

# Employee Kiosk



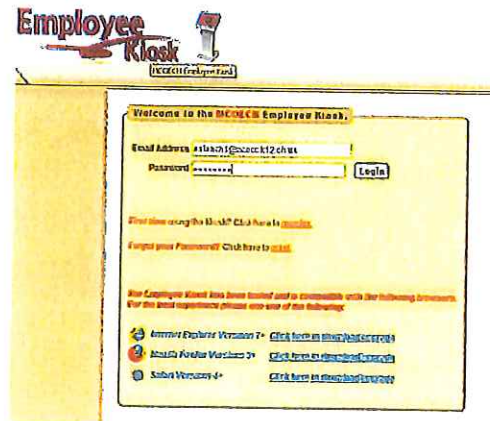
## Employee Kiosk Staff Manual

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## LOGGING IN

Logging into the Kiosk requires a full email address and user password.

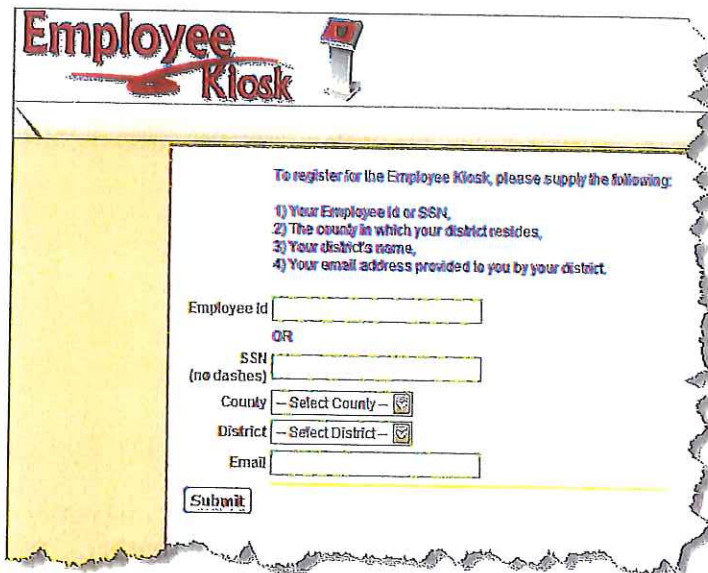


The screenshot shows the 'Employee Kiosk' login interface. At the top, it says 'Welcome to the MCOECN Employee Kiosk.' Below this are fields for 'Email Address' (containing 'stlacth1@mcocn.k12.ch.us') and 'Password' (masked with asterisks), followed by a 'Login' button. There are links for 'First time using the Kiosk? Click here to register.' and 'Forgot your Password? Click here to reset.' At the bottom, a note states: 'The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:' followed by three browser icons and links: Internet Explorer Version 7+, Mozilla Firefox Version 3+, and Safari Version 4+.

To create a Kiosk Account, click on the First time user link at the login page and the screen on the right will display.

You will be required to enter the following:

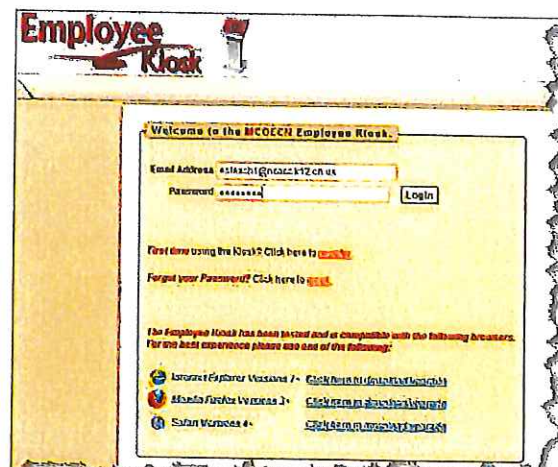
1. Either an employee id or social security number
2. Select the county where your district is located
3. Select your district
4. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.



The screenshot shows the 'Employee Kiosk' registration interface. It says 'To register for the Employee Kiosk, please supply the following:' followed by a list of requirements: 1) Your Employee id or SSN, 2) The county in which your district resides, 3) Your district's name, and 4) Your email address provided to you by your district. Below this are input fields for 'Employee id' and 'SSN (no dashes)', with an 'OR' between them. There are also dropdown menus for 'County' and 'District', both with 'Select' buttons. An 'Email' field is at the bottom, followed by a 'Submit' button.

A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.

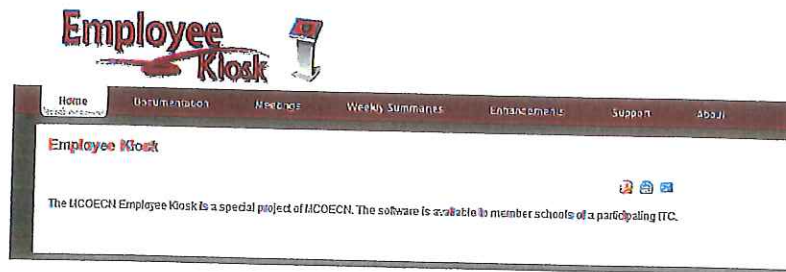
Once the password is received you can access the Kiosk using the email address and password. When logging in for the first time you will be prompted to change your password. Currently the Kiosk password does not expire.



