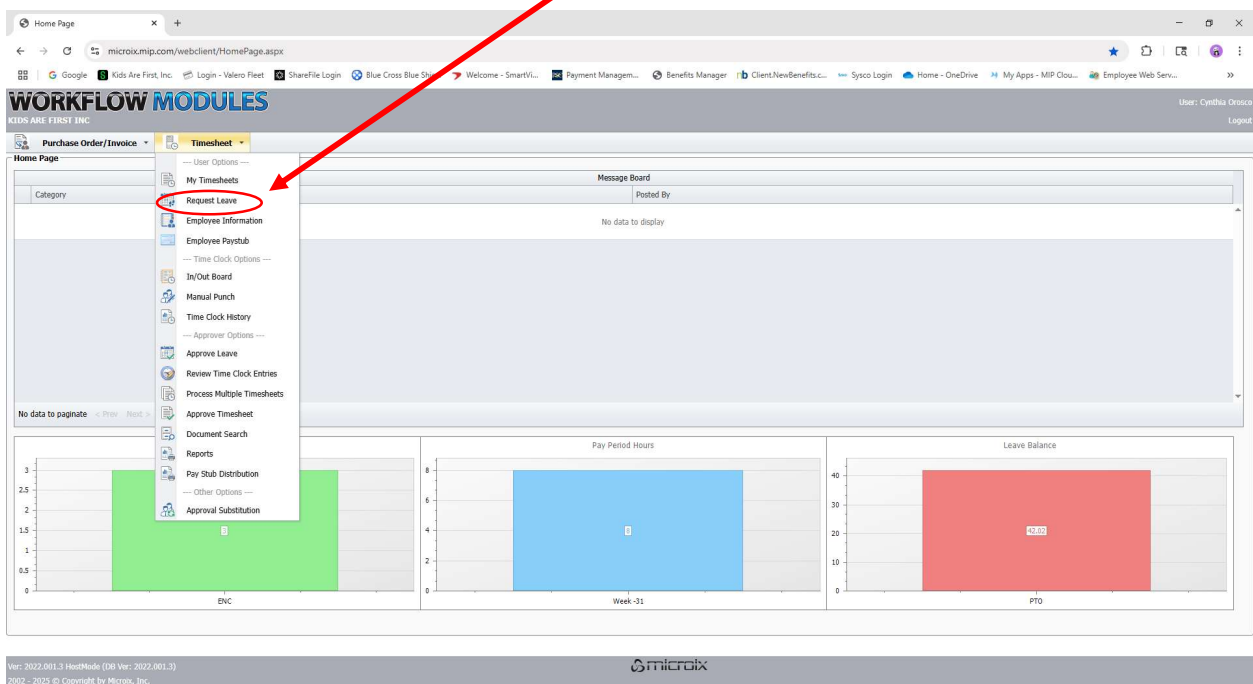
Login

2. Once logged in click on the timesheet tab





3. From the drop-down list choose request leave



4. Be sure to complete fields with the asterisk otherwise it will not allow you to submit.

Leave Request

microix.mip.com/webclient/TSLaveRequest.aspx

WORKFLOW MODULES

KIDS ARE FIRST INC.

Purchase Order/Invoice Timesheet

Leave Request

From Date: To Date: Leave Code: Hours Per Day: Leave Type: Notes (Please do not enter Medical Information):

Use Shift Hrs

WeekDay	Leave Date	Leave	Requested	Taken	Difference	Status	Notes	Type	Approved Date	Date Submitted
Thursday	7/31/2025	PTO	8.0000	0.0000	8.0000	D	PTO Requested leave was denied. Reason: test		07/29/2025 09:38 AM	07/29/2025 09:27 AM

Page 1 of 1 (1 Items)

Submit Print Close

Once you submit, it will go to Supervisor for approval

1. <https://microix.mip.com/webclient/>

My Apps - MIP Cloud Portal

microix.mip.com/webclient/

WORKFLOW MODULES

Cloud Companion Application

User: Cynthia Onosco Logout

Login Information

EmailID: corosco@kafhs.org

Password: *****

Login

Log in with your credentials

My Apps - MIP Cloud Portal x Home Page x +

microix.mip.com/webclient/HomePage.aspx

Google Kids Are First, Inc. Login - Valero Fleet ShareFile Login Blue Cross Blue Shie... Welcome - SmartVi... Payment Managem... Benefits Manager Client.NewBenefits.c... Sysco Login Home - OneDrive My Apps - MIP Clou... Employee Web Serv...

