



# BriefCase

News from the Michigan Collaborative Administrative Solutions for Education

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## In this issue . . .

- ▶ Employee Portal/Workforce
- ▶ Upcoming Events
- ▶ Tips & Tricks

. . . and much more!



## MiCase online applications - designed to be productive for all!

### Do your employees ask . . .

- When is payday?
- How many sick, vacation, or personal business days do I have left?
- Repetitive questions about payroll deductions – which are found on the pay stub?
- Does your payroll staff still hand-enter timesheets for your employees?
- Are timesheets reviewed and totaled multiple times or by multiple people?
- Does your payroll staff have to find and print old paystubs for current or former employees?

If any of these questions sound like everyday activities at your district, now is the time to get your employees using the MiCase online applications: WorkForce Time & Attendance System and the Employee Portal.

### WorkForce Time & Attendance

Managing time and attendance of employees can be a huge time drain for your payroll staff and may include:

- Entering data from a paper timesheet which flows through multiple hands and may include inter-office delivery time.
- Time consuming balancing and verification of data
- Pay stub printing requests from current and/or former employees



The WorkForce Time & Attendance System provides all that data online. The employee enters information via one of several clocking methods. Managers then receive email notifications of requests and can approve them online, and the remaining time off for is automatically calculated. The timesheet is available online anytime from anywhere with a secure log in.

Contact Jim Touchtone to begin using WorkForce Time & Attendance at your district.

[Email Jim Touchtone](#)

### Employee Portal

For almost two years now, over 25 school districts have been using the Employee Portal. The Portal enables employees to access their pay stubs anytime, day or night. A simple upload of data is done each pay period, and an email is sent with a link notifying the employee that new pay period data is available. Your payroll staff will save time and money with this easy-to-read, paperless system.

Have you received questions from your employees about using direct deposit or online paystubs? The State of Michigan has a new law, effective December 21, 2010 that specifically responds to these subjects. Please see: Michigan State Law [HOUSE BILL No. 5821]

Contact John Burns with questions about using the Employee Portal at your district.

[Email John Burns](#)

**BACK UP MY  
HARD DRIVE?  
HOW DO I PUT IT  
IN REVERSE?**

~Author Unknown (thankfully)





## tips & tricks

Pinnacle SIS customers can access online help right inside the system. Charles “Chuck” Blaine from MiCase says, “It can be an extremely useful resource,” noting that help has been significantly expanded over the past year.

You can access the help feature at any time by clicking on the Help menu and choosing “Online Help.”

## Have you looked at Synrevoice lately?



SchoolConnects from Synrevoice, is a powerful, yet easy-to-use automated calling system. MiCase originally chose to partner with Synrevoice because we were impressed with the features and functionality of the Synrevoice School Connects system. The product has continued to improve, and new features include an easier to use interface and text messaging.

To learn more about Synrevoice or to sign up for the service, please [visit our website](#).

For more information regarding SchoolConnects, please contact Jason Baese directly at 1-800-450-5450 Ext. 645 or [jason.baese@synrevoice.com](mailto:jason.baese@synrevoice.com)



## WHAT WE'RE READING

**The Pragmatic Programmer:  
From Journeyman to Master**  
*By Andrew Hunt and David Thomas*

A summary of what programmers typically learn through years of experience, this book is of interest to both programmers and laypeople wanting to understand the development process. One reader commented, “This is my favorite non-technical tech book.”

[More Info](#)



## Upcoming Events

**June 15**

**Student Information Vision Committee**

**July 6**

**Data Analysis Vision Committee**

**July 13**

**Business Office Vision Committee**

## Farewell to Jeff, welcome wishes to Chuck!

MiCase has a number of staff changes we'd like to share with you. We are sorry to announce that Jeff Styx has accepted a position out of state and has left MiCase as our Pinnacle SIS Developer/Analyst. We wish Jeff well in his future endeavors.

Charles (Chuck) Blaine has been promoted from the Help Desk to the Pinnacle SIS Developer/Analyst position. In addition to his education and experience in development, Chuck brings a wealth of knowledge of the Pinnacle SIS with him from the Help Desk. Please join us in congratulating Chuck. Help Desk staff Sue Phillips and Marilyn Williams will replace Chuck's hours on the Help Desk. By utilizing Sue and Marilyn for an increased number of hours, we benefit from increased flexibility in scheduling help desk staffing to meet district needs, and from employees who are already well-versed in working with our MiCase districts. We will be working over the next few months to provide increased training to Sue and Marilyn so that they are able to respond to a wide range of issues. These changes allow us to maximize the expertise of our MiCase team to serve your needs.