This is a duplicate of the 'Employee Kiosk' login screen shown in the first image. It includes the same welcome message, login fields, registration and password reset links, and browser compatibility information.

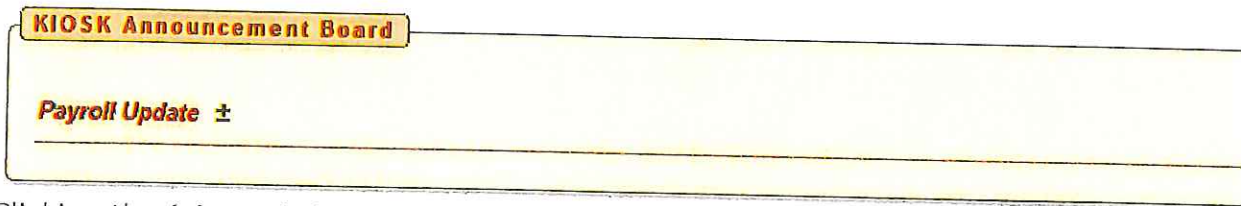
## EMPLOYEE KIOSK DOCUMENTATION

This link will take you to the Kiosk website where you can find documentation, see weekly summaries, enhancements suggestions and other information related to the Kiosk software.

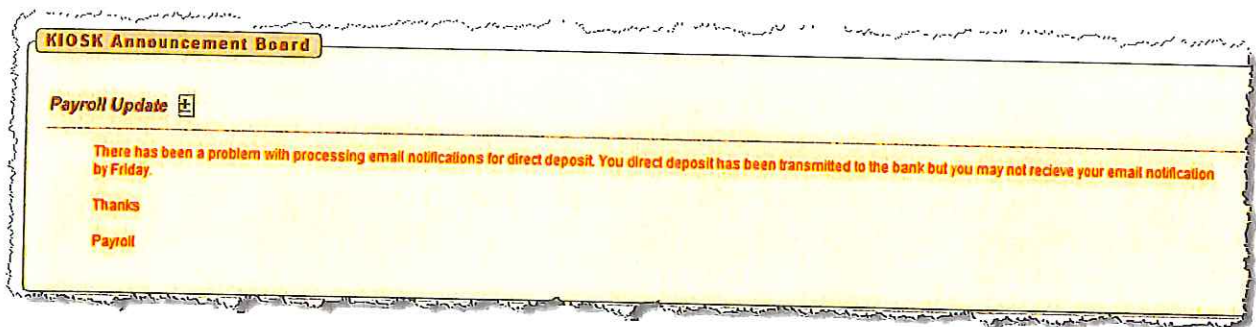


## KIOSK ANNOUNCEMENT BOARD

Announcements for staff from administrators will be placed in the Kiosk Announcement Board. To see the full announcement, click (+) symbol next to the announcement title.



Clicking the (-) symbol will close the announcement.



## OTHER LINKS

If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by district administrators. You can click on these links at anytime to go to that website.





## PROFILE

The profile page gives the user the personal information drawn from USPS (Uniform School Payroll System).

**Employee Profile**
[Request Profile Data Change\(s\)](#)

**Employee ID:** GRA000100    **State Certification ID:**

**Name:**

First Name: Emily	Middle Name: ES	Last Name: Teacher	Suffix:
Legal First Name:	Legal Middle Name:	Legal Last Name:	Legal Suffix:

**Contact Information:**

Address 1: 633 Submarine Drive    Phone: (444) 444-4444

Street Address 2:    District Phone:    District Extension:

City: Othertown    State: OH    Zip Code: 44447

Email Address(es): esleach1@ncocc.k12.oh.us, sbaughman@neo.rr.com

**Other Information:**

Gender: Female    Ethnicity:    Marital Status: Married

OSDI District Code:    Sub Days:    Spouse's First Name:

**Education/Qualifications:**

Degree Type: Bachelors    ECE Qualification:

Semester Hours: 0    Other Credentials:

**Employee Dates:**

Date of Birth: 08/09/1955    Last Evaluation:    Last Paid: 02/27/2009    Contract Renewal:    Limited Contract Exp:

Hire Date: 09/21/2000    Next Evaluation:    ODHS New Hire: 09/21/2000

**Experience:**

Total Years: 0	District: 0.00	Retirement System: 0.00	Ohio Public: 0.00	Non Ohio Public: 0.00	Military: 0.00
Authorized Years: 0	Accredited District: 0.00	Purchased: 0.00	Ohio Private: 0.00	Non Ohio Private: 0.00	Trade: 0.00
Building: 0.00					

If the information is in error you may Request Profile Data changes by clicking on the link in the top right hand corner. You can then enter your change in the white box next to that field that needs the correction and then click Submit Change Request. A request is sent to the payroll staff and they will manually update the payroll system.