WORKFLOW MODULES

KIDS ARE FIRST INC

User: Cynthia Orsco Logout

Purchase Order/Invoice Timesheet

Home Page

Category

No data to paginate < Prev Next >

ENC

Week -41

Week -42

Leave Balance

PTO

From this drop-down list choose time clock history

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Dates are defaulted to current pay period; however, you can select date range you desire to look at. After you have the dates you need click on the magnifying glass to view your time clock entries.

My Apps - MIP Cloud Portal x Time Clock History x +

microix.mip.com/webclient/Timesheet/TSClockHistory.aspx

Google Kids Are First, Inc. Login - Valero Fleet ShareFile Login Blue Cross Blue Shie... Welcome - SmartVi... Payment Managem... Benefits Manager Client.NewBenefits.c... Sysco Login Home - OneDrive My Apps - MIP Clou... Employee Web Serv...

WORKFLOW MODULES

KIDS ARE FIRST INC

User: Cynthia Orsco Logout

Purchase Order/Invoice Timesheet

Time Clock History

From: 10/5/2025 To: 10/10/2025 Find Print

Week PUNCHDATE

Time Clock Entries									
PUNCHTYPE	PUNCHTIME	SOURCE	HOURS	CHARGEID	NOTES	SYSTEM	CPU	Lunch Rule	
Week: 41									
PUNCHDATE: Monday, October 6, 2025									
IN	08:00 AM	CLK	9.25	AdminFIN		10/06/2025 08:00 AM	BCSG250117031-ADMINISTRATION-Fingerprint		-1
OUT	05:15 PM	CLK	0			10/06/2025 05:15 PM	BCSG250117031-ADMINISTRATION-Fingerprint		
			Sum=9.25						
PUNCHDATE: Tuesday, October 7, 2025									
IN	08:00 AM	CLK	9.25	AdminFIN		10/07/2025 08:02 AM	BCSG250117031-ADMINISTRATION-Fingerprint		-1
OUT	05:15 PM	CLK	0			10/07/2025 05:11 PM	BCSG250117031-ADMINISTRATION-Fingerprint		
			Sum=9.25						
PUNCHDATE: Wednesday, October 8, 2025									
IN	08:00 AM	CLK	9.25	AdminFIN		10/08/2025 08:02 AM	BCSG250117031-ADMINISTRATION-Fingerprint		-1
OUT	05:15 PM	CLK	0			10/08/2025 05:11 PM	BCSG250117031-ADMINISTRATION-Fingerprint		
			Sum=9.25						
PUNCHDATE: Thursday, October 9, 2025									
IN	08:00 AM	CLK	9	AdminFIN		10/09/2025 08:04 AM	BCSG250117031-ADMINISTRATION-Fingerprint		-1
OUT	05:00 PM	CLK	0			10/09/2025 05:02 PM	BCSG250117031-ADMINISTRATION-Fingerprint		
			Sum=9						
PUNCHDATE: Friday, October 10, 2025									
IN	08:00 AM	CLK	9	AdminFIN		10/10/2025 08:03 AM	BCSG250117031-ADMINISTRATION-Fingerprint		-1
OUT	05:00 PM	CLK	0			10/10/2025 05:06 PM	BCSG250117031-ADMINISTRATION-Fingerprint		
			Sum=9						
			Sum=45.75						
Week: 42									
PUNCHDATE: Monday, October 13, 2025									
IN	08:00 AM	CLK	9.5	AdminFIN		10/13/2025 07:58 AM	BCSG250117031-ADMINISTRATION-Fingerprint		-1
OUT	05:00 PM	CLK	0			10/13/2025 05:06 PM	BCSG250117031-ADMINISTRATION-Fingerprint		
			Sum=9.5						

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