**Employee Profile**
[Request Profile Data Change\(s\)](#)

**Employee ID:** GRA000100    **State Certification ID:**

**Name:**

First Name: Emily	Middle Name: ES	Last Name: Teacher	Suffix:
Legal First Name:	Legal Middle Name:	Legal Last Name:	Legal Suffix:

**Contact Information:**

Address 1: 633 Submarine Drive    Phone: (444) 444-4444

Street Address 2:    District Phone:    District Extension:

City: Othertown    State: OH    Zip Code: 44447

Email Address(es): esleach1@ncocc.k12.oh.us, sbaughman@neo.rr.com

**Request Profile Data Change(s)**

Have New Values for items that you would like to Request be changed.  
Click "Submit Change Request" button at bottom and request will history will be maintained.

**Employee ID:** GRA000100    **State Certification ID:**

**Name:**

First Name: Emily	Middle Name: ES	Last Name: Teacher	Suffix:
Legal First Name:	Legal Middle Name:	Legal Last Name:	Legal Suffix:

**Contact Information:**

Address 1: 633 Submarine Drive    Phone: (444) 444-4444

Street Address 2:    District Phone:    District Extension:

City: Othertown    State: OH    Zip Code: 44447

## POSITION DETAILS

This is a brief view of your contract information.

If you have multiple positions you can select the position from under the Current Positions section and the contract information for that position will display below.

**Current Positions**

Job Title	Start Date	Job Status	
Elementary School Teacher	09/21/2001	Active	<a href="#">Display Details</a>

[Export to CSV](#)

1 - 1

**Position Details**

Job Number	1		
Job Title	Elementary School Teacher	Start Date	09/21/2001
Building Mail	91	Job Status	Active
Contract Amount	\$50,000.00	Daily Or Hourly	Daily
Hours in Work Day	7	Pay Per Period	\$1,923.08
Work Days in Contract	193	Calendar Start Date	09/21/2001
Salary Schedule Step	0	Salary Schedule Column	0
Eligible for Sick Leave	Yes		
Eligible for Personal Leave	Yes		
Eligible for Vacation Leave	No		
Supervisor Name	Marcia ES Principal	Supervisor Email	eSPRIN@MCOECK12.0H.US

## PERFORMANCE REVIEWS

If your district is using the functionality of Performance Reviews you will have the ability to see when your last review was done, any documentation that was attached by your supervisor for that review, and when your next review is due.

**My Performance Reviews**

	Current Evaluation Date	Next Evaluation Date	Documents Attached
<a href="#">VIEW</a>	10/13/1999	-	1

1 - 1

**Performance Review Info**

Employee Name	Evaluation Date	Next Evaluation Date
SANDRA S BULLOCK	10/13/1999	-

**Associated Performance Review Files**

File Id	Filename	Description	Created By	Created Datetime ▲
<a href="#">download</a>	Sandra Bullock 2008 review.docx	Performance Review 2009	KIOSKDEMO@MCOECKN.ORG	10/06/2009 04:18 PM

1 - 1





The information displayed is the same as that on the direct deposit email notification.

View / Print Pay Slip

\*\*\* NOTIFICATION BY EMAIL \*\*\*

PRINT Pay Slip

To: Emily K. Fisher  
From: KINGS TEST MESH  
1234 DISTRICT LANE  
MOSBYFIELD CA 94023

The amounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of \$1,400.00

Funds are available in your account(s) as of 01/27/2011

Your salary has been deposited as follows:

Type	Description	Amount
Checking	Direct Deposit - TCB	\$1,400.00

Below is a summary of your pay for the period ending 01/27/2011

TAX		DEDUCTIONS		GROSS PAYROLL		NET PAYROLL	
Date	Amount	Date	Amount	Date	Amount	Date	Amount
01/27/2011	10.000	01/27/2011	181.71	01/27/2011	1,400.00	01/27/2011	1,400.00
01/27/2011	0.000	01/27/2011	31.44	01/27/2011	1,400.00	01/27/2011	1,400.00
		01/27/2011	20.00	01/27/2011	1,400.00	01/27/2011	1,400.00
		01/27/2011	149.71	01/27/2011	1,400.00	01/27/2011	1,400.00

Gross Amount: 1,400.00  
Adjusted Gross: 1,400.00  
\*\*Gross Y-T-D: 1,400.00

\* Indicates YTD amount  
\*\* Year To Date totals shown on this document are as of 01/27/2011

Sick Leave	Vacation Credit	Semiannual Leave	Service Days
0.000 / 17.750	0.000 / 0.000	0.000 / 0.000	17 / 17

Federal Exemption: Married 01  
State Exemption: 01 Exemption 0.00000 Fed Expt: 0.00000

## View/Print Pay Slip {PDF}

- When you first select the View/Print Pay Slip {PDF} option you can
  - View and/or Print Payslip
  - Download & Save Payslip

List of Available Payslips

1 - 1

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01282011	588680

1 - 1

- View and/or Print will open your payslip as a PDF file.
- Download & Save will give you the option to save the pay slip to your PC.

**Note:** The PDF payslip will include year-to-date totals.



[VIEW/PRINT W-2](#)







If your district is using the W2 functionality within Kiosk you will see your W2 information that can be viewed or printed.



KIOSK.EMPLOYI

Employee Kiosk	Other Links	IPDP	Scheduler
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Employee Kiosk Documentation	<div> <div>List of Available W-2 Wage and Tax Statements</div> <div> <div>1 - 1</div> <table border="1"> <tr> <th>View and/or Print W2</th> <th>Download &amp; Save W2</th> <th>Tax Year</th> <th>Control Number</th> </tr> <tr> <td></td> <td></td> <td>2007</td> <td></td> </tr> </table> <div>1 - 1</div> </div> </div>	View and/or Print W2	Download & Save W2	Tax Year	Control Number			2007	
View and/or Print W2		Download & Save W2	Tax Year	Control Number					
			2007						
Profile									
Position Details									
Performance Reviews									
Payslip									
View/Print W-2									
Leave Balances									
Leave Request									
Substitute Coordinator Leave Reports									
View Building Leave Calendar(s)									
Change Password									

The tax years that are available will display on the screen. When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.

[illegible]

## LEAVE BALANCES

At this screen the user can see the types of leave they have and a quick balance of each. This balance reflects just the leave requests that have been exported into USPS.

Leave Balances					
	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	3.00
Sick Leave	1.25	Daily	200.00	N/A	12.75
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

**NOTICE:** Displayed Leave Balances may not reflect current activity due to delayed posting.

You can also see detailed information of absences and accumulations for available leave types. You can filter the information to only display information based on Category (Leave Types which could include sick, personal, vacation, etc.), Job Number, Transaction Type (Either Absence or Accumulation), and Start/End Date. Once you have selected how you want the information filtered you must press the Go icon to initiate your filter.

Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

Filter Detail Leave Activity					
Category	JobNo	TransType	Start Date	End Date	Go
All	All	All			

Detail Leave Activity					
Number of Rows Displayed 100					
<u>Category</u>	<u>Job No. 4</u>	<u>Trans Type</u>	<u>Length Of Absence</u>	<u>Unit</u>	<u>Activity Date</u>
Sick	0	Accumulation	1.25	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Sick	0	Accumulation	1.25	Daily	10/01/2003
Sick	0	Accumulation	1.25	Daily	09/01/2003
Sick	0	Accumulation	1.25	Daily	08/01/2003
Personal	0	Accumulation	3	Daily	07/01/2003
Sick	0	Accumulation	4	Daily	07/01/2003

[Export detail activity to CSV](#)

1 - 9



## LEAVE REQUEST

There are 4 areas under Leave Request:

- ☐ Create New Request
- ☐ My Request(s) in Process
- ☐ My Processed Request(s)
- ☐ Set Leave Starting & Ending Time Preferences

**Leave Request**

- Create New Request
- My Request(s) in Process
- My Processed Request(s)
- Set Leave Starting & Ending Time Preferences

### Create New Leave Request.

1. Make sure your job that is eligible for leave is selected.
2. Select your leave type. If your district requires an additional reason for a specific leave type (sub-category) another box will display to select additional reasons for the leave request. Once you have selected your leave type a balance of that leave type will display and you will have an icon to click on to see additional leave requests that have been requested but not subtracted from the balance for that leave type.
3. You will need to enter a reason for the request. Some districts require a reason for specific leave types. If your district requires a reason you will receive an error if you leave the field blank.
4. Start and End Date are both required – if you forget the date, you will be prompted to add it upon a submitting your request. You can click on the calendar icon to display a calendar to use to select your date.

**New Leave Request**

Job: Active - Elementary School Teacher 1

Leave Type: Personal Leave 2

Balance before request 3.00 Day(s) See your Personal Leave Requests

Reason 3

0 of 1000

4 Start Date  (use MM/DD/YYYY format) 5

End Date  (use MM/DD/YYYY format) 5

Leave Requested In Day(s)  use format (#, ##, ###, ####) 6

Phone Where You Can be Reached For Questions (444) 444-4444 7 Full Notification ☐ 8

Relating to This Request

Comments pertaining to this Leave Request 9

0 of 4000

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below.

Substitute Needed? ☐ 10

Supervisor's Name: Marcia ESPrincipal Supervisor's Email: eSPRIN@NCQCC.K12OH.US

Request Status: Initialed



NOTE: If you enter a date that is in the past you will receive a warning message that the date exists in the past. You can still create the request for the date in the past by clicking submit.

5. Start and End Times are both required – if you forget the time, you will be prompted to add it upon submitting your request. This can be set as a preference. See Set Leave Starting & Ending Time Preferences section.

6. Enter amount of time you are requesting off. If your district uses hours you will enter your time in hours. If your district uses days you will enter your request in increments of .25.

7. Your phone number will be populated from your Profile information.

8. Place a check mark in the box if you want to receive an email every time action is taken on your request. If you do not place a check mark in this box you will receive an email message when the request is initiated and when it has received final approval.

9. Enter any comments you want your supervisor to be aware of.

10. If you need a substitute you will need to check the box and then the comment box will be available for you to type a comment in. This information will then be displayed to anyone who has access to view your request.

**NOTE:** Some districts may have configured Substitute Needed box to already be checked for you when you create a request. If the box is checked to show you need a substitute then you will be able to click in the comment box to type your comment for this request.

11. You have the ability to attach a document to your leave request. You may need to attach a doctor's excuse, an agenda or registration form for a meeting. Click on Select File(s) to attach.

**File(s) to Attach**

Click button below to select file(s) to be attached to this Leave Request

**11** **Select File(s) to Attach**

12. Click browse to find the attachment that is located on your PC.

**Select File(s) to Attach**

**12**

Attachment 1:  Description: \_\_\_\_\_

Attachment 2:  Description: \_\_\_\_\_

Attachment 3:  Description: \_\_\_\_\_

Attachment 4:  Description: \_\_\_\_\_

Attachment 5:  Description: \_\_\_\_\_

**14** **Select File(s)** **Cancel**

13. Once you have located the file click open.

14. Type in a description for your file and click Select File(s).

15. When your request has been filled out completely press the submit button.

**File Upload**

Desktop

Search Desktop

Organize New folder

Name	Size	Icon type
KIOSK PAYSIP	12 KB	Adobe Acrobat
old12Amarceport	1,269 KB	Microsoft Word
Approve Cancellation	44 KB	Microsoft Word
Dinning	12 KB	Microsoft Excel
template3	1 KB	CSV File
Modifypggylcheri	2 KB	CSV File
ModifysaccountReskof	3 KB	CSV File
Districts to Help with Virtual...	10 KB	Microsoft Excel
results-survey51477-3	31 KB	Microsoft Excel
results-survey51477-2	37 KB	Microsoft Excel

File name:  All Files

**13** **Open** **Cancel**

If you choose Professional Leave from the drop down menu, another form appears with the needed information for a professional leave.

1. You can enter the location of the event.
2. If your district requires you to enter the vendor information in the instance when a purchase order needs to be made out to the vendor.
3. Enter any information that you want about the request. For example who the

**Professional Leave Details / Expense**

**Event Location (Address)** **1**

**Vendor Location (Address)** **2**

City State Zip Code City State Zip Code

**Purpose of Leave / Leave Description**

**3**

0 of 500

**Estimated Costs**

Registration Fees: (e.g. \$3,123.34) (\$1,002) (\$3456.78) 0

Lodging Amount: (e.g. \$3,123.34) (\$1,002) (\$3456.78) 0

Meals Amount: (e.g. \$3,123.34) (\$1,002) (\$3456.78) 0 **4**

Other Expenses Amount: (e.g. \$3,123.34) (\$1,002) (\$3456.78) 0

Mileage Rate: 0.510 X # of Miles (e.g. \$1,000) (\$145) (\$52) (\$5) 0

Mileage Amount: (e.g. \$3,123.34) (\$1,002) (\$3456.78) 0

Total Leave Amount: (e.g. \$3,123.34) (\$1,002) (\$3456.78) 0

**5** **Calculate** **Clear Amounts**



purchase order should be made out to for registration or if you are sharing expenses with a co-worker.

4. Enter your expenses. Enter the miles of the proposed trip and the tool will calculate the mileage amount to be reimbursed based on the district entered rate.
5. At the bottom of the Professional Leave Form Part, you may click on Calculate to have it total the expenses entered. *(The fields appearing are set by the administrator, and some features can be added, for instance, the fund code could be added.)*
6. Once you have submitted the request for professional leave you have the ability to print a Professional Leave Request Form to submit after your leave so you can enter your actual expenses, attach receipts and submit for reimbursement.

**Professional Leave Request Form**

Name: Emily E. Teacher      Today's Date: 12/23/2009  
Position: Elementary School Teacher

Date(s)/Time(s): Black River Meeting 10, 2009 Time: 05:00 AM  
End Date: November 30, 2009 Time: 03:00 PM

Total Leave requested: 1 day(s)

Reason from Meeting  
Leave Request:

Location of Meeting  
Professional Leave Event: Columbus, OH 43224

Purpose of Meeting: Meeting

Vendor Location: ODE  
Columbus, OH 43221

		Estimated	Actual
Travel:	150 miles @ \$.40 per mile:	\$60.00	
	Lodging Amount:	\$0.00	
	Meals Amount:	\$15.00	
	Registration Fees:	\$50.00	
	Other Expenses Amount:	\$10.00	
	<b>Total Expenses Amount:</b>	<b>\$135.00</b>	

\*\* PAID RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES \*\*

If you submit a request that will span multiple days you will then be presented a screen to verify the dates and the leave request for each day.

**Leave Request Information**

Start Date	Start Time	End Date	End Time	Total Leave Day(s)
12/07/2009	07:30 AM	12/11/2009	03:00 PM	5

**Verify Leave Detail Day(s) and Click ACCEPT LEAVE DETAILS button to ADD the request.**

**Week One**

Sunday, December 06, 2009	Monday, December 07, 2009	Tuesday, December 08, 2009	Wednesday, December 09, 2009	Thursday, December 10, 2009	Friday, December 11, 2009	Saturday, December 12, 2009
0	1	1	1	1	1	0

**Accept Leave Details** **Cancel**



## My Request(s) in Process

You can quickly see all requests, what their status is, and where they fall in the steps toward approval.

Leave Request(s) in Process									
1-1									
Update	View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update	ES	-	Elementary Principal	Sick Leave	Flow Initiated Level 1	Yes	02/03/2011 03:39PM	01/27/2011 07:00AM 01/27/2011 04:00PM
Export to CSV									
Number of Rows Displayed 5									
1-1									

You can click on the word 'Details' to see the original request.

You will see a non-edit-able view of your original request and can do the following when looking at the details of the request.

1. Escalate (this will send a notification to the HR Admin)
2. Cancel the Request
3. Make Comments
4. Add Attachment
5. Update Request. As long as the first approver has not taken action on your request you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.

**Leave Request Detail**

1 Escalate to HR Leave Administrator

2 Cancel Request

3 Apply Comments ONLY

Status: Flow Initiated

Last Activity: 02/03/2011 03:39 PM

Job: Elementary Principal

Leave Type: Sick Leave

Current Balance 28.75 Day(s)

Reason: Flu

Start Date: 01/27/2011 Start Time: 07:00 AM

End Date: 01/27/2011 End Time: 04:00 PM

Leave Requested In Day(s): 1.000

Phone: (111) 111-1111

Full Notifications: N

Comments:

5 Update Request

**Transaction History**

Name	Action	Comments	Transaction Data
Marcia ES Principal	Flow Initiated	-	02/03/2011 03:39PM
Marcia ES Principal	Substitute Needed	-	02/03/2011 03:39PM

Export to CSV

Number of Rows Displayed 5

1-2

**File(s) to Attach**

Click button below to select file(s) to be attached to this Leave Request.

Select File(s) 4

Further to the right you will see the approval process.

When you click on the Update from the My Leave Request(s) in Process screen you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.

Leave Request(s) in Process									
1 - 1									
Update	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	
Details	Update	-	Elementary Principal	Sick Leave	Flow Initiated Level 1	Yes	02/03/2011 03:39PM	01/27/2011 07:00AM	01/27/2011 04:00PM
Export to .CSV									
Number of Rows Displayed 5									
1 - 1									

Update Leave Request

Return to Leave Request(s) in Process

Apply Changes

Initiated: 02/03/2011 03:39 PM

Job: Active - Elementary Principal

Leave Type: Sick Leave

Balance before request 39.75 Day(s)

Flu

Reason

3 of 1000


Start Date 01/27/2011 (use MM/DD/YYYY format)

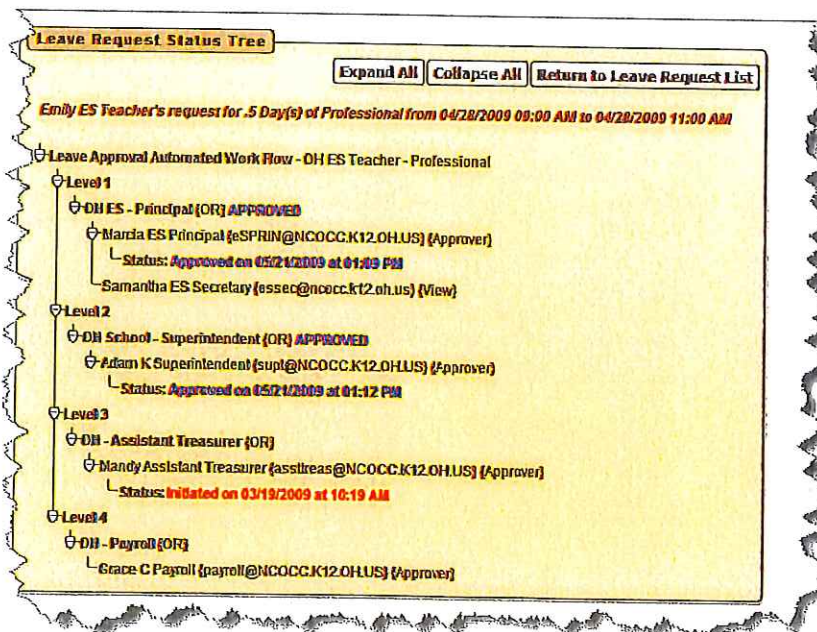
Start Time 07:00 AM

End Date 01/27/2011 (use MM/DD/YYYY format)

End Time 04:00 PM

Leave Requested 1.000 use format (H, M, S, A.M., -HH:MM)

When you click on the  icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.







## My Processed Request(s)




This report reflects those leaves that have been completely processed and are probably in the past. These requests would include those that have been approved and exported to USPS or those requests that have been rejected or cancelled.

- You can filter these requests based on
- Start/End Date
- Leave Type
- Status

Filtering on any of the areas above requires you to click the GO icon to initiate the filter.

**Filter by Date Range**


Starting Date  Ending Date 









**Leave Type** All  **Status** All  

The sections are divided by Approved and Exported Leave Requests and Cancelled and Rejected Leave Requests



In the Approved and Exported Leave Requests section

**Approved & Exported Leave Request(s)**


row(s) 1 - 5 of 19 

	 <b>View Approval Status</b>	<b>Job Description</b>	<b>Leave Type Requested</b>	<b>Status</b>	<b>Substitute Needed</b>	<b>Last Activity Date</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Leave</b>	<b>Create Cancellation</b>
<a href="#">Details</a>		- Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	
<a href="#">Details</a>		- Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	
<a href="#">Details</a>		- Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/13/2010 03:00PM	08/13/2010 05:00PM	2.000 Hour(s)	-
<a href="#">Details</a>		- Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/23/2010 03:00PM	08/23/2010 06:00PM	3.000 Hour(s)	-
<a href="#">Details</a>		- Elementary School Teacher	Sick Leave	Approved	Scheduled	09/21/2010 12:44AM	09/20/2010 07:00AM	09/20/2010 03:00PM	16.000 Hour(s)	-

[Export to CSV](#)


Number of Rows Displayed: 5  

[PRINT Filtered Requests](#)

row(s) 1 - 5 of 19 

You can click on the word 'Details' to see the original request.

You will see a non-edit-able view of their original request and further to the right you will see the transaction history for this request.

When you click on the  icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.

You will also see a column with the status of leave request. Exported are requests that have been exported into payroll. Approved requests have been through the approval process but have not been exported to payroll.



If your request has the status of Exported you have the option to cancel the request by clicking on the red X in the Create Cancellation column.

Approved & Exported Leave Request(s)										
View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		- Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	
Details		- Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	

When you click the red X a leave request will be created and automatically populated with the correct information for the leave cancellation. You can enter comments in the request as to why the request is being cancelled.

Click Submit to create the cancellation request and send it through the approval process.

New Leave Request

Cancel

SUBMIT

Job Active - Elementary School Teacher

Leave Type Sick Leave

Balance before request 12.75 Hour(s)

See your Sick Leave Requests

Negative request to reverse/cancel leave time previously Exported and Posted to USPS. Original Leave Request#:211023

Reason

116 of 1000

Start Date 07/07/2010 Start Time 07:00 AM

End Date 07/07/2010 End Time 03:00 PM

Leave Requested In Hour(s)

7 .000

Phone Where You Can be Reached For Questions (444) 444-4444

Full Notification ☐

Relating to This Request

Comments pertaining to this Leave Request

0 of 4000

Supervisor's Name: Marcia ES Principal Supervisor's Email: espin@nccck12.oh.us

Request Status: Initiated

You may choose how many rows to view by clicking on the drop down arrow next to Number of Rows Displayed.

Approved & Exported Leave Request(s)				
View Approval Status	Job Description	Leave Type Requested	Status	
Details	- Elementary School Teacher	Sick Leave	Exported	
Details	- Elementary School Teacher	Sick Leave	Exported	
Details	- Elementary School Teacher	Compensatory Time	Approved	
Details	- Elementary School Teacher	Compensatory Time	Approved	
Details	- Elementary School Teacher	Sick Leave	Approved	

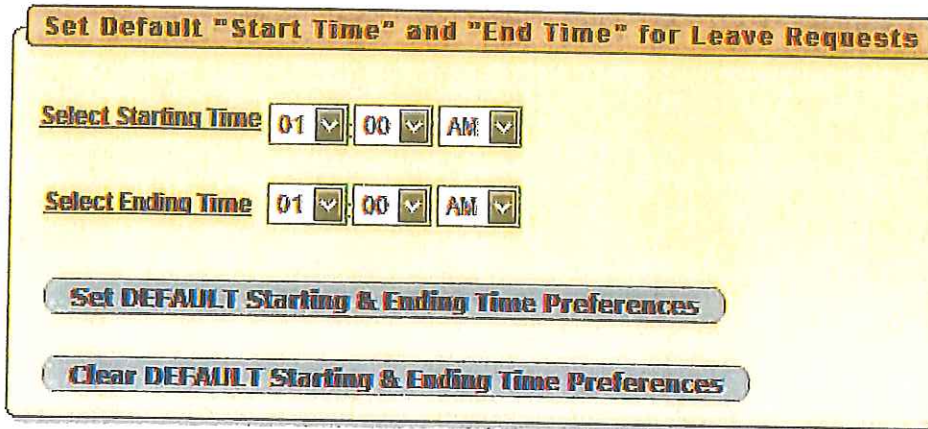
Export to CSV

Number of Rows Displayed 5

PRINT Filtered Requests

## Set Leave Starting & Ending Time Preference

You can enter a starting and ending time preference so that when you go to create a leave request the starting and ending time that you have set as a preference will be automatically entered into the leave request when creating a new request.

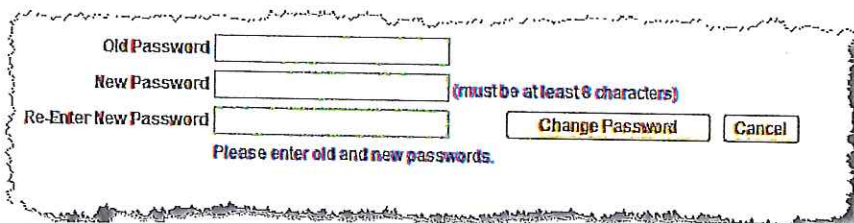


The dialog box has a title bar that reads "Set Default 'Start Time' and 'End Time' for Leave Requests". Inside, there are two sections. The first section is labeled "Select Starting Time" and contains three dropdown menus showing "01", "00", and "AM". The second section is labeled "Select Ending Time" and also contains three dropdown menus showing "01", "00", and "AM". Below these sections are two buttons: "Set DEFAULT Starting & Ending Time Preferences" and "Clear DEFAULT Starting & Ending Time Preferences".

1. Enter a starting time
2. Enter a ending time
3. Click Set Default Starting & Ending Time Preferences

## CHANGE PASSWORD

This feature will allow you to change your password once you are logged into Kiosk.



The form contains three input fields: "Old Password", "New Password", and "Re-Enter New Password". The "New Password" field has a red text note next to it that says "(must be at least 8 characters)". Below the input fields is a red text instruction: "Please enter old and new passwords.". To the right of the form are two buttons: "Change Password" and "Cancel".

You must enter your old password and then type the new one twice before clicking on 'Change Password'.

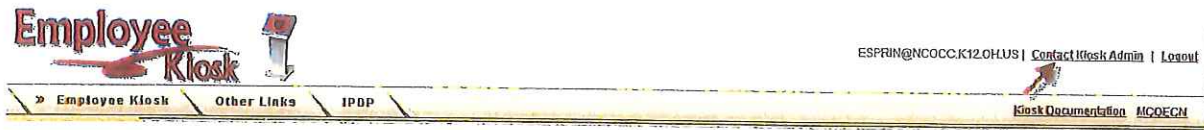
Your password must be 8 characters in length.

Your district has the ability to configure that your password change in a certain number days. Your district may also require you to use at least one capital letter, number or special character when creating your password. They will let you know of those requirements.



## CORRESPONDENCE

This feature will allow you to send messages to the Kiosk Admin from within the Kiosk software.



When you click on Contact Kiosk Admin a message box will display for you to type a message that will be sent to the Kiosk Admin for your district. Click Send with done typing your message.

A 'Compose Message' dialog box with a yellow background. It has a title bar 'Compose Message'. Inside, there is a 'Subject' label followed by a text input field. Below that is a 'Message' label followed by a larger text area. At the bottom right, there are two buttons: 'Cancel' and 'Send'.

When you click on Correspondence you will see a list of the message you have sent.

A 'Correspondence' window with a yellow background. It has a title bar 'Correspondence'. Below the title bar is a 'Status' dropdown menu set to 'Open'. Below that is a table with four columns: 'Opened', 'Subject', 'Status', and 'Last Message'. The first row of the table shows a magnifying glass icon in the 'Opened' column, the date '02/07/2011 02:33:27PM' in the 'Subject' column, 'Sick Leave Accrual' in the 'Status' column, and 'Pending' in the 'Last Message' column. The text 'My sick leave accrual amount does not look correct.' is visible in the 'Last Message' column. At the bottom right of the window, there is a page indicator '1 - 1'.

Opened	Subject	Status	Last Message
	02/07/2011 02:33:27PM	Sick Leave Accrual	Pending My sick leave accrual amount does not look correct.

To view the correspondence between you and the Kiosk Admin click on the magnifying glass. You will see a history of the correspondence and have the ability to send a new message.

A 'Compose Message' dialog box with a yellow background. It has a title bar 'Compose Message'. Inside, the 'Subject' field is pre-filled with 'Sick Leave Accrual'. Below it is a 'Message' label followed by a large text area. At the bottom left, there is a button labeled 'Archive Correspondence'. At the bottom right, there are two buttons: 'Cancel' and 'Send'.

A 'History' window with a yellow background. It has a title bar 'History'. Inside, there are two message entries. The first entry shows the date 'Date: 02/07/2011 02:33:27PM', the sender 'From: PAYROLL@NCOCCK12.OH.US', and the message body 'I will double check with the signed contract but I think it is correct.' The second entry shows the date 'Date: 02/07/2011 02:33:27PM', the sender 'From: ESPRIN@NCOCCK12.OH.US', and the message body 'My sick leave accrual amount does not look correct.' At the bottom right of the window, there is a page indicator '1 - 2'.

Date: 02/07/2011 02:33:27PM
From: PAYROLL@NCOCCK12.OH.US
I will double check with the signed contract but I think it is correct.
Date: 02/07/2011 02:33:27PM
From: ESPRIN@NCOCCK12.OH.US
My sick leave accrual amount does not look correct.